WEDSS ENROLLMENT PROCESS FOR HEALTH CARE PROVIDERS

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| **Who** | **Item** | **✓** | **Completed Date** | **Notes** |
| Each user | Request a Wisconsin Logon Management System (WILMS) User ID and Password.  (Email [DHSWEDSS@wisconsin.gov](mailto:DHSWEDSS@wisconsin.gov) for instructions) |  |  |  |
| Each user | Read the WEDSS Security and Confidentiality Policy and sign the WEDSS User Security and Confidentiality Agreement. |  |  |  |
| Agency representative | Collect and keep on file signed WEDSS User Security and Confidentiality Agreements. |  |  |  |
| Agency representative | Collect WILMS ID from each user (just the ID, not the password). |  |  |  |
| Agency representative | Sign the WEDSS Security and Confidentiality Policy (page 6). Write the name and WILMS ID of each user from your agency on the bottom of the signature page. Include your e-mail address. Include information about other “report sources” users should be able to access (e.g., lab or partner hospital). Fax the signature page to (608) 266-2584. |  |  |  |
| WEDSS staff | Create WEDSS accounts and e-mail temporary passwords to the agency representative. |  |  |  |
| Each user | Using the temporary password as the “Current Password,” change WEDSS password by going to <https://wedss.wisconsin.gov/webvcmr> and clicking on the “Change Password” link. |  |  |  |
| Each user | Participate in training (onsite, online, etc.). Online training available at <https://connect.wisconsin.gov/wedssprovidertraining> |  |  |  |
| Each user | Be sure your Internet Explorer settings are adjusted according to WEDSS requirements. |  |  |  |
| Agency representative | Notify local health department of plan to begin entering disease reports in WEDSS. |  |  |  |

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| WEDSS access  <https://wedss.wisconsin.gov/webvcmr> | E-mail questions to [DHSWEDSS@wisconsin.gov](mailto:DHSWEDSS@wisconsin.gov)  Wisconsin Help Desk 1-866-335-2180 |
| WEDSS documents for providers are located on the WEDSS Sharepoint site:  <https://share.health.wisconsin.gov/ph/wedss/default.aspx>  You must have a WILMS account in order to access this information. | Web conferences for health care providers  Fifth Tuesday of the month (~ quarterly)  <https://connect.wisconsin.gov/provider> |

Revised February 2013