

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

Human Services System Gateway [Add this Page to Favorites](#)

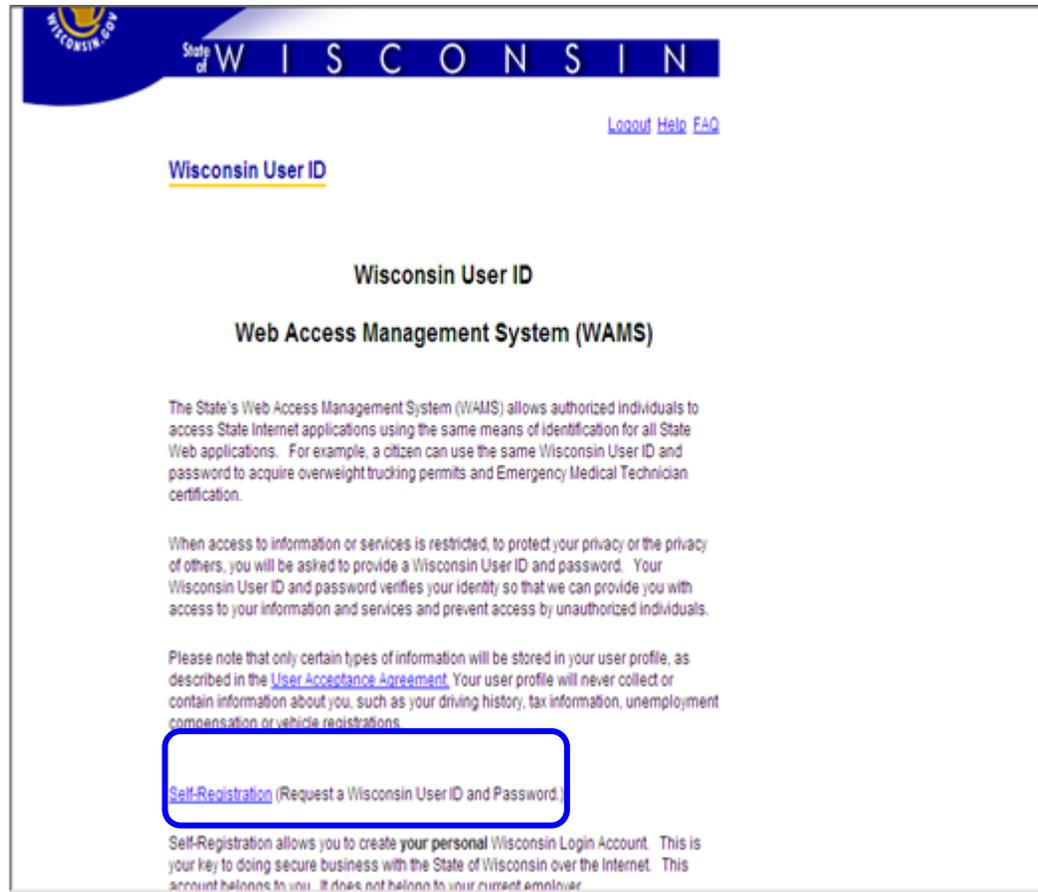
**** Production Environment ****

This page lists the applications that are used to determine functional and financial eligibility for various programs across the State of Wisconsin. The functional eligibility is determined for Adult, Children's and Mental Health programs. The financial eligibility includes FoodShare, Medicaid, SeniorCare, SSI Care Taker Supplement, Wisconsin Works and Child Care Programs.

 FSIA - Production Functional Screen Information Access (Production Environment)	 PPS - Production Program Participation System (Production Environment)	WAMS To access PPS / CWW / FSIA, signup for a Web Access Management System (WAMS) ID.
 FSIA - Request Access To complete a printable form that you can submit to your agency's security officer to get access to FSIA	 PPS - Request Access To complete a printable form that you can submit to your agency's security officer to get access to PPS	 WISA Wisconsin Integrated Security Application
 FSIA - Training Functional Screen Information Access (Training Environment)	 PPS - Training Program Participation System (Training Environment)	 CWW CARES Worker Web

Step 2: Click the Self-Registration Link

- From the WAMS Home Page, click on the **Self-Registration** link



The screenshot shows the Wisconsin WAMS Home Page. At the top left is the Wisconsin State logo. To its right is a blue banner with the text "State of W I S C O N S I N". Below the banner are links for "Logout", "Help", and "FAQ". The main heading is "Wisconsin User ID" with a yellow underline. Below this is the sub-heading "Wisconsin User ID" and "Web Access Management System (WAMS)". The page contains three paragraphs of text explaining the system's purpose and security. At the bottom, a blue rounded rectangle highlights the "Self-Registration" link, which is followed by the text "(Request a Wisconsin User ID and Password)".

State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Wisconsin User ID

Wisconsin User ID

Web Access Management System (WAMS)

The State's Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

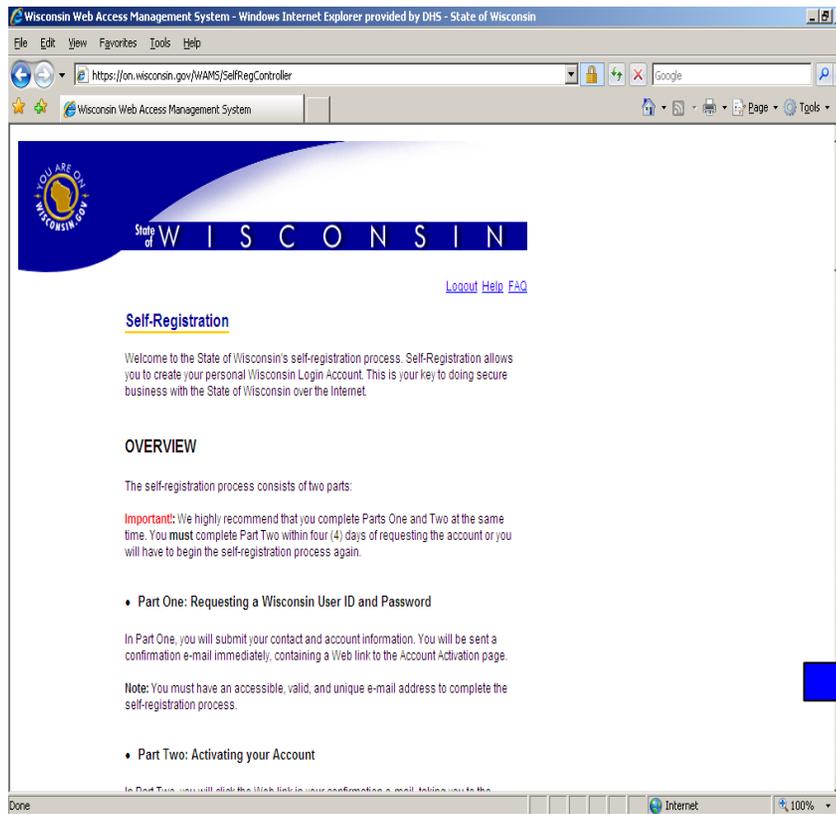
Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

[Self-Registration](#) (Request a Wisconsin User ID and Password.)

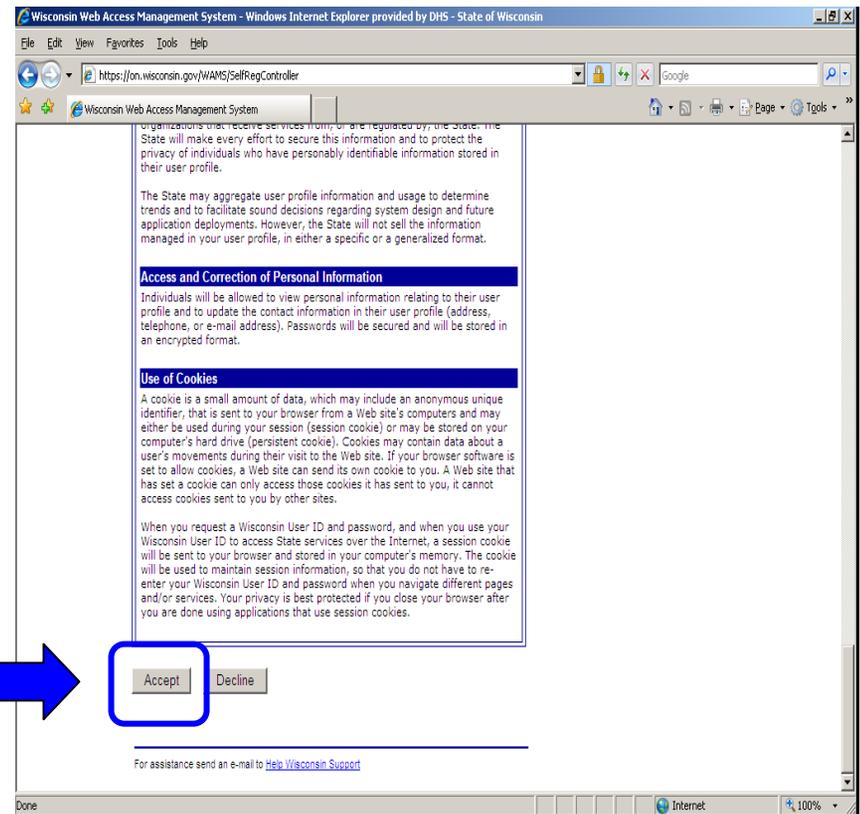
Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Step 3: Review and Accept the Terms of Service

- ❑ Read through the instructions.
- ❑ Click the **Accept** button if you accept the terms of use.



Top of Page



Bottom of Page

Step 4: Complete the Self-Registration Form

- ❑ Complete the **Self-Registration** form by filling out all required (*) fields
- ❑ Click **Submit**

Wisconsin Web Access Management System - Windows Internet Explorer provided by DHS - State of Wisconsin

File Edit View Favorites Tools Help

https://on.wisconsin.gov/WAMS/SelfRegController

Wisconsin Web Access Management System

State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

* Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix e.g., JR, SR, I, II, III

E-Mail e.g., username@host.domain

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City

State Select a State

Zip Code

Home Mailing Address

Top of Page

Wisconsin Web Access Management System - Windows Internet Explorer provided by DHS - State of Wisconsin

File Edit View Favorites Tools Help

https://on.wisconsin.gov/WAMS/SelfRegController

Wisconsin Web Access Management System

Address(2)

City

State Select a State

Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID *

Password *

Re-enter Password *

Account Recovery

Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

Secret Question *

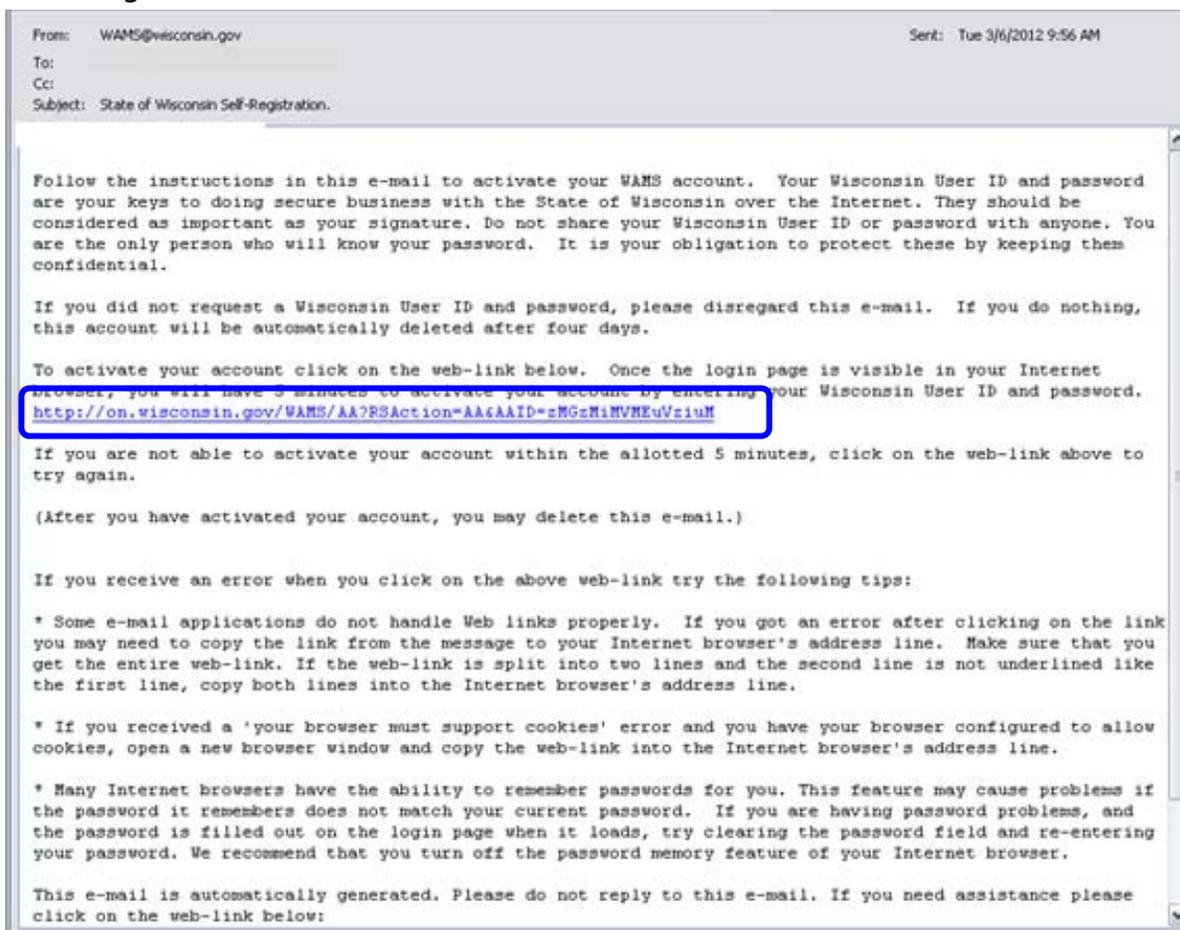
Answer to Secret Question *

For assistance send an e-mail to [Help Wisconsin Support](#)

Bottom of Page

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

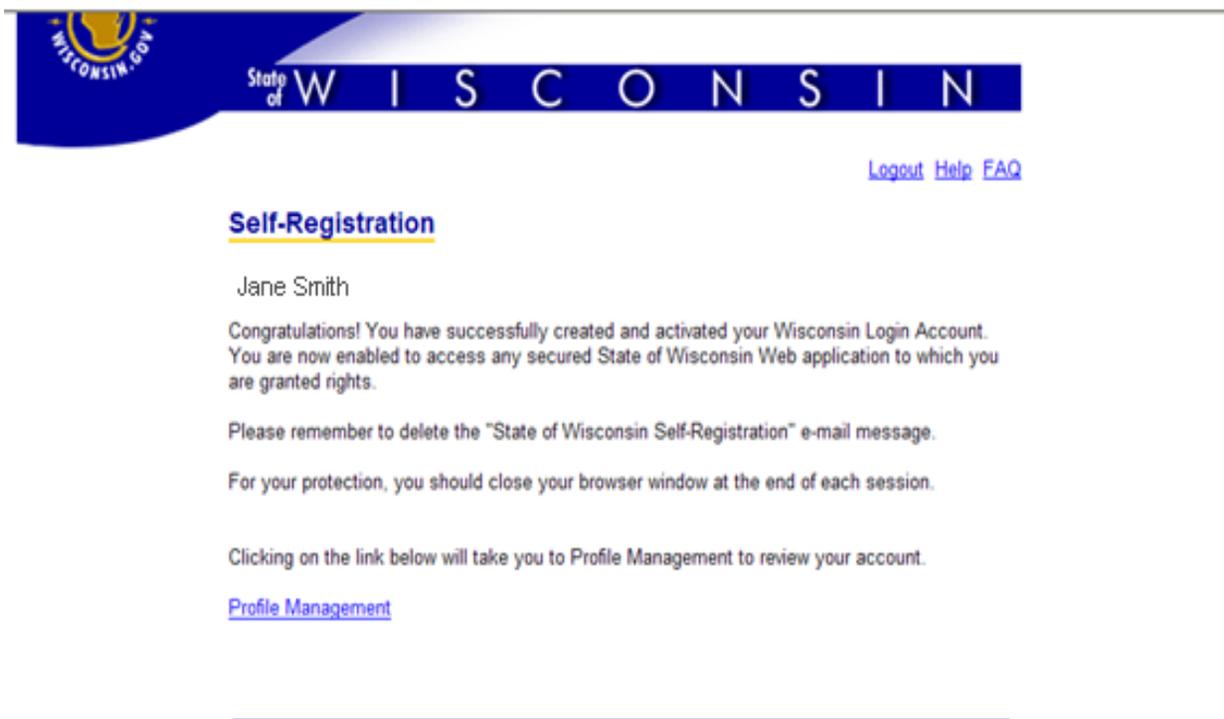
- ❑ Activate your account by entering in your WAMS ID and password
- ❑ Click the **Login** button



The screenshot shows the 'Account Activation - Final Step' login page for the WAMS (Web Access Management System) of the State of Wisconsin. At the top, there is a blue banner with the Wisconsin state seal and the text 'State of W I S C O N S I N'. Below the banner is the WAMS logo and the text 'WEB ACCESS MANAGEMENT SYSTEM'. The main heading is 'Account Activation - Final Step' followed by 'Please log In'. An attention notice states: 'ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.' The login form includes a 'User ID' field with the text 'janesmith', a 'Password' field with seven dots, and a 'Login' button. At the bottom, there is a disclaimer: 'You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use'.

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

[Logout](#) [Help](#) [FAQ](#)

Help Wisconsin Support

*Indicates Required Field

User Information	
E-Mail:	<input type="text"/>
User Id:	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/> <input type="text"/> <input type="text"/>

Application Information	
Please specify Problem:	Select from the following options <input type="button" value="v"/>
if "Other" specify Problem:	<input type="text"/>
Application Name:	<input type="text"/>
Web Address:	<input type="text"/>
Example: https://on.wisconsin.gov/WAMS/home	
<p>The following section is critical to a timely and correct response from Help Wisconsin Support. If there is a message number and message description associated with your request, that information uniquely identifies the source of the problem for Help Wisconsin Support. The comments section should be used to describe any special conditions or concerns.</p> <p>If you can not remember your Wisconsin User ID or password you may first want to try using</p>	

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

Gateway Page - Windows Internet Explorer provided by DHS - State of Wisconsin

File Edit View Favorites Tools Help

https://pps.wisconsin.gov/#

Gateway Page

YOU ARE ON WISCONSIN.GOV

State of W I S C O N S I N

Human Services System Gateway [Add this Page to Favorites](#)

**** Production Environment ****

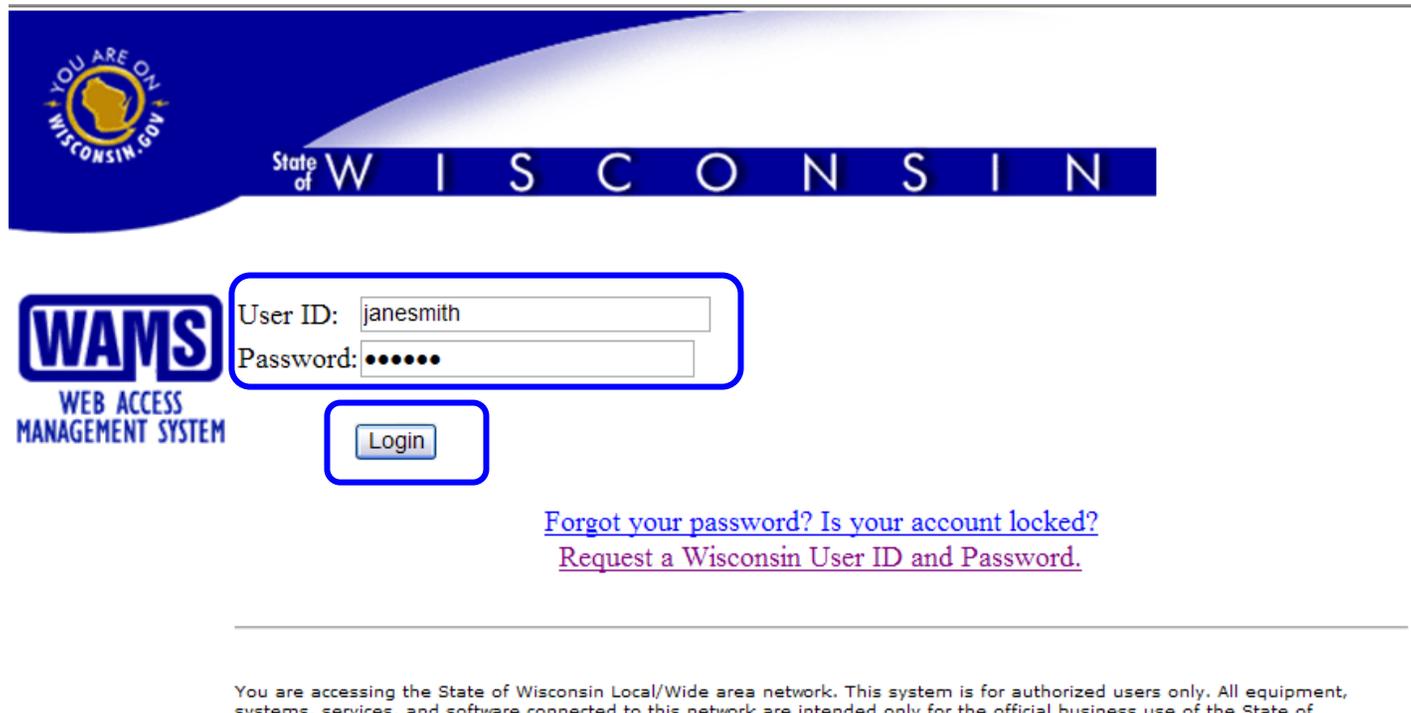
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 FSIA - Training Functional Screen Information Access (Training Environment)	 PPS - Training Program Participation System (Training Environment)	 CARES CWW CARES Worker Web

Internet 100%

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



YOU ARE ON WISCONSIN.GOV

State of W I S C O N S I N

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID: janesmith

Password: ●●●●●●

Login

[Forgot your password? Is your account locked?](#)
[Request a Wisconsin User ID and Password.](#)

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin.

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 (*)

PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST

[\(Please read the information below for instructions.\)](#)

1. **Please check one of the following: ***

- Activate User ID for access to Program Participation System
- Delete User ID for access to Program Participation System
- Change (Profile, User Name)

Effective Date:

*

User Information

2. **User ID:**

(From Wisconsin Self-registration Process)

*

3. **First Name:**

* **MI:**

Last Name:

*

4. **Mother's Maiden Name:**

*

5. **User's Daytime Phone:**

() - * **Ext:**

Agency Information

6. **Agency Name:**

*

7. **Agency Supervisor Name:**

*

8. **Supervisor's Phone Number:**

() - * **Ext:**

9. **Profiles:**

- * Adult LTC Waitlist Full Access Profile
- Adult LTC Waitlist View Only Profile
- Agency Administration Profile
- Children Waitlist Full Access Profile
- Children Waitlist View Only Profile
- Family Care Support Full Access Profile
- Family Care Support View Only Profile
- Intensive Autism Waitlist Full Access Profile

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.

Agency Information

6. Agency Name:

Helping Hand LLC *

7. Agency Supervisor Name:

Robin Doe *

8. Supervisor's Phone Number:

(608) 555 - 5555 * Ext: 1234

9. Profiles:

- * Adult LTC Waitlist Full Access Profile
- Adult LTC Waitlist View Only Profile
- Agency Administration Profile
- Children Waitlist Full Access Profile
- Children Waitlist View Only Profile
- Family Care Support Full Access Profile
- Family Care Support View Only Profile
- Intensive Autism Waitlist Full Access Profile
- Intensive Autism Waitlist View Only Profile
- Mental Health Full Access Profile
- Mental Health View Only Profile
- OIE MCO or IRIS Full Access Profile
- OIE OFCE Full Access Profile
- Nursing Home Referral Entry Profile
- Nursing Home Referral Processing Profile
- OIE Employment Provider Full Access
- OIE Super User Full Access
- Room and Board Full Access Profile
- SDS Full Access Profile

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

Program Participation System Web Access Request

Page 1 of 1

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICE

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 :

- 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: 12/20/2011

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

User Information	
2. User ID (from Wisconsin Self-registration Process) janedoe12	3. User Name (Last, First, MI) Doe, Jane, S
4. Mother's Maiden Name Smith	5. User's Phone Number (608) 555-5555 Ext 5555

Agency Information	
6. Agency Name (Please do not abbreviate.) Heartland Rehabilitation Center	
7. Agency Supervisor Name Jennifer Watson	8. Supervisor's Phone Number (608) 123-1234 Ext 1234
9. Profiles Nursing Home Referral Entry Profile	

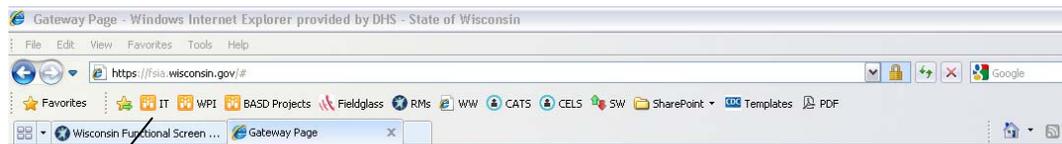
Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User's signature on this form constitutes acceptance of responsibility for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §943.70(2) and with DHFS policy (attached to new logon approvals).

10. User Signature :	Date Signed :
11. Supervisor Signature:	Date Signed :
12. State Security Officer Signature :	Date Signed :

Quick Tip – Adding a Website to Your Favorites

- Access the following URL to the Human Services Gateway Page <https://fsia.wisconsin.gov> or <https://pps.wisconsin.gov>

- Click the  icon to add the Gateway Page as a favorite to your toolbar



Human Services System Gateway

[Add this Page to Favorites](#)

** Production Environment **

at are used to determine functional and financial eligibility for various programs across the State of Wisconsin. The for Adult, Children's and Mental Health programs. The financial eligibility includes FoodShare, Medicaid, SeniorCare, consin Works and Child Care Programs.



PPS - Production

Program Participation System (Production Environment)

WAMS

To access PPS / CWW / FSIA, signup for a Web Access Management System (WAMS) ID.



PPS - Request Access

To complete a printable form that you can submit to your agency's security officer to get access to PPS



WISA

Wisconsin Integrated Security Application



FSIA - Training

Functional Screen Information Access (Training Environment)



PPS - Training

Program Participation System (Training Environment)



CWW

CARES Worker Web

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