Program Participation System (PPS)
Security Officer (SO) Directions

September 2019
Roles & Responsibilities

- Each Birth to 3 Program has at least one designated PPS Security Officer. This person is authorized to grant and remove access to PPS for people in the county Birth to 3 (B-3) Program.

- Role of the Security Officers
  - Set up their own WAMS ID
  - Inform appropriate Birth to 3 Program staff to create a WAMS ID to gain access to PPS
    - Users who have ever had access to FSIA or PPS in any capacity should keep the same WAMS IDs when changing employers or changing roles at the same employer. They should not create a new WAMS ID. Staff who do not remember their previous WAMS ID or password should contact the SOS Help Desk.
  - Grant and remove PPS users using the WISA system (in training and production environments)
  - Develop understanding of PPS system
Roles & Responsibilities, continued

- **Role of the State of Wisconsin DHS staff**
  - Assign security officers to their corresponding county Birth to 3 Programs
  - Monitor current status of all security officers statewide
Security Process Overview

1. Members (and you) in your B-3 Program set up a WAMS ID and password.

2. Member sends their WAMS ID and F-00044 to their Security Officer (you).


4. In WISA Training Environment, Security Officer assigns PPS access profile to WAMS ID.

5. The user is able to login into either PPS Training and practice using PPS.


7. In WISA the Production Environment, Security Officer assigns PPS access profile to WAMS ID.

8. The member is able to start logging into either PPS with their WAMS ID and start adding and updating children’s information.
Creating a WAMS ID and Password

From the gateway page, click on the WAMS link above.
WAMS Application Process

- You will be routed to the Wisconsin User ID page, where you will click on the **Self Registration** link.

- Next, scroll down and click the **Accept** button at the bottom of the Self Registration page.

- Account Recovery option is also available on the bottom of this page for users who forget their ID or password.
Self-Registration

- You will then be prompted to fill out a Self Registration Form to create your WAMS ID.
- A confirmation email will be sent to the provided email address.

**Be sure to read all the requirements for acceptable User IDs and Passwords**
Go to WAMS Email

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person know your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account

http://uaon.wisconsin.gov/WAMS/AARSAAction=AA4AA1D=s9d9jMq2EGtJz99KV3

If you are not able to activate your account within the allotted 5 minutes, click on the link

(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to yo browser's address line. Make sure that you get the entire web-link. If the web-link is split into two lines and the second line is not underlined like the first both lines into the Internet browser's address line.

* If you received a 'your browser must support cookies' error and you have your browser configured to allow cookies, open a new browser window and copy the web-1 Internet browser's address line.

* Many Internet browsers have the ability to remember passwords for you. This feature may cause problems if the password it remembers does not match your current If you are having password problems, and the password is filled out on the login page when it loads, try clearing the password field and re-entering your password recommend that you turn off the password memory feature of your Internet browser.

This e-mail is automatically generated. Please do not reply to this e-mail. If you need assistance please click on the web-link below:

http://uaon.wisconsin.gov/WAMS/FormattedEmail

- After you click on this link, you will be routed to a login screen and be prompted to enter your new WAMS ID and password to finish the WAMS registration process

- Members should send their WAMS ID to you after they have completed this step
Accessing WISA

- WISA is used to add or change access to PPS for a WAMS ID.
- This WISA link will take you to the “Live” PPS.
- To setup users in the **PPS–Training environment** you will need to type the following URL into your browser: [https://trn.wisa.wisconsin.gov/wisa/](https://trn.wisa.wisconsin.gov/wisa/)
Login to WISA

- Your WAMS ID needs to be sent to (and updated by) your TA lead before you can access WISA.

- Once setup by the State, enter your WAMS ID and Password, and click the ‘Login’ button to gain access to WISA.
Primary method to navigate WISA.

Click on the “PPS User Administration” Link to setup up users’ access to PPS.

Welcome to WISA – Wisconsin’s Integrated Security Application.

An authorized user can control a user’s access to an application through the use of Profiles, Profile Functions, and Privileges of that application.

A Privilege is defined as the most granular level of an access that could be provided to a user. A Privilege is a combination of Resources and Attribute Restrictions on a resource. Privileges (Resource and Attribute Restrictions) are attached to a Profile Function.

A Profile Function is a logical grouping of privileges and is attached to a Profile.

A Profile is a record associated with a user of the system. A Profile defines a user’s access limits to an application. A Profile is attached to a WAMS Account.

Following are the three major administrative components under each application:

**User Administration**
Use the User Administration to add a new User, update information for an existing User, or perform other administrative functions on a User under an application.

**Profile Administration**
Use the Profile Administration to add a new Profile for an application, update existing Profiles, disable an existing Profile for an application, or assign Profile Functions to a Profile in an application.

**Profile Function Administration**
Use the Profile Function Administration to add a new Profile Function for an application, update an existing Profile Function for an application, or assign Resource and Resource Attribute Restrictions to a Profile Function in an application.

Note: Some applications may only have 1 or 2 of the above administrative components.
Search

**Search is accessed through the “User Administration” tab**

- **Search Option** – Users can search in both WAMS and WISA for existing WAMS IDs
- **Search Criteria** – Search by Name or Email
- **Search Button** – After all criteria has been entered, click to begin the search
Search Results

- "Starts with" – Searches from this page will bring back partial and complete matches. For example, searching on “SIM” brings back “SIM,” “SIME,” and “SIMMONS.”
- Search results will appear on the same page when you click the search button.

Clicking on this icon will lead users to that specific Individual Summary.
There are three distinct parts of the User Detail Page that need to be updated when you add or change access to PPS for a user.
Key Rules when adding PPS access for a new user:

1. All fields marked with an asterisk (*) must be filled in to be considered complete.
2. Start date - Cannot be prior to current date.
3. Email - Must be the email address that created WAMS account. (This is already defaulted when the user is brought up on the screen.)
4. End date - Specifies when an individual’s access to the system will be terminated.
Profiles

**Profile Assignments** - allows administrators to grant appropriate access to certain levels

**Start / End Dates** - specifies the day an individual’s access will begin or will expire in the system (immediate)

- Complete the fields according to the table below based on whether you represent an LEA or B-3 Program and click “Add” then “Save.”

<table>
<thead>
<tr>
<th></th>
<th>Birth to 3 Program</th>
<th>LEAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Unit Level</td>
<td></td>
<td>Select “Agency”</td>
</tr>
<tr>
<td>Admin Unit</td>
<td></td>
<td>Select your agency’s name, which should display in the list</td>
</tr>
<tr>
<td>Profile</td>
<td></td>
<td>Select “Birth to Three Full Access”</td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
<td>Date access is being granted.</td>
</tr>
</tbody>
</table>
Adding Users

- Once all information is provided, click the **Add button**.
- This will then populate and be displayed as a new record for that individual.
- Click the **Save button** to update changes.
Terminating Access

- **First, click on the Edit Icon**

- **Enter an “End Date” for the PPS Profile Assignment and click on the Update button**

- **This will then populate and be displayed as a new record with that specific “End Date”**

- **Click on the Save button to update changes**

*Never* put an end date in the User Information or PPS Application Access sections of the User Details page. This could affect the user's access to PPS or other systems at a different position or employer.
Error Messages

These will appear at the top of the screen if fields are left empty or if improper data is entered.
Security Officer Checklist

❖ To become a Birth to 3 Program PPS security officer:
  ❖ Create a WAMS ID for yourself from the PPS gateway page.
  ❖ Send the WAMS ID to your TA lead.

❖ To grant or remove access to PPS for Birth to 3 Program PPS users:
  ❖ Inform users in the Birth to 3 Program to create WAMS IDs.
  ❖ Collect form F-00044 from PPS user, file for future reference.
  ❖ Log into the WISA Training Environment and set up access for the ID to the PPS Training Region.
  ❖ Log into the WISA Production Environment and set up access for the ID to the PPS Live Region.
  ❖ Terminate a Birth to 3 Program PPS user’s access when they leave or no longer require access for their job.