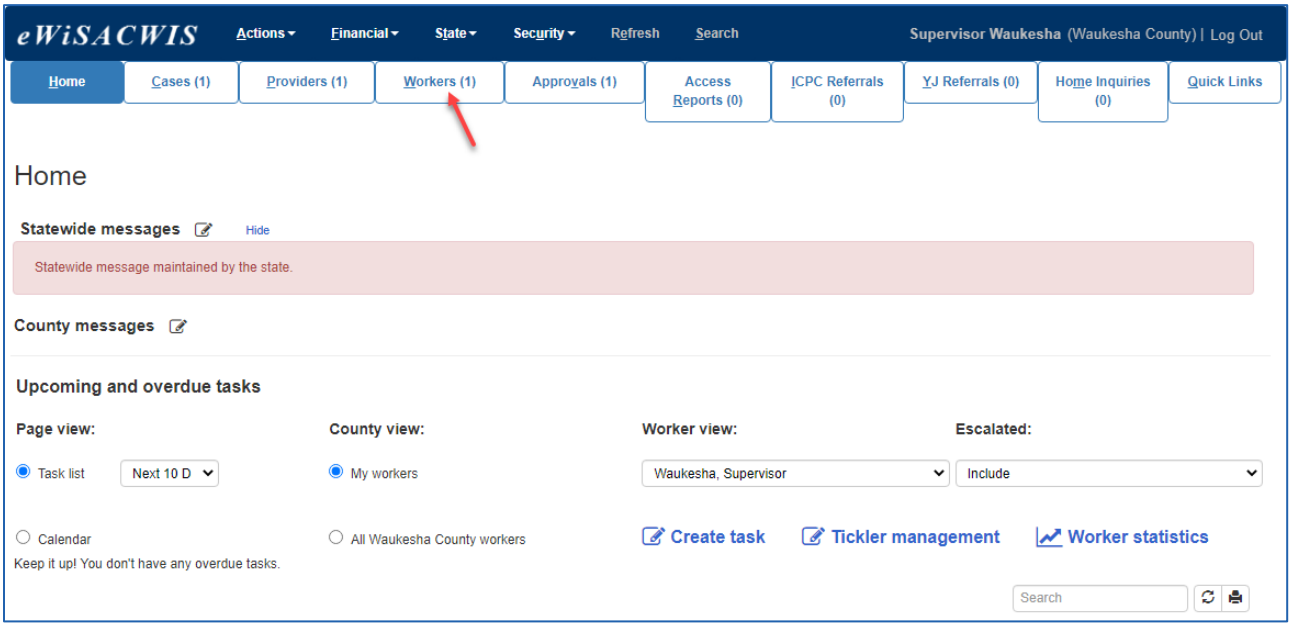
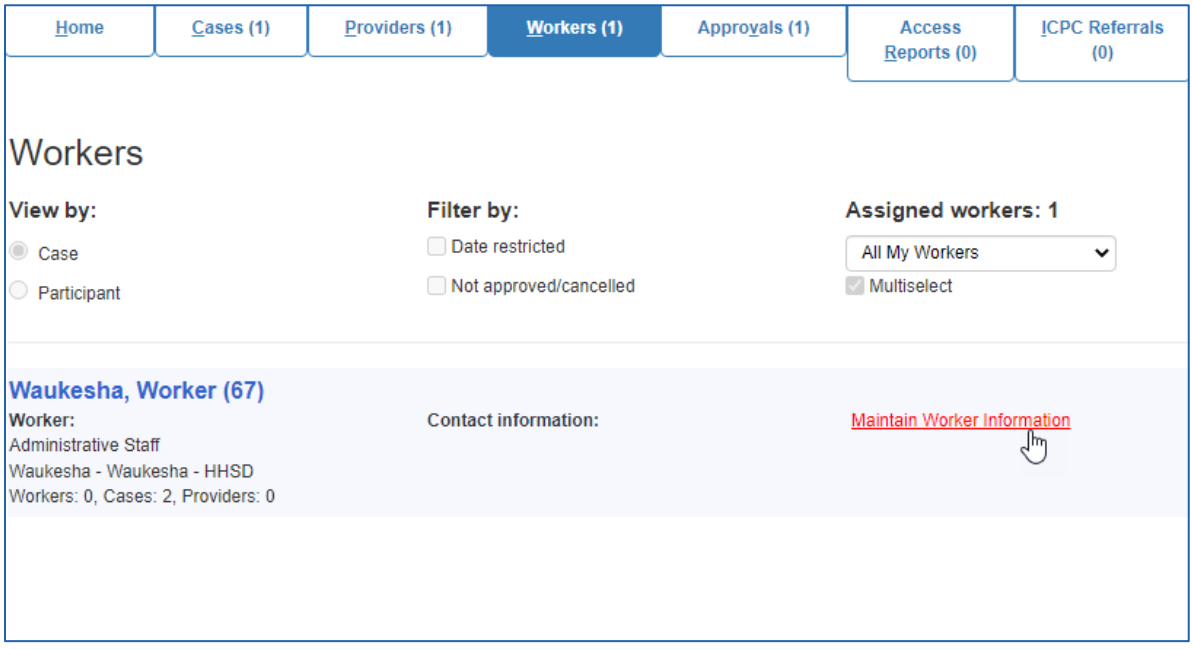
Removing eWiSACWIS Access

Access to the application should be removed within 24 hours, when a business need for access is no longer needed. Including employment departure, job changes, location changes, or any other business reason for a removal of access. Additional security will be needed to update the Maintain Worker Information page and to approve the removal of a MyWisconsin ID link.

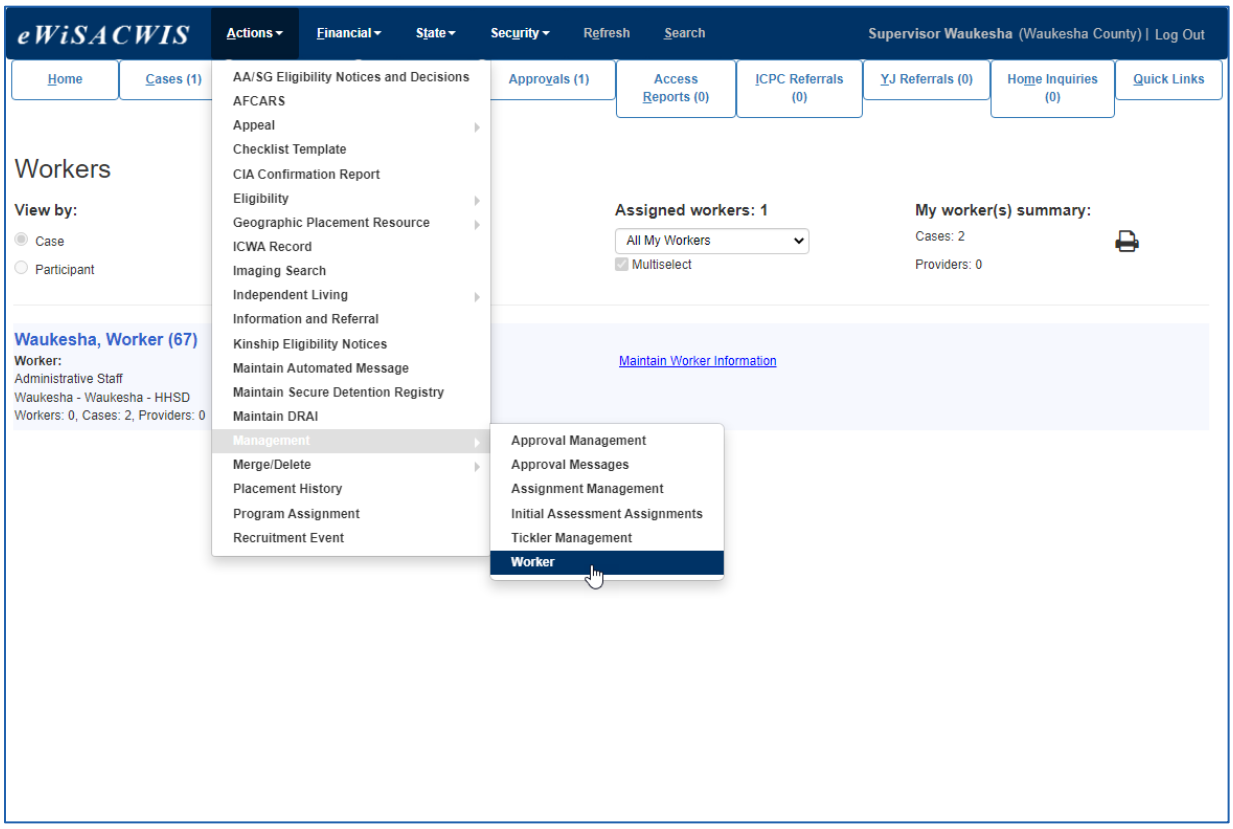
Maintain Worker Information - Supervisors

1. Supervisors will be able to maintain-worker-record from the Worker tab on their desktop. To view workers, the Supervisor will need to be assigned the Supervisor on the Basic tab of the Maintain Worker Information page.
    a. Click on the Worker tab.
    b. Click on the Maintain Worker Information hyperlink.

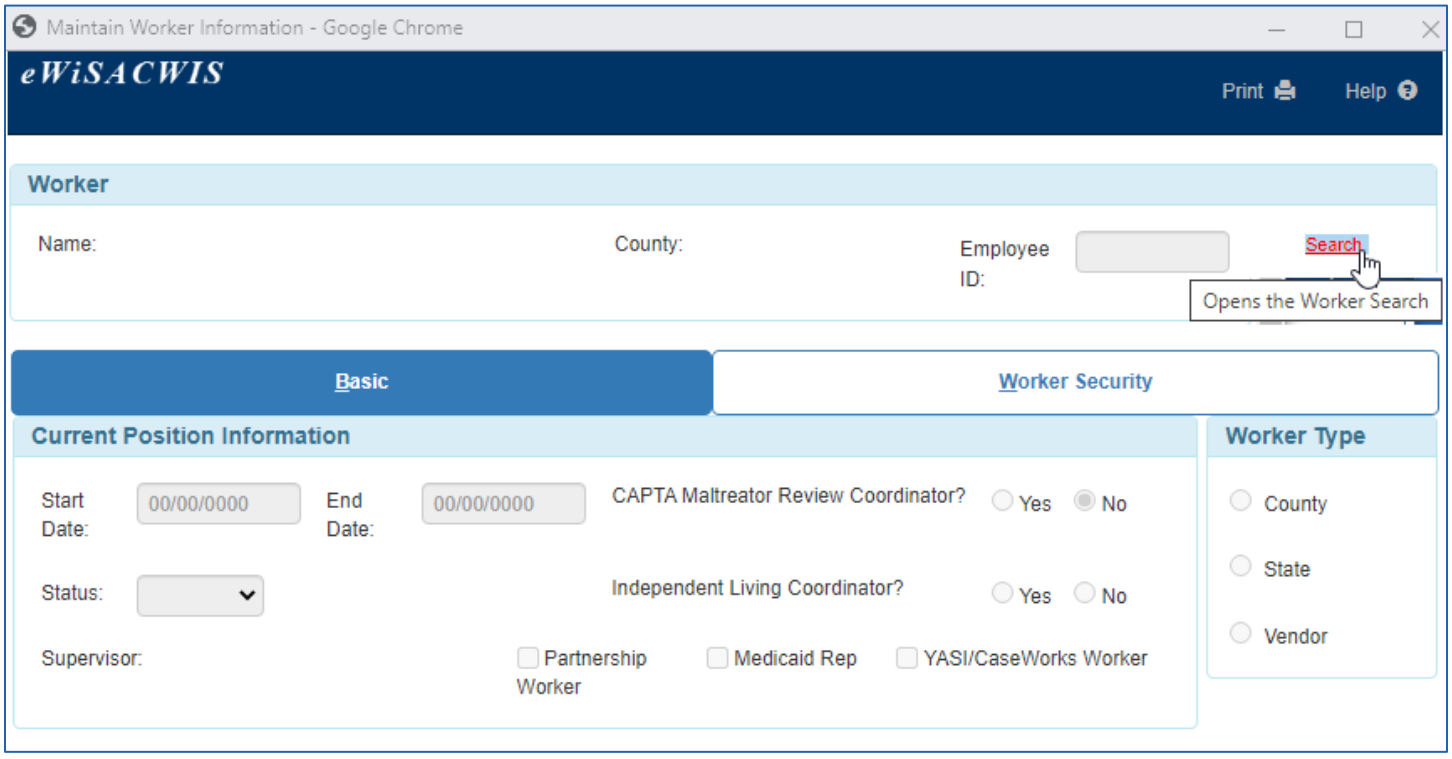




2. Supervisors can also maintain a worker record from the main menu on the desktop.
    a. Click Actions and select Management.
    b. Select Worker from the submenu.

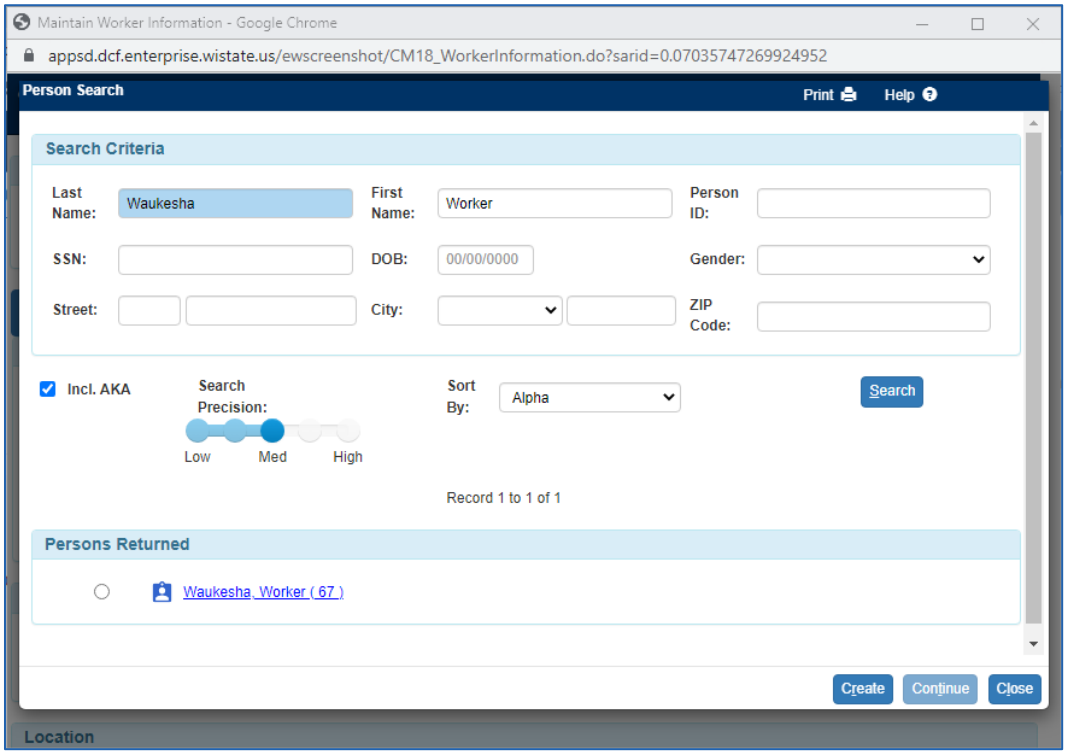


    c. From the Maintain Worker Information page, click the Search hyperlink.

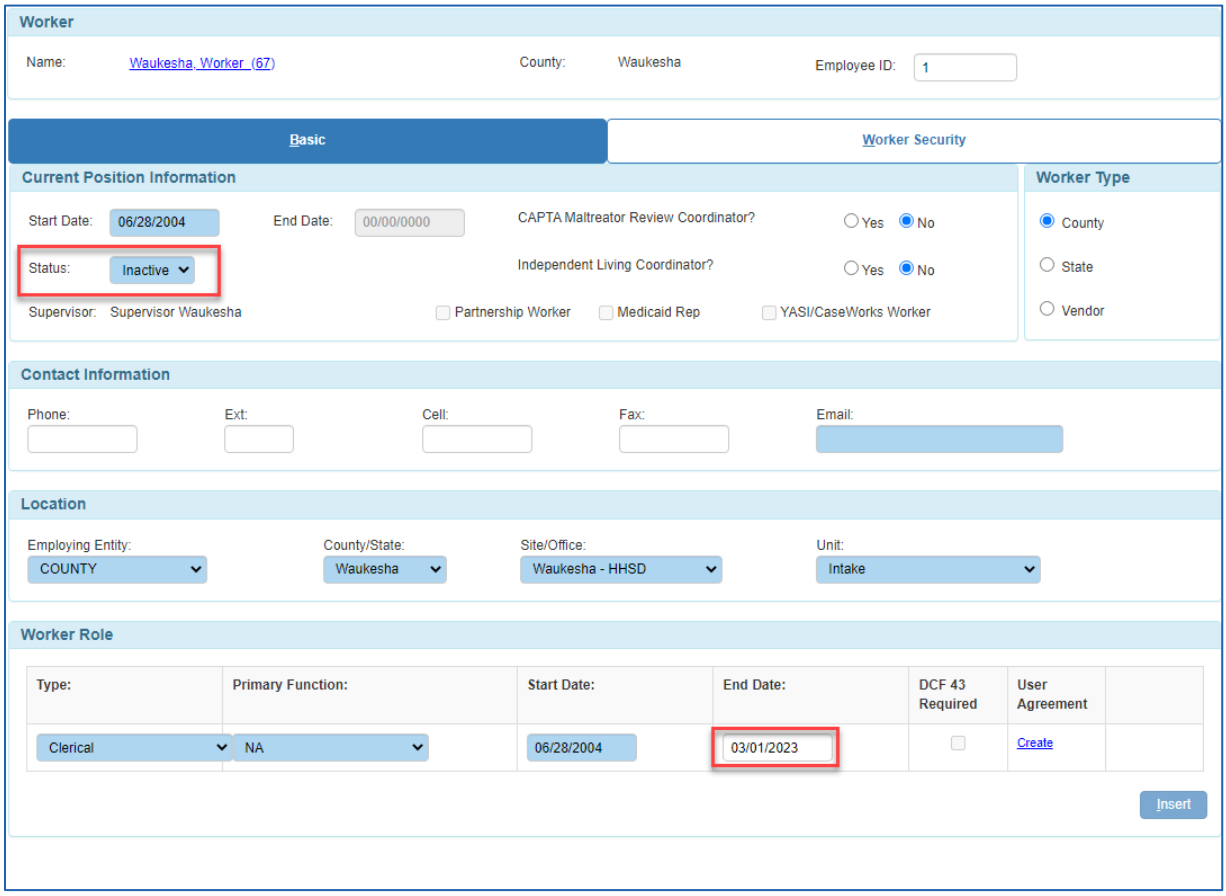


    d. Enter the search criteria into Person Search and click the Search button.

e. In the Persons Returned section, click the radio button of the appropriate staff member and click the Continue button.



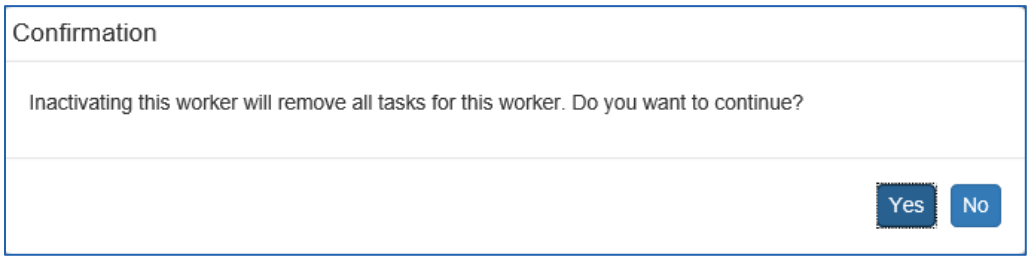
Note: To create a worker record, click the Create button if no results are returned. Please see the Maintain-Worker-Record user guide for more information.



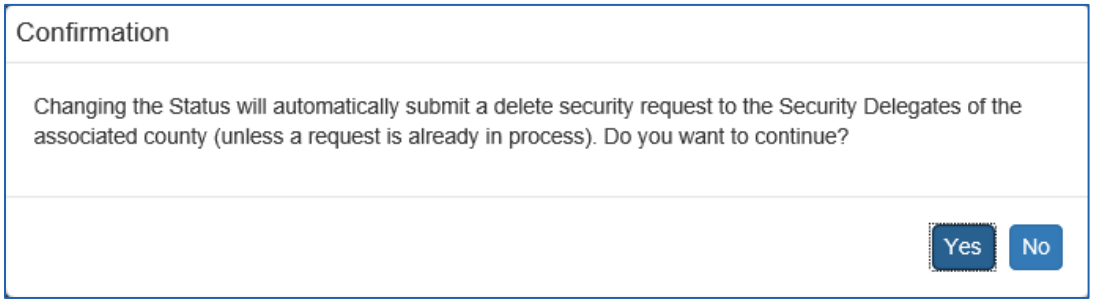
3. Changing the Status field from Active to Inactive will automatically prefill the End Date of today in the Worker Role section of the page.

Note: If access will be granted in a new location the same day, change the End Date to yesterdays date to avoid loss of access.

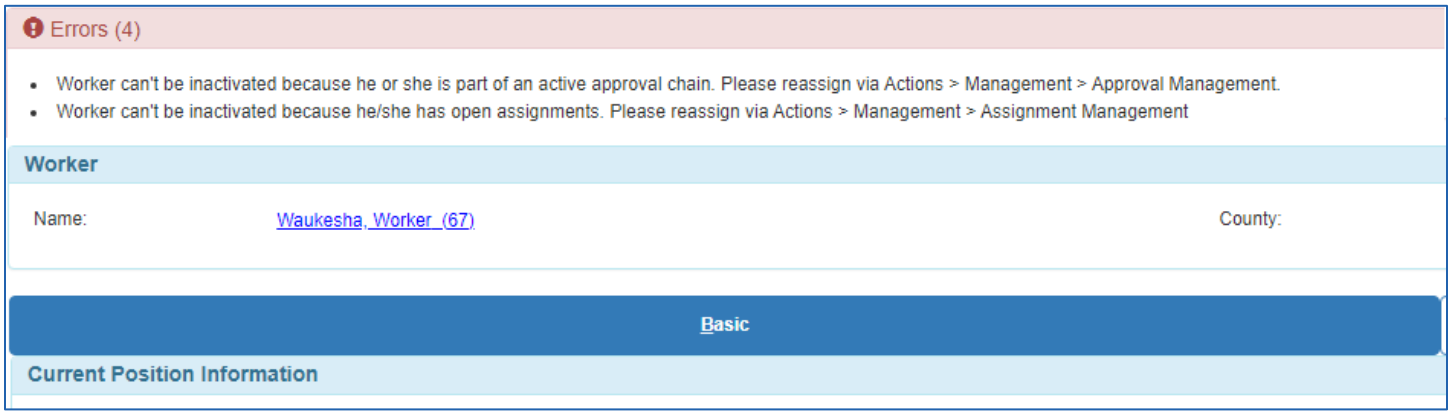
a. Click Save to inactivate.
   i. If there are associated tasks, a message will display confirming the inactivation. Click No to return to the page, click Yes to continue.



   ii. If there aren't any associated tasks, a message will display asking if a delete security request should be created. Click Yes to continue. Click No to return to the page.



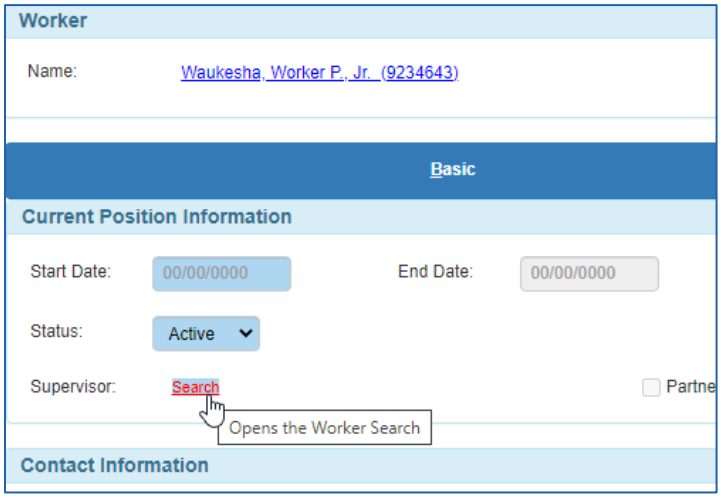
4. If there is still has work assigned, approvals assigned, or open referrals, errors will display.



5. Only the assigned Supervisor or the staff member can close or reassign the existing work or referral(s).

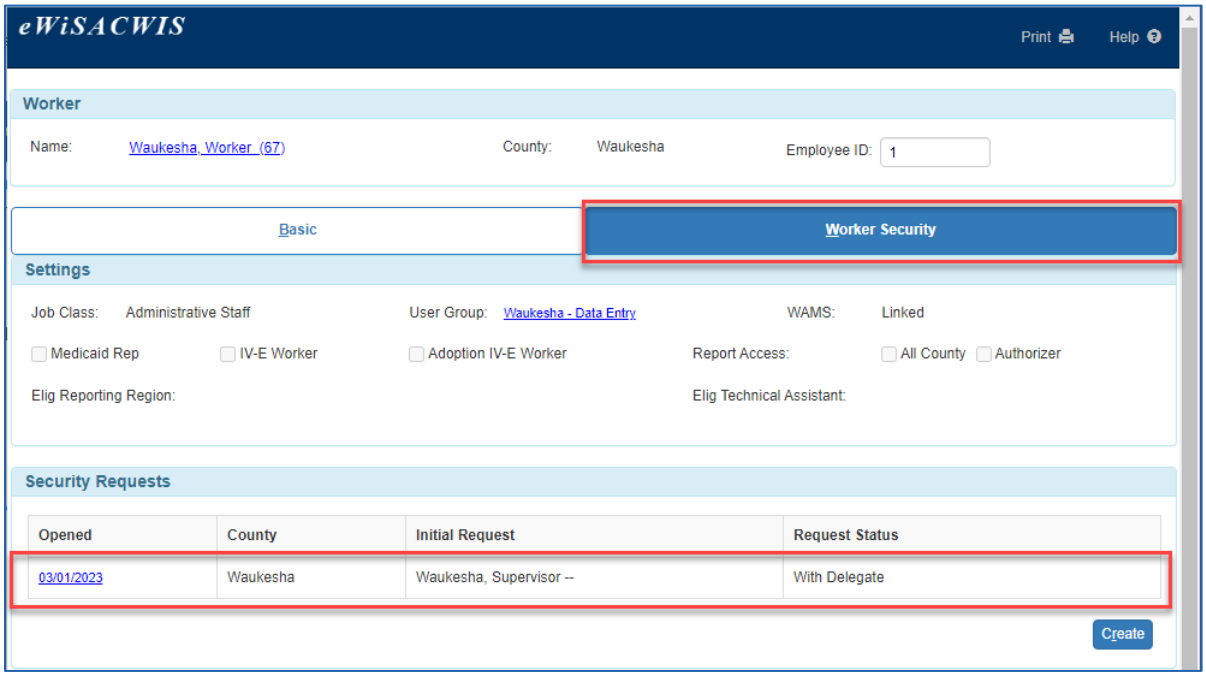
Note: If possible, this should be done before inactivation, however if it can't be done prior to departure, a delete security request will need to be created to delink MyWisconsin ID to remove the ability to log into any other devices. See Assignment Management and Approval Management user guides for more information.

6. To update the Supervisor, click the Search hyperlink next to the Supervisor field to launch Worker Search.
    a. Select the radio button of the Supervisor in the Workers Returned section and click Continue to update the Supervisor of the staff member.
    b. Click Save to update the record. This Supervisor will now be able to reroute and close assignments, referrals, and approvals.

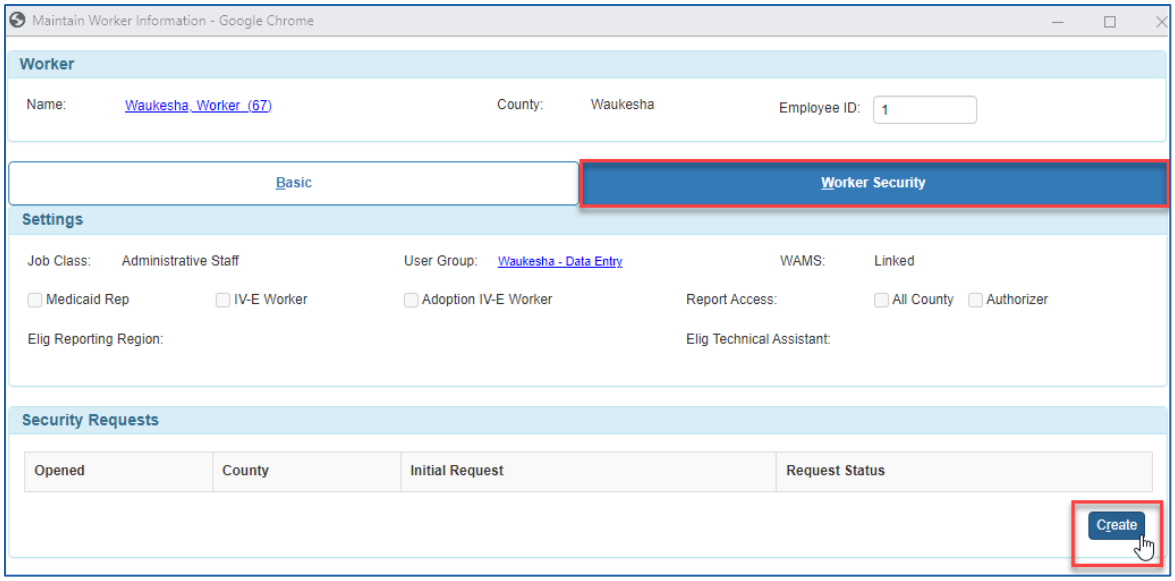


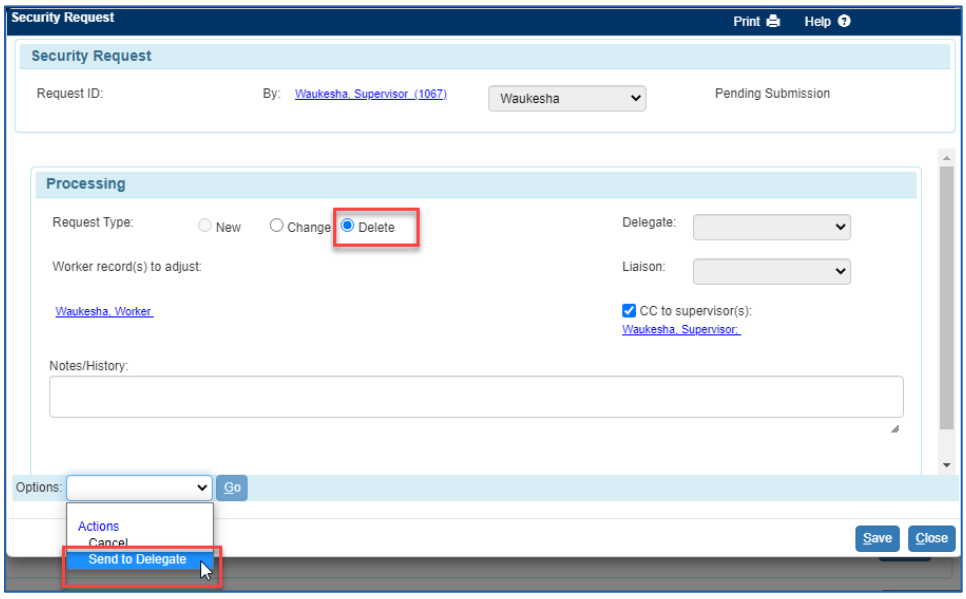
7. Once the Inactivation is complete or if the inactivation is delayed, navigate to the Worker Security tab.
    a. If the inactivation was saved, there will be a security request that was created by saving the inactivation.
    b. Click on the date hyperlink in the Opened column to view the delete security request.

Note: Depending on the security level of the Supervisor, the options drop down will have Approve, Cancel, or Send to Security Delegate. Most Supervisors without security access will only be able to view or cancel this request. The request was sent to the county's Security Delegate(s) for approval.



8. If the inactivation must be delayed, a manual delete security request should be created to remove the link from MyWisconsin ID so log in is not possible from any other device.
    a. On the Worker Security tab, click the Create Button.
    b. In the Request Type fields, select the radio button for Delete.
    c. Check the CC supervisor(s) checkbox if desired.
    d. If a note is needed for the Security Delegate, use the Notes/History: field.
    e. Click Save to create the Security Request, Click Close to return to the page.
        i. The Request Status will be Pending Submission after the initial save.
    f. From the Options drop down, Cancel and Send to Delegate can be selected, however upon save, the Security Request is sent to the Security Delegate(s).
        i. Select Cancel and click the Go button to remove the request or select Send to Delegate and click the Go button to make a note after saving and notify the delegate. Selecting this will change the Request Status from Pending Submission to With Delegate. Selecting Cancel will change the Request Status to Cancelled.

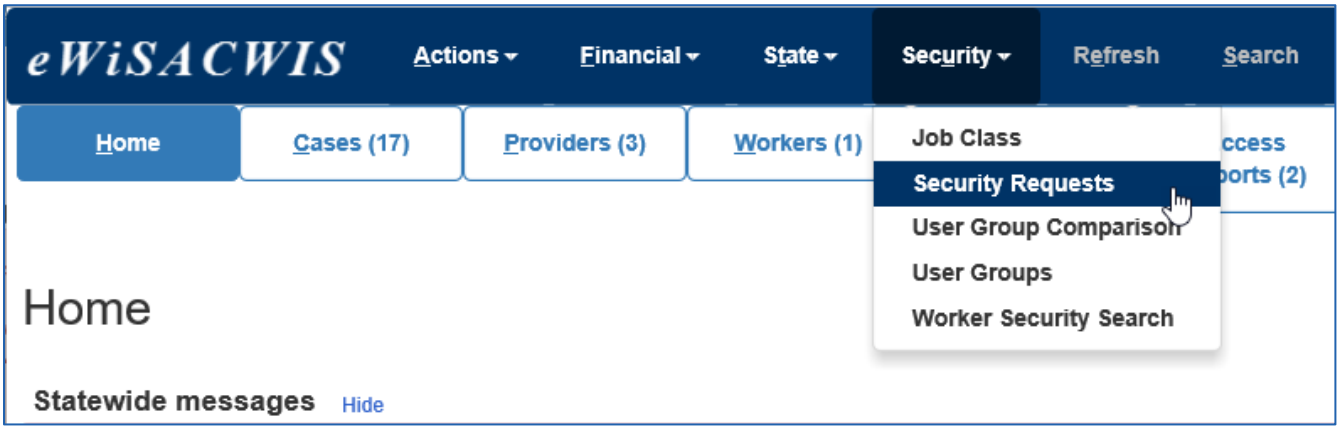




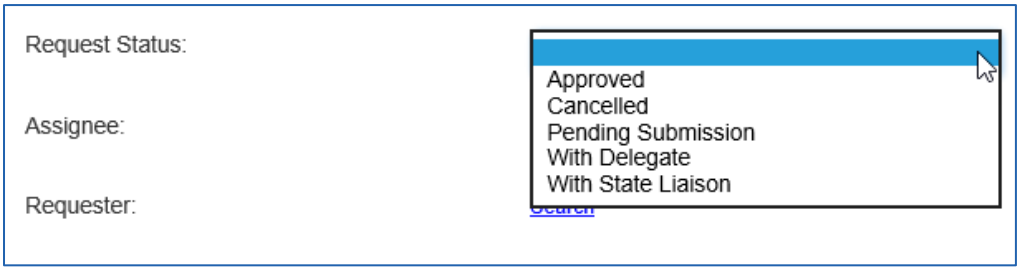
Completing Inactivation Security Requests – Security Delegates

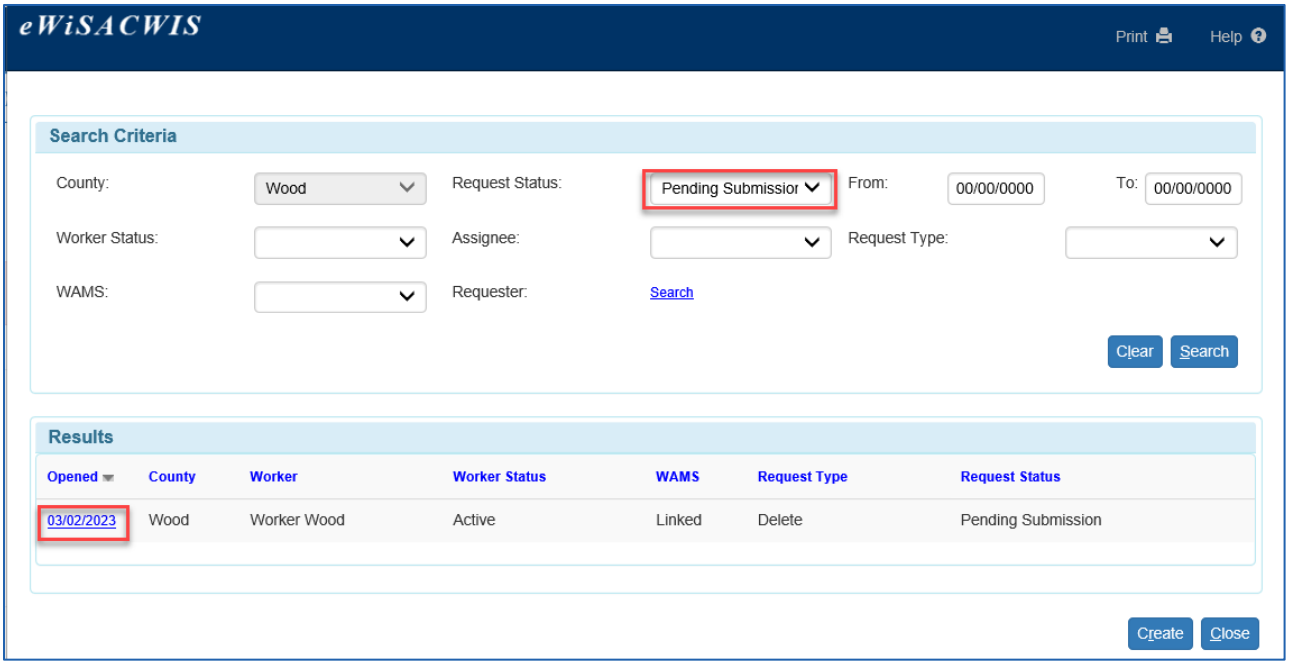
Note: Security Delegates should be monitoring Security Requests daily as they can be submitted by staff (by clicking the security message hyperlink), Supervisors, or other Delegates.

1. To complete a created inactivation request, select Security from the menu and click Security Requests.



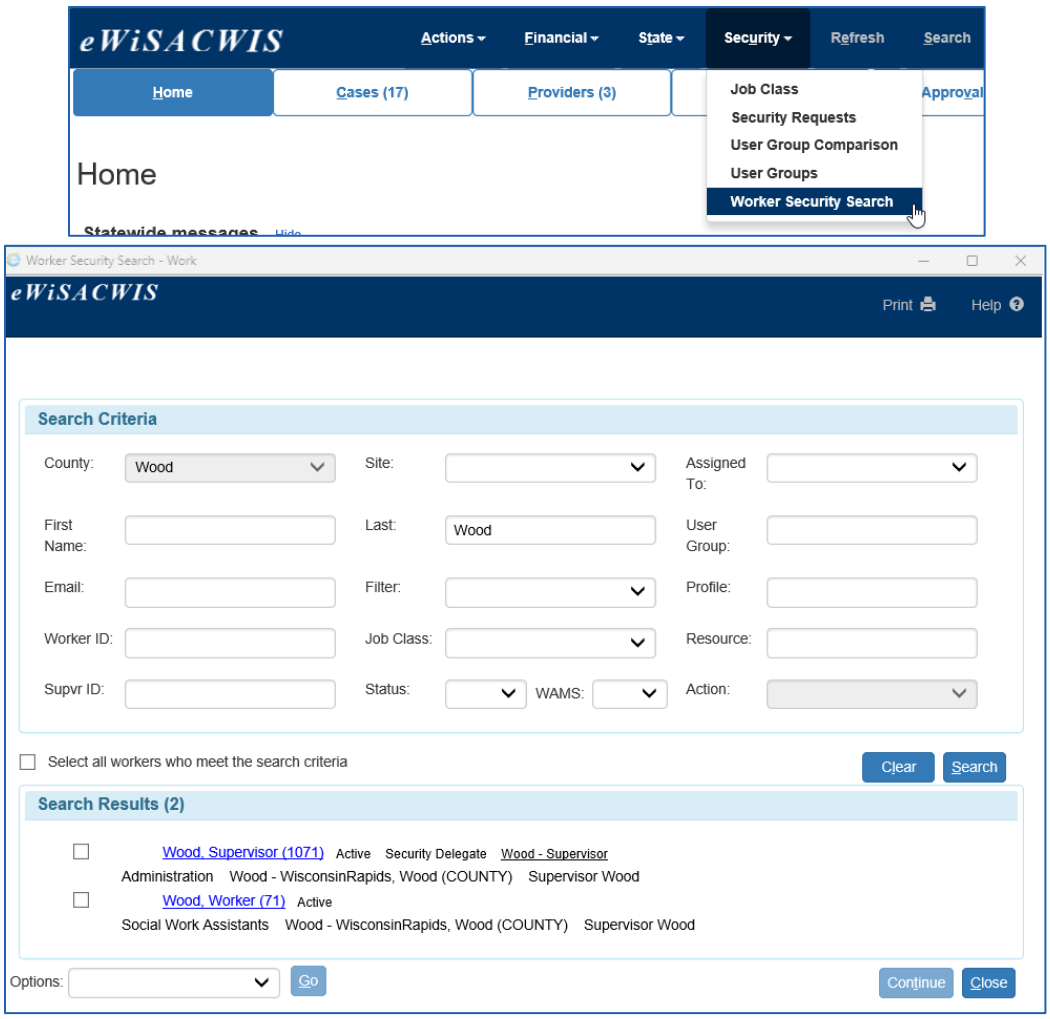
2. The Security Request Search page will default to open all requests with the Request Status of With Delegate.
    a. Select Pending Submission from the Request Status dropdown to see new requests.
    b. Click on the date hyperlink in the Opened column to launch the security request.
    c. Make a note in the Notes/History field if applicable and check CC to supervisor(s) if appropriate.
    d. Select Approve, Cancel, or Send to State Security Liaison and click Go.
        i. Approve will complete the remove of the MyWisconsin ID link for log in.
        ii. Cancel will close the security request and keep it linked.
        iii. Use Send to State Security Liaison for resource changes. Any change in Job Class, User Group, or Profile will need to be completed an approved at the State level. Choosing this will send the security request to the State Security Liaison and update the Status to With State Liaison. These can be viewed by selecting With State Liaison in the Request Status dropdown.
            1. Generally, Send to State Security Liaison will not be used when removing access unless there is a question for the State Liaison.
                a. Any radio button security levels such as Medicaid Rep, YASI/CaseWorks, and Security Delegate, will be automatically routed to the State Liaison for additional approval.
3. On the Security Request Search page, the Request Type column with the value of Delete will be an inactivation that need to be approved or cancelled.



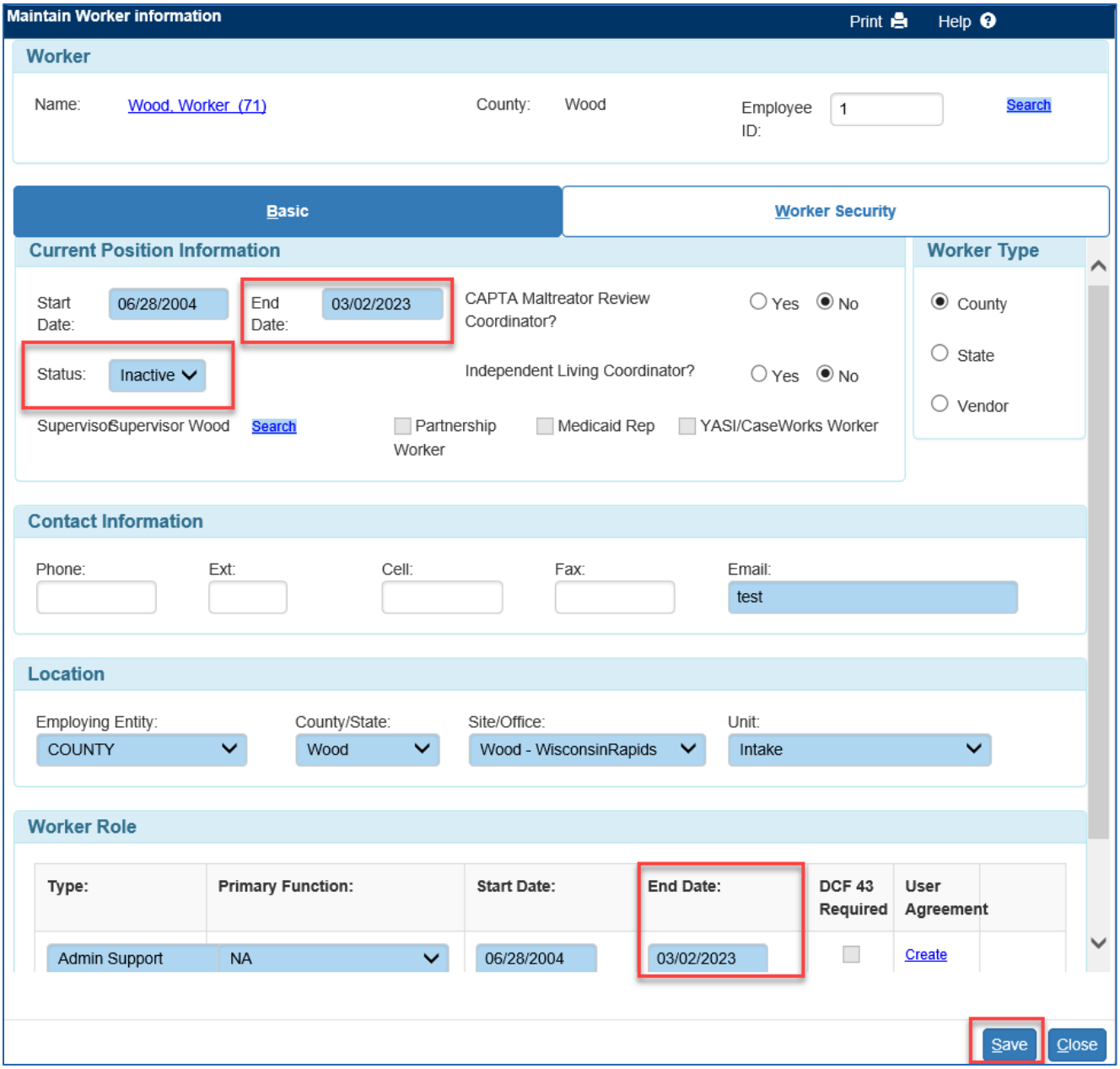


Removing Access – Security Delegates

1. To inactivate a staff member and remove the link to MyWisconsin ID, select Security from the menu and click on Worker Security Search. Enter the search criteria and click the Search button.

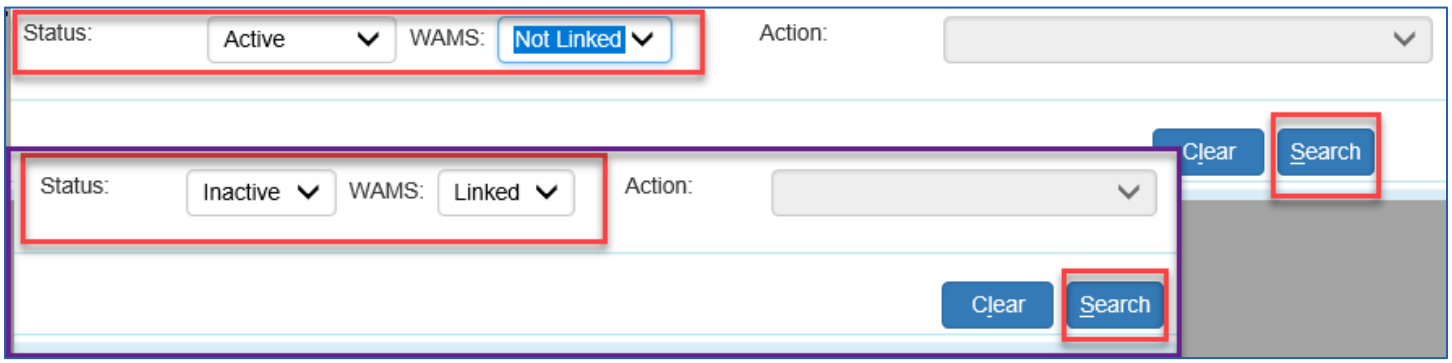


2. In the Search Results section, click the name hyperlink to open the Maintain Worker Information page.
    a. Change the Status field from Active to Inactive. The End Date fields will prefill to today's date.
    b. Click Save. See pages 4-6 for saving scenarios, how to create a delete security request, and how to Approve, Cancel, or Send to State Security Liaison.



3. To monitor county staff that is linked to MyWisconsin ID, frequently perform the following searches on the Worker Security Search page.

Note: All staff's link to MyWisconsin ID should be removed within 24 hours of access no longer being needed.



Note: Inactive staff with a linked MyWisconsin ID should immediately have a delete security request created to remove the ability to log into the application from any device. Active staff that aren't linked should be monitored. Approve the New Security Request or Cancel the New Security Request and Inactivate the staff member if needed.