

## Wisconsin Access Management System (WAMS) Registration Instructions

Below are detailed step-by-step instructions for obtaining a WAMS User Id.

### Creating a WAMS Wisconsin User Id (step #1)

1. Go to the [WAMS self-registration page](#)
2. Read the User Acceptance Agreement and then click on “Accept” at the bottom of the page to agree to the terms of the usage policy.
3. Complete the self-registration form.
  - Enter information about yourself in the Profile Information section.
  - Only complete the required fields indicated by the little yellow asterisk to the right.
  - Make sure that you enter your email address exactly as it is, taking into account punctuation, etc.
4. In the Account section, create a User ID and password.
  - You cannot share your User ID with anyone else.
  - If the User ID you propose is already in use, the system will ask you to choose another.
  - Your Password must be between 7-20 characters and **MUST** contain a combination of letters and either numbers or special characters.
5. Write down your User ID and password. You will need to remember them for later on.
6. Now proceed to the Account Recovery section.
  - You will need to think of a secret question and answer, in case you ever forget your User ID or password. There is a link that you can click on for suggestions on what type of question to ask. Make sure that your secret answer is typed in a way that you could remember it and will be able to re-type it exactly as it is at a later time.
7. After completing all the required information, click the “Submit” button.
8. A message will appear stating that you are ready to proceed to Part Two of the registration process.
  - If you missed any required information or typed something incorrectly, a message will appear at the top of the form listing the corrections that need to be made before proceeding.
9. In part two of the registration process, a message will be sent to your email account with a link to activate your new account, usually within a few minutes.
  - **Note: You must activate your ID within four days or your account will be deleted and you will need to start the self-registration over.**

### Activating Your WAMS Wisconsin User Id (step #2)

10. Open your email account. You should have an email from WAMS@Wisconsin.gov. Follow the instructions in the email and click on the link in the email to activate your account.
11. When the WAMS Login page opens type in your User ID and password exactly as you created them. Click on the “Login” button.
12. A screen will appear stating that you have successfully created and activated a WAMS User ID.