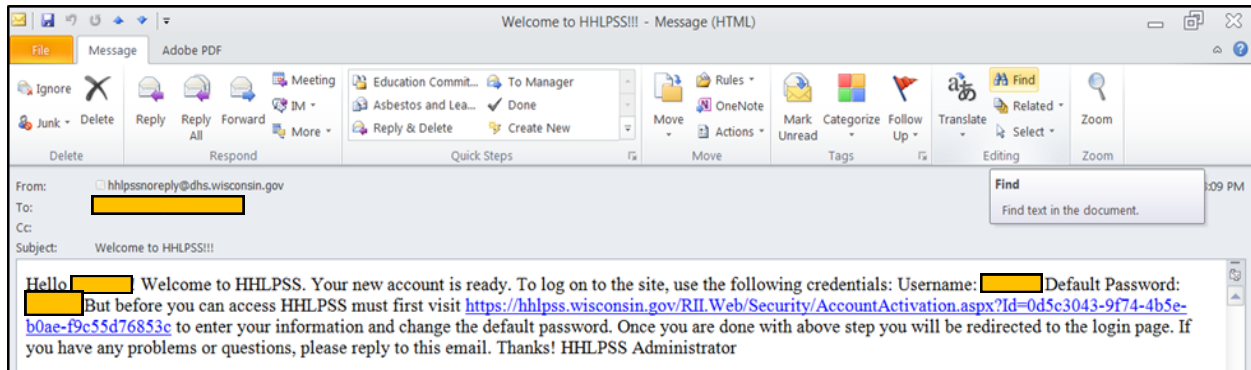


# Healthy Homes and Lead Poisoning Surveillance System (HHPSS)

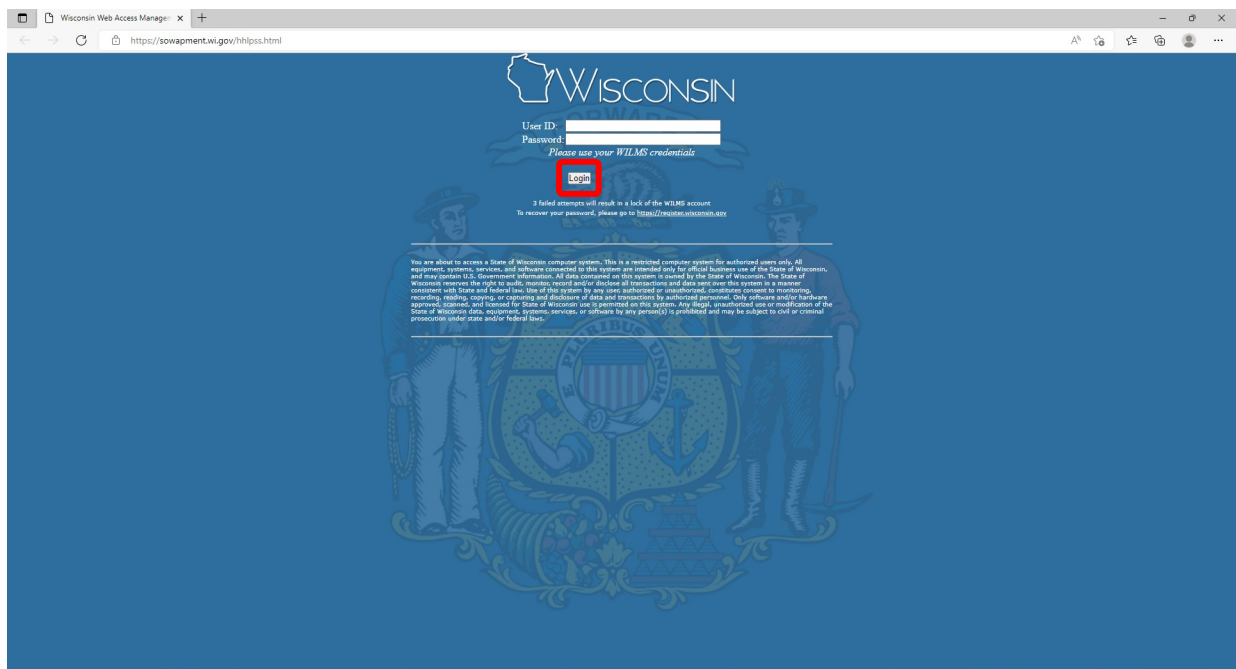
## Job Aid 1.3: Logging Into HHPSS

To access HHPSS you must first have a WILMS User ID and password and register for a separate HHPSS User ID and password. **If you don't have either of these, stop now** and review [Job Aid 1.1: Getting Started \(P-02299-1.1\)](#) and [Job Aid 1.2: Getting a WILMS Account \(P-02299-1.2\)](#).

You will know you have access to HHPSS when you receive an email with the subject line "Welcome to HHPSS!!!" as shown here:



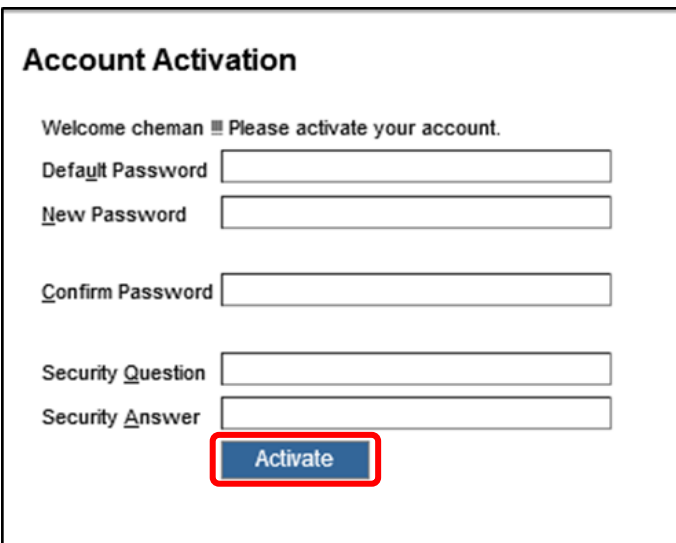
**Step 1:** To log in to HHPSS, go to <https://sowapment.wi.gov/hhpss.html> (do not use Internet Explorer), enter your WILMS login ID and password, then click the **Login** button. Make this URL address a favorite or place it on your desktop or taskbar as you will use it every time you log in to HHPSS.



**Step 2:** On the next screen, enter your new **HHLPS User Name** and temporary **Password** supplied to you in your welcome email, then click the **Log In** button.



**Step 3:** After you log in for the first time the **Account Activation** screen will appear. Change your temporary password to a permanent password of your choosing. Follow these steps to change your password:



1. Enter your temporary **Default** password.
2. Enter a **New** password that you create. Your password must be at least six characters long and must include at least one uppercase letter, one lowercase letter, one number and one special character.
3. Re-enter your new password to confirm it.
4. Create a security question for which only you know the answer. Type it into the **Security Question** box.
5. Type the answer to your security question in the **Security Answer** box.
6. Click the **Activate** button.

**Step 4:** Once you have changed your password, you will be redirected to the **HHLPS Log In** screen (see Step 2 above). Type in your **HHLPS User Name** and new **Password** and click the **Log In** button.

**Congratulations! You are now in HHLPS.**

### Questions

Please contact the HHLPS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](#).