

PPS Training – Security Scripts

Signing up for a WAMS ID

- We will be now demonstrating to you, the process of signing up for a WAMS (Web Access Management Account) ID. WAMS is the state's standard for security and creating a user ID to use state systems. It is used across many departments and their systems.
- First, we need to go the 'Human Services System Gateway' page. To do that, I am going to launch Internet Explorer and type in the address (i.e.) URL 'https://pps.wisconsin.gov/'
- This will open the 'Human Services System Gateway'. This page has various links to different systems, Program Participation System (PPS) being just one of them.
- As you can see, there is a link called 'WAMS' on this page. Click on this link. This will open a new internet explorer window and I will be brought to the WAMS page.
- Next, I will be clicking on the 'Self Registration' link which will take me to the 'Self Registration' page that will allow me to create a new WAMS ID.
- As you notice, there are two parts in the process of setting up the WAMS ID.
 - Completing the registration form
 - Activating your account ID.
- Its important thing to note is that you must have an email account to complete this process.
- Now I am going to click the 'Accept' button at the bottom of the page. This will open the Self Registration form. The fields with red asterisk are required fields. I am now going to enter the details. There are three sections:
 - Profile Information – I will enter name ([John Porter](#)), email (john092008@hotmail.com or John092008@gmail.com) etc
 - Account Information – I will enter the user id (that I want to use/create) and password.
 - Account Recovery – This question/answer will be used for recovery – in case if you forget the password in the future. So, I am going enter a 'Secret Question' say 'What is your first car?' and the answer to that, say 'Ford Focus'
 - After entering all these details, I am going click the 'Submit' button.
 - As you can see, this opens a pop up window, to review the details that I entered. As everything is correct, I am going to click 'OK' button. At this point the system will be sending an email to the account that I entered on this page.
- Now, I am ready to proceed to the part two. As you notice, part two must be completed within four days of completing the part one.
- For part two, I will be logging to my email account (i.e. John Porter's gmail or hotmail).
- Now, I am logged on to my email account. As you see, there is a new email from 'WAMS'

- I am going to open this email.
- To activate my WAMS ID, I am going to click this link. This will open the new Internet Explorer window and I will be taken to the WAMS login page.
- I am going to type in the user id and password that I created in the part one of self registration and click 'Login' button.
- Now as you can see, my WAMS account is activated.
- Congratulations!!! We have now completed the WAMS ID creation process.

Giving PPS access to a WAMS ID by using WISA

Note: this is applicable to only the agency security officers

- We will be now demonstrating to you, the process of giving PPS access to a WAMS ID using the WISA application.
- You will first open your Internet Explorer browser and go to pps.wisconsin.gov. This will take you to the Human Services Gateway Page. From here we are going to log into WISA application by clicking the WISA link. Clicking on the WISA link will open a new window and bring up the WISA Login page. This is where I'm going to enter my WAMS ID and password and click the log-in button. This will take me to the WISA home page.
- Granting PPS access is done by using the PPS Administration link on the left navigation menu.
- Clicking this link will display a another link 'User Administration' that is underneath 'PPS Administration'
- Now I am going to click 'User Administration'. This will open the 'User Search' page
- You can search an individual by entering details on one or more of the search criteria.
- As you see, there are two options under the 'Search Option' section. When adding an individual for the first time, you have to select 'WAMS'.
- Now we are going to give PPS access to 'John Porter'. His WAMS id is -----.
- On the search criteria, you would enter the WAMS ID of John Porter and click the 'Search' button.
- This will show the 'Search Results' section with the details of matched information.
- I am going to click the 'Edit' icon, which will take me to the 'User Details' page.
- As you can see, this page has three sections i.e. User Information, PPS Application Access, and PPS Profile Assessment.
- Now I am going to enter the details in the User Information section
- Next I am going to enter the start date for PPS application access (in the PPS Application Access section)
- Finally, I am going assign the agency and the profile for 'John Porter'
- In the 'Profile Assignment' section,
 - I am going to select 'Agency' for Admin Unit Level
 - Next, I am going select the Admin Unit (i.e. the agency, in which John Porter needs PPS access).
 - Next, I am going to select the 'Profile'

- And enter the 'Start Date'
 - Click 'Add'
- To save, I am going to click the 'Save' button.
- We have now successfully granted PPS access to John Porter.