

PS-HUB Access Guide

PS-HUB is a secure online server hosted via MS SharePoint to allow DCF staff and designated county staff to share confidential information. Initial uses of the site include:

- Designated county staff submit referrals for participation in the P.S. Program
- DCF and our evaluation partners can share county specific information about which cases have completed Monthly Family Services Reports in each county's "Data" folder.
- Designated county fiscal staff can submit cost reporting information in the county's "Fiscal" folder.
- Statewide P.S. Program Data can be shared with counties in Program Resources
- Program forms and other resources can be downloaded from Program Forms

PS-HUB web address:

<https://share.dcf.wisconsin.gov/ps-hub/default.aspx>

If you are not able to log in via the top login option, that is likely because your county has its own login domains, which the browser automatically passes to SharePoint. If this happens you will need to click on the second login option: 'Use Another Account' and then type in:

WIEXT\<<your username>

Password reset:

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

System Support:

Contact the DCF Service Desk.

Service Desk technicians are available to assist 7am - 5pm Monday - Friday.

After hours or on weekends, leave us a voice message and we will return your call the next business day.

608-264-6323 (Madison)

414-264-6323 (Milwaukee)

855-264-6323 (Toll Free)

DCFSserviceDesk@wisconsin.gov

Adding or Removing PS-HUB Users:

If your agency would like to add or remove approved users for PS-HUB access, please have your agency's P.S. Program Primary Contact send an email to the P.S. Program coordinator at the email address below with the user's name, email address, and, if adding a user, WI_EXT Account name. Contact email:

DCFPSProgram@wisconsin.gov

Uploading files:

To upload a file to your county folder, please click on your county's file, then the specific folder (Communications, Data, Fiscal, or Referrals). After clicking/checking the box to the left of folder name, a Site Actions Ribbon will appear near the top of your screen. Click on "Upload Document" to add the file.