

# How do I set up a Wisconsin user name and password to access the system?

1. Visit the Wisconsin Logon Management System page by clicking the following link, or cutting and pasting it into a browser.

<https://www.dwd.state.wi.us/accountmanagement/default.aspx>

2. Click Self Registration.

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## DWD/Wisconsin Logon Management System

The DWD/Wisconsin Logon Management System allows authorized individuals to access many DWD Internet applications using a single user name 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 DWD/Wisconsin user name and password. Your DWD/Wisconsin user name and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

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### User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

### Sign Up for your DWD/Wisconsin User Name

[Self Registration](#) (Create a DWD/Wisconsin User Name and Password)

Self Registration allows you to create **your personal** DWD/Wisconsin User Name. This is your key to doing secure business with DWD over the Internet. **NOTE:** An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.

### Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

### Change Your Password

[Password Management](#) allows you to change your password.

### Forgot Your User Name or Password?

[User Name/Password Recovery](#) allows you to recover a forgotten DWD/Wisconsin User Name and/or Password.

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

## Self Registration

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

### Requesting a DWD/Wisconsin User Name and Password

You will need to provide a minimal amount of user information to enable DWD to create a DWD/Wisconsin User Name 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:** An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.

### 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

Violators may be subject to prosecution, fines or other sanctions. [View More](#)

[Printer Friendly Version](#)

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 Wisconsin User Name and password chosen in this step as this will be the credentials used to access the system!**

5. If your Wisconsin User Name creation was successful, you will see the following page:



6. This Wisconsin User name is what you need to provide your facility lead in order to be granted access to PIE.  
**Note:** Your password does not need to be shared to get access to the system and should be shared under no circumstance.