

**Guide for switching from HOD version 10 to HOD v11  
For the 1st time**

**How To – Determine your HOD version: (See another doc)**

**Note1:** To switch your version of Host On-Demand from version 10 to version 11 requires downloading of the cached-client and possibly access to certain hidden directories on your PC. If you are uncomfortable performing this process or do not have the necessary access authority to perform this first time process, please contact the DWD Service Desk at 608-266-7252.

**Note2:** Please use Internet explorer 9 or above version.

**Note3:** Do NOT update your JAVA JRE version. You should keep JRE 1.6.23

**Note4:** When attempting to execute HOD (any version), always close **all** browsers before starting. Then, open a single browser and begin the process.

**STEP 1**

1.

- a) If you access HOD externally through the internet, (external access is defined by the URLs used to initiate HOD):

<b>If you Logon to HOD v10 production using...</b>	
<a href="https://tao.it.state.wi.us/taowimap.html">https://tao.it.state.wi.us/taowimap.html</a>	external access
<a href="https://tao.it.state.wi.us/taonswimap.html">https://tao.it.state.wi.us/taonswimap.html</a>	external access

<b>If you Logon to HOD v11 production using...</b>	
<a href="https://tao.it.state.wi.us/taowimap11.html">https://tao.it.state.wi.us/taowimap11.html</a>	external access
<a href="https://tao.it.state.wi.us/taonswimap11.html">https://tao.it.state.wi.us/taonswimap11.html</a>	external access

\*\*\*If you access HOD by any of the above URL's, then you will need a WAMS ID

**Note:** If you want to access HOD before DET disable HOD v10, then you will need to use the HOD v11 links below. (This is recommended, rather than waiting for the last minute).

If you wait until HOD v10 is dis-abled, then your current URL/links will point to the HOD v11 automatically.

- b) If you access HOD through the internal network, you will not require a WAMS ID. The internal network HOD access links are as follows:

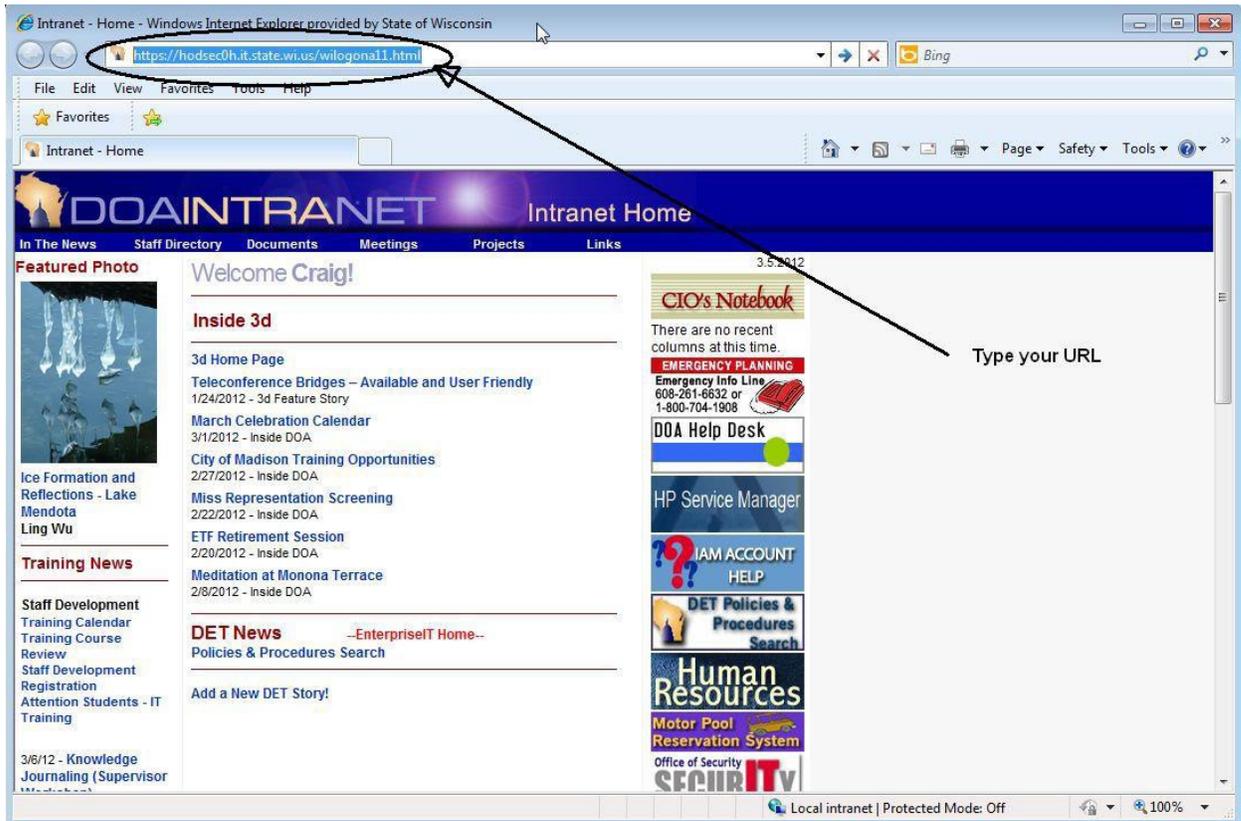
<b>If you Logon to HOD v10 production using...</b>	
<a href="https://hodsec0h.it.state.wi.us/wilogona.html">https://hodsec0h.it.state.wi.us/wilogona.html</a>	
<a href="https://hodsec0h.it.state.wi.us/wilogoni.html">https://hodsec0h.it.state.wi.us/wilogoni.html</a>	

<b>If you Logon to HOD v11 production using...</b>	
<a href="https://hodsec0h.it.state.wi.us/wilogona11.html">https://hodsec0h.it.state.wi.us/wilogona11.html</a>	
<a href="https://hodsec0h.it.state.wi.us/wilogoni11.html">https://hodsec0h.it.state.wi.us/wilogoni11.html</a>	

## STEP 2

If you access HOD using the URL's mentioned previously in step #1.b, type or cut/paste your URL into your browser's address bar. You may continue using your current URL access shortcuts, but would need to modify the URL.

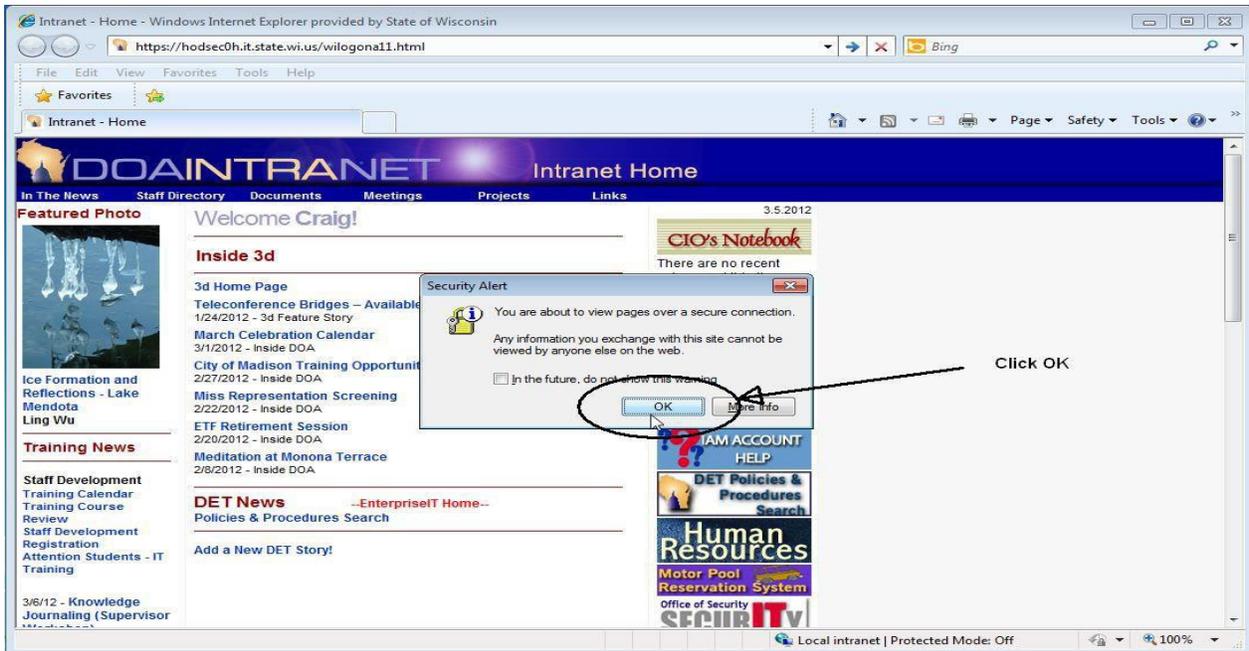
- a) Open a browser and enter the link for HOD v11



**Note:** Please “type” the URL into the address bar, do not click the link in your documents or on websites. (Links in documents and on websites do not always function properly).

**Note2:** You may also create a shortcut. If you currently use a shortcut, you will need to modify it with the proper HOD v11 links as in step #1.b above.

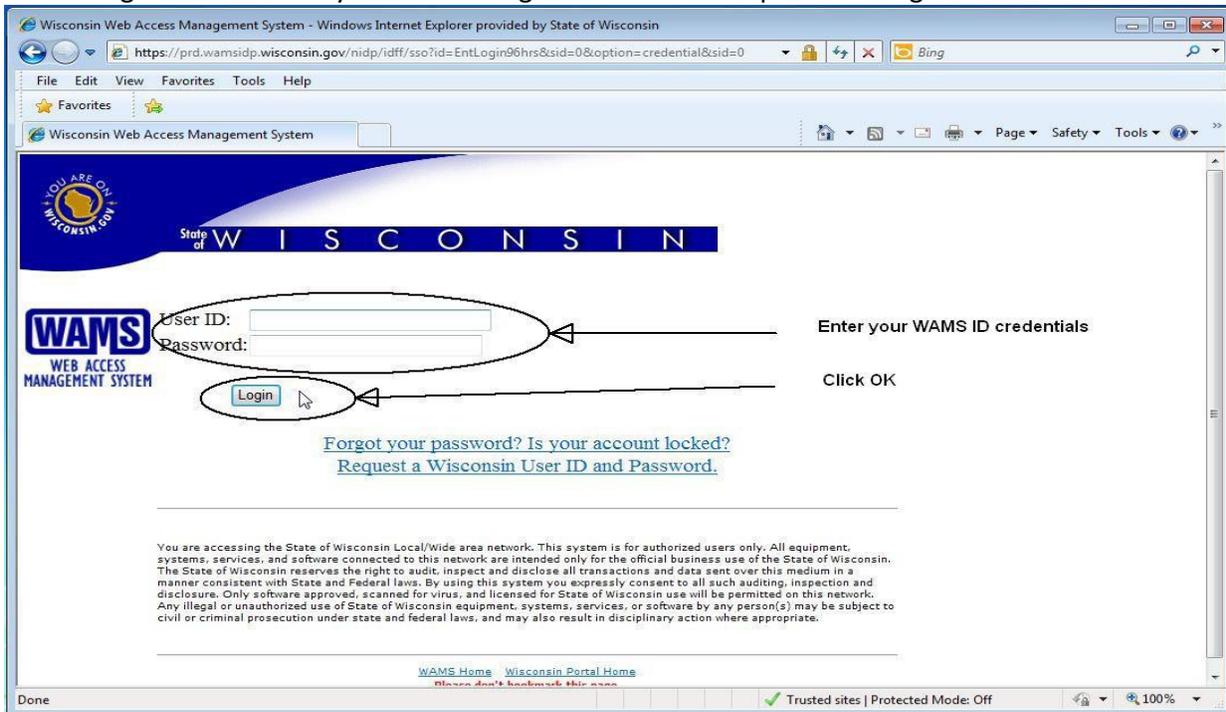
- b) Depending on your browser security level, you may get the notice indicating that you are entering a secure site. Left-Click OK.



**STEP 3**

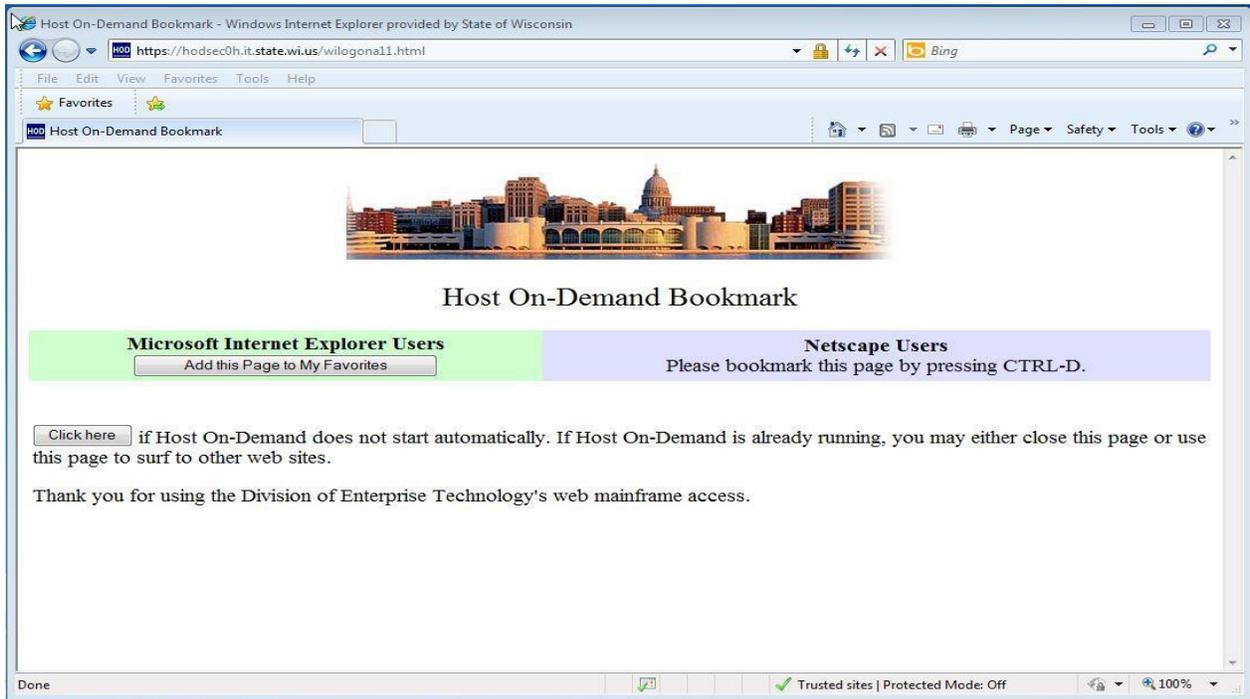
If you accessed HOD v11 by the Internal URL you will not see this screen so, please skip to STEP #4.

If you are accessing HOD v11 through your **external access URL**, you will be presented with the WAMS login screen. Enter your WAMS Login credentials and press the Login button.



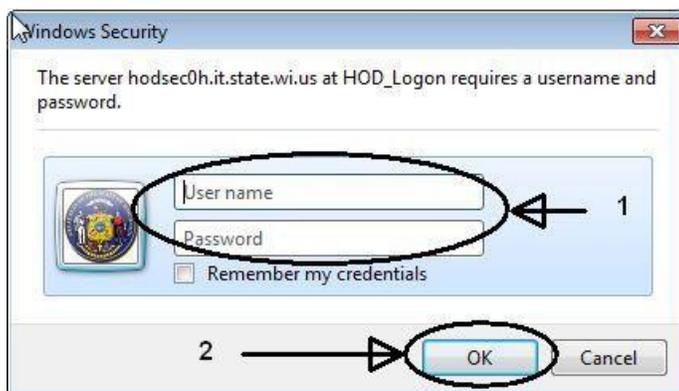
#### **STEP 4**

The HOD Bookmark webpage appears.



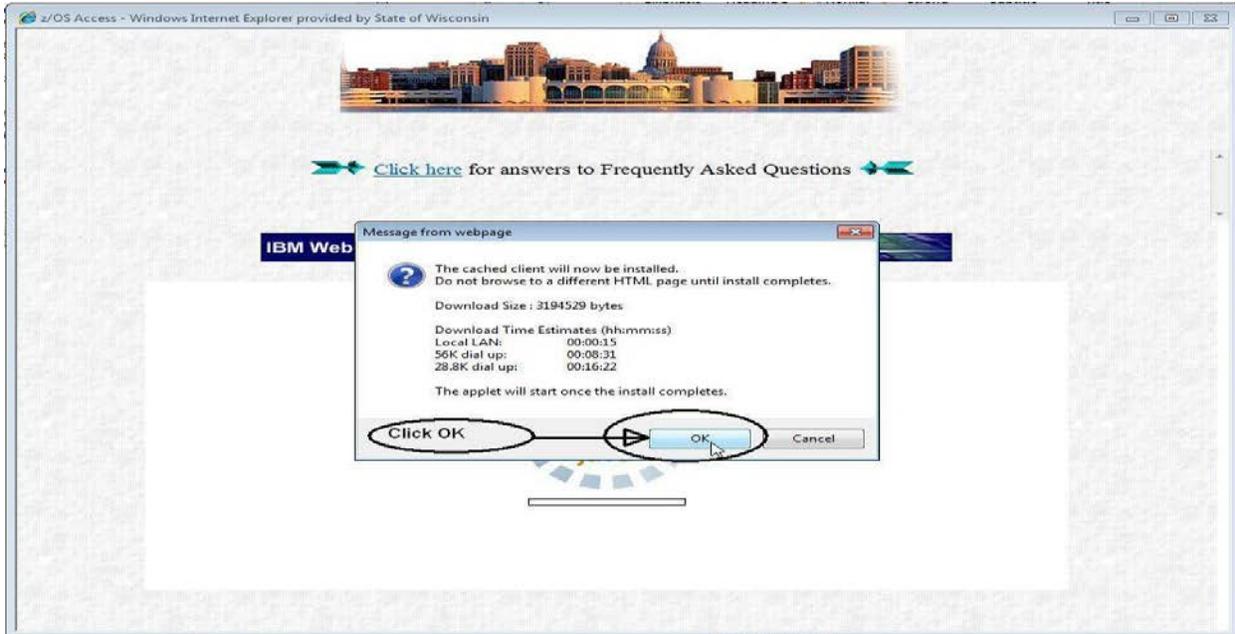
#### **STEP 5**

In addition, you are prompted to Login to HOD/Mainframe using your CARES ID and password (1). Once you have entered your CARES ID and Password, click OK (2).



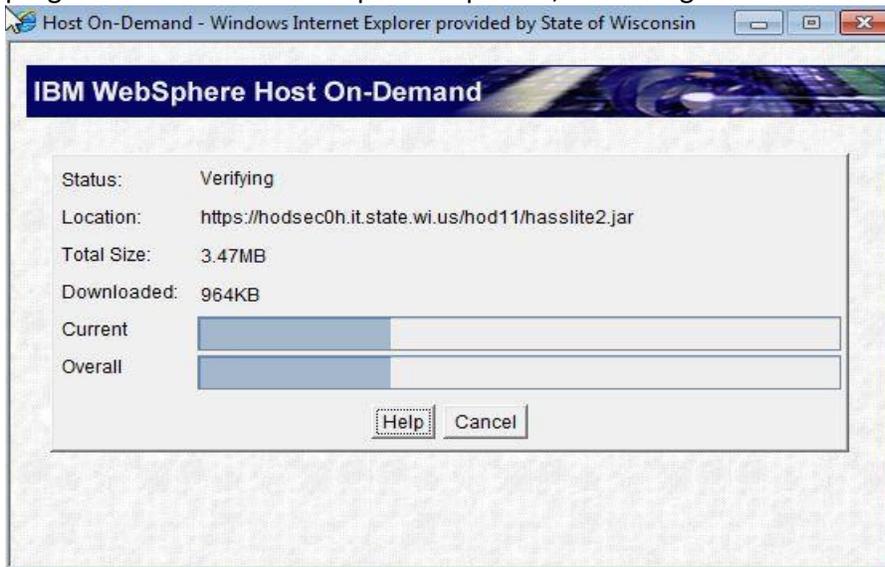
#### **STEP 6**

Since this is your first attempt to access the upgraded HOD v11, the HOD application detects that you need to download the HOD v11 cached-client executable. To begin the download, please left-click OK in the dialog box labeled "Message from webpage" as shown below.



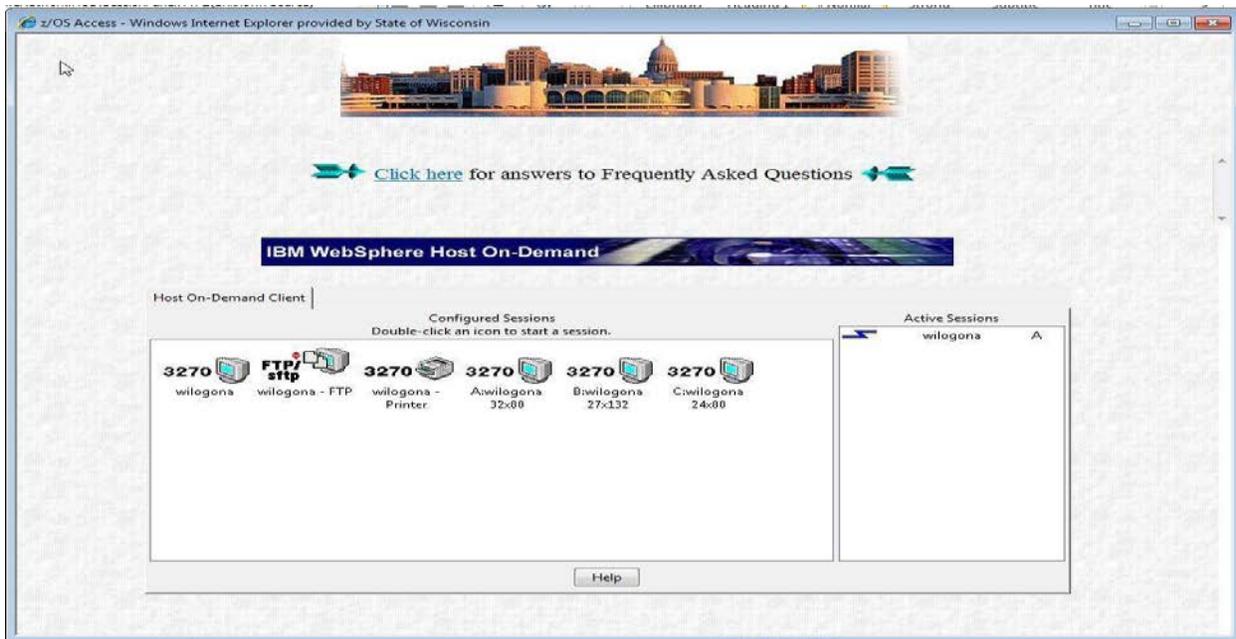
### **STEP 7**

The HODv11 application download begins and dialog box appears. The progress bars display the progress of the download. Upon completion, this dialog box will automatically close.



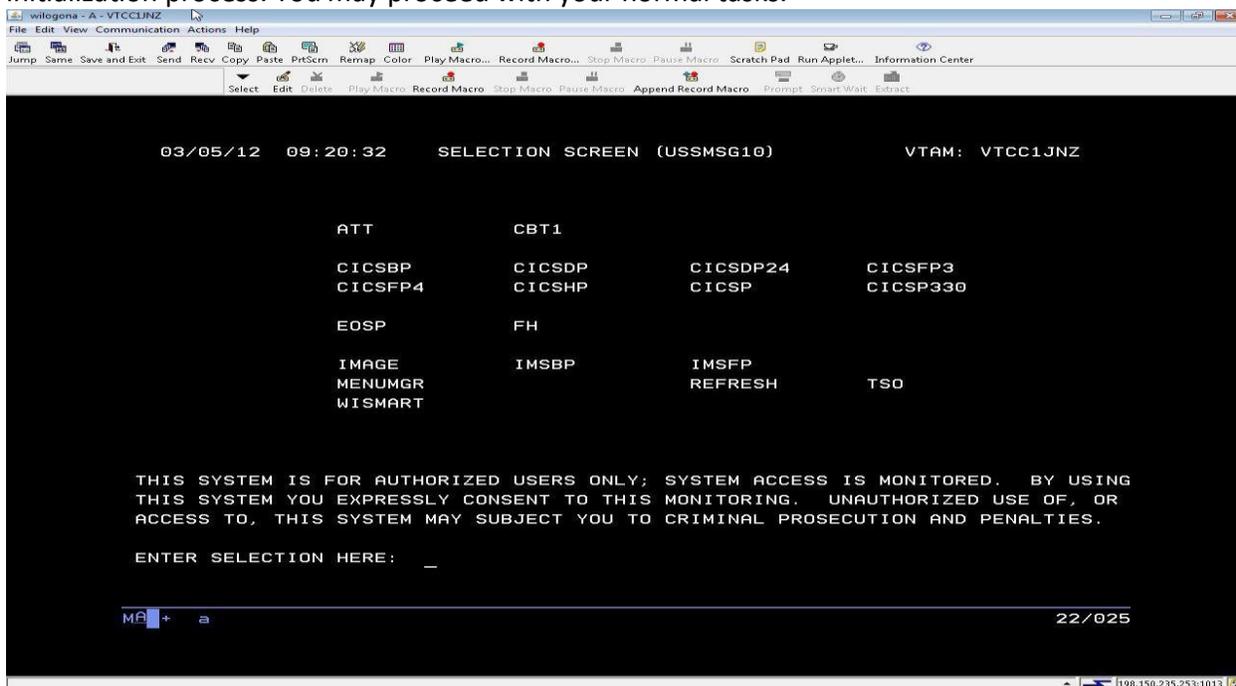
### **STEP 8**

Upon completion of the download of the HOD v11 application download, the HOD v11 session webpage completes its display of available sessions.



## STEP 9

The HOD v11 java applet is launched and the mainframe entry screen appears. This completes the initialization process. You may proceed with your normal tasks.



This completes the process to upgrade from Host On-Demand version 10 to version 11.

**QUESTIONS:** If any issues or concerns please contact DWD Service Desk at 608-266-7252.