Requesting Access to the Program Participation System (PPS)
Obtaining System Access

- Obtaining access to PPS **happens in two parts:**

  - **Part 1:** You must obtain a WAMS ID.
    - **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.**

  - **Part 2:** You must request access to PPS.
    - **Even if you have PPS access for another function, you must request PPS access for the new function.**
Part 1: Obtaining a WAMS ID
Wisconsin Web Access Management System (WAMS)

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

- You **MUST** have a WAMS ID to use PPS.

- A valid, unique e-mail address is required during self-registration.

- You may already have a WAMS account if you use other state systems.
Step 1: Access the Human Services Gateway Page

- Access the following URL to the Human Services Gateway Page: https://pps.wisconsin.gov
- From the Gateway Page, click on the **WAMS** link
Step 2: Click the Self-Registration Link

- From the WAMS Home Page, click on the **Self-Registration** link
Step 3: Review and Accept the Terms of Service

- Read through the instructions.
- Click the **Accept** button if you accept the terms of use.
Step 4: Complete the Self-Registration Form

- Complete the Self-Registration form by filling out all required (*) fields
- Click Submit
Step 5: Begin Account Activation

- After submitting your WAMS ID request, you will receive an email at the email address you provided during Self-Registration.
- Follow the directions in the email.
- To activate your account, **click the link** in the email.
Step 6: Activate Your WAMS ID

- Activate your account by entering in your WAMS ID and password
- Click the **Login** button

![WAMS Account Activation](image_url)
Your WAMS ID Has Been Activated

- If you were successful in activating your account, you will be directed to a web page indicating that your account has been enabled.
Problems Obtaining a WAMS ID

- If you have problems obtaining a WAMS ID, please contact WAMS Acceptance Support.
  - Click on the WAMS link from the Gateway Page
  - Scroll to the bottom of the page
  - Click the link at the bottom of the page
  
For assistance send an e-mail to WAMS Acceptance Support

- Fill out the support form and click submit
Part 2: Requesting Access to PPS
Program Participation System (PPS)

- Program Participation System (PPS) is a web-based IT system that was developed to help streamline various program functions and tasks.

- You **MUST** have a WAMS ID to use PPS.

- Even if you have access to PPS for another function or module, you must request PPS access for additional modules.
Step 1: Access the Human Services Gateway Page

- Access the following URL to the Human Services Gateway Page
  https://pps.wisconsin.gov
- From the Gateway Page, click on the **PPS – Request Access** link
Step 2: Enter Your WAMS ID and Password

- Enter your existing WAMS ID and password or the one you obtained in Part 1
- Click Login
Step 3: Complete the PPS Web Access Request Form

- Complete the Web Access Request form - filling in all required fields.
- Required fields are denoted with a red asterisk (*)
Select the Correct Profile

- For your profile, **be certain to choose the checkbox that fits the appropriate type of access for your role.**
  - INSERT HYPERLINK OF PDF HERE
- Click the **submit** button when the form is complete.

This is an example of someone requesting access to the Employment Outcomes module.
Step 4: Print Form, Sign, and Fax

- Print off the form
- You and your supervisor must both sign and date the form
- Fax it to the State Security Officer
Quick Tip – Adding a Website to Your Favorites

- Access the following URL to the Human Services Gateway Page
  [https://fsia.wisconsin.gov](https://fsia.wisconsin.gov) or [https://pps.wisconsin.gov](https://pps.wisconsin.gov)

- Click the 🌟 icon to add the Gateway Page as a favorite to your toolbar
Additional Help Contact Information

- The DHS SOS Help
  - E-mail: DHSSOSHelp@wisconsin.gov
  - Phone: (608) 266-9198
  - Fax: (608) 267-2437
  - Hours: Monday through Friday
    - 8:00 – 11:30 am
    - 12:30 – 4:00 pm