

# Step-by-Step Guide to Create a MyWisconsin ID Account

# Prior to starting....

- Make sure you are near your phone and logged into your email
  - You need both to complete set up
- Make sure you have an uninterrupted 15-minute chunk of time to complete all the steps to avoid the system timing out
- Make sure you have your WAMS ID and password handy (you need them to transfer data from your WAMS account to your MyWisconsin ID account)

# Overview of steps

- Enter first name, last name, and email address
- Verify your email address via link or code
- Set up your password
- Set up a security method
- Log into Switchboard with your new MyWisconsin ID account
- Do one of the following
  - If you previously had access to Switchboard with a WAMS ID, transfer your WAMS data to your new MyWisconsin ID account **(IMPORTANT)**
    - **This saves you the step of having to re-request facility and role access and mail a new e-signature authorization page**
  - If you never had access to Switchboard with a WAMS ID, request access to your facility and mail your e-signature authorization page

# Navigate to Switchboard by going to this link:

<https://apps.dnr.wi.gov/securitygateway/login?r=/switchboard>



WISCONSIN  
DEPARTMENT OF  
NATURAL RESOURCES

SWITCHBOARD

## LOGIN

**\*\*Please don't bookmark this page.**

Welcome to State of Wisconsin Secured Login. To protect Wisconsin Department of Natural Resources (DNR) systems, DNR has upgraded to new secured login functionality, including enforcement of Multi-Factor Authentication (MFA).

The State of Wisconsin is moving toward a single personal account for each customer to ensure private access to participating Wisconsin government resources.

Every customer will benefit from the advanced ID security used to access any State of Wisconsin systems. With one personalized email-based ID, access to many systems will be streamlined with a single sign-on solution where available. The new MyWisconsin ID account will replace multiple state login processes including WAMS and saves each customer from having to remember numerous IDs and passwords for each individual interaction within the state. Only a single MyWisconsin ID per person is needed to interact with state agencies including DNR.

### Tips for successful registration

1. Registration is time sensitive – Once the base information is entered, registration must be completed within 2 hours, or the account will be deleted.
2. By default, registration includes MFA setup – See below for more about MFA.
3. Only one MyWisconsin ID is needed to access applications at DNR and any other state agencies using MyWisconsin ID.
4. A specific MyWisconsin ID is for an individual person, not a facility or company ID, and should NEVER be used by others.
5. [MyWisconsin ID Frequently Asked Questions \(FAQs\)](#)

### MYWISCONSIN ID

**SIGN IN**

- [Create new account](#)
- [Forgot password or locked account](#)
- [Help](#)

### STATE EMPLOYEE

**SIGN IN**

- [Forgot password or locked account](#)
- [Help](#)

# Click “Create new account”



SWITCHBOARD

## LOGIN

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SIGN IN

- [Create new account](#)
- [Forgot password or locked account](#)
- [Help](#)

### STATE EMPLOYEE

SIGN IN

- [Forgot password or locked account](#)
- [Help](#)

# Click the link <https://apps.wisconsin.gov>



The screenshot shows the 'MyWisconsin ID Self Registration' page. At the top left is the Wisconsin Department of Administration logo. To its right is the text 'State of Wisconsin' and 'Division of Enterprise Technology'. Below this is a navigation bar with links: 'Who We Are', 'Customers', 'IT Services/Solutions', 'Policy/Planning', 'Support', 'News/Events', and 'Careers'. A search icon is on the right. The main heading is 'MyWisconsin ID Self Registration'. On the left, there are links: 'MyWisconsin ID', 'Resources Home', and 'MyWisconsin ID FAQs'. To the right of these links is the 'MyWisconsin ID' logo, which features a blue outline of the state of Wisconsin. Below the logo, the text reads: 'Below is a step-by-step guide to register for a new MyWisconsin ID account:'. Under this, 'Step 1)' is followed by the instruction: 'To create a MyWisconsin ID account, go to <https://apps.wisconsin.gov>, and click the **Sign Up** link.' The URL is enclosed in an orange box, and a large orange arrow points from the top right towards the box. At the bottom center is the Wisconsin state seal, and to its right is the word 'WISCONSIN'.

State of Wisconsin  
Division of Enterprise Technology

Who We Are ▾ Customers ▾ IT Services/Solutions ▾ Policy/Planning ▾ Support ▾ News/Events ▾ Careers

## MyWisconsin ID Self Registration

[MyWisconsin ID](#)  
[Resources Home](#)  
[MyWisconsin ID FAQs](#)



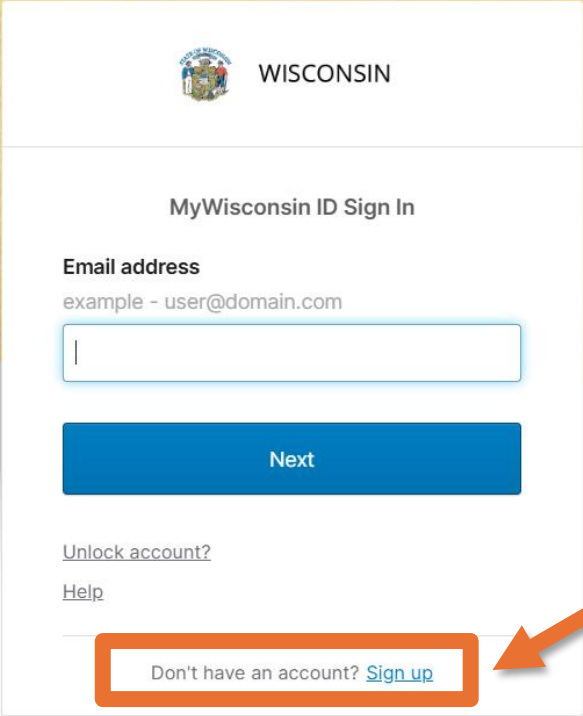
Below is a step-by-step guide to register for a new MyWisconsin ID account:

Step 1)  
To create a MyWisconsin ID account, go to <https://apps.wisconsin.gov>, and click the **Sign Up** link.



WISCONSIN

# Click “Sign up”



The image shows a 'MyWisconsin ID Sign In' form. At the top is the Wisconsin state seal and the word 'WISCONSIN'. Below that is the title 'MyWisconsin ID Sign In'. The form has an 'Email address' label with a placeholder 'example - user@domain.com' and an empty input field. A blue 'Next' button is below the input field. At the bottom of the form, there are links for 'Unlock account?' and 'Help'. A link that says 'Don't have an account? Sign up' is highlighted with an orange rectangular box. An orange arrow points from the right side of the image towards this box. The background of the slide features a yellow wall with a black and white illustration of a man in a hat and coat, and a white baseboard.

WISCONSIN

MyWisconsin ID Sign In

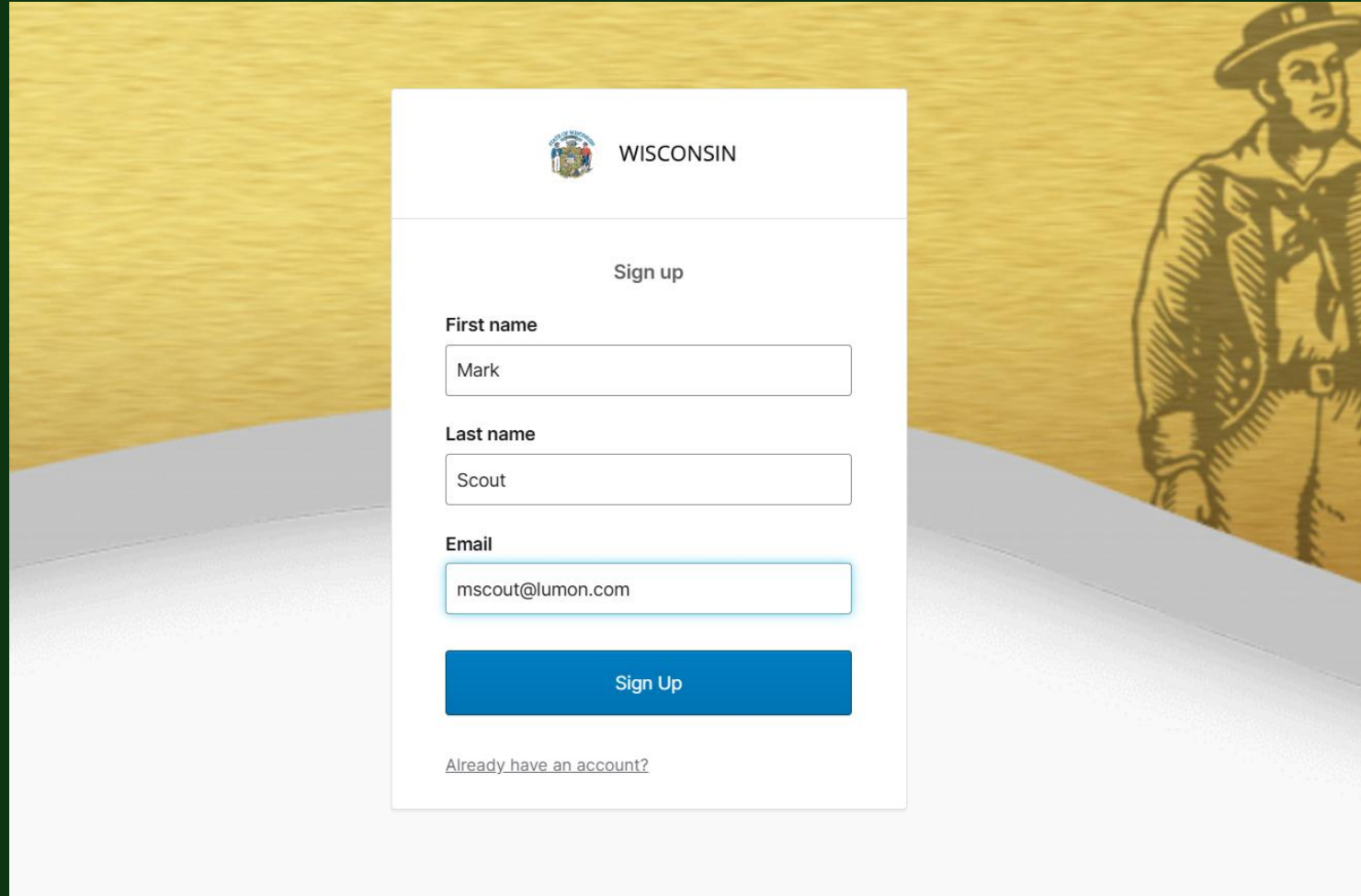
Email address  
example - user@domain.com

Next

[Unlock account?](#)  
[Help](#)

Don't have an account? [Sign up](#)

# Enter your first name, last name, and email

A screenshot of a web form for creating a MyWisconsin account. The form is white and centered on a yellow background with a faint illustration of a scout on the right. At the top left of the form is the Wisconsin state seal and the word "WISCONSIN". Below this is the heading "Sign up". The form contains three input fields: "First name" with the text "Mark", "Last name" with the text "Scout", and "Email" with the text "mscout@lumon.com". Below the email field is a blue "Sign Up" button. At the bottom of the form is a link that says "Already have an account?".

WISCONSIN

Sign up

First name

Mark

Last name

Scout

Email

mscout@lumon.com

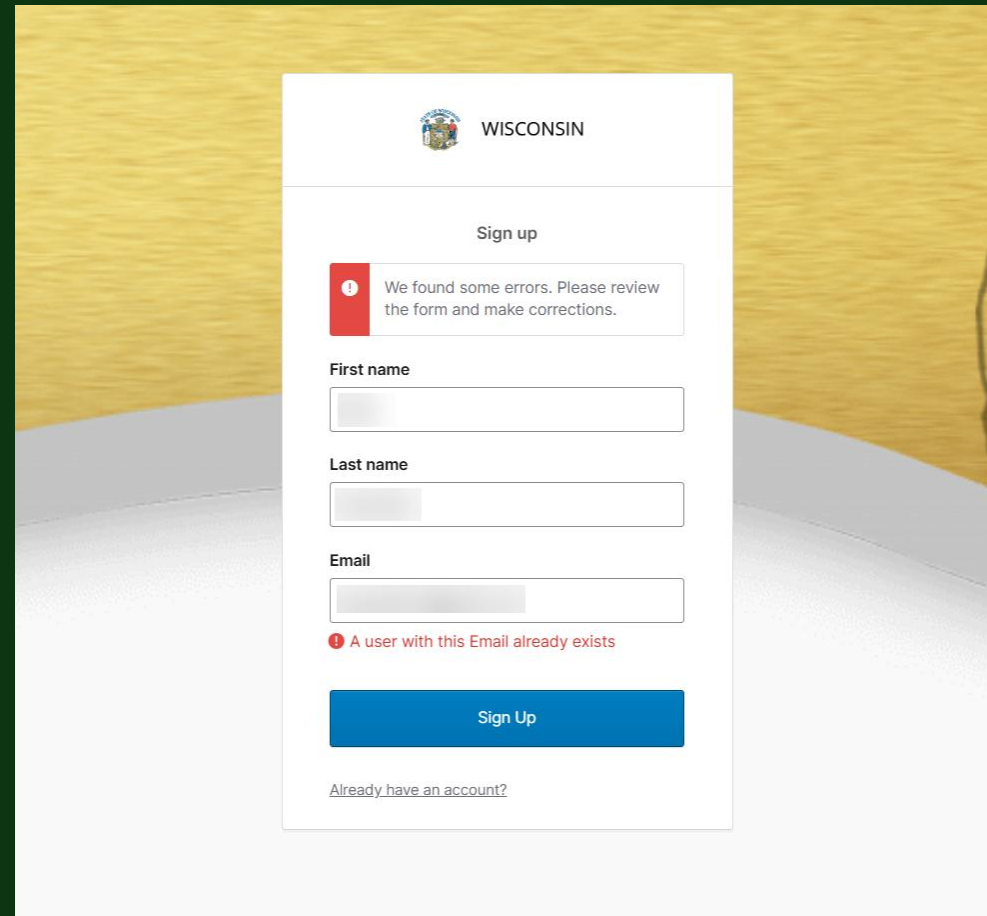
Sign Up

[Already have an account?](#)

💡 The email address must be real and unique. The same email address cannot be used for more than one MyWisconsin ID account. Later, you will have the option to let us know your preferred contact email if it is different from the email address you use to create your MyWisconsin ID account.



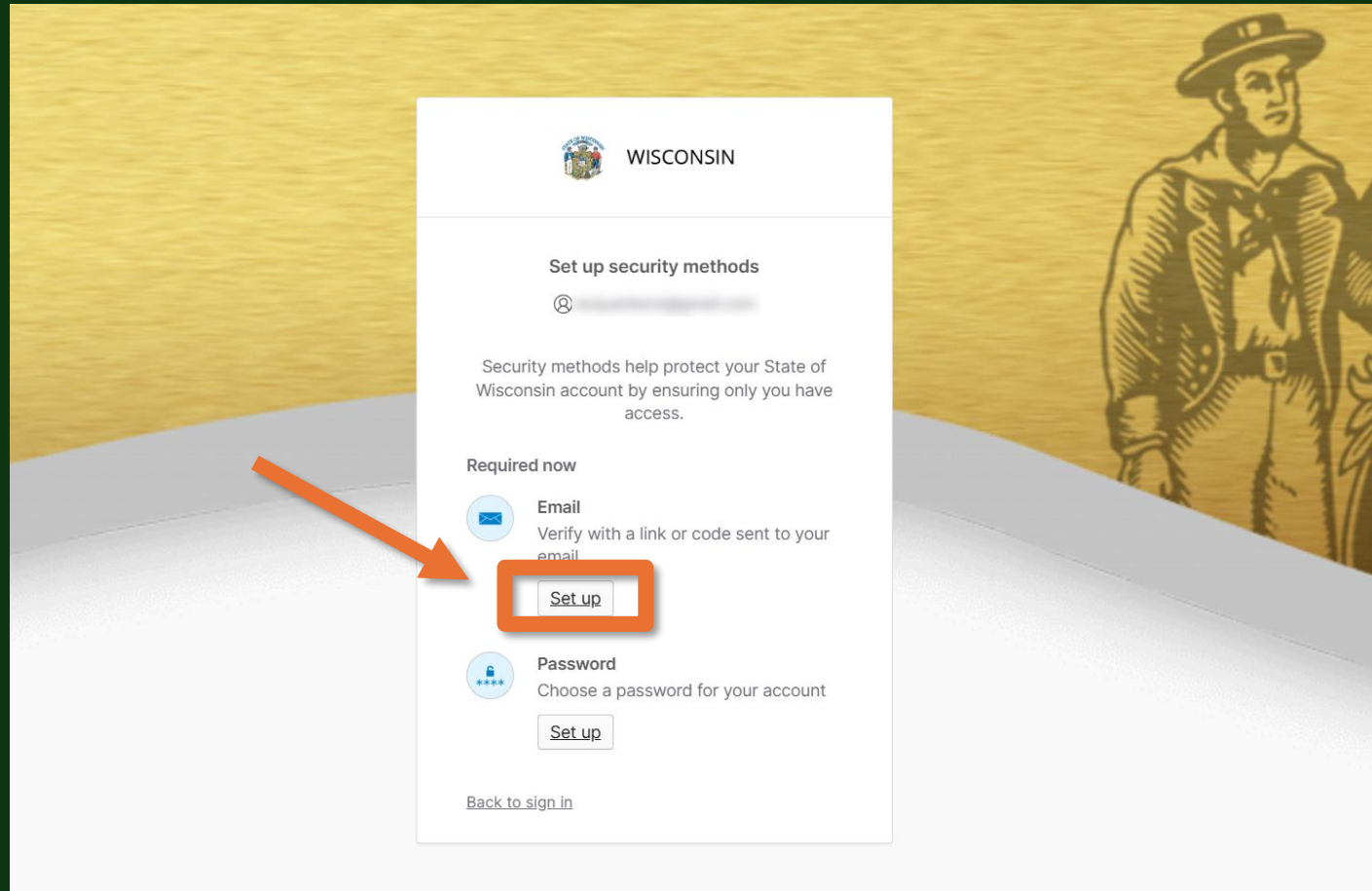
If this email address is already associated with a MyWisconsin ID, you will see the following message: “A user with this Email already exists”



The screenshot shows a web form titled "WISCONSIN" with a "Sign up" heading. A red error box at the top states: "We found some errors. Please review the form and make corrections." Below this are input fields for "First name", "Last name", and "Email". The "Email" field has a red error message below it: "A user with this Email already exists". At the bottom of the form is a blue "Sign Up" button and a link that says "Already have an account?".

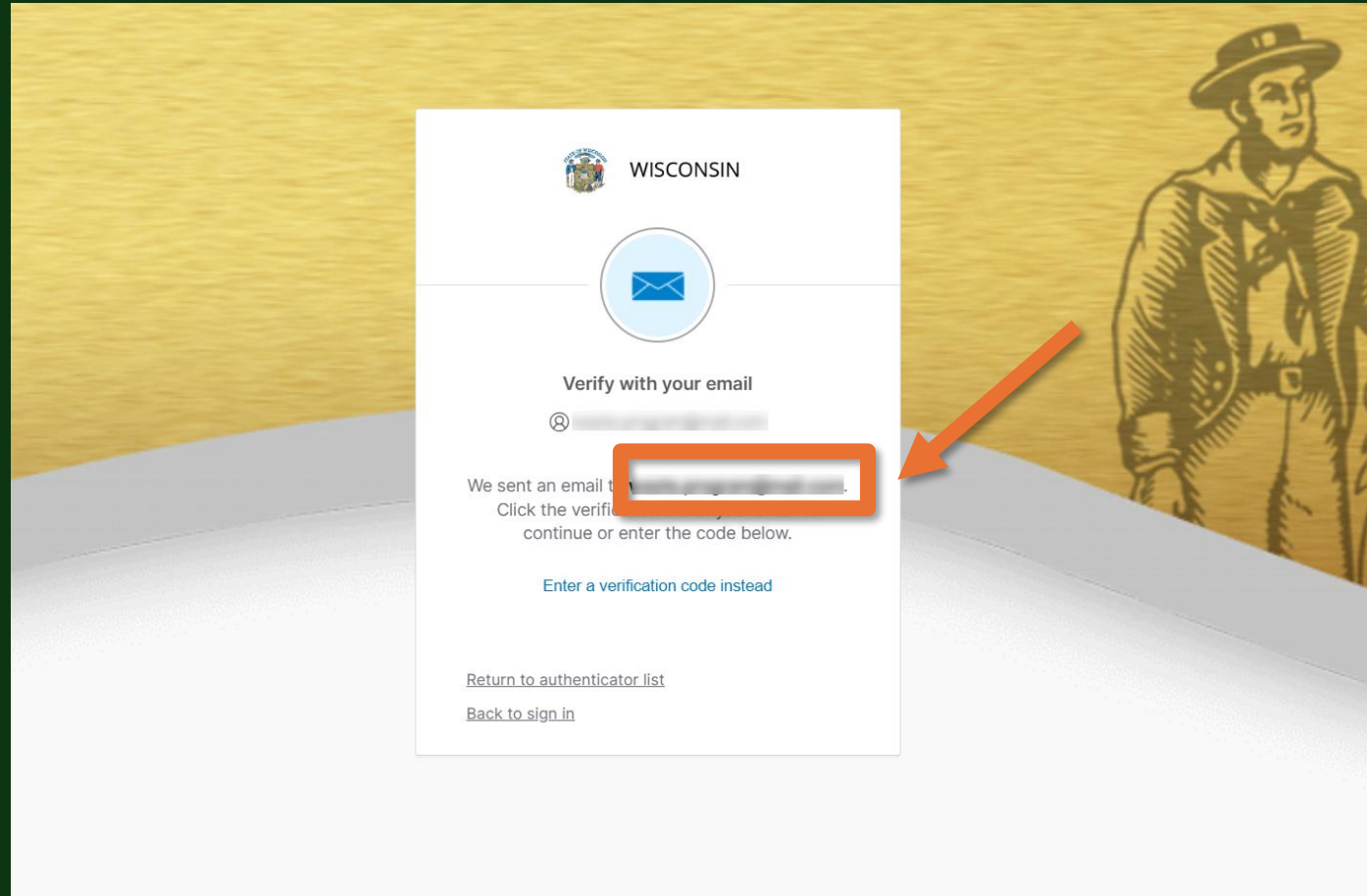
💡 If you already created a MyWisconsin ID with this email, click “Already have an account?”, follow the prompts to sign in, and skip to page 39 of this instruction guide.

# Click “Set up” to verify your email



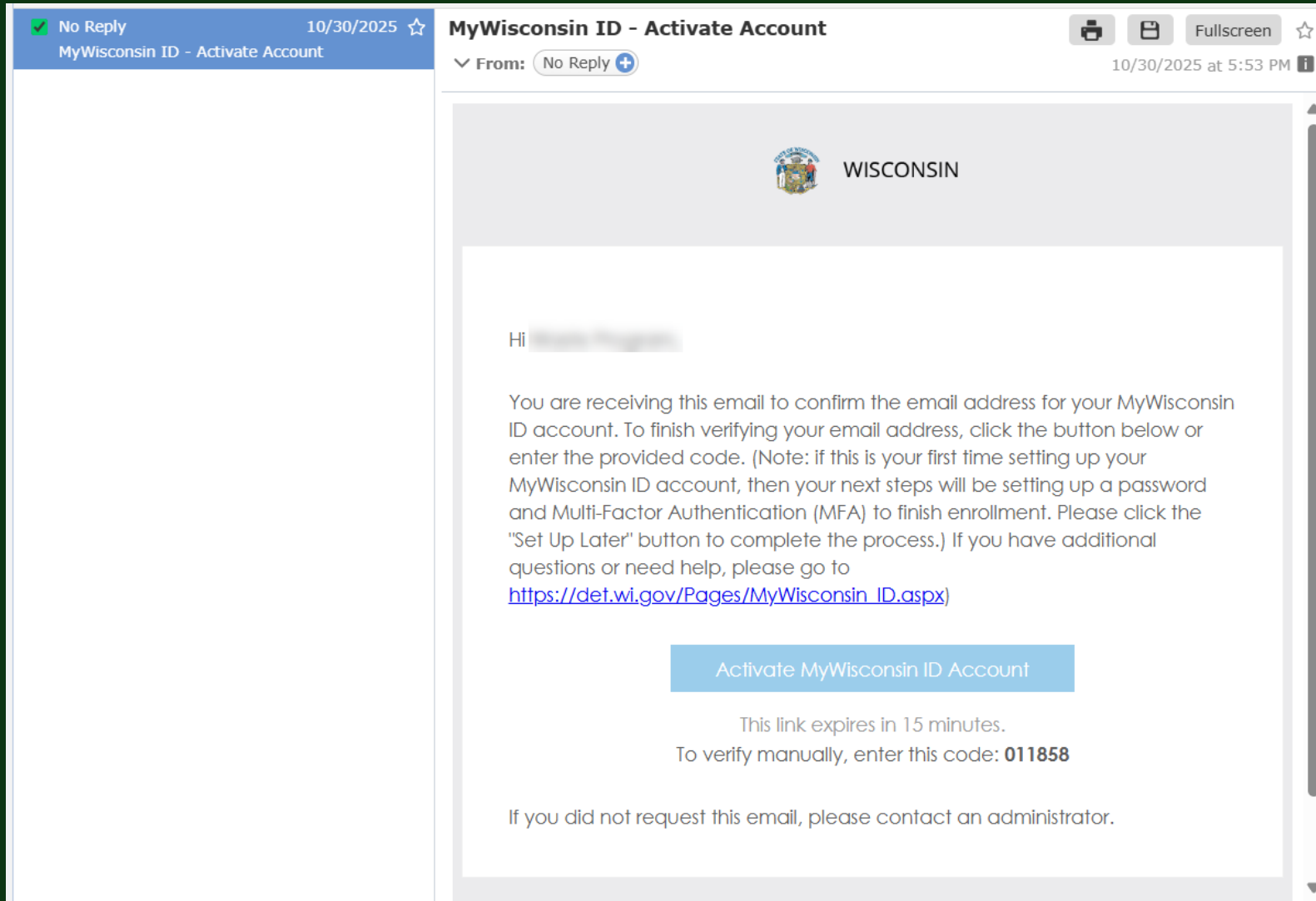
💡 You will receive an email with a verification link or code. They expire in 15 minutes, so proceed to the next steps quickly.

# Check your email for the verification link or code

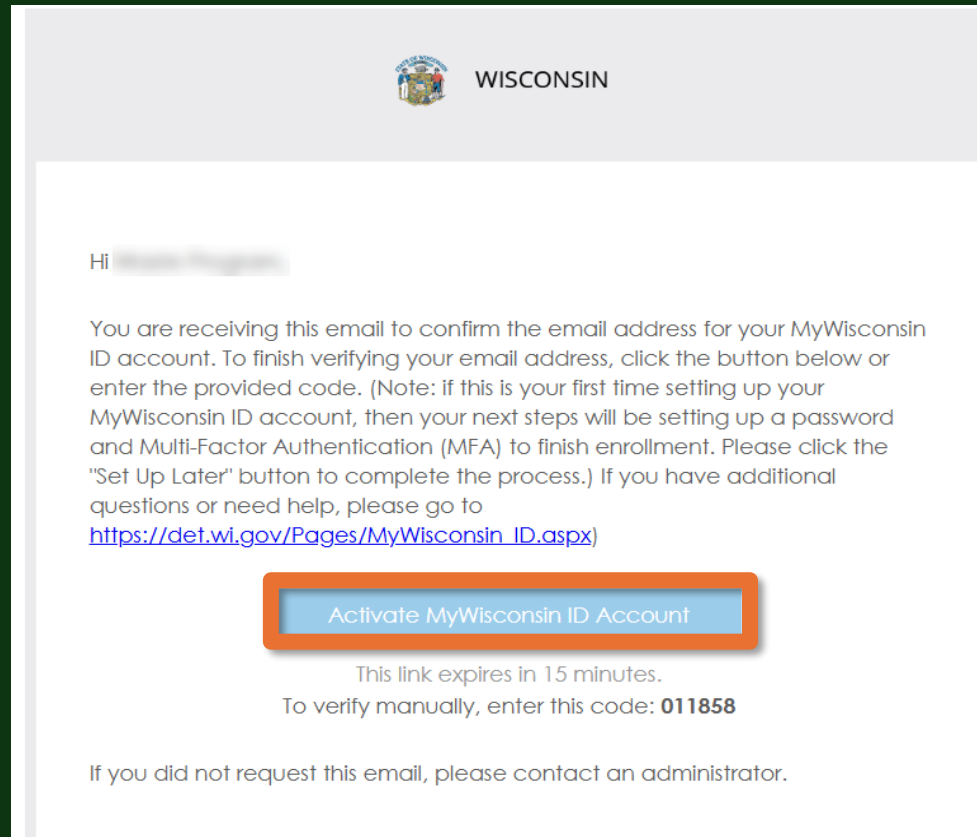


💡 You will see this page telling you what email address the link and code were sent to

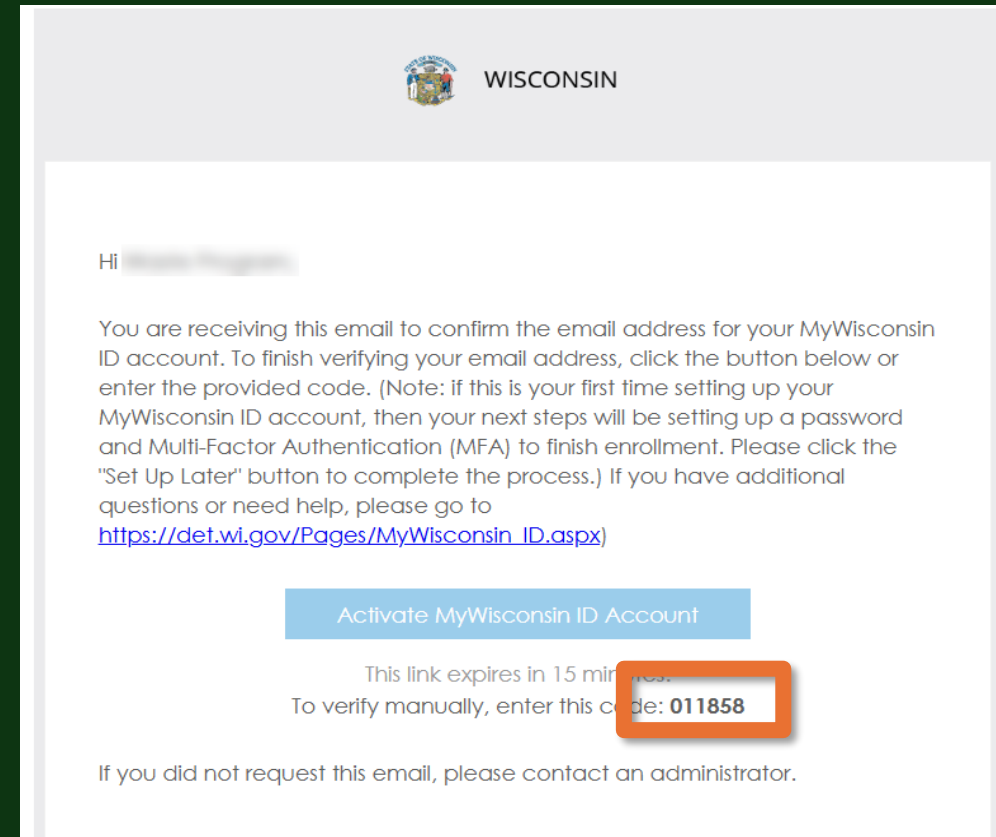
# Open the email from “No Reply” with subject *MyWisconsin ID – Activate Account*



# Complete ONE of the following:

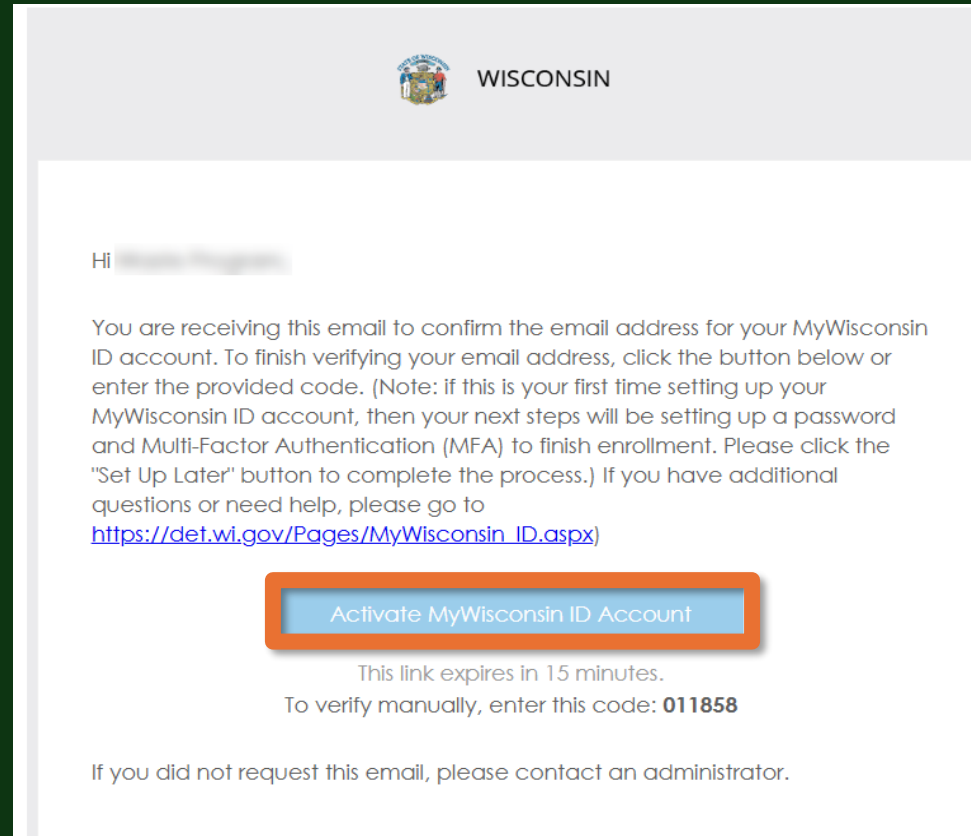


Option 1: Click the “Activate MyWisconsin ID” button



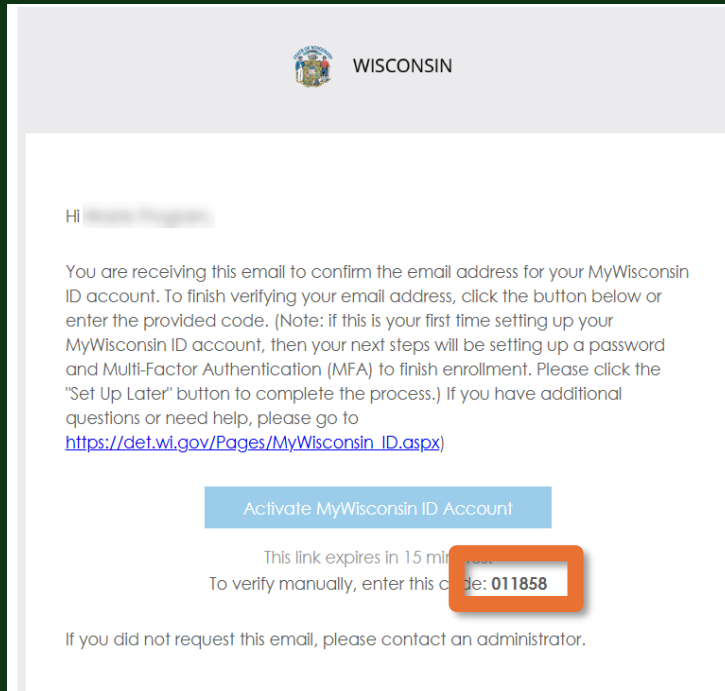
Option 2: Copy the verification code and enter it on the previous screen

# Option 1: Click the “Activate MyWisconsin ID” button

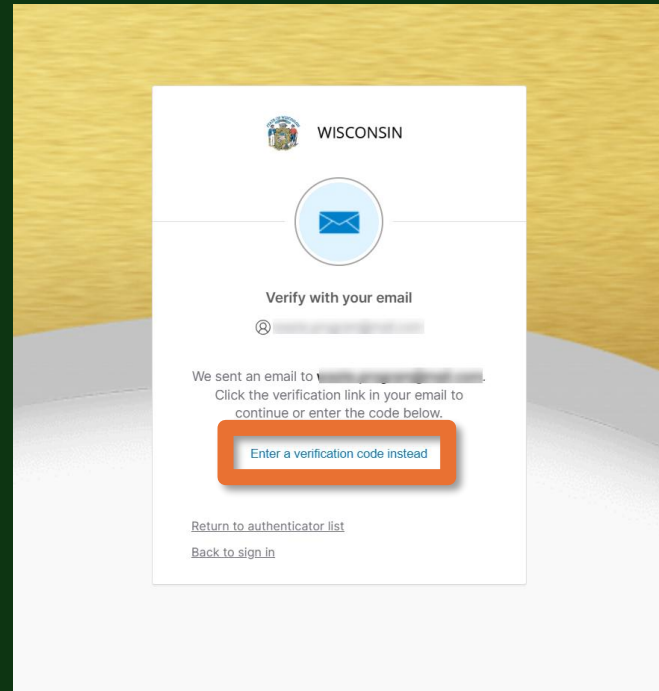


💡 Clicking this link will bring you back to the page you were on, where you can continue creating your account by setting up your password

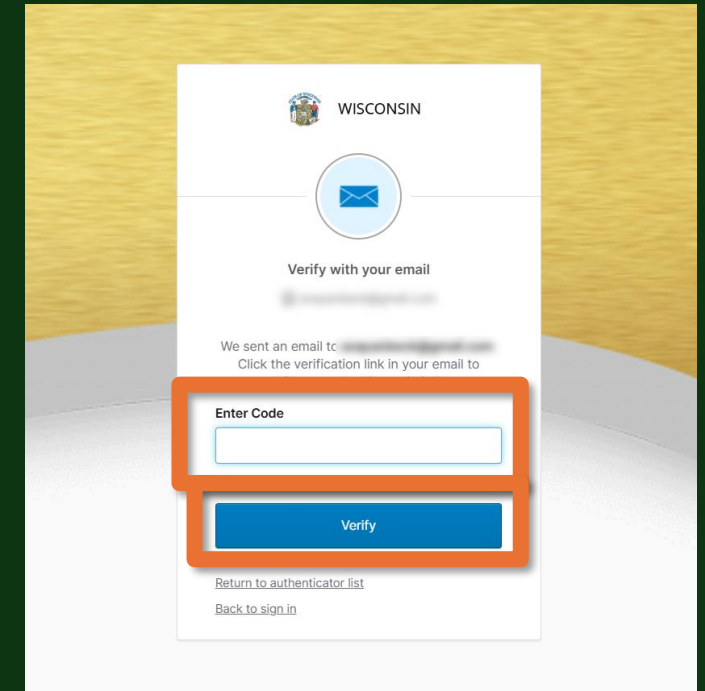
## Option 2: Copy the verification code and enter it on the previous screen



Copy or remember the code in the email



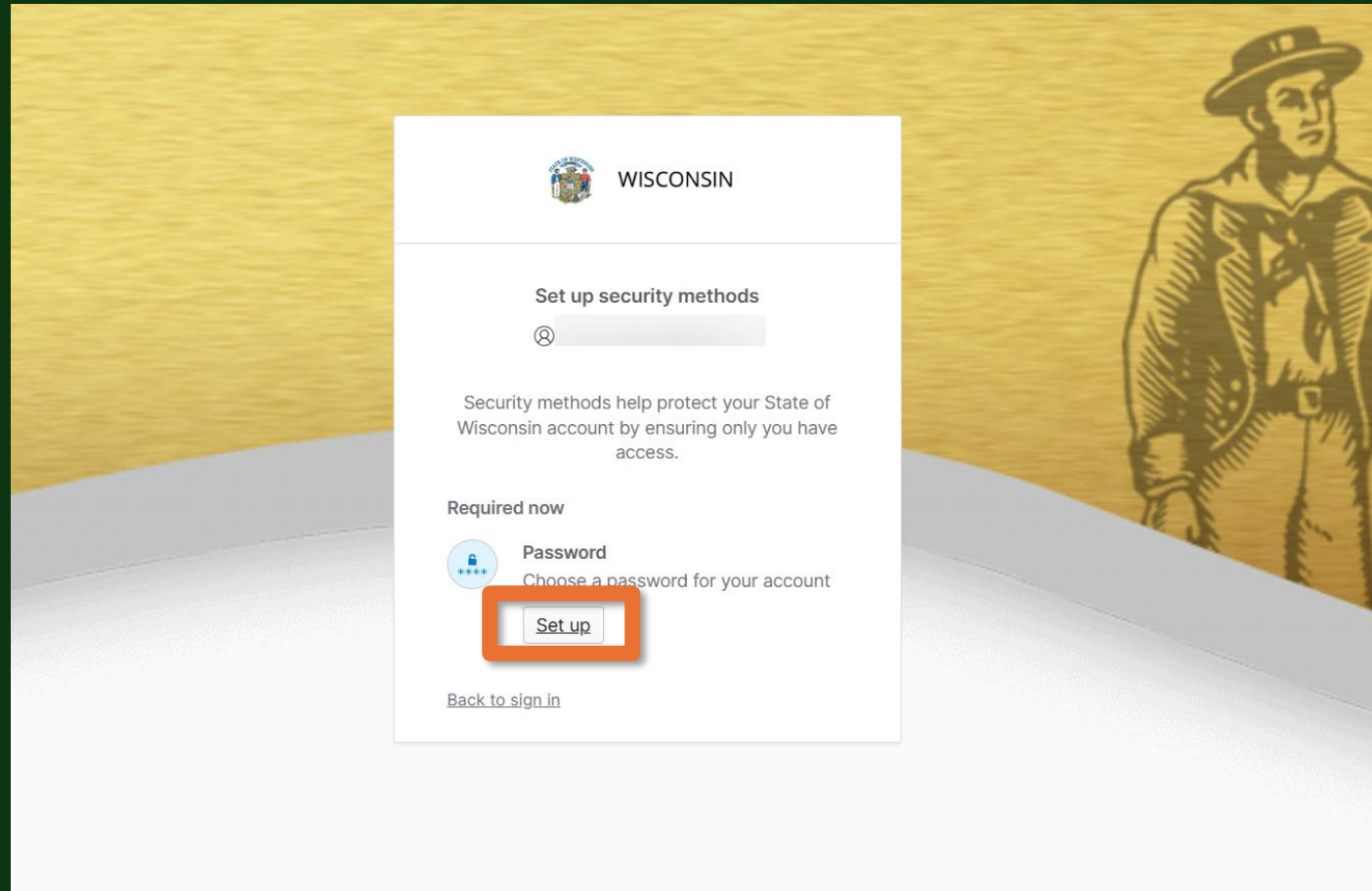
Go back to the screen you were on before and click "Enter a verification code instead"




Paste or type in the code from your email and click verify




# Click “Set Up” to choose and set your password




 WISCONSIN

**Set up security methods**



Security methods help protect your State of Wisconsin account by ensuring only you have access.

**Required now**


 **Password**  
Choose a password for your account


**Set up**

[Back to sign in](#)



# Pick a password based on the listed password requirements, type it in both fields, and click “Next”

 WISCONSIN



**Set up password**

@

Password requirements:

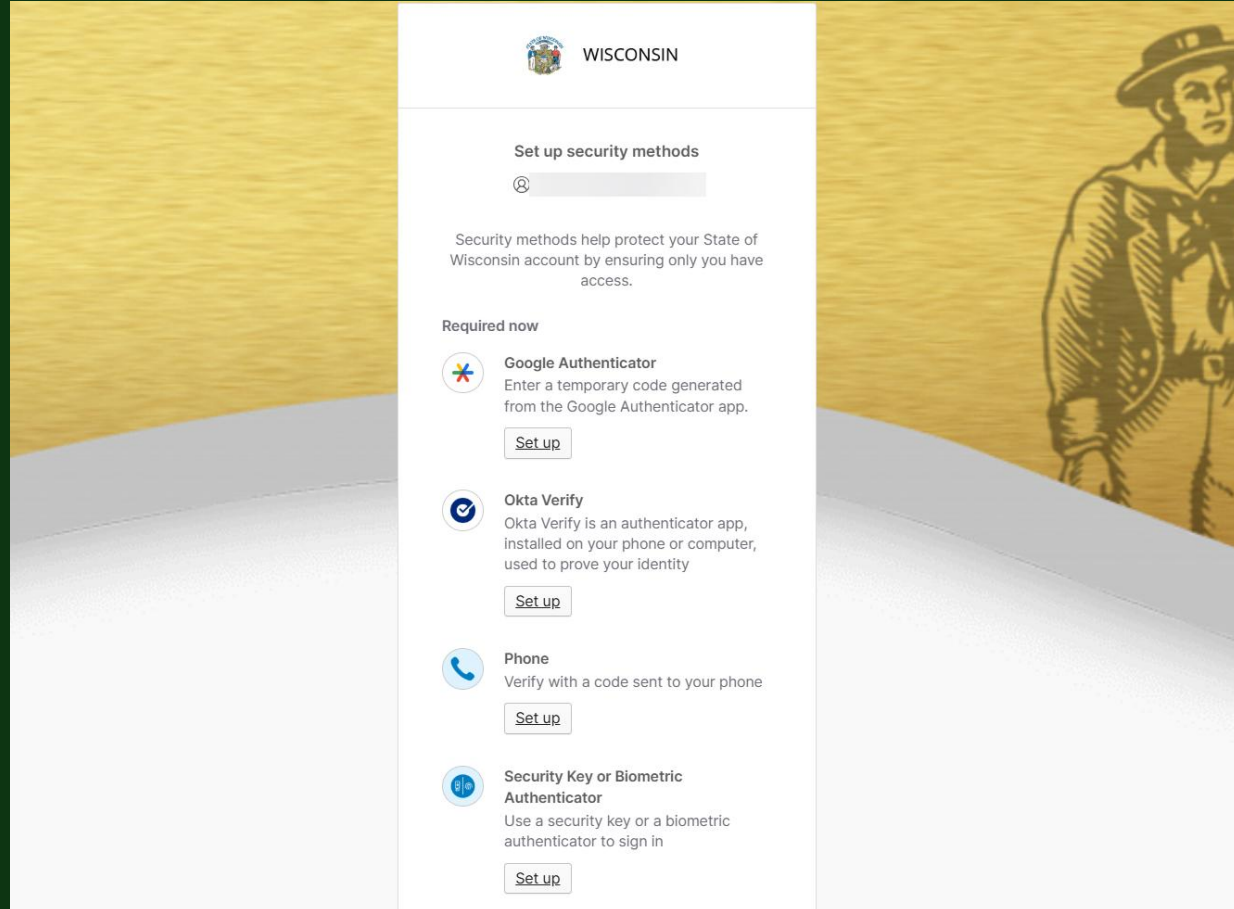
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

**Enter password**

**Re-enter password**

**Next**

# Set up ONE of the following security methods

A screenshot of the Wisconsin State of Wisconsin account security setup page. The page has a white background with a yellow header and footer. The header features the Wisconsin State Seal and the word "WISCONSIN". The main content area is titled "Set up security methods" and includes a text input field for an email address. Below this, a paragraph explains that security methods help protect the account. A section titled "Required now" lists four options: Google Authenticator, Okta Verify, Phone, and Security Key or Biometric Authenticator. Each option has a "Set up" button. The background of the page features a yellow field and a white path leading to a silhouette of a Wisconsin Native American figure.

WISCONSIN

Set up security methods

Security methods help protect your State of Wisconsin account by ensuring only you have access.

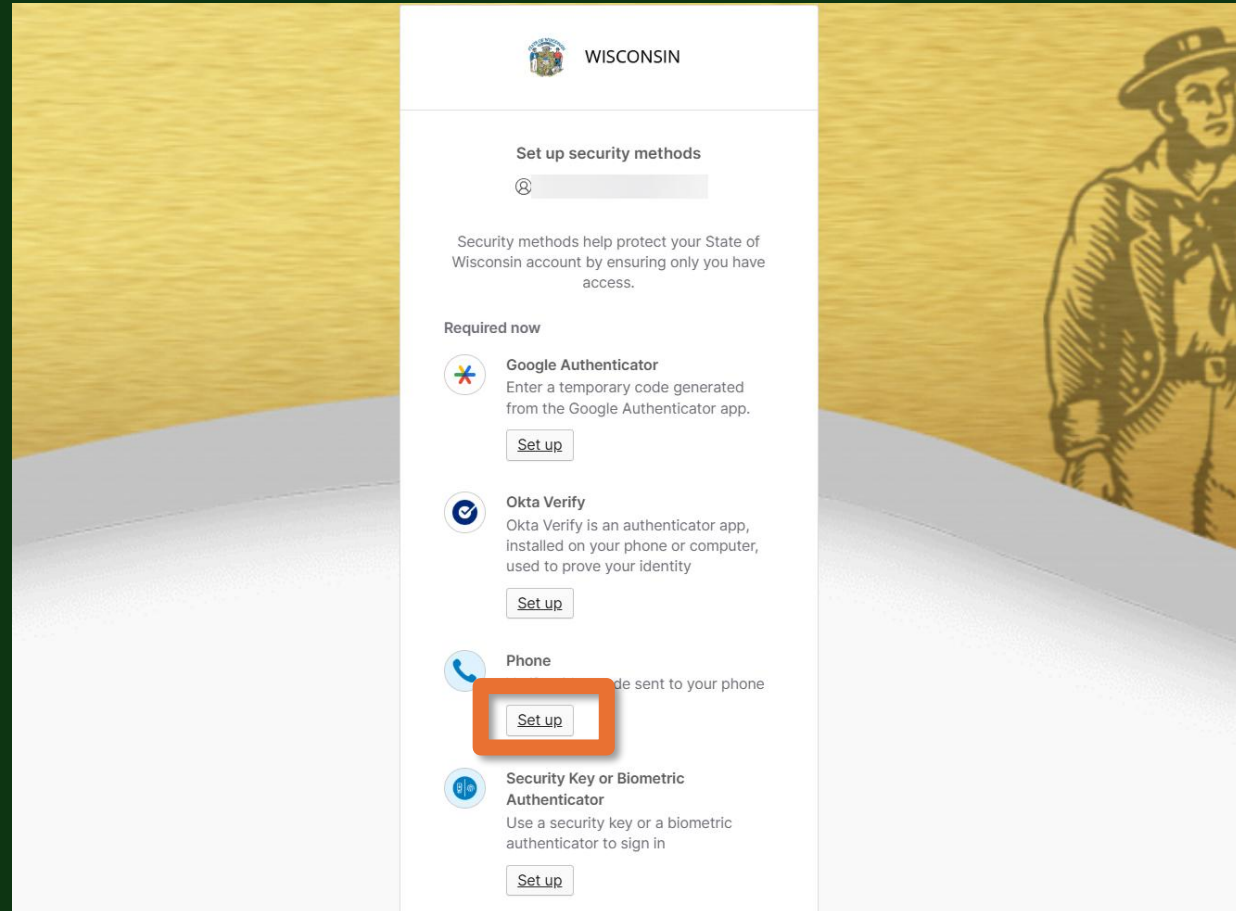
Required now

- Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.  
[Set up](#)
- Okta Verify**  
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.  
[Set up](#)
- Phone**  
Verify with a code sent to your phone.  
[Set up](#)
- Security Key or Biometric Authenticator**  
Use a security key or a biometric authenticator to sign in.  
[Set up](#)

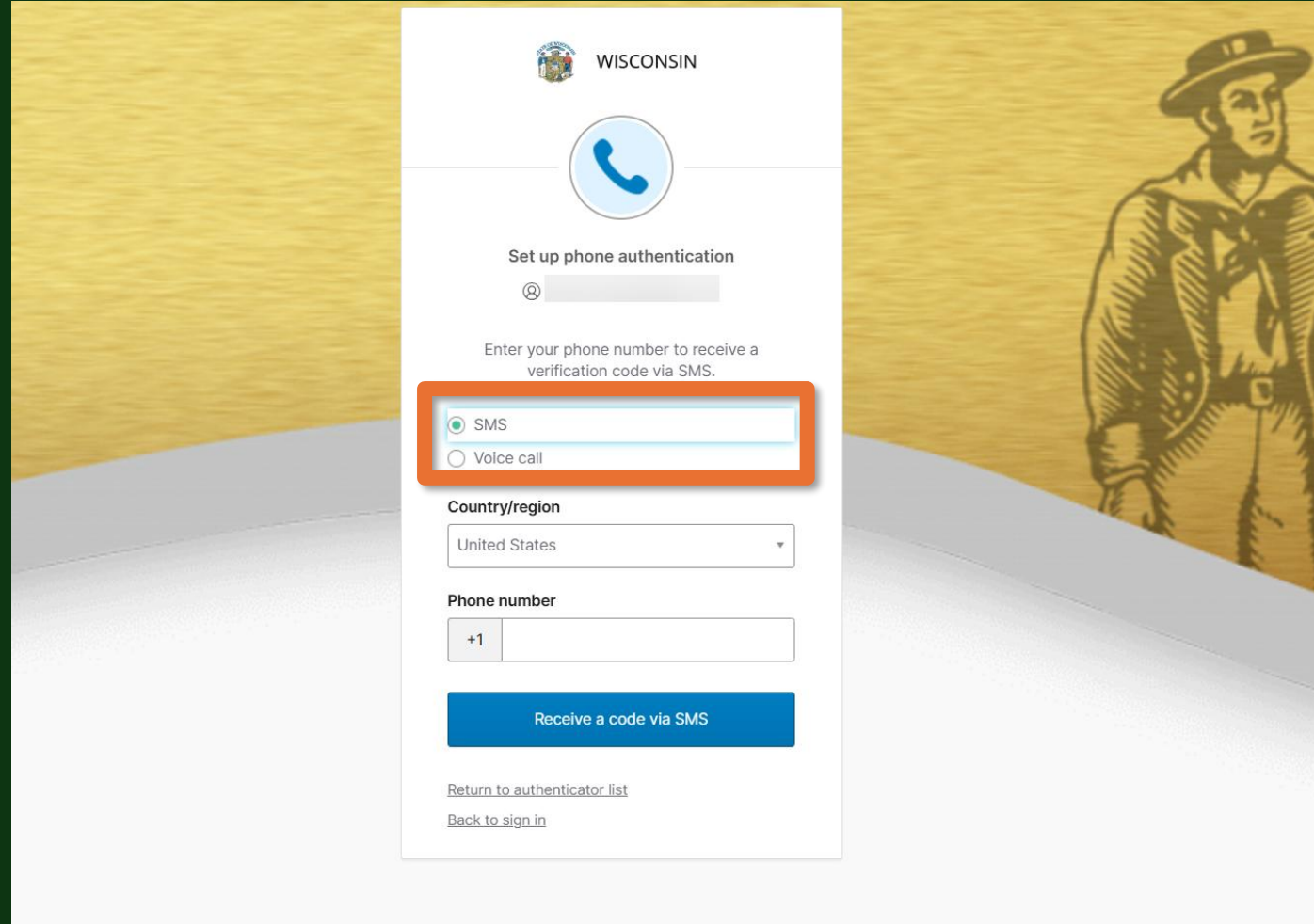
💡 The *Phone* option is the most straightforward. *Google Authenticator* and *Okta Verify* require you to download an application to your phone. *Security Key* or *Biometric Authenticator* require another registration process.


Set up Security Method - Phone


# Click “Set Up” under the Phone option




# Choose to receive a verification code via SMS (text message) or a voice call



 WISCONSIN



Set up phone authentication



Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

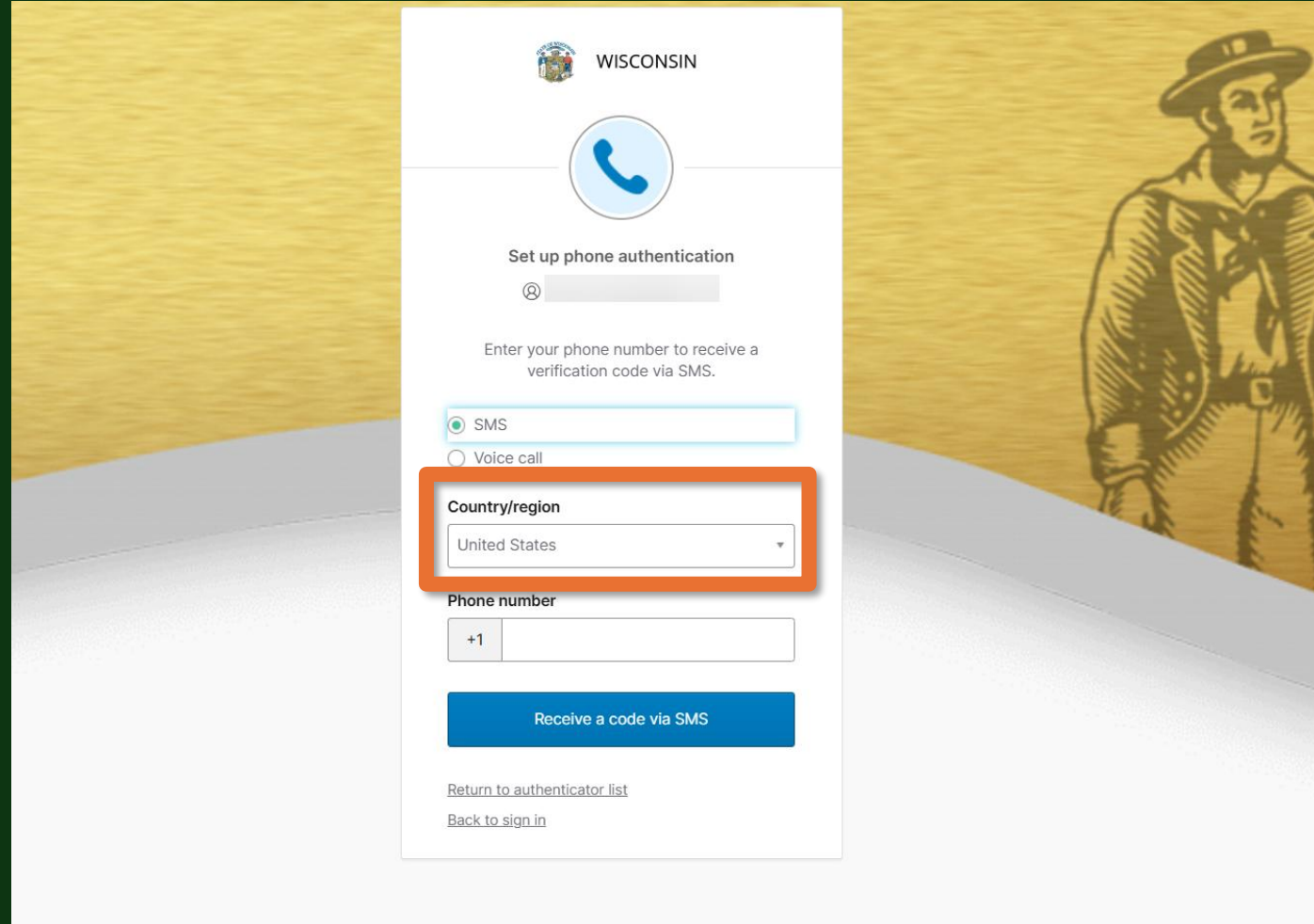
Country/region


Phone number


[Return to authenticator list](#)

[Back to sign in](#)


# Select country/region (only if different than United States)



 WISCONSIN



Set up phone authentication



Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

**Country/region**

United States ▼

**Phone number**

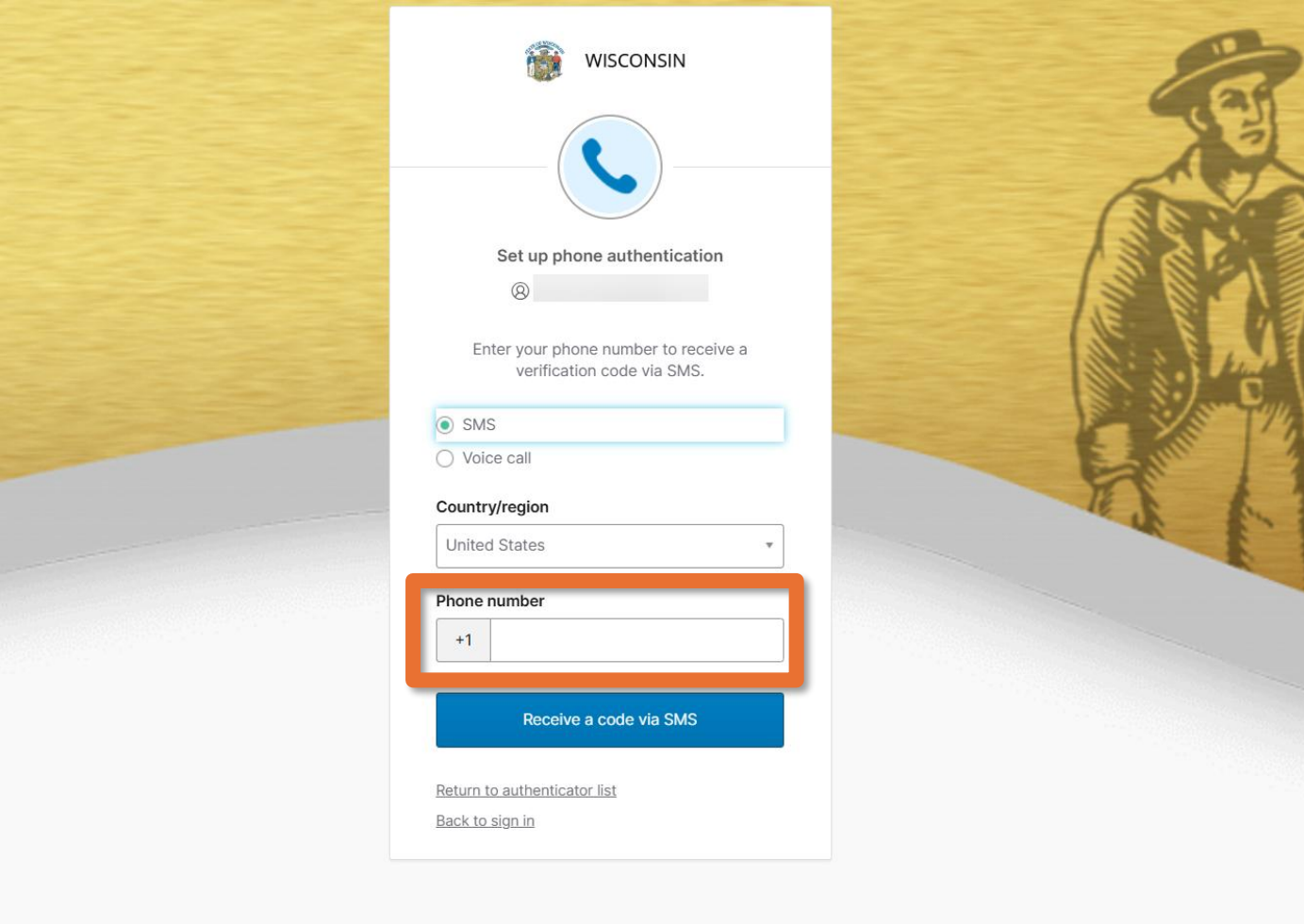
+1


[Return to authenticator list](#)


[Back to sign in](#)



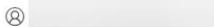
# Enter the 10-digit phone number at which you would like to receive your verification code



 WISCONSIN



Set up phone authentication



Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

Country/region

United States

Phone number

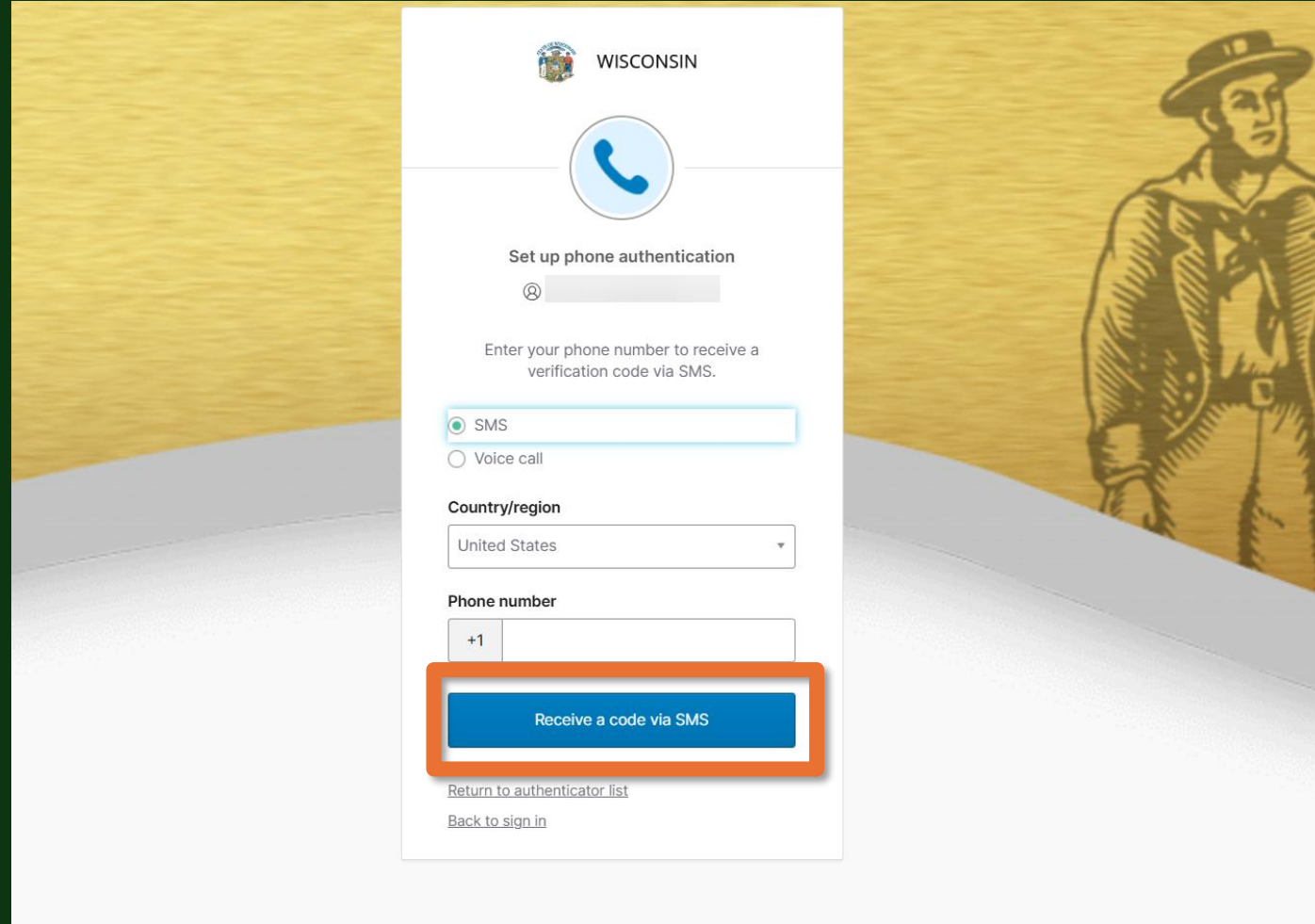
+1


Receive a code via SMS


[Return to authenticator list](#)

[Back to sign in](#)


# Click the blue button to receive the code



 WISCONSIN



Set up phone authentication



Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

Country/region

United States

Phone number

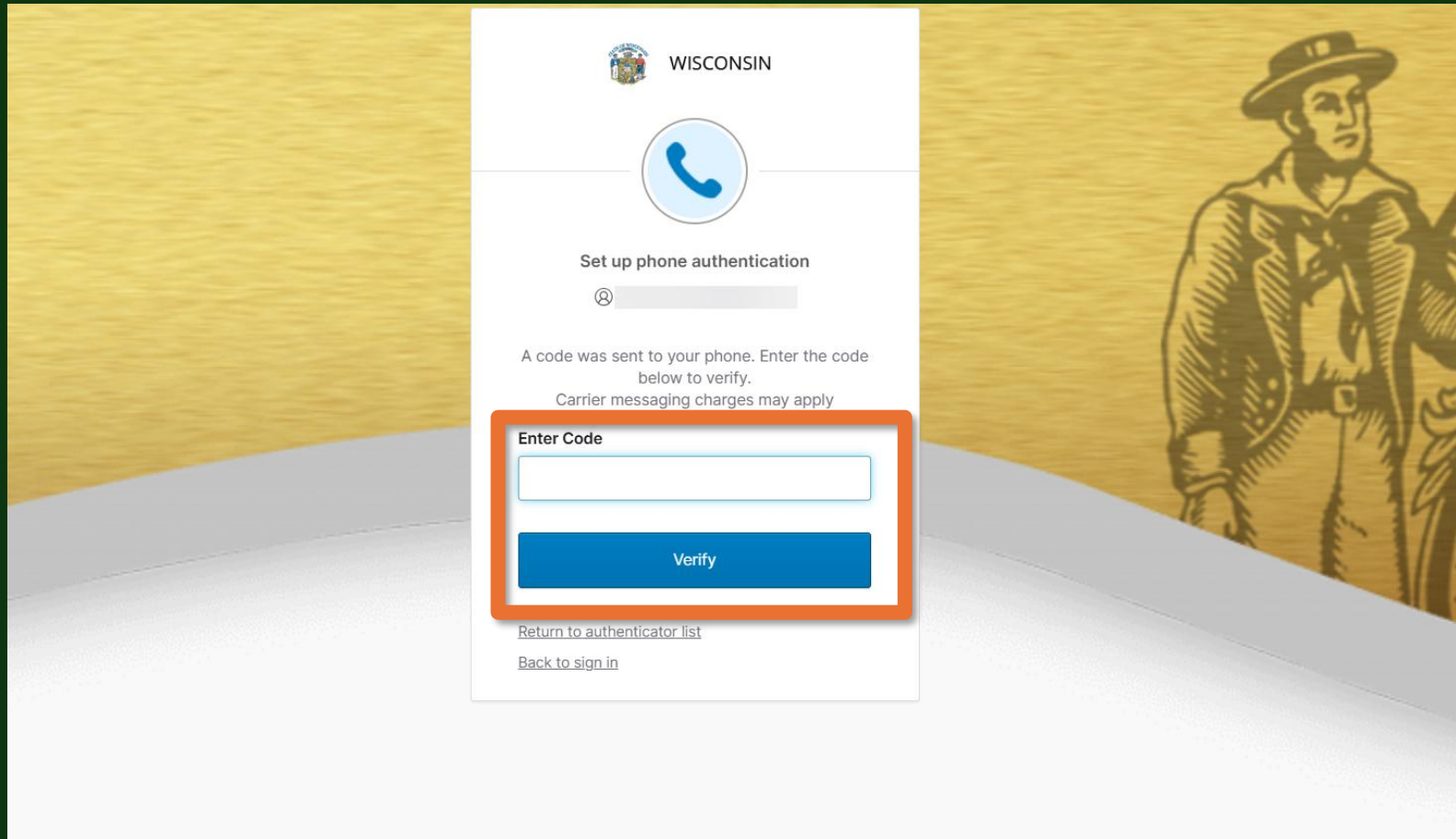
+1


[Return to authenticator list](#)


[Back to sign in](#)



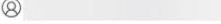
# Enter the code you received via SMS text or voice call and click “Verify”



 WISCONSIN



Set up phone authentication



A code was sent to your phone. Enter the code below to verify.  
Carrier messaging charges may apply

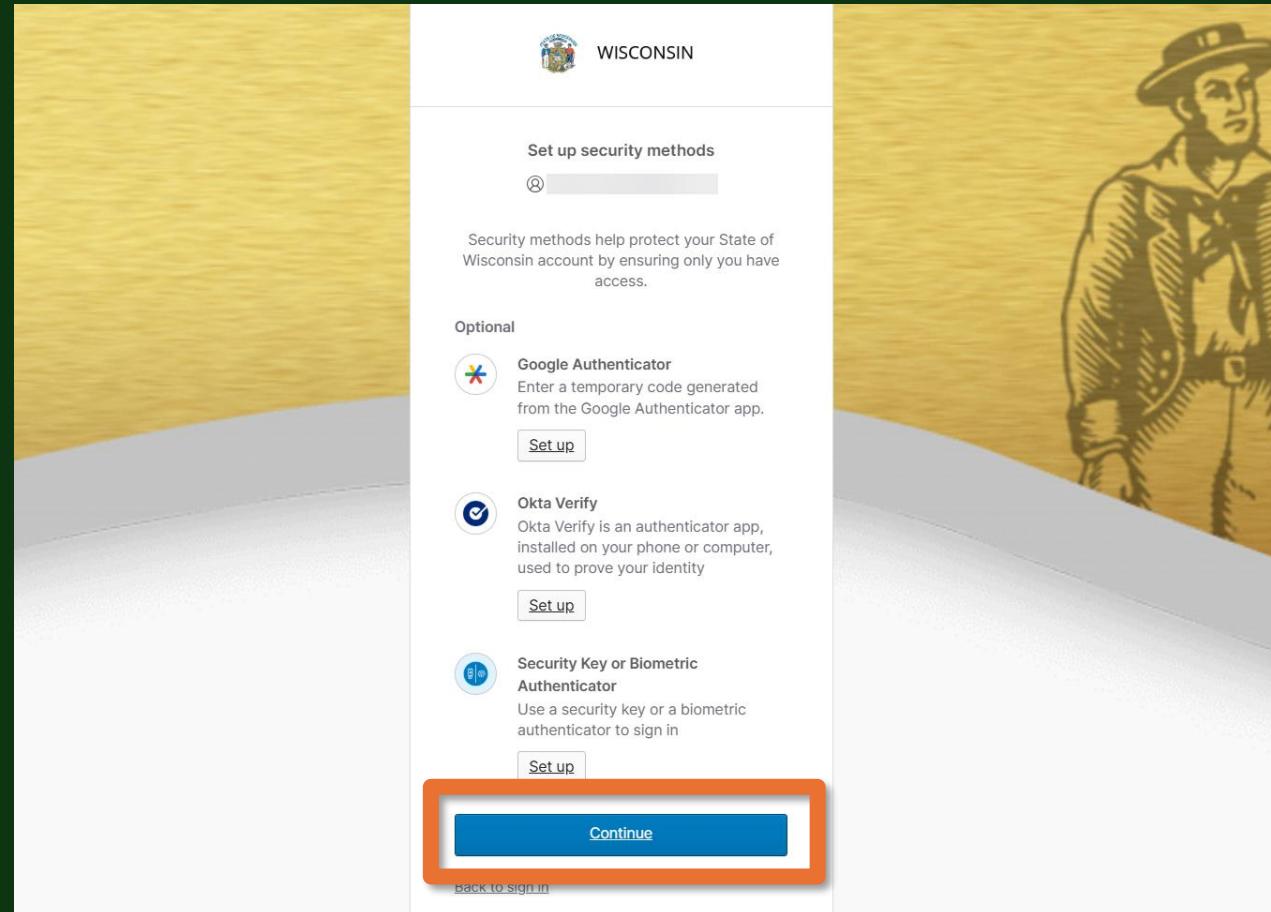
Enter Code


[Return to authenticator list](#)

[Back to sign in](#)


Verify

# Click “Continue”




 WISCONSIN


Set up security methods




Security methods help protect your State of Wisconsin account by ensuring only you have access.

Optional

 **Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.  
[Set up](#)

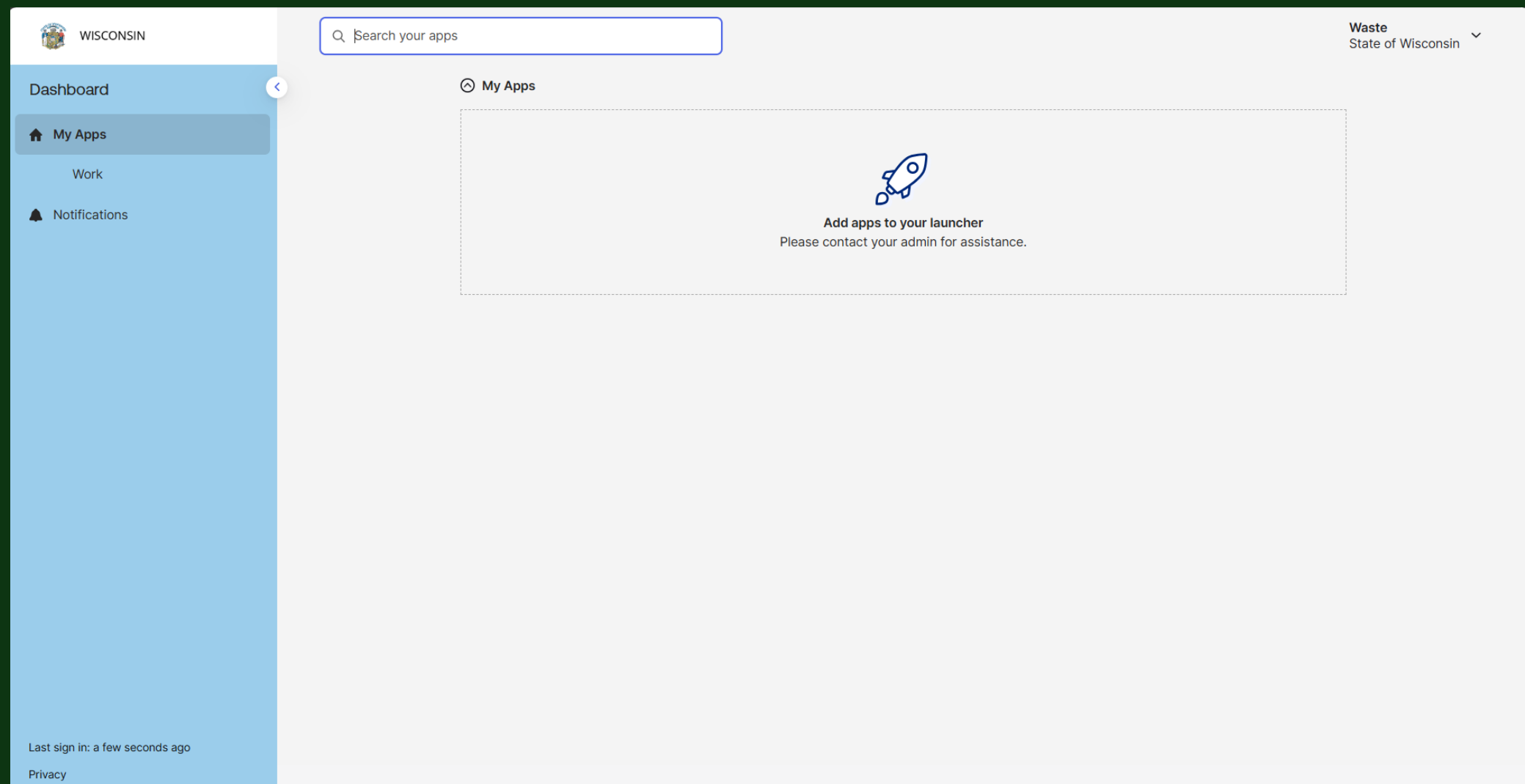
 **Okta Verify**  
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity  
[Set up](#)

 **Security Key or Biometric Authenticator**  
Use a security key or a biometric authenticator to sign in  
[Set up](#)

[Continue](#)


[Back to Sign in](#)

# Close this screen



In a new window, go back to Switchboard

<https://apps.dnr.wi.gov/securitygateway/login?r=/switchboard>

 WISCONSIN  
DEPARTMENT OF  
NATURAL RESOURCES

SWITCHBOARD

## LOGIN

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**Tips for successful registration**

1. Registration is time sensitive – Once the base information is entered, registration must be completed within 2 hours, or the account will be deleted.
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### MYWISCONSIN ID

SIGN IN


- [Create new account](#)
- [Forgot password or locked account](#)
- [Help](#)

### STATE EMPLOYEE

SIGN IN

- [Forgot password or locked account](#)
- [Help](#)

# Click “Sign in”

 WISCONSIN  
DEPARTMENT OF  
NATURAL RESOURCES

SWITCHBOARD

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### MYWISCONSIN ID

SIGN IN

- [Create new account](#)
- [Forgot password or locked account](#)
- [Help](#)

### STATE EMPLOYEE

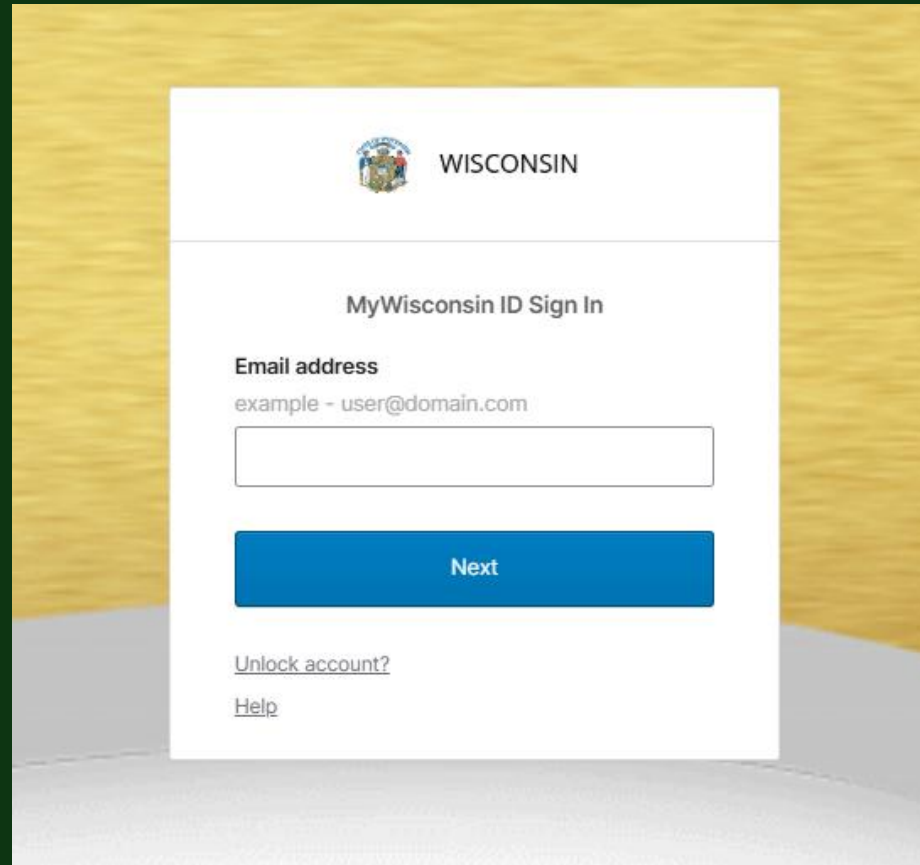
SIGN IN

- [Forgot password or locked account](#)
- [Help](#)




You may be automatically signed in at this point

If you are not automatically signed in, enter your MyWisconsin ID email address and click Next


A screenshot of the MyWisconsin ID Sign In interface. At the top, there is a Wisconsin state seal icon followed by the word "WISCONSIN". Below this is the heading "MyWisconsin ID Sign In". Under the heading, the label "Email address" is followed by a text input field containing the placeholder text "example - user@domain.com". Below the input field is a large blue button with the text "Next". At the bottom of the form, there are two links: "Unlock account?" and "Help". The entire form is centered on a yellow background with a subtle wood-grain texture.

💡 This email address is the one you signed up for MyWisconsin ID with


# Enter your password and click “Verify”



WISCONSIN



Verify with your password



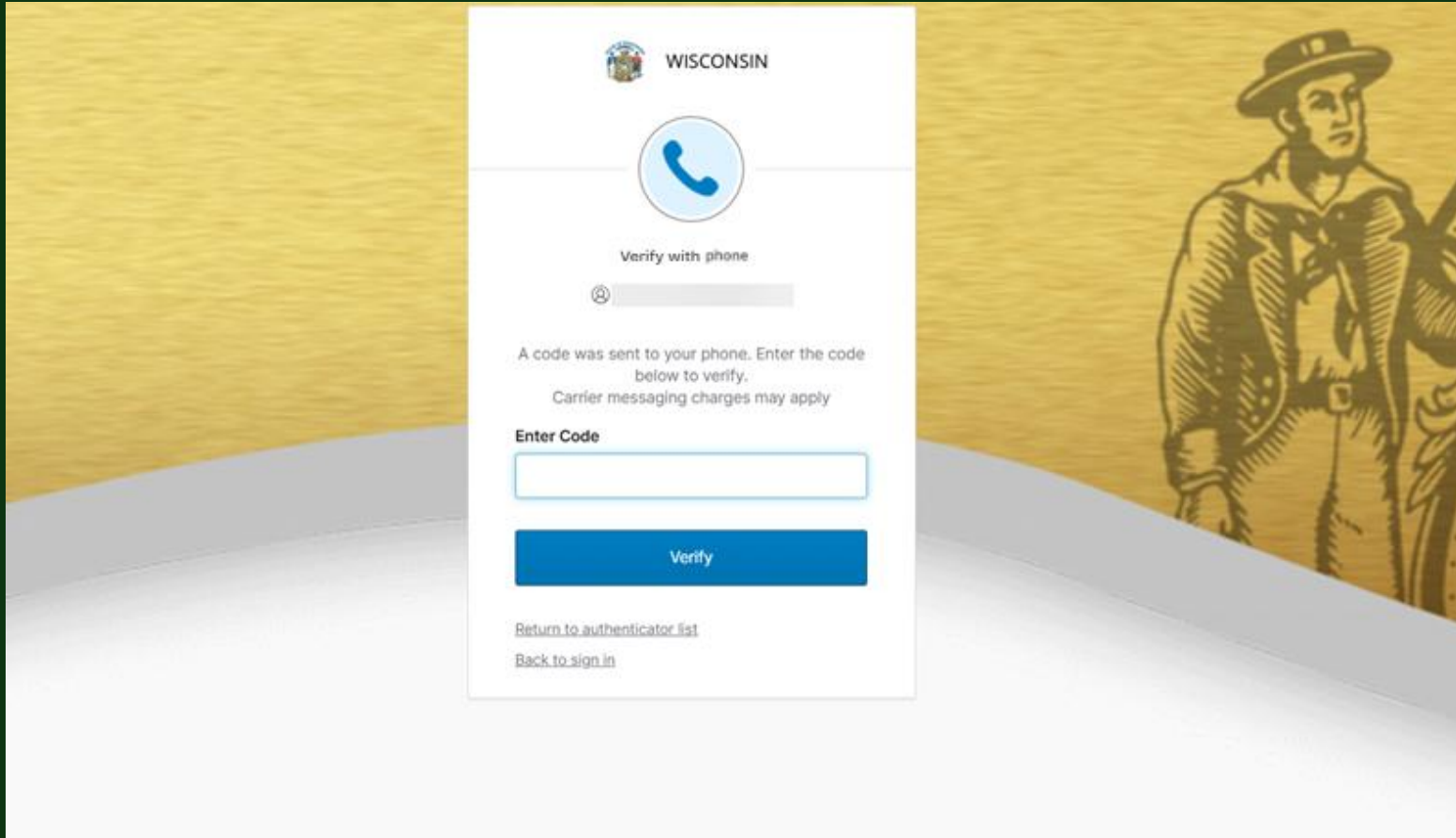
**Password**

**Verify**

[Forgot password?](#)

[Back to sign in](#)

# Complete the Security Method prompt (this is the option you selected during account creation)



The screenshot shows a mobile application interface for the state of Wisconsin. At the top, the Wisconsin state seal and the word "WISCONSIN" are displayed. Below this is a blue telephone handset icon inside a circle. The text "Verify with phone" is centered. A small circular icon with a question mark is followed by a grey rectangular input field. Below this, a message states: "A code was sent to your phone. Enter the code below to verify. Carrier messaging charges may apply". Underneath is the label "Enter Code" followed by a white rectangular input field with a blue border. A blue button labeled "Verify" is positioned below the input field. At the bottom, there are two links: "Return to authenticator list" and "Back to sign in". The background of the app is yellow with a faint illustration of a person in a hat and coat on the right side.

WISCONSIN

Verify with phone

A code was sent to your phone. Enter the code below to verify.  
Carrier messaging charges may apply

Enter Code

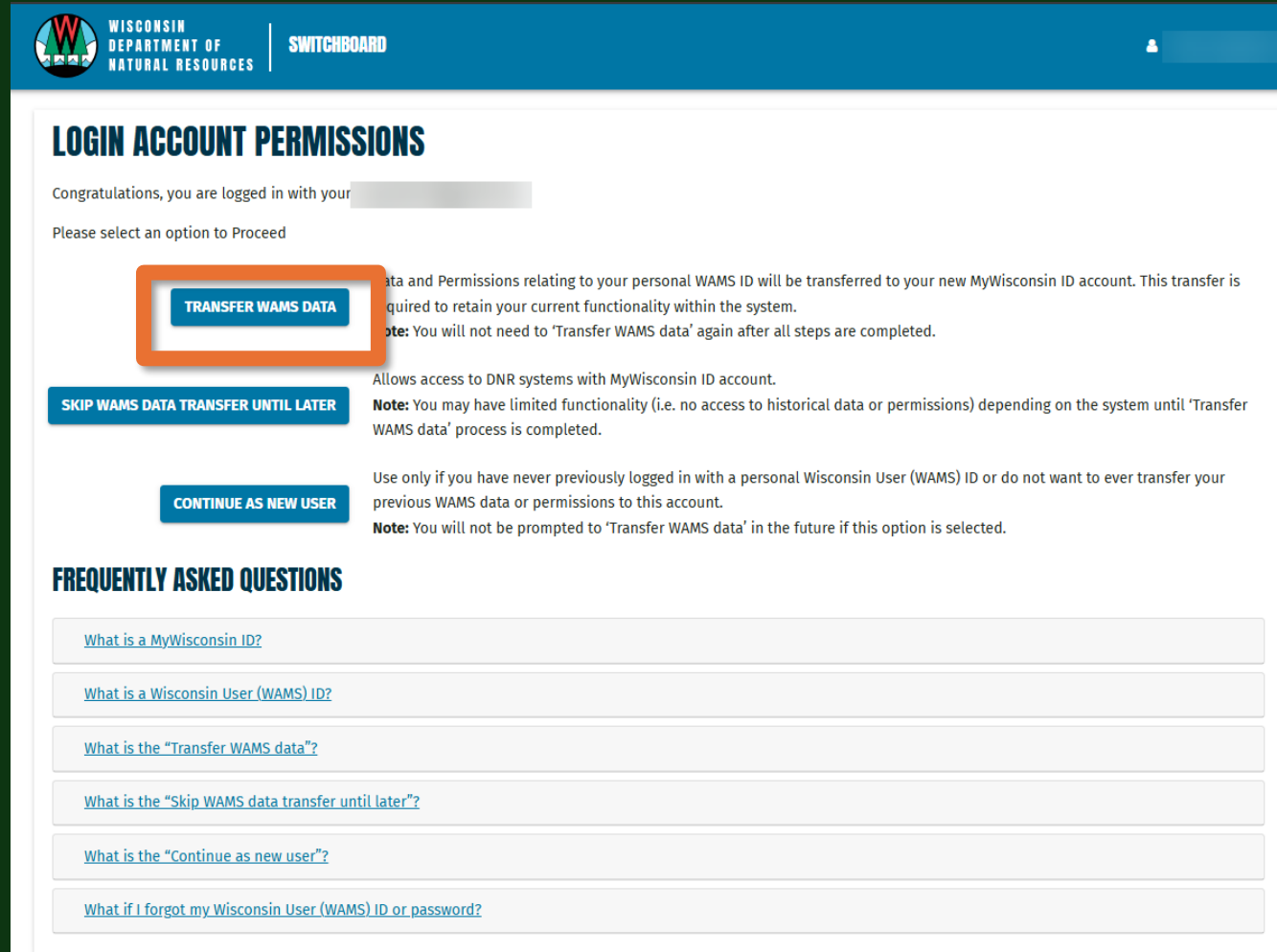
Verify

[Return to authenticator list](#)

[Back to sign in](#)



**IMPORTANT:** If you have a WAMS account, link your WAMS account to your MyWisconsin ID account by clicking “Transfer WAMS Data”



**WISCONSIN DEPARTMENT OF NATURAL RESOURCES** | SWITCHBOARD

## LOGIN ACCOUNT PERMISSIONS

Congratulations, you are logged in with your [redacted]

Please select an option to Proceed

**TRANSFER WAMS DATA**

data and Permissions relating to your personal WAMS ID will be transferred to your new MyWisconsin ID account. This transfer is required to retain your current functionality within the system.  
**Note:** You will not need to 'Transfer WAMS data' again after all steps are completed.

**SKIP WAMS DATA TRANSFER UNTIL LATER**

Allows access to DNR systems with MyWisconsin ID account.  
**Note:** You may have limited functionality (i.e. no access to historical data or permissions) depending on the system until 'Transfer WAMS data' process is completed.

**CONTINUE AS NEW USER**

Use only if you have never previously logged in with a personal Wisconsin User (WAMS) ID or do not want to ever transfer your previous WAMS data or permissions to this account.  
**Note:** You will not be prompted to 'Transfer WAMS data' in the future if this option is selected.

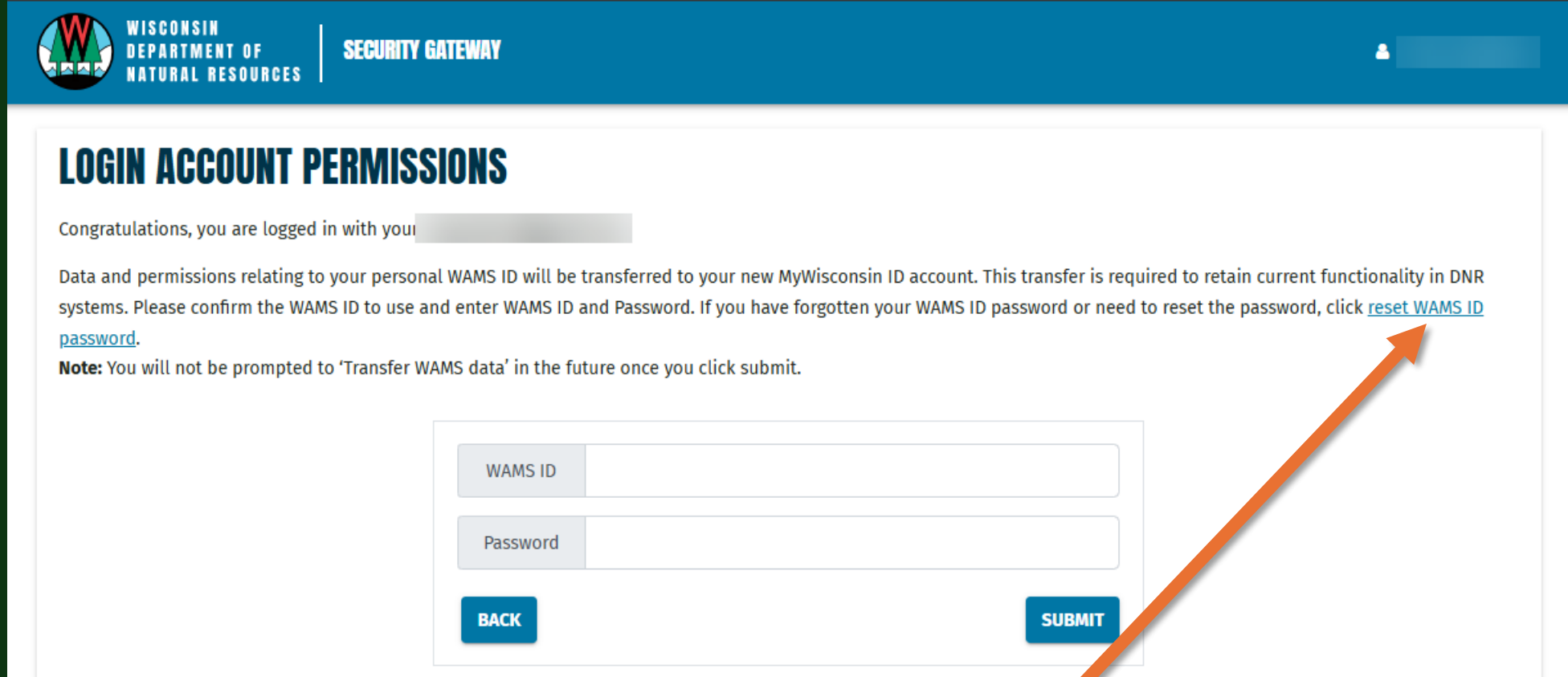
### FREQUENTLY ASKED QUESTIONS

- [What is a MyWisconsin ID?](#)
- [What is a Wisconsin User \(WAMS\) ID?](#)
- [What is the "Transfer WAMS data"?](#)
- [What is the "Skip WAMS data transfer until later"?](#)
- [What is the "Continue as new user"?](#)
- [What if I forgot my Wisconsin User \(WAMS\) ID or password?](#)



If you do not Transfer your WAMS data, you will have to request access to your facilities and roles again and mail a new e-signature authorization page

# Enter your WAMS ID and Password and click “Submit”



The screenshot shows the 'SECURITY GATEWAY' page of the Wisconsin Department of Natural Resources. The header includes the DNR logo and the text 'WISCONSIN DEPARTMENT OF NATURAL RESOURCES'. The main heading is 'LOGIN ACCOUNT PERMISSIONS'. Below this, a message states: 'Congratulations, you are logged in with your [redacted]'. A paragraph explains that data and permissions will be transferred to a new MyWisconsin ID account and provides instructions on how to confirm the WAMS ID and password, including a link to 'reset WAMS ID password'. A note indicates that users will not be prompted to transfer WAMS data in the future. At the bottom, there are two input fields labeled 'WAMS ID' and 'Password', and two buttons: 'BACK' and 'SUBMIT'. A large orange arrow points from the 'SUBMIT' button towards the 'reset WAMS ID password' link.

WISCONSIN  
DEPARTMENT OF  
NATURAL RESOURCES

SECURITY GATEWAY

## LOGIN ACCOUNT PERMISSIONS

Congratulations, you are logged in with your [redacted]

Data and permissions relating to your personal WAMS ID will be transferred to your new MyWisconsin ID account. This transfer is required to retain current functionality in DNR systems. Please confirm the WAMS ID to use and enter WAMS ID and Password. If you have forgotten your WAMS ID password or need to reset the password, click [reset WAMS ID password](#).

**Note:** You will not be prompted to 'Transfer WAMS data' in the future once you click submit.

WAMS ID

Password

BACK SUBMIT

💡 If you forgot your WAMS ID or Password, click the blue hyperlink to retrieve or reset them

Congrats! You are done.