PPS Training
revised 11/2011

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

- Side Navigation Menu
- Page Navigation
  - Cancel
  - Reset
  - Saving
- Home Page
- Search
- Basic Registration
- MCI
Login to PPS from the Gateway
Production URL is HTTPS://pps.wisconsin.gov
Side Navigation Menu

- Links available to you are based on your PPS Profile.

- The lock symbol means you do not have access to that function.

- Individual Information will expand once there is a module associated with the person on the Individual Summary Page.

- If you are on a data entry page and use the side links to navigate away from the page any updates you have made will be saved.
On data entry pages there is a Cancel check box and a Reset button. If you click on the cancel button and then select either a link or the next button then data will not be saved and you are navigated off the page.
Helpful Note on Cancel

- If you navigate to a page and try to navigate out without making any changes you may get one or more red error messages. To get out of the page click on the cancel button and then navigate by either clicking Next button or one of the side menu links.

For example, if one navigates to the Basic Registration page, does not enter any data, and then clicks on a side link i.e. search; one will get red error messages for required fields. To get out of this situation check the Cancel check box and navigate off the page.
If you click on the Reset button, data on the screen is changed back to the last save and you remain on the page.
If you navigate out of the system by click the X or click the Logout button, data is not saved,
Saving Data:

- Click on a side menu link
- Click on Save button (Individual Summary Page only)
- Click on Next button
After logging in, you will be brought to the HOME Page. On this page you will see your last 10 individuals that you have accessed. You can select one of these individuals by clicking on the View/Edit spy glass for that person.
If the person you want to work with is not in your list, you can search for the person by clicking on the search link on the side Navigation Menu.
You can search either by name and birth date or by SSN. The system only searches within PPS. Enter the criteria and click on GO. Do not use the enter key. The system will reset all the fields when the enter key is pressed.
If there is only one record that meets the criteria then you are navigated to the Individual Summary Page. You will only see modules such as Episode Reporting Information to which you have access.
Search results page when there is more than one match. Click on Details spy glass to navigate to the Individual Summary Page.
Basic Registration

To register a new individual, click on the Basic Registration link on the side navigation menu.
Enter required registration information, indicated by fields with red asterisk. Click on the Next button.
MCI Clearance Results Page will display if there are any potential matches 75% and above.

Here you have two choices:
1. Select one of the potential matches
2. Create a new individual record in PPS and MCI Systems
From the Clearance Results Page after selecting the person, you are navigated to the Individual Summary Page. From this page you can update any basic information. To save changes click the SAVE button.
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