How do I set up a username and password to access the system?

1. Visit the DWD/Wisconsin Logon Management System page by clicking the following link, or copying and pasting it into a browser:  https://www.dwd.state.wi.us/accountmanagement/default.aspx

2. Click Logon Creation.

   DWD/Wisconsin Logon Management System
   The DWD/Wisconsin Logon Management System allows authorized individuals to access many DWD Internet applications using a single Username and Password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your Username and Password. Your DWD/Wisconsin Logon verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

   User Acceptance Agreement
   Please note that only certain types of information will be stored in your Logon Profile, as described in the User Acceptance Agreement. Your Logon Profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

   Sign Up for your DWD/Wisconsin Logon
   Logon Creation helps you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with DWD over the Internet. If you don't use your Logon for 26 months it may be deleted without warning, following security best practices. If you need a Logon after the original is deleted, you will need to create a new Logon and request the required access.

3. Read the User Acceptance Agreement by clicking View More. If accepted, click Accept at the bottom of the page to continue.

   Logon Creation
   Welcome to the DWD/Wisconsin Logon Creation process. This process 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
   You will need to provide a minimal amount of user information to enable DWD to create a DWD/Wisconsin Logon for you. DWD is required by state and federal law to keep user information you provide confidential. Please see the User Acceptance Agreement for additional information. NOTE: If you don't use your Logon for 26 months it may be deleted without warning, following security best practices. If you need a Logon after the original is deleted, you will need to create a new Logon and request the required access.

   Starting the Logon Creation 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
   Violators may be subject to prosecution, fines or other sanctions. View More

4. Fill in the information on the Logon Creation screen. Fields with a red asterisk (*) are required. While email address is not required, it is essential for you to be notified of changes in the system. It is highly recommended that this be filled in. Click Submit when finished filling out this page.

   Please make note of the username and password chosen in this step, as this will be the credentials used to access the system!

5. If your username creation was successful you will receive a message on screen.

6. To gain access to your facility's document library (or to establish your document library, if new facility), email the following information to DCF at DCFMBCWLS@wisconsin.gov

   Facility Name
   Facility Phone Number
   Person Name
   Role (Lead, CBC, PBC, RR)
   WI Login ID