

Internal Registration and Login Guide

This guide is for internal user who need to register or log in to the following applications: **CARES Worker Web (CWW) – ImageTrust, Electronic Case File (ECF) – View (Navigator), Electronic Case File (ECF) – Capture (KTA), Control D, Mainframe**

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WISCONSIN DEPARTMENT
of HEALTH SERVICES

April 2026

Registration – New Users

If you **are a new user**, you must complete the following Microsoft Entra ID registration depending on the type of user you are to gain access to your application.

1 If you are a CARES or Deloitte staff member, you must:

- Obtain Entra ID email during onboarding
- Request access to your application via email to the Production Support Team at VDLTMBProdSupp@dhs.wisconsin.gov
- Receive access from DHS CARES AIMS Team

2 If you are DHS staff, you must:

- Obtain Entra ID email during onboarding
- Fill out [CARES Automated Systems Access Request, F-00465 \(PDF\)](#) with your MS Entra ID and send to your supervisor
- Receive access from DHS CARES AIMS Team

3 If you are DCF staff, you must:

- Obtain Entra ID email during onboarding
- Fill out a [Request for Access or Deactivation, DCF-F-2923-E](#) with your MS Entra ID and send to your supervisor
- Receive access from DHS CARES AIMS Team

Log In

- 1 To access your application:
 1. Navigate to <https://prd.cares.wisconsin.gov> or navigate directly to your specific application with links listed below:
 - [CARES Worker Web \(CWW\) – ImageTrust](#)
 - [Electronic Case File \(ECF\) – View \(Navigator\)](#)
 - [Electronic Case File \(ECF\) – Capture \(KTA\)](#)
 - [Control D](#)
 - [Mainframe](#)
 2. Enter your Microsoft Entra ID information and log in

Note: You must have obtained access by the DHS CARES AIMS team before you can login.

This is the homepage you will land on after navigating to <https://prd.cares.wisconsin.gov> where you can select your specific application, such as ECF Capture or ECF View.

The screenshot shows the homepage of the State of Wisconsin CARES AIMS Systems Gateway. At the top, there is a blue banner with the Wisconsin state logo and the text "YOU ARE ON WISCONSIN.GOV" and "State of W I S C O N S I N". Below the banner, there are navigation links for "EM Home" and "CC Home". The main heading is "Income Maintenance / Workforce Development Systems Gateway". On the right side, there are links for "Help" and "Add this Page to Favorites". The page is organized into several columns of application tiles, each with an icon and a description:

- ACCESS**: Access to Eligibility Support Services. Includes "ACCESS for State Staff" (Login for state staff) and "ASSET" (Employment and Training System).
- SAVE**: Alien Verification System.
- DWD IDs**: DWD/Wisconsin Logon Management System.
- WAMS**: Web Access Management System.
- Child Care Provider Portal**: Child Care Provider Portal.
- CARES**: CARES Worker Web / Availability Calendar.
- T CARES N**: CWW - Training Training Environment.
- ECF**: **Electronic Case File**. Includes "ECF Capture" (Scan Documents / Fax Processing) and "ECF View" (View / Search Documents).
- ForwardHealth interChange**: Includes "IM Agencies State Staff" and "Mainframe".
- WWP**: WWP.
- BRITS**: Benefit Recovery Investigation Tracking System.
- MyWICildCare Parents**: MyWICildCare Parent Portal.
- TIES**: Training Interface Emulator System.
- WISA**: Wisconsin Integrated Security Application.
- YoungStar**: Child Care Provider Ratings.
- Reports**: Reports.
- ALM Tools**: Includes "CARES Connect" (CARES Project and Application Lifecycle Management Tool), "JIRA" (CARES Application Lifecycle Management Tool), "CELS Online" (CARES Electronic Library System), "Release Governance Portal", and "iRise".

- 2 Enter your MS Entra ID email and select next. You will then enter your MS Entra ID password.



WISCONSIN

Sign in

first.last@wisconsin.gov

[Can't access your account?](#)

Back

Next

Do not use the "Forgot My Password" link above. To reset your password or unlock your account, please use EIAM Self-Service or contact your Agency Help Desk.

Warning! This system contains State and U.S. Government information and all equipment, systems, services, and software connected to this system are intended only for official business use. By accessing and using this system, you are consenting to monitoring, recording, and auditing for law



WISCONSIN



Enter password

Password

[Forgot my password](#)

Sign in

Do not use the "Forgot My Password" link above. To reset your password or unlock your account, please use EIAM Self-Service or contact your Agency Help Desk.

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- 3 Verify your login with your chosen authentication method (yubikey, MFA authenticator, etc.). You will then be directed to your application.



WISCONSIN

santharao@dhs.wisconsin.gov

Enter code

Enter the code displayed in the authenticator app on your mobile device

Code

[More information](#)

Cancel

Verify

Do not use the "Forgot My Password" link above. To reset your password or unlock your account, please use EIAM Self-Service or contact your Agency Help Desk.

Warning! This system contains State and U.S. Government information and all equipment, systems, services, and software connected to this system are intended only for official business use. By accessing and using this system, you are consenting to monitoring, recording, and auditing for law enforcement and other purposes. Unauthorized or improper use, or access to, this system is prohibited and may subject you to state and federal criminal and civil prosecution and penalties. At any time, the government may intercept, search, and seize any communication or data traveling or stored on this information system.

Resources

- If you are having trouble logging in, please consult the [CARES Gateway help site](#). From here, find the specific application you are having trouble logging into and contact the relevant helpdesk.