Program Participation System (PPS)

Birth to 3 Program Security Officer (SO) Directions

WISCONSIN DEPARTMENT *of* **HEALTH SERVICES**

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Roles and responsibilities
Designating the PPS security officer

- Each Birth to 3 Program has at least one designated PPS security officer (SO)
- This person is authorized to grant and remove access to PPS for people in the county Birth to 3 (B-3) Program.
- County Birth to 3 Program administrators or program coordinators send requests to the Technical Assistance Center (TAC) inbox for a person to be designated as the PPS Birth to 3 Program SO for the county.
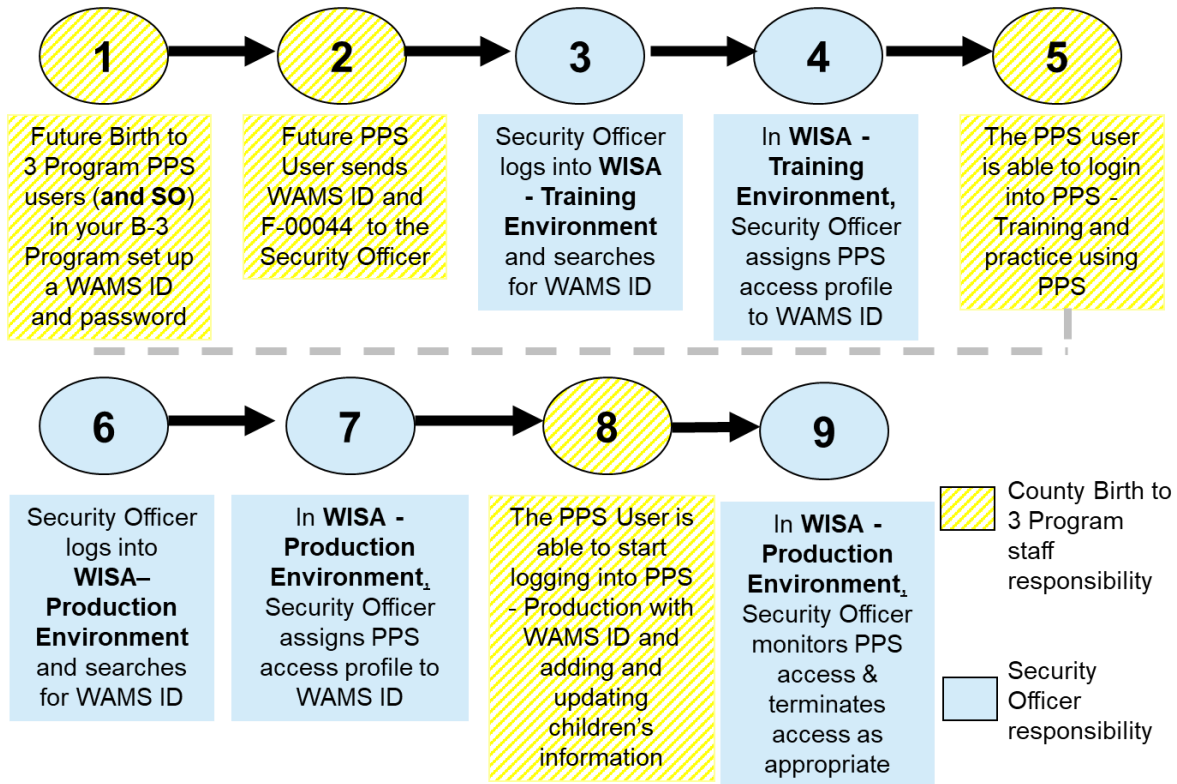
Role of the Wisconsin Department of Health Services (DHS) staff

- Assign PPS SOs to their corresponding county Birth to 3 Programs
- Monitor current status of all PPS Birth to 3 Program SOs statewide

Role of the PPS Birth to 3 Program SOs

- Set up their own WAMS ID
- Direct appropriate Birth to 3 Program staff to create a [Web Access Management System (WAMS ID)](#) if they need access to PPS
  Note: Users who have ever had access to Functional Screen Information Access (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 access for PPS users using the Wisconsin Integrated Security Application (WISA) system (in training and production environments)
- Develop understanding of PPS

SO process–overview

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  ①  →  ②  →  ③  →  ④  →  ⑤

Future Birth to   Future PPS      Security Officer   In WISA -        The PPS user
3 Program PPS     User sends      logs into WISA     Training         is able to login
users (and SO)    WAMS ID and     - Training         Environment,     into PPS -
in your B-3       F-00044 to the  Environment        Security Officer Training and
Program set up    Security Officer and searches      assigns PPS      practice using
a WAMS ID                         for WAMS ID        access profile   PPS
and password                                         to WAMS ID
```

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  ⑥  →  ⑦  →  ⑧  →  ⑨

Security Officer  In WISA -       The PPS User is    In WISA -
logs into         Production      able to start      Production
WISA–             Environment,    logging into PPS   Environment,
Production        Security Officer - Production with  Security Officer
Environment       assigns PPS     WAMS ID and        monitors PPS
and searches      access profile  adding and         access &
for WAMS ID       to WAMS ID      updating           terminates
                                  children's         access as
                                  information        appropriate
```

▨ County Birth to 3 Program staff responsibility

▢ Security Officer responsibility

PPS SO checklist

Become a PPS Birth to 3 Program security officer:

- Create a WAMS ID for yourself from the PPS gateway page.
- Send the WAMS ID to the county Birth to 3 Program coordinator or administrator who will request a new SO by emailing the TAC inbox.

Grant access to PPS for Birth to 3 Program PPS users:

- Direct PPS users in the Birth to 3 Program to create WAMS IDs.
- Collect WAMS ID and form F-00044 from PPS users; file for future reference.
- Log into the WISA Training Environment and set up access for the WAMS ID to PPS - Training.
- Log into the WISA Production Environment and set up access for the WAMS ID to PPS - Production.

Monitor PPS access for Birth to 3 Program PPS users

Keep track of who has access for your county and terminate access to PPS for Birth to 3 Program PPS users when they leave employment or no longer require access to PPS for their job.

PPS Birth to 3 Program SO steps

Create a WAMS ID and password

(Step 1 of Overview, page 4)

From the <u>PPS gateway page</u>, click on the WAMS link.

WAMS application process

The PPS SO will be routed to the Wisconsin User ID page.

Click on the Self-Registration link.

On next screen, scroll down and click the Accept button at the bottom of the Self Registration page.

Note: The Account Recovery option is also available on the bottom of this page for users who forget their ID or password.

Self-registration

The SO will then be prompted to fill out the Self-Registration profile information to create a WAMS ID.

Be sure to read all the requirements for acceptable user IDs and passwords.

When finished, click the Submit button at the bottom of the page. A WAMS confirmation email will be sent to the email address you provided.

Click this link to complete the WAMS application process.

After clicking on the link, the SO will be routed to a login screen and will enter the new WAMS ID and password to finish the WAMS registration process. Security officers must then send their WAMS ID to the TAC inbox to request access to WISA (access to WISA is required for Step 3).
Note: PPS users should send their WAMS ID to the SO after completing this step.
(Step 2 of Overview, page 4)

Logging into WISA and searching for a WAMS ID
(Step 3 of Overview, page 4)

Setting up WISA specifications

WISA will not function correctly unless used with the Microsoft Edge web browser. Also, the county's IT staff must configure the computer according to page 4 of the Functional Screen Information Access (FSIA) and Program Participation System (PPS) System Requirements (P-01448). County IT staff need to add the following parameters to the GPO site list XML file mentioned in those instructions:

```
<site url="wisa.wisconsin.gov">
<compat-mode>IE8Enterprise</compat-mode>
<open-in>IE11</open-in>
</site>
```

To begin setting up users with PPS access

- Go to the PPS--Training environment.
- Complete the steps on the following pages to search for a WAMS ID and add access.

Accessing WISA

The environment name will change based on which you are in: Training or Production

Click the link to access WISA

Log in to WISA

Enter your WAMS ID as the User ID and enter the corresponding password. Then click the Login button to access WISA.

WISCONSIN.GOV

WAMS

WEB ACCESS MANAGEMENT SYSTEM

User ID:

Password:

Login

Forgot your password? Is your account locked?

Request a Wisconsin User ID and Password.

You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.

WAMS Home   Wisconsin Portal Home
Please don't bookmark this page.

WISA homepage

The menu on the left is the primary way to navigate WISA. Click on the PPS Administration link to add and remove users' access to PPS:

Searching for a WAMS ID

(Step 3 (or 6) of Overview, page 4)
The SO completes this step after receiving the WAMS ID and form from a future PPS user (step 2 of Overview, page 4).

Click on arrow next to '"PPS Administration" link to expand options, then click on "User Administration."

Make sure the Search Option is selected as "WAMS." Under "Search Criteria" enter the WAMS User ID you were provided or last name and first name or email. Click the Search button in the lower right corner of the screen.

Search results

Once the Search button is clicked, results will appear on the same page under Search Results.

Find the individual from the results list and click on the corresponding 'edit icon.

Note: You can also search from this page using the concept of "starts with." For example, searching on "Sim" returns "Sim," "Sime," "Simmonds," and "Simmons."

Clicking on the edit icon will bring you to the User Details page, where you will make updates to grant access to PPS (covered in next section).

Adding a New Users Access to PPS

(Step 4 (or 7) of Overview, page 4)

User Details page:

There are three distinct parts of the User Details page that need to be updated when adding access to PPS for a user: User Information, PPS Application Access, and PPS Profile Assignment.

User Information

Under User Information: Enter the start date for the user's PPS access (circled below).

Rules when adding PPS access for a new user:

    1. All fields marked with an asterisk (*) must be filled in (last name, first name, email and start date).

    2. *Last and first name*–already filled in when screen opens.

    3. *Start date*–cannot be prior to current date.

    4. *End date*–Specifies when an individual's access to the system will be terminated.

Never put an end date in the User Information section of the User Details page.

5. *Email*–Must be the email address that created the WAMS account. (This is already filled in when the screen opens)

PPS Application Access

Enter an Application Start Date–It will be the same date as entered for Start Date under User Information.

Note: **Never** put an Application End Date in the PPS Application Access section of the User Details page. This could affect the user's access to PPS or other systems at a different position or employer.

Profile assignment

Complete the fields according to the table below for providing access to the Birth to 3 Program PPS module and click the Add button on the lower right side of the window. Note: An end date is not entered when adding access to PPS for a WAMS ID.

	Birth to 3 Program
Admin Unit Level	Select Agency.
Admin Unit	Select your agency's name, which should display in the list.
Profile	Select Birth to 3 Full Access.
Start Date	Enter date access is being granted.

Final step for adding a PPS user

Once the Add button is clicked, the information will populate in the dynamic list and be displayed as a new record for that individual. Click the Save button to update the changes.

You've successfully added a PPS User in the Training Environment! Log out of the Training Environment and into the Production Environment and begin with Steps 6 & 7 of Overview (page 4) beginning on page 10. Once completed, the PPS user can access PPS-Production and PPS-Training Environments, Steps 5 & 8 of Overview (page 4).

PPS Birth to 3 Program SO steps: Monitoring PPS access

(Step 9 of Overview, page 4)

Log into WISA-Production Environment

Click on PPS Administration and then User Administration in the left navigation bar:

Change the "Search Option" to WISA.

Click on the arrow for the Agency Name field. Then choose the Birth to 3 Program from the dropdown list and click the Search button.

A list of PPS Users for the selected agency will show up under "Search Results."

From the list, the SO identifies which users should have PPS access terminated, whether an end date is present or not.

Follow the directions in the next section for terminating user access to PPS.

Terminating user access to PPS

Terminating user access to PPS is completed in both the Production and Training environments. Complete the steps below in one environment and then the other.

- **WISA Training Environment**
- **WISA Production Environment**

Search for the individual you want to remove using the previous steps. Click the edit icon for the individual you want to update. When the User Information window opens, go to the PPS Profile Assignment section (see below) and click the edit icon:

Enter an end date for the PPS Profile Assignment and click on the Update button. The new end date will then show up in the dynamic list and populate as a new record with the end date you entered.

Click on the Save button to update your changes.

Remember: **Never** put an end date in the User Information or PPS Application Access sections of the User Details page.

Once the steps are completed for both the training and Production PPS Environments, the PPS user will no longer have access to PPS for the Birth to 3 Program.