



SharePoint Access for Aging Staff

This document details the process for aging staff to gain access to the ADRC/Aging SharePoint site and other BADR SharePoint sites.

Important: Before beginning this process, please double-check your access to the [ADRC/Aging SharePoint](#) and whether you already have a [WILMS ID](#). Creating a duplicate WILMS ID could create further barriers to access.

Step 1: self-register for a WILMS ID

- Navigate to the [Wisconsin Logon Management System \(WILMS\) website](#).
 - Go to the **Sign Up for your DOA/Wisconsin Logon** section and click **Self Registration**.
 - Fill in all required fields (marked with an asterisk).
- In the **Systems You Will Access** section, choose **SharePoint**.

Systems You Will Access
Use your mouse to highlight the system that you want to access.

Systems

- OLAS School (Department of Safety and Profe
- SharePoint** *
- TEACH
- Wisconsin Enterprise Fleet Management Syste

- Upon submitting, a pop-up sometimes displays. This pop-up does not prevent the registration from completing.

Step 2: submit form F-02000

- Fill out and submit form [F-02000](#) to DHSBADRtech@dhs.wisconsin.gov.
Instructions to complete F-02000 are in the companion [F-02000A](#) attachment (second row).
- Enter your new WILMS username in **Section 4** of the form

SECTION 4: BADR Systems Requiring F-02000 Submission

SharePoint:
Enter **WILMS** username:

ADRC/Aging DBS DCS EBS

WellSky: Select all that are applicable to the role **AND attach signed F-00044.**
 SAMS IR: Read Only SAMS IR: Edit SAMS Aging SAMS DBS SAMS EBS

SHIP Reporting System for benefit specialists and SHIP counselors. (The fields below are optional.)

- After submitting F-02000, you will receive an email within a few days confirming access has been granted along with a link to the SharePoint site.

How to deactivate or remove access

WILMS does not require deactivation, but removal from SharePoint sites can be done by submitting a second [F-02000](#) requesting a user to be deactivated.

Questions or help with access

- WILMS account information, including password recovery, can be managed on the [main page](#).
- For additional assistance with WILMS login information, contact WILMSHelp@wisconsin.gov.
- SharePoint access questions should be sent to Megan Takahashi in the Office on Aging at meganm.takahashi@dhs.wisconsin.gov.