

MyWisconsin ID CLTS User Job Aid

This guide is for these users of the CLTS systems who need to create a MyWisconsin ID and use it to log in:

- County waiver agencies
- CLTS providers

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WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

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Register for MyWisconsin ID

All CWAs and providers must register for MyWisconsin ID to access their CLTS application. For step-by-step instructions on creating your MyWisconsin ID, go to det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx.

If you already have a MyWisconsin ID, you can skip these steps and go to the CLTS login instructions on the next page.

- 1 Navigate to apps.wisconsin.gov and select **Sign Up**.

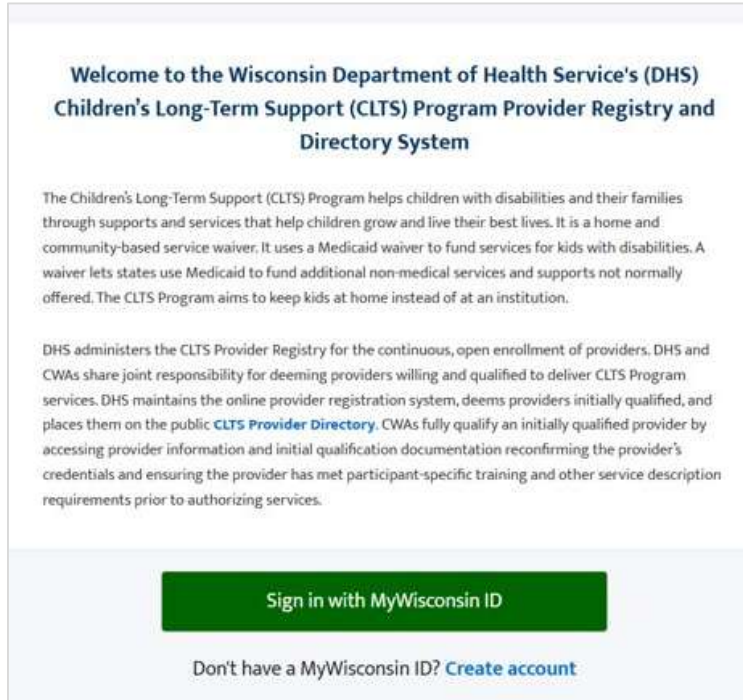


- 2 Enter your name and the email you currently use to log in to CLTS. Select **Sign up**.
- 3 Set up a multi-factor authentication (MFA) security method: Google Authenticator, Okta Verify, Phone, or Security Key.

A screenshot of the Wisconsin Sign up page. The page has a white background with a blue header containing the Wisconsin state seal and the word 'WISCONSIN'. Below the header is a 'Sign up' section with three input fields: 'First name', 'Last name', and 'Email'. Below these fields is a large blue button with the text 'Sign Up' in white, which is highlighted with a red rectangular box. At the bottom of the form, there is a link that says 'Already have an account?'.A screenshot of the Set up security methods page. The page has a white background with a blue header containing the Wisconsin state seal and the word 'WISCONSIN'. Below the header is a 'Set up security methods' section. It lists four security methods: Google Authenticator, Okta Verify, Phone, and Security Key or Biometric Authentication. Each method has a 'Set up' button. At the bottom of the page, there is a link that says 'Set to sign in'.

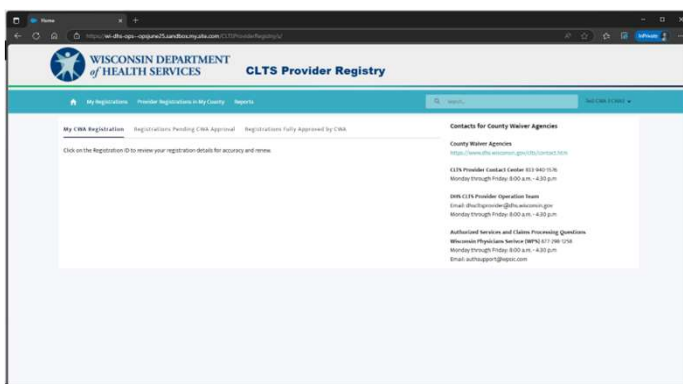
Log in to Your CLTS System

- 1 Navigate to the CLTS Provider Registry at cltsproviderregistry.wi.gov/s/login/ and select **Sign in with MyWisconsin ID**.

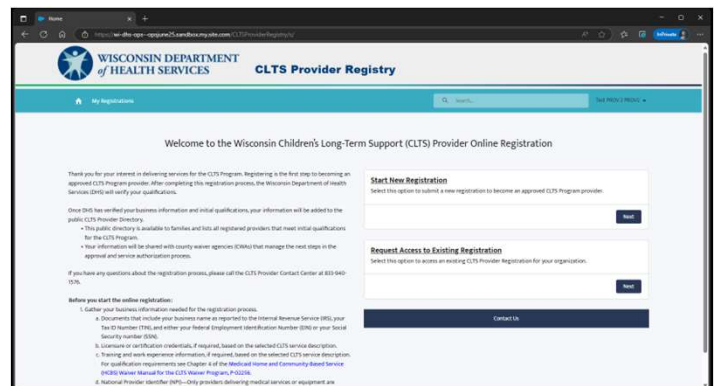


- 2 Once signed in, you will be directed to your appropriate system.

Providers



County waiver agencies



Resources

- For more information on MyWisconsin ID, visit [**det.wi.gov/Pages/MyWisconsin_ID.aspx**](https://det.wi.gov/Pages/MyWisconsin_ID.aspx).
- Go to [**det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx**](https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx) for step-by-step instructions
- Find answers to frequently asked questions at [**det.wi.gov/Pages/MyWisconsin_ID_User_FAQs.aspx**](https://det.wi.gov/Pages/MyWisconsin_ID_User_FAQs.aspx)
- Call the MyWisconsin ID Account Service Desk at **608-471-6667** if you have any issues setting up your MyWisconsin ID and password.