Creating a Web Access Management State of Wisconsin User ID

User IDs are personal and should be treated as such; the ID is registered to a person not the business. Sharing a User ID or passing it onto the next employee may result in falsified reports and the closure of the account.

Each user who wants to look at, enter or submit data must have their own user ID in their name. Your user ID goes with you from job to job (you do not create another user ID if you take a new position or job) and your user ID can be used for work you do with all state agencies, not just the DNR.

For returning users looking to add additional roles to your account, please see the section below titled "Requesting Access/Adding a New Role."

Step 1 of 3: Creating a user ID

Please navigate to the Wisconsin DNR homepage at dnr.wi.gov and click the magnifying glass icon near the top right-hand side of the page and search for "Switchboard" or enter the URL https://dnr.wi.gov/topic/Switchboard.

On the Switchboard homepage please click the "Log In/Create User ID" button.
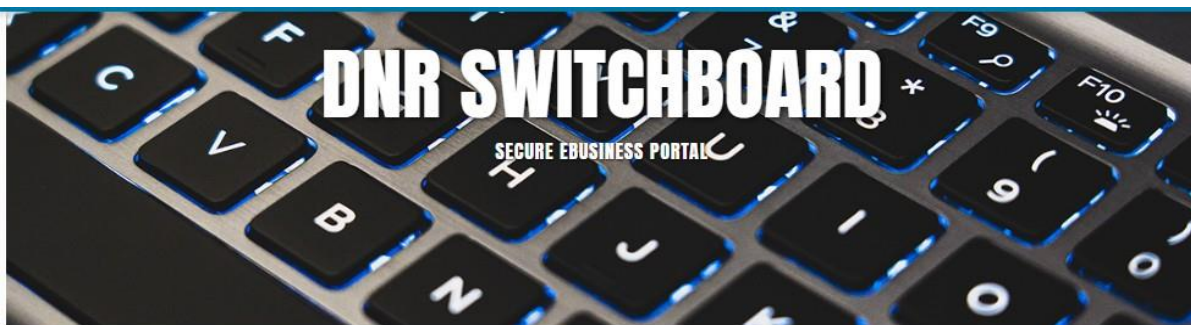
The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a user ID and access, you may click on "Log In" below to begin. Otherwise, you will first need to create a user ID and request access to an online system.

NEED ASSISTANCE?

Answer a few questions and get routed quickly and efficiently to the correct source of help.

LOG IN/CREATE USER ID

If you already have a user ID, log in now. You can request access to systems/reports once you are logged in.

INSTRUCTIONS, FAQ AND TROUBLESHOOTING

Information to help you use the DNR Switchboard and manage your account.

Once you have navigated to the screen shown below you will want to click the "Create a WAMS ID" button

SWITCHBOARD LOG IN OPTIONS

DNR Switchboard

To better protect the Wisconsin Department of Natural Resources (DNR)'s systems, the DNR will be moving to a new identity system called MyWisconsin ID.

Switchboard applications are migrating to MyWisconsin ID at different times through December 2026. In the meantime, some applications still use the Wisconsin Access Management System (WAMS).

Please choose the appropriate log in option below based on the migration status of your system.

NEW SWITCHBOARD (MYWISCONSIN ID)

GO TO NEW SWITCHBOARD

For applications migrated to MyWisconsin ID, including:

- Non-Metallic Mining Annual Report

SWITCHBOARD (WAMS)

GO TO LEGACY SWITCHBOARD

CREATE A WAMS ID

Use WAMS for all other applications.

Scroll to the bottom of the State of Wisconsin's Web Access Management System User Acceptance Agreement and click "Accept."

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.
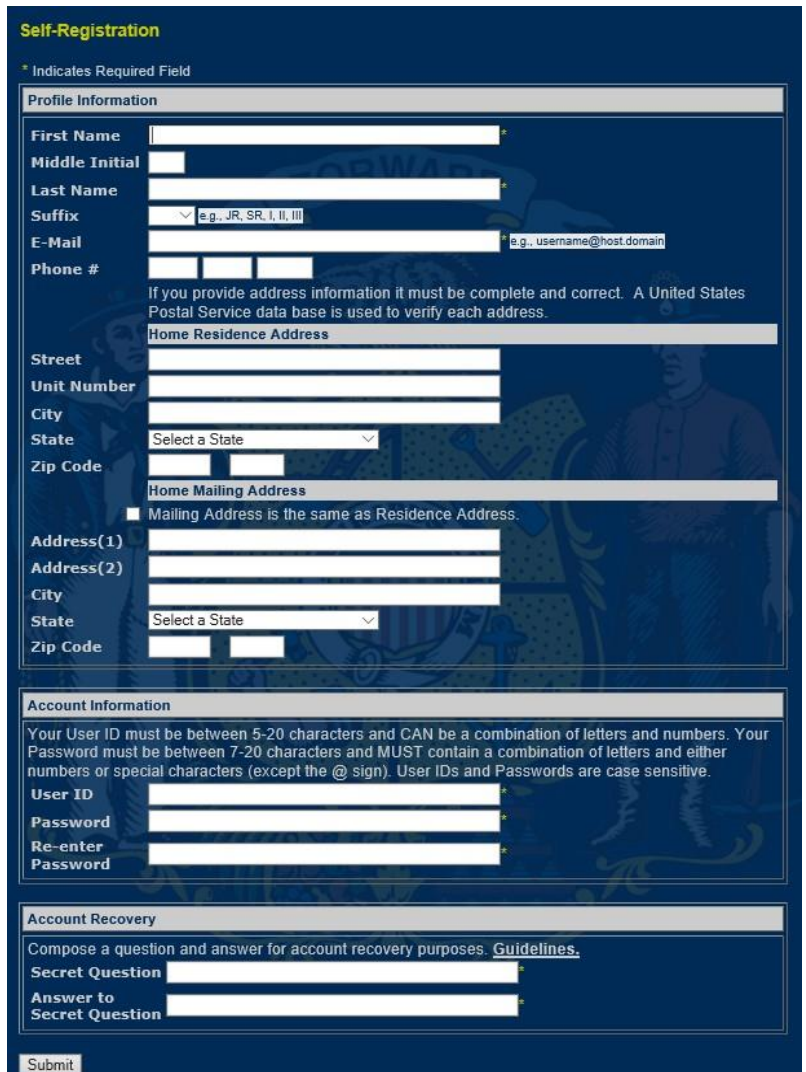
Accept   Decline

For assistance send an e-mail to **Help Wisconsin Support**

The next screen is where you create your user ID. **The only fields that are required are the fields indicated with a yellow asterisk (*).** This includes name, email, user ID and password, secret question and answer. **If errors occur, they will be indicated at the top of the page and must be corrected before you can continue.**

NOTE: This page is managed by the Department of Administration, not the Department of Natural Resources. If you are having trouble with this page there is a link for assistance at the bottom called "Help Wisconsin Support."

Once your account has been created you will receive an email. Follow the link in the email to complete the registration. You will then return to https://dnr.wi.gov/topic/Switchboard.

Self-Registration

* Indicates Required Field

Profile Information

First Name		*
Middle Initial		
Last Name		*
Suffix	[˅] e.g., JR, SR, I, II, III	
E-Mail		* e.g., username@host.domain
Phone #		

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street	
Unit Number	
City	
State	Select a State
Zip Code	

Home Mailing Address

☐ Mailing Address is the same as Residence Address.

Address(1)	
Address(2)	
City	
State	Select a State
Zip Code	

Account Information

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.

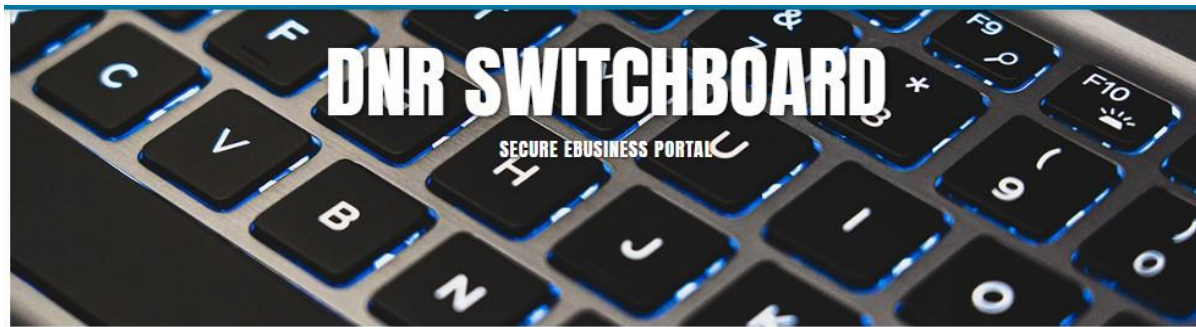| User ID | | * |
| Password | | * |
| Re-enter Password | | * |

Account Recovery

Compose a question and answer for account recovery purposes. **Guidelines.**

| Secret Question | | * |
| Answer to Secret Question | | * |

[Submit]

Step 2 of 3: Requesting Access/Adding a New Role

On the Switchboard homepage, you will need to click "Log In/Create User ID", and then click "Go to Legacy Switchboard" to add new roles to your account.

Once logged in, Click the "Request Access" link at the top of the page.

**WISCONSIN
DEPARTMENT OF
NATURAL RESOURCES** | Switchboard

Home   My Facilities & Roles   Request Access   Profile   Logout

Welcome Jeremy,

Click the My Facilities & Roles link, in the upper righthand corner, to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities. **Asbestos customers** to access and submit asbestos notifications in ARDN you will also need to click on My Facilities & Roles.

Click the Request Access link, in the upper righthand corner, to add additional reports to the facilities you are assigned to, or to add new facilities or roles to your list. New **Asbestos customers** click Request Access to gain access to the ARDN system.

Click the Request Status link, in the upper righthand corner, to search and review your approved, pending and denied requests.

Click the Profile link, in the upper righthand corner, to view and update your State of Wisconsin WAMS Profile and your DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep both your State of Wisconsin WAMS Profile and your DNR Switchboard Profile up to date, they are two separate systems. The WAMS profile is used to verify your identity if you need to unlock your account and the Switchboard Profile is used by the DNR to send you notifications.

Switchboard Resources
- Help
- Terms & Conditions (pdf)

ACCESS

FACILITIES   ROLES

1   1

REQUESTS

APPROVED   DENIED

10   11

Expand the areas you would like to request roles for then check off the boxes that apply to you and click the next button.

(**For Wastewater discharge monitoring reporting**: expand the Wastewater Section and select the *Wastewater/Septage Reporting Forms (Entry Only)* and/or (*Submit Only)*. Make sure to select BOTH if you need access to both *enter* discharge monitoring data <u>and</u> to *submit* the reports to the Wisconsin DNR.)

On this next screen, you will be asked to locate your facility using the FID, License #, Permit #, or other identifier that you have. Once you have entered the number click search and check off the box next to your facility. Click next.

The final page is a summary of the roles you have chosen. There may be additional fields that need to be filled out depending on the roles you chose. Once all the fields have been filled and your information looks correct, please check off the "I have read and accept..." check box and click Submit.

Step 3 of 3: Signing of the User Agreement Form

The final step is to print off your signature page. This is a paper copy of the terms and conditions **that must be signed, dated and mailed** to the address provided on the upper left-hand corner of the form; we cannot accept scanned or emailed copies. Once Step 2 has been completed, your new WAMS ID will soon become active, typically within one to three business days. Please note, if the department does not receive the signature page within 30 days, access will be revoked.

If you have any additional questions, please use the help link found on the Switchboard homepage.