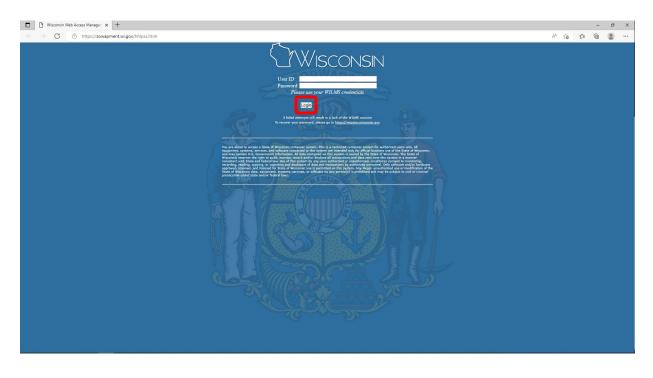
To access HHLPSS you must first have a WILMS User ID and password and register for a separate HHLPSS User ID and password. **If you don't have either of these, stop now** and review <u>Job Aid 1.1: Getting Started (P-02299 -1.1</u> and <u>Job Aid 1.2: Getting a WILMS Account (P-02299-1.2)</u>.

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

🖂 🛃 🦻	ប 🔺	♥ =						Welcome to H	HLPSS!!!	- Messi	ige (HTML)								đ	23
File	Messa	ge A	dobe PDF																	۵ 🕜
🖏 Ignore 🇞 Junk *	X Delete	Reply	Reply F All	orward	iiiiii Meeting IIM * Iiiiiiii More *	 Education Com Asbestos and L Reply & Delete 	ea		4 12 14	Move	 ➢ Rules ▼ ➢ OneNote Actions ▼ 	Mark Unread	Categorize	Follow Up *	ab Translate	Related *	Zoom			
Delet	e		Res	spond			Quick S	Steps	G,		Move		Tags	5		Editing	Zoom			
From: To: Cc: Subject:			ily@dhs.wis	sconsin.g	jov											Find Find text in t	he docume	nt.		09 PM
	9c55d7	efore y	you can to ente	acces: r your	s HHLPSS informat	r new account i S must first visi ion and change e reply to this e	t <u>htt</u> the c	ps://hhlpss.wi default passwo	sconsin ord. On	.gov/F ce you	are done w	curity/	Account	Activat	tion.asp	x?Id=0d5c3		74-4b5	e-	120

Step 1: To log in to HHLPSS, go to <u>https://sowapment.wi.gov/hhlpss.html</u> (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 HHLPSS.



Step 2: On the next screen, enter your new HHLPSS 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:

Account Activation
Welcome cheman III Please activate your account.
Defa <u>u</u> lt Password
New Password
Confirm Password
Security Question
Security Answer
Activate

- 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.
- 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 **HHLPSS Log In** screen (see Step 2 above). Type in your **HHLPSS User Name** and new **Password** and click the **Log In** button.

Congratulations! You are now in HHLPSS.

Questions

Please contact the HHLPSS coordinator at 608-266-5817 or email DHS Lead Poisoning Prevention.



Division of Public Health Bureau of Environmental and Occupational Health P-02299-1.3 (11/2022)