

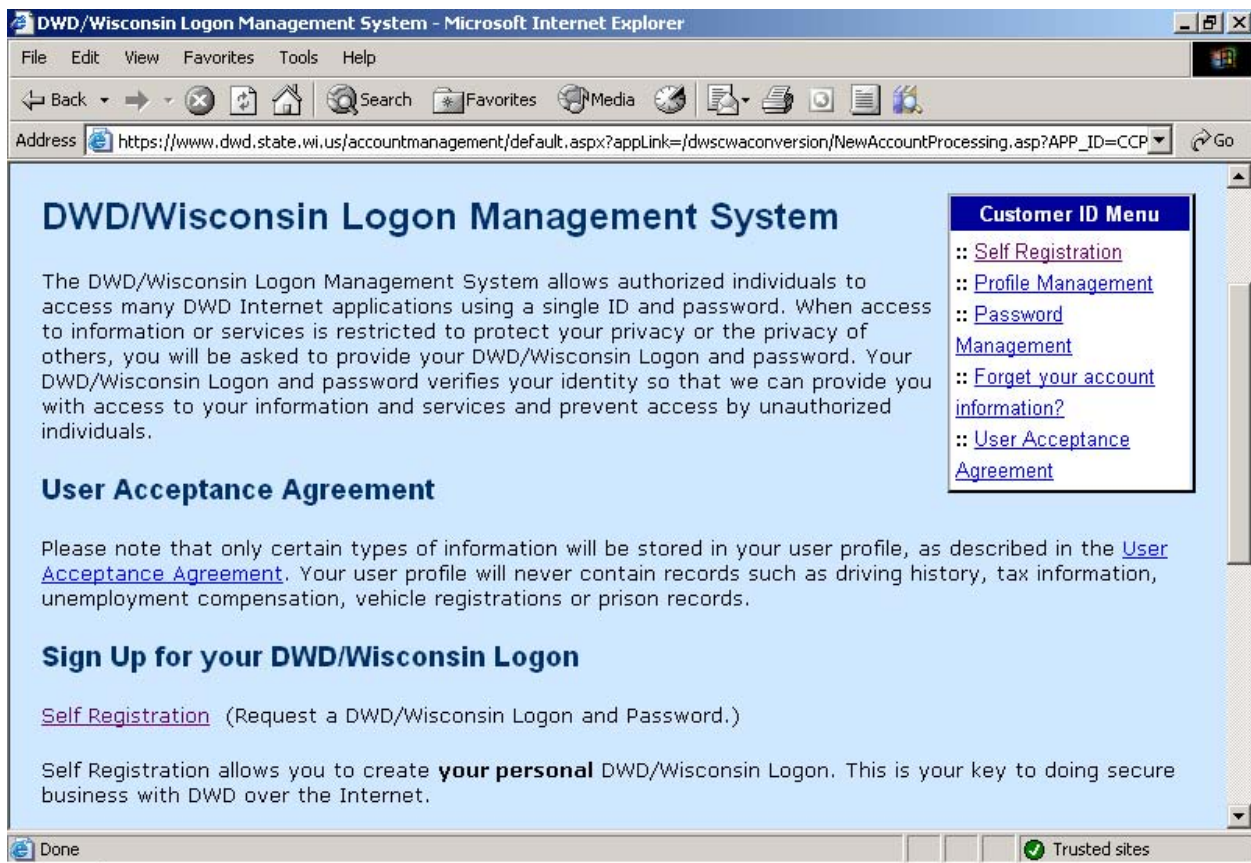
INSTRUCTIONS ON HOW TO GAIN ACCESS TO CSAW – NEW USERS

This document will give you instructions on how to gain access to the Childcare Administration on the Web (CSAW) system.

Make sure that you follow the instructions carefully to prevent errors.

Step by step instructions:

Log onto <https://www.dwd.state.wi.us/accountmanagement/>. The DWD/Wisconsin Logon Management System Homepage will display. Later, once you have a DWD/Wisconsin Logon, you may use this page to change your password or information about yourself. Click on the “Self Registration” link under the heading ‘SIGN UP FOR YOUR DWD/WISCONSIN LOGON’



The Self Registration page will display. Read all the information on the page, including the User Acceptance Agreement in the scroll down box. After you have read the Agreement and agree to the terms for using CSAW, click on ACCEPT to continue. NOTE: If you do not agree to the terms, click on DECLINE. In that case, you will not be able to use CSAW.


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Self Registration

Welcome to the DWD/Wisconsin Logon self registration process. Self Registration allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin Logon and Password

You will submit your contact information. Once authorized you will see a confirmation.

Starting the Self Registration Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

DWD/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT ▲

INTRODUCTION

Many State agencies provide information and services by the



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Customer ID Menu

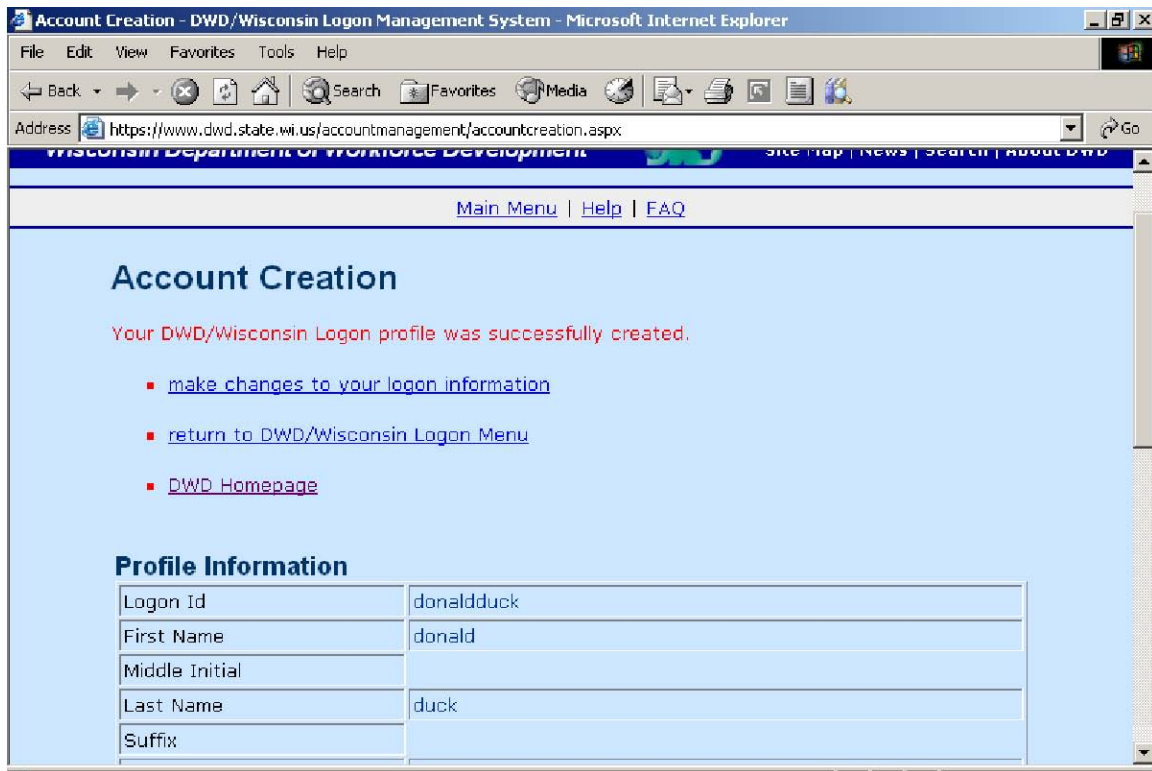
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After accepting the user acceptance agreement, the Account Creation page will display. Fill in your personal information under Profile Information. Make sure you enter your email address accurately. You will be notified by email once your access has been approved. Under Account Information, create a Logon (user) ID that is easy for you to remember. **Note:** If you have a CARES ID, you should use it for CSAW. Create a password and enter it twice. In the section titled Logon ID / Password Recovery, enter a secret question and answer. This may be used by help desk staff to identify you if you need a password reset, so select a question to which you will always remember the answer if asked. For example, the question might ask the name of your first dog. At the bottom left of the page you will see a number. Type it in the box to the bottom right of the page. When you have entered all information on the page, click on SUBMIT.

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After submitting the Account Creation page, the Account Confirmation page will display. This tells you that you have been successful in creating an account.



In order to gain access to CSAW, you also must submit a Child Care Web Access Request form. Log onto: http://dcf.wisconsin.gov/forms/pcf_f_dwsw13358e.htm to access the form. Print and carefully complete the form. The form must be signed by the child care coordinator and the security officer in your agency. They will fax the form to the state DCF Security. Once your security is set, you will receive an email from DCF Security.

After that you can log onto <https://www.dwd.state.wi.us/dwscsaw/Default.aspx> Enter Network Password' will display. Enter your user ID and password that you created above. **Mark this page under your Favorites or bookmarks.**



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- ◆ **Help Desk contacts:** If you have problems completing the screens or you need a password reset, call the DWD Service Desk at 608-266-7252 between the hours of 6:00 AM and 6:00 PM Monday through Friday. If you call outside that timeframe, your call will be answered, but you will not receive immediate assistance. A message will be referred to Service Desk staff, who will respond on the next business day.