How to get a WAMS User ID and Password

* Note: Follow each step to ensure SWIMS access *

1. Use this link: <u>https://on.wisconsin.gov/WAMS/home</u> or click the 'Get a WAMS user ID and password' link directly from the SWIMS login page: <u>https://apps.dnr.wi.gov/swims/</u>

		Surface Water Integrated Monitoring System(SWIMS)
L Please	Log in	
User ID	Luser ID	
Password	Password	- Andrews
	Internal DNR Users (Active Directory) 1	
	External Users and Volunteers (WAMS) (1)	and the
	Log in → Clear	
Volunteers and Other Users:		The Surface Water Integrated Monitor designed to ensure that staff and man water, sediment and aquatic invasives
Get a WAMS user ID and password now to get a wAws user ID and password		For more information or to obtain acce

2. Click "Self-Registration"

Web Access Management System (WAMS)
Web Access management bystem (WAMb)
The States Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.
When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.
Please note that only certain types of information will be stored in your user profile, as described in the <u>User</u> <u>Acceptance Agreement.</u> Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.
Self-Registration (Request a Wisconsin User ID and Password.)
Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer. Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

3. Scroll down to the bottom and click "Accept"



- 4. Fill in your Profile (name, phone, etc.), Account, and Account Recovery Information
 - a. Note: Only fields with a red asterisk (*) are required.
 - b. There is a bug with entering postal addresses. Leave both the 'Home Residence Address' and 'Home Mailing Address' fields blank.
- 5. Click Submit once all required fields are populated

Self-Registration		
* Indicates Required	Field	
Profile Information		
First Name		
Middle Initial		
Last Name		
Suffix	▼ e.g., JR, SR, I, II, III	
E-Mail	t (V)	
Phone #		
. 24	If you provide address information it must be complete and correct. A United States	
	Postal Service data base is used to verify each address.	
Street		
Unit Number		
City		
State	Select a State	
Zip Code		
	Home Mailing Address	
	Mailing Address is the same as Residence Address.	
Address(1)		
Address(2)		
State	Select a State	
Zip Code		
	a car a second a se	
Account Informatio	n	
Your User ID must	be between 5-20 characters and CAN be a combination of letters and numbers. Your	
Password must be	between 7-20 characters and MUST contain a combination of letters and either $ characters (except the @ sign) Iser IDs and Passwords are case sensitive$	
User ID	*	
Password		
Re-enter		
Password		
Account Recovery		
Compose a questi	on and answer for account recovery purposes. Guidelines.	
Secret Question		
Answer to		
Secret Question		
Submit		
For assistance send an	e-mail to <u>Help Wisconsin Support</u>	

- 6. Now, log in to your email account. You should see an email from "Wisconsin.gov". Open the email and click on the link in the email. *Log in with your new User ID and password.*
- 7. Email the Extension Lakes User Support Team (lakessupport@uwsp.edu) your User ID.
 - a. In the email, please include:
 - i. Your WAMS User ID
 - ii. The kind of monitoring you are doing
 - i.e. CLMN, CBCW, WAV, Grant funded work (and the grant number), etc.
 - iii. Where you are monitoring
 - i.e. Big Lake, Shawano County
 - iv. Home/Mobile phone number
 - Needed in the event of a data related question or sending out supplies and forms
- 8. The Extension Lakes team will send you an email back letting you know that you're all set up to access SWIMS within 3-5 business days

Troubleshooting

- When I open the email to click the link, the link doesn't work.
 - If the link in the email wraps to the second line and if you click and don't get a log in page, try copying and pasting the part that wrapped around onto the end of the URL.
- I don't know what to put for the Secret Question
 - The secret question should be something you can easily remember that doesn't change. You want to pick something where there aren't too many ways to type the answer. For example, name of first pet, color of first car you owned. The secret question has nothing to do with your password, but if you forget your password, it's a way for the computer to tell that it's really you.
- I don't have an email address.
 - If you don't have an email address, there are many places on the Web where you can get a free email account: Google, Hotmail (MSN), Yahoo!, etc.
- When I try to fill in my information (name, address, etc.), it doesn't accept it.
 - There is a bug with entering postal addresses. I suggest leaving the address blank. Also note: even if you don't fill in the address, addresses for volunteers, etc. are kept in a separate database system, so we will still have your address if you have already given it to us.
- I got a user id and password, but when I try to log into SWIMS, it won't recognize me and I get an error.
 - Did you remember to email us your login ID? Be sure to email your user ID to us (see step 8).

User ID and Password: What if I Forgot?

- Go to <u>https://on.wisconsin.gov/WAMS/home</u>.
- Click on Account Recovery to go to the account recovery page,
- Scroll down and enter either your e-mail address or User ID. Click on Submit,
- You will receive an automated email from Wisconsin.gov (If no email after 20 minutes, check your Junk Mail folder.)
- Click on the link in the email, and follow the steps to reset your password.

* If you are still experiencing issues gaining access to SWIMS, contact Extension Lakes (<u>lakessupport@uwsp.edu</u>).*