



Screeener Training 101

revised 01/2011

Access to Functional Screen
Information Access (FSIA)



Screeener Training 101

- Access to FSIA



- Request WAMS ID

- New FSIA Access
Request

- Conversion of User
IDs to new FSIA

- Basics

- Contacts

Steps to get access to the Functional Screen

- Create a WAMS ID
using the following link: <https://pps.wisconsin.gov/>
- Request Access

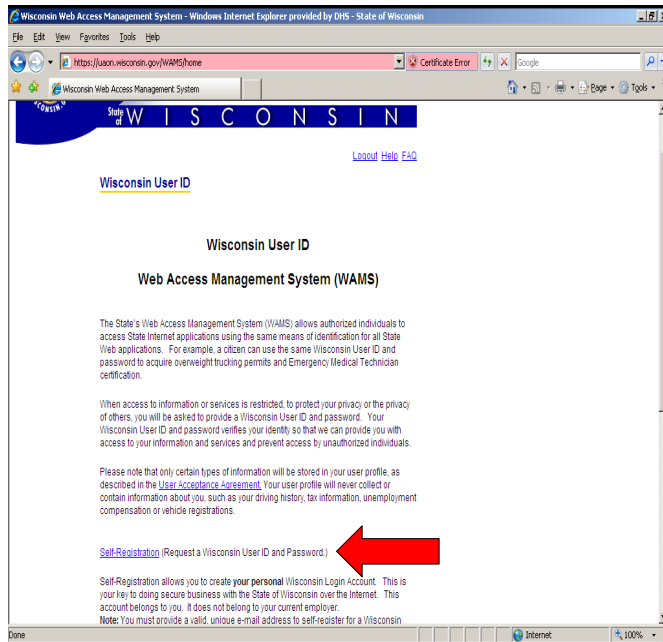
Note: If you have access to other systems that use WAMS, such as PPS or CARES you will not need to create a new ID. You will use the same WAMS ID for all systems.

To create a WAMS ID

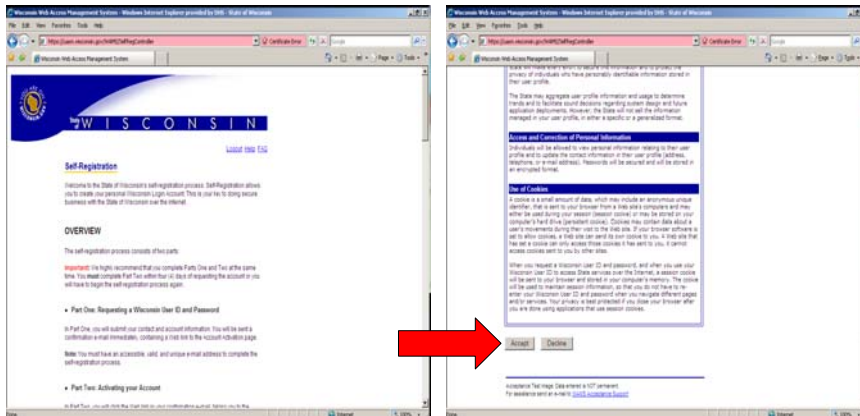
- From the New Gateway Page click on the WAMS link.



At the WAMS Home Page click on the Self Registration Link.



Self Registration Page



At the bottom of this page you will need to **accept** the Wisconsin Web Access Management System User Acceptance Agreement by clicking on the accept button

After accepting the agreement, fill in the self-registration form and click the SUBMIT button at the bottom of the page.

Top of Page

The screenshot shows the top portion of the self-registration form. At the top left is the Wisconsin state logo and the text 'WISCONSIN'. Below this is the heading 'Self-Registration' and a sub-heading 'Welcome to WAMS!'. The form is divided into sections: 'Profile Information' with fields for First Name, Middle Initial, Last Name, Suffix, E-Mail, and Phone #; 'Home Residence Address' with fields for Street, Unit Number, City, and State (a dropdown menu); and 'Account Information' with fields for User ID, Password, Re-enter Password, Account Recovery, Secret Question, and Answer to Secret Question. A 'Submit' button is visible at the bottom of the form.

Bottom of Page

This screenshot shows the bottom portion of the self-registration form, focusing on the 'Account Recovery' section. It includes a 'Submit' button with a red arrow pointing to it from the right. Below the form, there is a disclaimer: 'Acceptance of Terms: Data entered is NOT permanent. For assistance visit our website at www.wisconsin.gov'.

- After submitting your WAMS ID request you will receive an email from WAMS@wisconsin.gov. Follow the directions in the email to activate your WAMS account.

When you are successful in activating your account you will see the page below.



Request WAMS ID

■ Contacts

- SOS Help Desk
- Hours: 8:00 – 11:30 AM
12:30 - 4:00 PM
(you may leave voice mail at other times
and someone will return your call)

- E-mail: dhssoshelp@wisconsin.gov
- Phone: (608) 266-9198
- Fax: (608) 267-2437