Wisconsin Department of Health Services

PPS Training
revised 11/2011

Getting Access to Program Participation System (PPS)
Access to the Program Participation System (PPS)

- WAMS ID
- PPS New Access Request
Steps to get access to PPS

- 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 HSRS, FSIA or CARES you will not need to create a new ID. You will use the same WAMS ID for all systems.
Wisconsin Web Access Management System (WAMS)

- Wisconsin’s Web Access Management System allows authorized individuals to access State internet applications using one ID and password.

- You **MUST** have a WAMS ID to use PPS. You must provide a valid, unique e-mail address to self-register for a WAMS account.

- You may already have a WAMS account if you use other state systems.

- Users must submit their own WAMS IDs to the State before they can be setup in the system.
To create a WAMS ID

- From the Gateway Page click on the WAMS link.
At the WAMS Home Page click on the Self Registration Link.
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.
You will then be prompted to fill out a Self Registration Form to create your WAMS ID.

**Be sure to read all the requirements for acceptable User IDs and Passwords**

Account Recovery, if you forget your password.
Active WAMS account

- After submitting your WAMS ID request you will receive an email to the email address you provided from WAMS@wisconsin.gov. Follow the directions in the email to activate your WAMS account.
Follow this link to complete the WAMS application process

After you click on this link, you will be routed to a login screen and be prompted to enter your new WAMS ID and password to finish the WAMS registration process and activate your account.
When you are successful in activating your account you will see the page below.
To request access to PPS

- From the Gateway Page click on the PPS-Request Access Link.
Enter your WAMS ID and Password
Following the directions at the bottom of the form, fill in the Access Request Form, submit the request, print the form, get appropriate signatures, and fax it to the State Security Officer.
Follow directions at the bottom of the form.

Instructions

If you are assigned to more than one agency, then you must fill out a separate form for each agency to which you are assigned.

1. Check the appropriate box to activate, delete, or change a User ID. Only one box should be checked. For Effective Date, enter the date the User's ID is to be activated, deleted, or changed.
2. Fill in the same User ID entered on the Wisconsin Self-registration Process screen in which the User registered for network level access to the Program Participation System. This form is to request a system/application level User ID for the Program Participation System.
3. Enter the User's Name.
4. Enter the User's Mother's Maiden Name.
5. Enter the User's Daytime Phone Number.
6. Enter the User's Supervisor's Name.
7. Enter the User's Supervisor's Phone Number.
8. Enter the User's Profile.
9. The User should enter their Signature in this field.
10. The User's Supervisor should enter their Signature in this field.
11. The State Security Officer should enter their Signature in this field.
Print Form

Please print this form and return to the State Security Officer, fax number is 608-267-2437

PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST

1. Please check one of the following:
   - X Activate User ID for access to Program Participation System
   - Delete User ID for access to Program Participation System
   - Change (Profile, User Name, SSN)

Effective Date: 11/07/2011

Please fill in the following information (All items MUST be completed):

User Information
2. User ID (from Wisconsin Self-registration Process)  3. User Name (Last, First, MI)
   redobin        robin, red
4. Mother’s Maiden Name
   smith

Agency Information
6. Agency Name (Please do not abbreviate.)
   DHS
7. Agency Supervisor Name
   Mr Qader
8. Supervisor’s Phone Number
   (111) 111-1111 Ext
9. Profiles
   State User Profile
Get signatures and send to State Security Officer

**Effective Date:** 11/07/2011

Please fill in the following information (All items MUST be completed):

**User Information**

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<tbody>
<tr>
<td>2. User ID (from Wisconsin Self-registration Process)</td>
<td>3. User Name (Last, First, MI)</td>
</tr>
<tr>
<td>redrobin</td>
<td>robin, red</td>
</tr>
<tr>
<td>4. Mother’s Maiden Name</td>
<td>5. User’s Phone Number</td>
</tr>
<tr>
<td>smith</td>
<td>(111) 111-1111 Ext</td>
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**Agency Information**

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<td>6. Agency Name (Please do not abbreviate.)</td>
<td>8. Supervisor’s Phone Number</td>
</tr>
<tr>
<td>DHS</td>
<td>(111) 111-1111 Ext</td>
</tr>
<tr>
<td>7. Agency Supervisor Name</td>
<td>9. Profiles</td>
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<tr>
<td>Mr Qader</td>
<td>State User Profile</td>
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Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User’s signature on this form constitutes acceptance of responsibility for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §943.70(2) and with DHFS policy (attached to new logon approvals).

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<td>10. User Signature :</td>
<td>Date Signed :</td>
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<td>11. Supervisor Signature:</td>
<td>Date Signed :</td>
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<td>12. State Security Officer Signature :</td>
<td>Date Signed :</td>
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Access to PPS

Contacts

- SOS Desk
- Hours: Monday through Friday
  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