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.

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.
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).

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.

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
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.).

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 Ilana Haimes (liana.haimes@wisconsin.gov) or Peggy Compton (peggy.compton@ces.uwex.edu) for assistance.