

How to Get a WAMS User Id and Password

Volunteers need a User ID and Password to enter and edit data using the SWIMS database on an internet-connected computer. 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. For more information on the purpose of WAMS, their web site and account management tips see Appendix A.

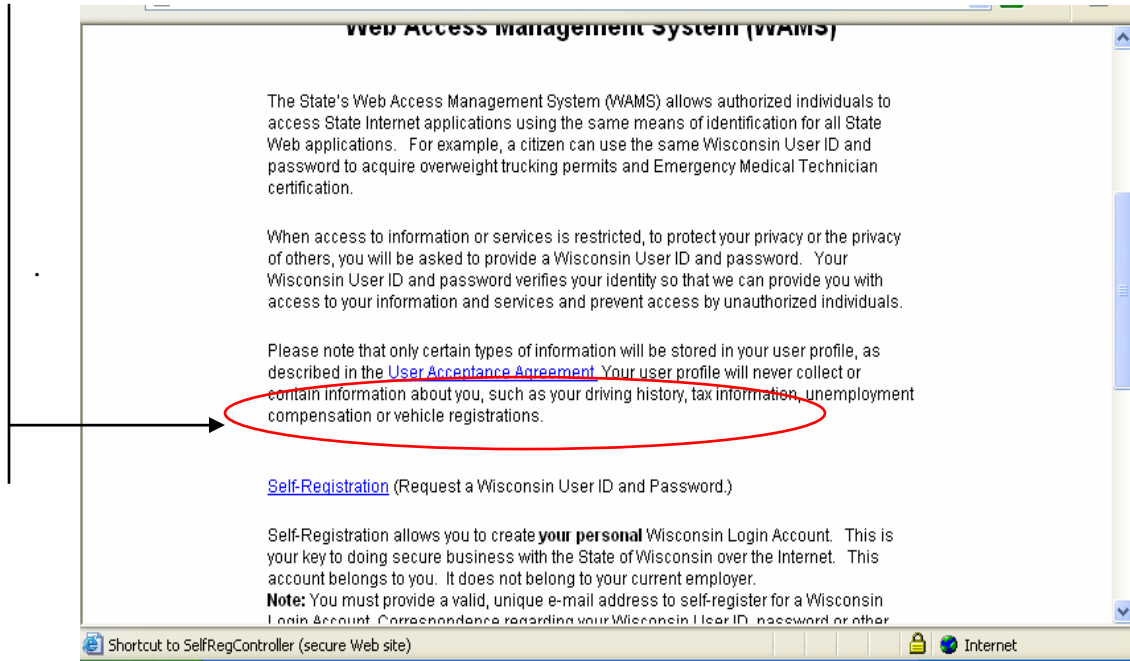
Step 1: Access Wisconsin.gov

Click open your [Microsoft Internet Explorer browser](#) and type in the URL: <http://www.wisconsin.gov/>. Click on the **“Get your Wisconsin User ID”** link



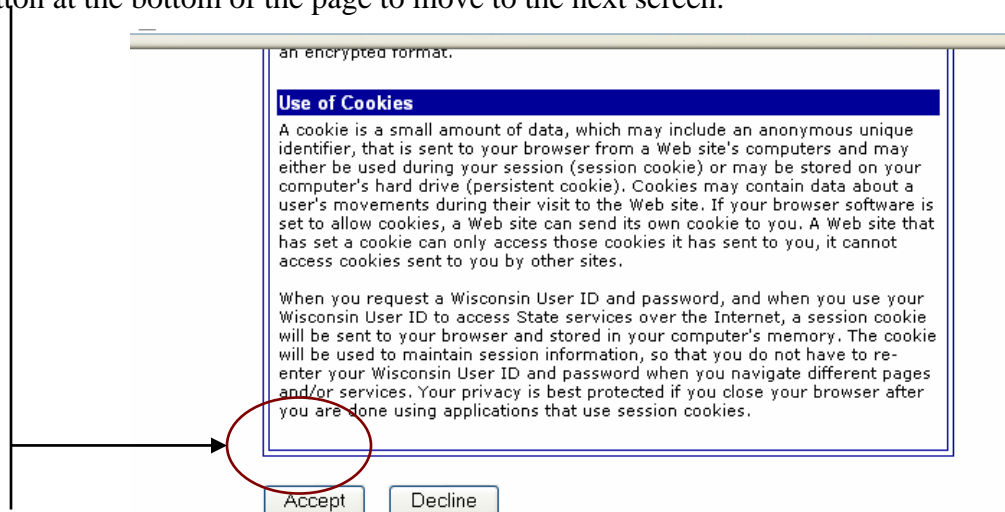
Step 2: Access WAMS

Click the "OK" button in the Security Alert box. The next screen is the WAMS "**Wisconsin User ID**" Screen. Use the vertical scroll bar on the right-hand of the screen to move down the page if necessary. Click on the "**Self-Registration (Request a Wisconsin User ID and Password)**" link.



Step 3: User Acceptance Agreement

The next screen is the WAMS "**Self-Registration**" screen. The screen explains the WAMS registration process. Scroll down and read the State of Wisconsin Web Access Management System User Acceptance Agreement. Click on the "**Accept**" button at the bottom of the page to move to the next screen.



Step 4: Complete the Profile Information

Fill in your name and email in the “**Profile Information**”.

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.

The screenshot shows a web form titled "Self-Registration" with a sub-section "Profile Information". A legend indicates that a red asterisk (*) denotes a required field. The form includes the following fields: First Name (filled with "Joe"), Middle Initial (empty), Last Name (filled with "Smith"), Suffix (a dropdown menu with "e.g., JR, SR, I, II, III" as an example), E-Mail (filled with "jsmith@hotmail.com"), and Phone # (three empty boxes). Below these is a section for "Home Residence Address" with fields for Street, Unit Number, and City. A note states: "If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address." A printer icon is visible in the bottom right corner of the form area.

Step 5: Create your User Id and Password

Enter the requested information in “**Account Information**” including a User ID and [Password](#) (both which you pick), and personal e-mail address. See Appendix A for tips on Passwords.

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. Be sure to record your User ID and Password, and keep this information in a handy but secure location.)

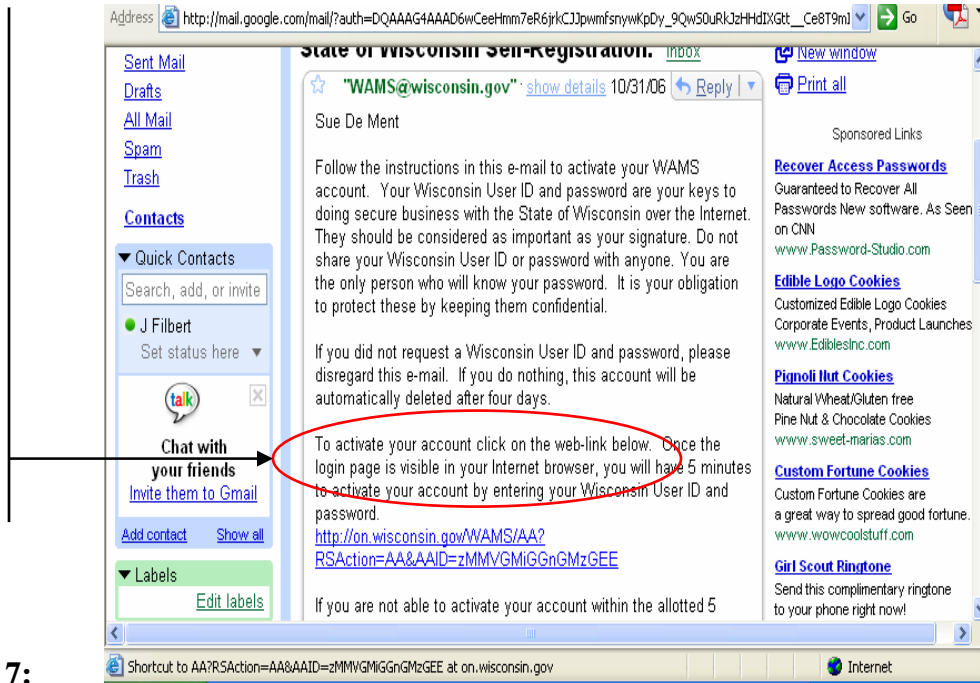
The screenshot shows two stacked web forms. The top form is titled "Account Information" and contains instructions: "Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive." It has three input fields: User ID, Password, and Re-enter Password, each with a red asterisk. The bottom form is titled "Account Recovery" and contains the instruction: "Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)" It has two input fields: Secret Question and Answer to Secret Question, each with a red asterisk. A "Submit" button is located at the bottom of the Account Recovery form and is circled in red.

Click on the "**Submit**" button.

Step 6: Open Your Personal E-mail Account and Log In

Now open your personal e-mail account. Check your mailbox for a message from “Wisconsin.gov” thanking you for registering with the State of Wisconsin Web Access Management System.

Open the email and click on the link in the e-mail. You must complete this final step within four days of receiving the message, or you will need to repeat the registration process.



Step 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. Now you have completed the WAMS registration process and you can exit the WAMS web site.

Step 8: E-mail the DNR with your User ID

The last step is to e-mail us your WAMS User Id. In the e-mail, tell us what kind of monitoring you are doing and where (i.e. Secchi monitoring on Big Lake, Shawano County or Clean Boats, Clean Waters on Big Lake, Shawano County, or Stream Monitoring on Black Earth Creek). Within a couple of business days, we will enter your user ID into the SWIMS database and send you an e-mail back letting you know that you are all set up to enter data. Contact one of the SWIMS file managers below with your User ID information:

Using the Surface Water Integrated Monitoring System (SWIMS)

- Access Swims

Open your web browser and type in: <https://dnrx.wisconsin.gov/swims/> and log in with your WAMS user ID and password.

