

## How to Get a WAMS User ID and Password

Volunteers need a User ID and Password to enter and edit data using the SWIMS online database. The State of Wisconsin established the Wisconsin Web Access Management Systems (WAMS) to allow access by authorized individuals to State forms and databases available through the Internet. The simple self-registration procedure creates a personal Wisconsin Login Account ID that allows you access to SWIMS. If you already have a WAMS ID, you can use this ID to access the SWIMS database. If you do not already have a WAMS ID, follow the directions below.

NOTE: Your web browser should be Microsoft Internet Explorer version 5.5 or higher.

1. Access the on.wisconsin.gov website
  - a. Click open your [Microsoft Internet Explorer browser](#) and type in the URL: <https://on.wisconsin.gov/WAMS/home>

2. Access WAMS
  - a. Use the vertical scroll bar on the right-hand of the screen to move down the page if necessary.
  - b. Click on the [Self-Registration](#) (Request a Wisconsin User ID and Password) link as shown below.



### Wisconsin User ID Web Access Management System (WAMS)

The State's 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 [User Acceptance Agreement](#). 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.)

3. Accept User Acceptance Agreement
  - a. The next screen is the WAMS [Self-Registration](#) screen. It explains the WAMS registration process.
  - b. Scroll down and read the State of Wisconsin Web Access Management System User Acceptance Agreement.
  - c. Click on the [Accept](#) button at the bottom of the page.

#### Access and Correction of Personal Information

Individuals will be allowed to view personal information relating to their user profile and to update the contact information in their user profile (address, telephone, or e-mail address). Passwords will be secured and will be stored in an encrypted format.

#### Use of Cookies

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to [Help Wisconsin Support](#)

4. Complete the Profile Information
  - a. Fill in your name and email in the [Profile Information](#) section.  
NOTE: Only fields with a red \* next to them are required. There is a bug with entering postal addresses. We suggest leaving the address blank. Addresses for volunteers are kept separately in the SWIMS database system. We will have your address in the SWIMS database if you have already given it to us (during your training, for instance).

### Self-Registration

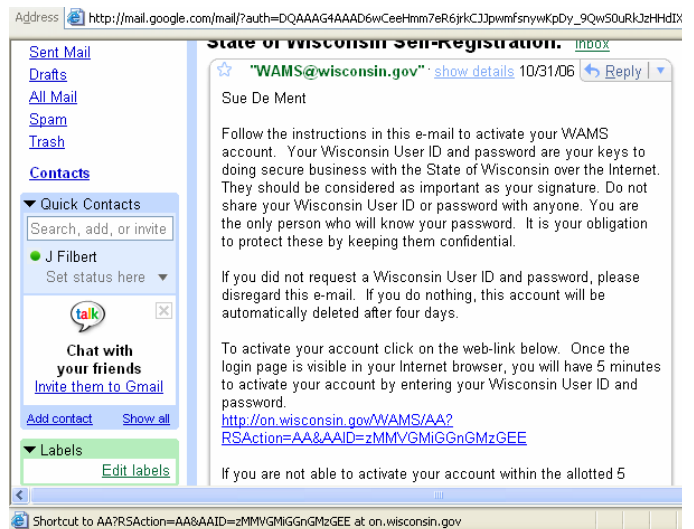
\* Indicates Required Field

5. Create your User ID and Password
  - a. Enter the requested information in the [Account Information](#) section including a User ID and Password (both of which you pick), and your personal e-mail address.

NOTE: You can click on the printer icon on your tool bar to print out a copy of this screen if you wish to retain a record of your User ID and Password for future reference.

- b. Click on the [Submit](#) button.

6. Open Your Personal E-mail Account and Log In
  - a. Check your e-mail for a message from "Wisconsin.gov" thanking you for registering with the State of Wisconsin Web Access Management System (WAMS).
  - b. Open the email and [click on the link in it.](#)
    - i. You must complete this final step within four days of receiving the message, or you will need to repeat the registration process.



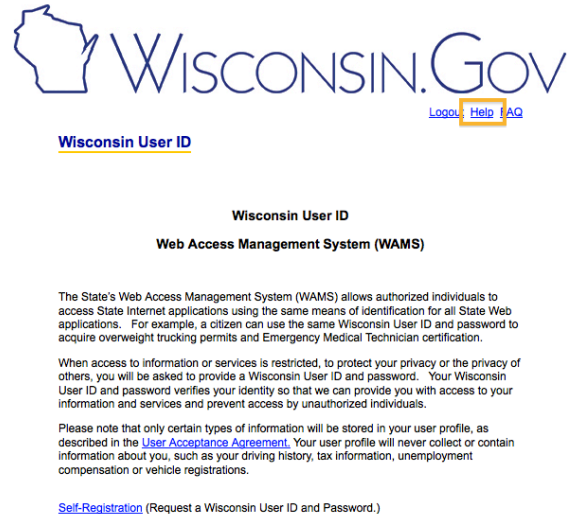
7. Log-in to WAMS with Your New User ID and Password

When you click on the Web link in the e-mail message from “Wisconsin.gov”, it will take you back to the WAMS web site. You will see the WAMS Account Activation - Final Step screen. Log in your User ID and Password again in the Account Activation Screen, and click on the [Login](#) button. You will receive your final e-mail message that your self-registration is complete.

- a. You have completed the WAMS registration process. Exit the WAMS web site.

## 8. Troubleshooting WAMS Issues

The WAMS site is not operated by the WDNR, so if you are having issues with your ID, you will need to use the links on their page to get help. A common problem is that many people already have WAMS IDs for one purpose or another, but don't realize it is the same ID to be used to enter data to SWIMS. Go to the [Help](#) link on the WAMS page (<https://on.wisconsin.gov/WAMS/home>) and find the [Account Recovery](#) section for more information.



If that doesn't work, go to the [Frequently Asked Questions \(FAQ\)](#) link or click on the [Help Wisconsin Support](#) link at the bottom of the page. The WAMS team is very helpful and efficient at troubleshooting any issues with registration.

### [Account Recovery Help](#) (Forgot your password?)

- Overview of Account Recovery
- 1<sup>st</sup> Page: Login Page
- 2<sup>nd</sup> Page: Step One in Recovering Access to Your Account
- 3<sup>rd</sup> Page: Notification that Step One is Complete
- 1<sup>st</sup> E-mail: Step Two in Recovering Access to Your Account
- 4<sup>th</sup> Page: Step Three in Recovering Access to Your Account
- 5<sup>th</sup> Page: Step Four in Recovering Access to Your Account
- 6<sup>th</sup> Page: Step Five in Recovering Access to Your Account
- 7<sup>th</sup> Page: Logged out page
- 2<sup>nd</sup> E-mail: Confirmation of Password Change

### [Frequently Asked Questions \(FAQ\)](#)

For assistance send an e-mail to [Help Wisconsin Support](#)

## 9. Now that you have your WAMS ID, visit the SWIMS page to complete your monitoring registration for SWIMS access.

- a. Go to: <https://dnrx.wisconsin.gov/swims>
  - i. Enter your WAMS User ID and Password and click the [Sign In](#) button

The screenshot shows the login interface for SWIMS. At the top, it says 'Enter your User ID and Password to sign in'. There are two input fields: 'User ID' and 'Password', followed by a 'Sign In' button. Below this, there are sections for 'DNR Staff' (with a 'Log in with your Oracle ID and Password' link), 'Volunteers and Others' (with a note about the log-in screen change and a 'Forgot your password?' link), and a link to 'Get a Wisconsin User ID and Password'.

This form will appear:

- a. Complete the boxes at the top with your name and email address.
- b. Check any and all boxes that apply to the type of monitoring projects you are currently involved in (e.g., WAV, Citizen Lake Monitoring, Project Riverine Early Detectors, etc.).

**Surface Water Integrated Monitoring System (SWIMS)**

You have successfully logged into SWIMS using your DNR/Wisconsin.gov (WAMS) ID (JEN917)

SWIMS is personalized based on what and where you monitor. To streamline your experience for you, we need to ask a few more questions. After answering these questions, you will soon receive an email from us, letting you know you are all set up. Thank you for your dedication to protecting and improving Wisconsin's waters!

First Name:

Last Name:

Email Address:

What activities are you involved in?

Rivers & Streams

Citizen Based Stream Monitoring / Water Action Volunteers

DNR River Grant

Project Riverine Early Detectors (RED)

Lakes

Lake Water Quality Monitoring (Secchi, etc.)

Other

Just looking to view/download data

Other

If you know the Station ID(s) of the sites you will monitor, please provide those here:

Enter Station name(s).  
Also enter Station IDs if known

Are you a WAV Coordinator or Volunteer?  
Are you monitoring Level 1, 2 or 3?

Request SWIMS Access

In the first box at the bottom of the form please enter the following:

- The **name(s) of your monitoring site(s)**
- Each site's **Station ID**, if known

In the **Other Comments** box at the bottom, enter your responses to these two questions:

1. Are you a WAV volunteer monitor or a WAV local coordinator?
2. Are you doing WAV Level 1, 2 AND/OR 3?

**Note:** You cannot enter data until a WAV staff member finalizes your registration. You will receive an email from them when your registration is finalized. Please allow at least one week for your registration to be processed.

### Troubleshooting

If the form does not pop up automatically on your first log in, even though your log in appears successful, there may be a problem. Please email Iliana Haimes (liana.haimes@wisconsin.gov) or Peggy Compton (peggy.compton@ces.uwex.edu) for assistance.