

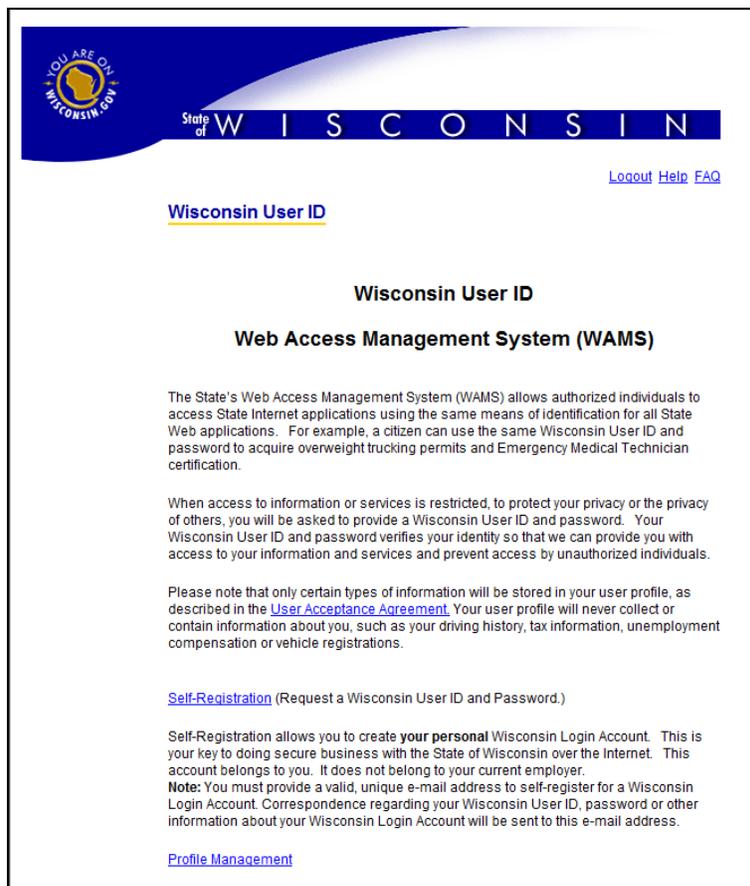
Maintaining Independent Living Contractors In eWiSACWIS

Setting Up New Workers:

1. (*IL Worker*) Register for a State of Wisconsin log in by visiting <https://on.wisconsin.gov/WAMS/home> and clicking on “Self-Registration”.

Registration consists of two parts – registration and verification. First, you will be prompted to create a user name and password, as well as supply basic contact information. It is very important that you use your agency email address during the account registration. After completing the initial registration you will need to verify your e-mail address by clicking on the link in an automated e-mail from WAMS sent to the e-mail address you entered. Your log in account is not active or useable until you click the link to verify your email address. You must click that verification link within 4 days of beginning the registration process or you will have to start over again from the beginning.

This account belongs to you. Do NOT share your username, password, or the answer to your secret question with anyone. You are liable for all activity conducted with your log in account. You can change your password at any time by revisiting the WAMS site and clicking on “Profile Management”.



The screenshot shows the top of the Wisconsin WAMS website. At the top left is the Wisconsin state logo with the text "YOU ARE ON WISCONSIN.GOV". To the right is the text "State of W I S C O N S I N". Below this is a navigation bar with links for "Logout", "Help", and "FAQ". The main heading is "Wisconsin User ID" with a yellow underline. Below this is the sub-heading "Wisconsin User ID" and "Web Access Management System (WAMS)". The text explains that WAMS allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. It provides an example of a citizen using the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification. It also states that when access to information or services is restricted, users will be asked to provide a Wisconsin User ID and password. A note mentions that only certain types of information will be stored in the user profile, as described in the User Acceptance Agreement. At the bottom, there are links for "Self-Registration" (Request a Wisconsin User ID and Password.) and "Profile Management".

2. (IL Worker) You must print and sign an eWiSACWIS user agreement and provide that agreement to your supervisor (IL Regional Supervisor or State IL Coordinator). This agreement is available on our website at: <https://dcf.wisconsin.gov/files/forms/pdf/2275.pdf>

3. (IL Regional Supervisor or State IL Coordinator) New worker is created in eWiSACWIS. The [Maintain Worker Record](#) User Guide is available for more information on how to maintain workers. The final worker record should look similar to:

Worker

Name: [Worker_IL \(9229014\)](#) County: State Employee ID: [Search](#)

Basic [Worker Security](#)

Current Position Information

Start Date: 10/03/2018 End Date: 00/00/0000 CAPTA Maltreatment Review Coordinator? Yes No

Status: Active **Independent Living Coordinator?** Yes No

Supervisor: Caitlin C Cake [Search](#) Partnership Worker Medicaid Rep YASI/CaseWorks Worker

Worker Type

County State Vendor

Contact Information

Phone: Ext: Cell: Fax: Email: ILWorker@wisconsin.gov

Location

Employing Entity: CONTRACT VENDOR County/State: State Site/Office: IL - Region 6 Unit: Independent Living

Worker Role

Type:	Primary Function:	Start Date:	End Date:	DCF 43 Required	
<input type="button" value="v"/> Case Aide	<input type="button" value="v"/> NA	10/03/2018	00/00/0000	<input type="checkbox"/>	

- Start Date = date authorized to access the system
- Status = Active
- CAPTA Maltreatment Review Coordinator = No
- Independent Living Coordinator = Yes
- Supervisor = Regional IL Supervisor (or State IL Coordinator for Regional IL Coordinators)
- Worker Type = Vendor
- Employing Entity = Contract Vendor

- County/State = State
- Site/Office = *choose correct IL region*
- Unit = Independent Living
- Worker Role Type = Case Aide
- Primary Function = NA
- Start Date = same date as authorized to access the system

Note: Save the new worker record and select “Yes” when warned that saving the request will submit a request to the security delegate.

4. (*IL Regional Supervisor*) Once you have set the new worker up in the system, send an e-mail to the DCF IL Coordinator (DCFILCoordinator@wisconsin.gov) Attach a copy of the user agreement signed by the new worker to the email.

5. (*State IL Coordinator*) Verify that the agency agreement allows for the additional regional worker to be added and make any necessary changes. Save the user agreement for the new worker to the agreement file for the IL region. If the new worker is approved, forward your approval to the eWiSACWIS Program Team IL Lead.

6. (*eWiSACWIS Program Team IL Lead*) Upon receipt of approval of the new worker from the State IL Coordinator, grant security access to the new worker. Granting security access will send an automated e-mail to the new worker letting them know that their account is now active and available for use.

Removing Workers:

1. (*IL Supervisor*) An end date is entered for the worker in eWiSACWIS. See the Maintain Worker Record User Guide for more information on how to remove workers. Make sure to save your request and select “Yes” when warned that saving the request will submit a request to the security delegate. Note: State IL Coordinator works directly with the State eWiSACWIS team to inactivate Regional IL worker.
2. (*eWiSACWIS Program Team IL Lead*) Review the pending security request and approve the request.

Updating Worker Information (name/phone/email changes):

1. (*IL Supervisor*) Access the Maintain Worker screen in eWiSACWIS and make any needed updates. The Maintain Worker Record User Guide is available for more information on how to maintain workers. Make sure to save the page once all changes have been made. No further actions are necessary.