

# MyWisconsin ID Registration Job Aid

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This guide is for users who need to create a MyWisconsin ID for the following applications:

- CARES Worker Web (CWW) – ImageTrust
- Electronic Case File (ECF) – View (Navigator)
- Electronic Case File (ECF) – Capture (KTA)
- Control D, Mainframe

Inside:

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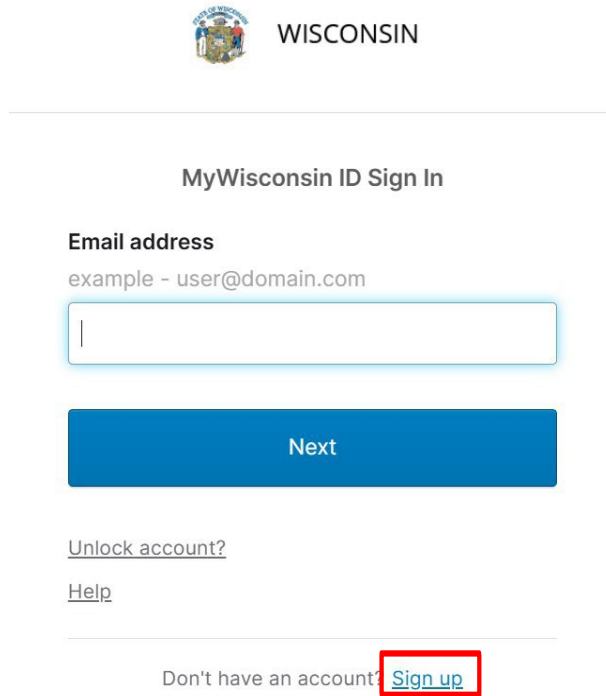


WISCONSIN DEPARTMENT  
*of* HEALTH SERVICES

March 2026

# Registration

- 1 Navigate to [apps.Wisconsin.gov](https://apps.wisconsin.gov) and select **Sign Up**.

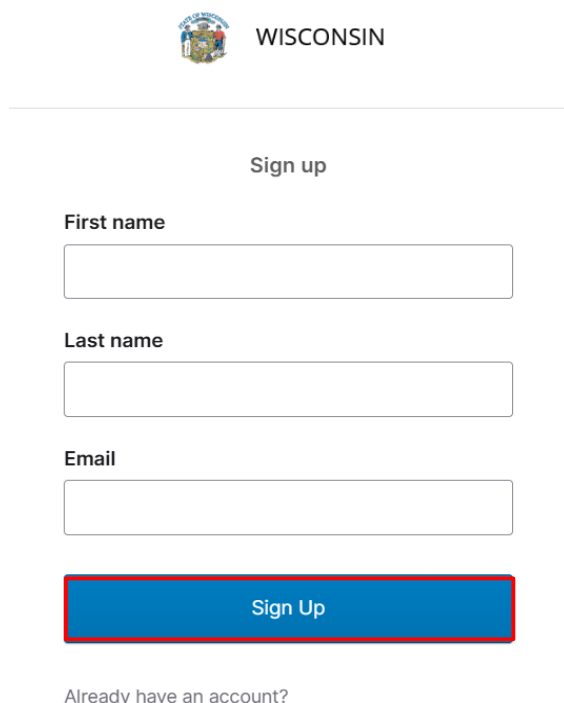


The screenshot shows the 'MyWisconsin ID Sign In' page. At the top is the Wisconsin state seal and the word 'WISCONSIN'. Below that is the heading 'MyWisconsin ID Sign In'. There is a label 'Email address' followed by the placeholder text 'example - user@domain.com'. Below this is a text input field. Underneath the input field is a blue button labeled 'Next'. At the bottom of the form area are two links: 'Unlock account?' and 'Help'. Below the form area, there is a link 'Don't have an account?' followed by a blue button labeled 'Sign up' which is highlighted with a red box.

- 2 Enter your name and a **non-state email address**, then select **Sign Up**.

When registering for MyWisconsinID, please enter your information within the following **character limits**:

- **First Name:** Maximum 15 characters
- **Last Name:** Maximum 20 characters
- **Email ID:** Maximum 50 characters CWW



The screenshot shows the 'Sign up' page. At the top is the Wisconsin state seal and the word 'WISCONSIN'. Below that is the heading 'Sign up'. There are three text input fields labeled 'First name', 'Last name', and 'Email'. Below these fields is a blue button labeled 'Sign Up' which is highlighted with a red box. At the bottom of the page is a link 'Already have an account?'.

### 3 Under email, select **Set up**.



WISCONSIN

#### Set up security methods

Guest@gmail.com

Security methods help protect your State of Wisconsin account by ensuring only you have access.

#### Required now



##### Email

Verify with a link or code sent to your email

Set up



##### Password

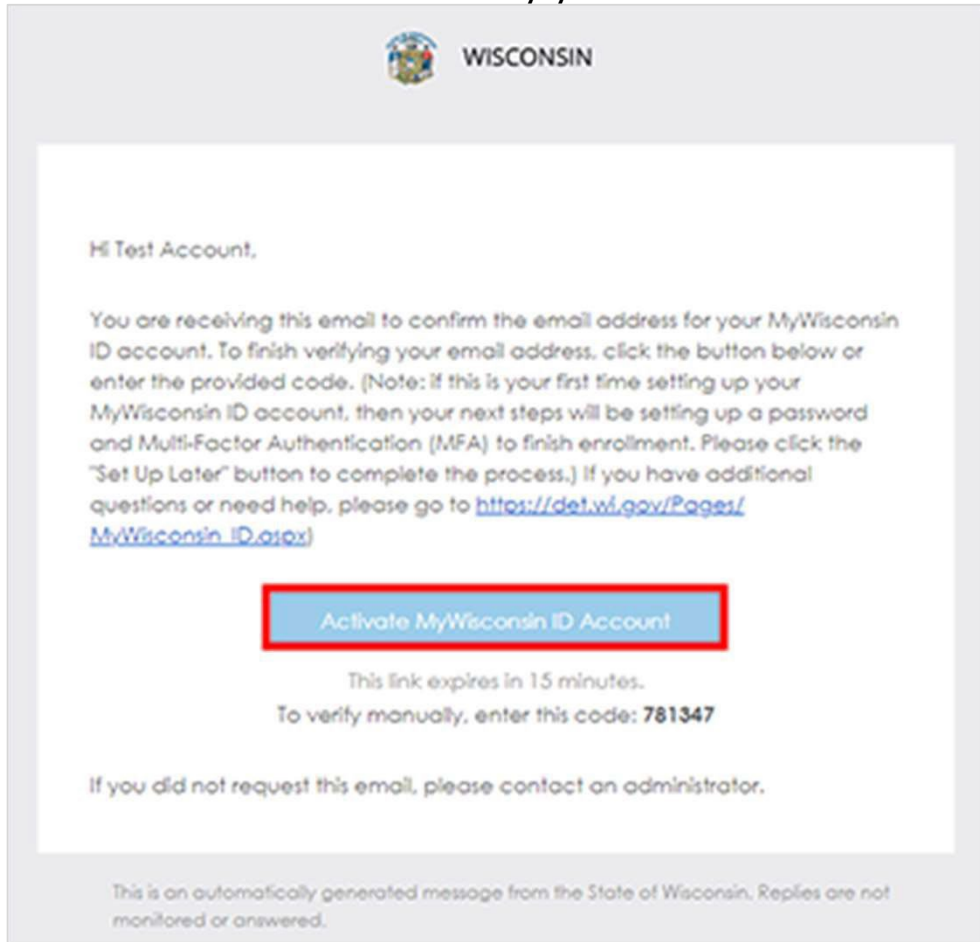
Choose a password for your account

Set up

[Back to sign in](#)

4

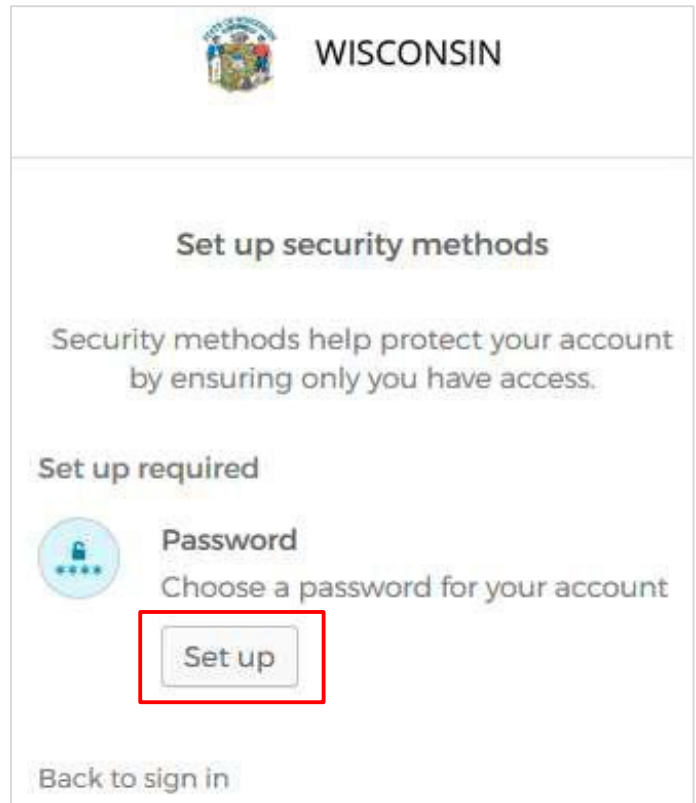
A message will be sent to the email you used to register for MyWisconsin ID. Go to your email and open the email. In the email, select **Activate MyWisconsin ID Account** to verify your email address.



5

After verifying your email address, return to your browser window from step 3. Now, you will set up a password for your account.

Select the **Set up** button in the Password section to set up a password.



6 Enter a unique password, re-enter it, and select **Next**.

WISCONSIN

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Set up password

nmoey@deloitte.com

Password requirements:

- At least 16 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

Enter password

Re-enter password

Next

Return to authenticator list

Back to sign in

7 Choose one of the multifactor authentication (MFA) methods.

WISCONSIN

Set up security methods

nmoey@deloitte.com

Security methods help protect your account by ensuring only you have access.

Set up required

- Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.  
Used for access  
Set up
- Okta Verify**  
Okta Verify is an authenticator app, installed on your phone, used to prove your identity  
Used for access or recovery  
Set up
- Phone**  
Verify with a code sent to your phone  
Used for access  
Set up

Security Key or Biometric Authenticator  
Use a security key or a biometric authenticator to sign in  
Used for access  
Set up

Back to sign in

8 Select **Finish** once authenticator is set up.

WISCONSIN

Set up security methods

Security methods help protect your account by ensuring only you have access.

Set up optional

- Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.  
Used for access  
Set up
- Okta Verify**  
Okta Verify is an authenticator app, installed on your phone, used to prove your identity  
Used for access or recovery  
Set up
- Phone**  
Verify with a code sent to your phone  
Used for access  
Set up

Finish

Back to sign in

# Resources

- For more information on MyWisconsin ID, visit [dhs.wi.gov/des/my-wi-id.htm](https://dhs.wi.gov/des/my-wi-id.htm)
- Call the MyWisconsin ID Account Service Desk at **608-471-6667** if you have any issues setting up your MyWisconsin ID and password.
- If you already have a MyWisconsin ID and are having issues logging into your application, visit [dhs.wi.gov/em/gateway-help.htm](https://dhs.wi.gov/em/gateway-help.htm). Find the specific application you are having trouble logging into and contact the relevant helpdesk.