Creating a MyWisconsin ID to Transfer WAMS account

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 section 2 below titled "Requesting Access/Adding a New Role"

Section 1 of 3: Creating a user ID

Go to https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx. You can also access this page by searching for "MyWisconsin ID" in your browser:
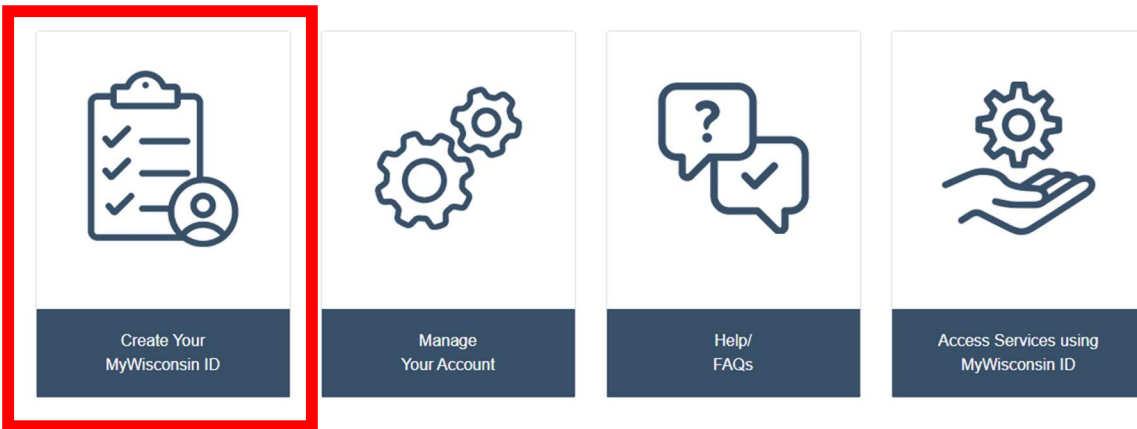
Click on the "Create your MyWisconsin ID" option

MyWisconsin ID

MyWisconsin ID is the State of Wisconsin's identity solution that allows citizens the ability to securely access participating online state services and systems using a single user ID and password.

| Create Your MyWisconsin ID | Manage Your Account | Help/ FAQs | Access Services using MyWisconsin ID |

Click on the link provided in Step 1: https://apps.wisconsin.gov (this page provides a guide for creating your MyWisconsin ID, which will also be repeated below)

Step 1)

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

Step 1)

Click on "Sign up"

Step 2)

Enter your First Name, Last Name, and an Email address that will be used as your username, and click the Sign Up button.

WISCONSIN

Sign up

First name

Last name

Email

Sign Up

Already have an account?

Step 3)

You will be prompted to verify your email address and set up a password on your account. Click the Set up button in the Email section to verify your email.

PLEASE NOTE: STEPS 3-8 ARE REQUIRED COMPLETED TO COMPLETE YOUR REGISTRATION PROCESS. IF YOU ARE UNABLE TO REGISTER, PLEASE CONTACT THE MYWISCONSIN ID SERVICE DESK FOR ASSISTANCE. 608-471-6667

WISCONSIN

Set up security methods

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

Set up required

✉ **Email**
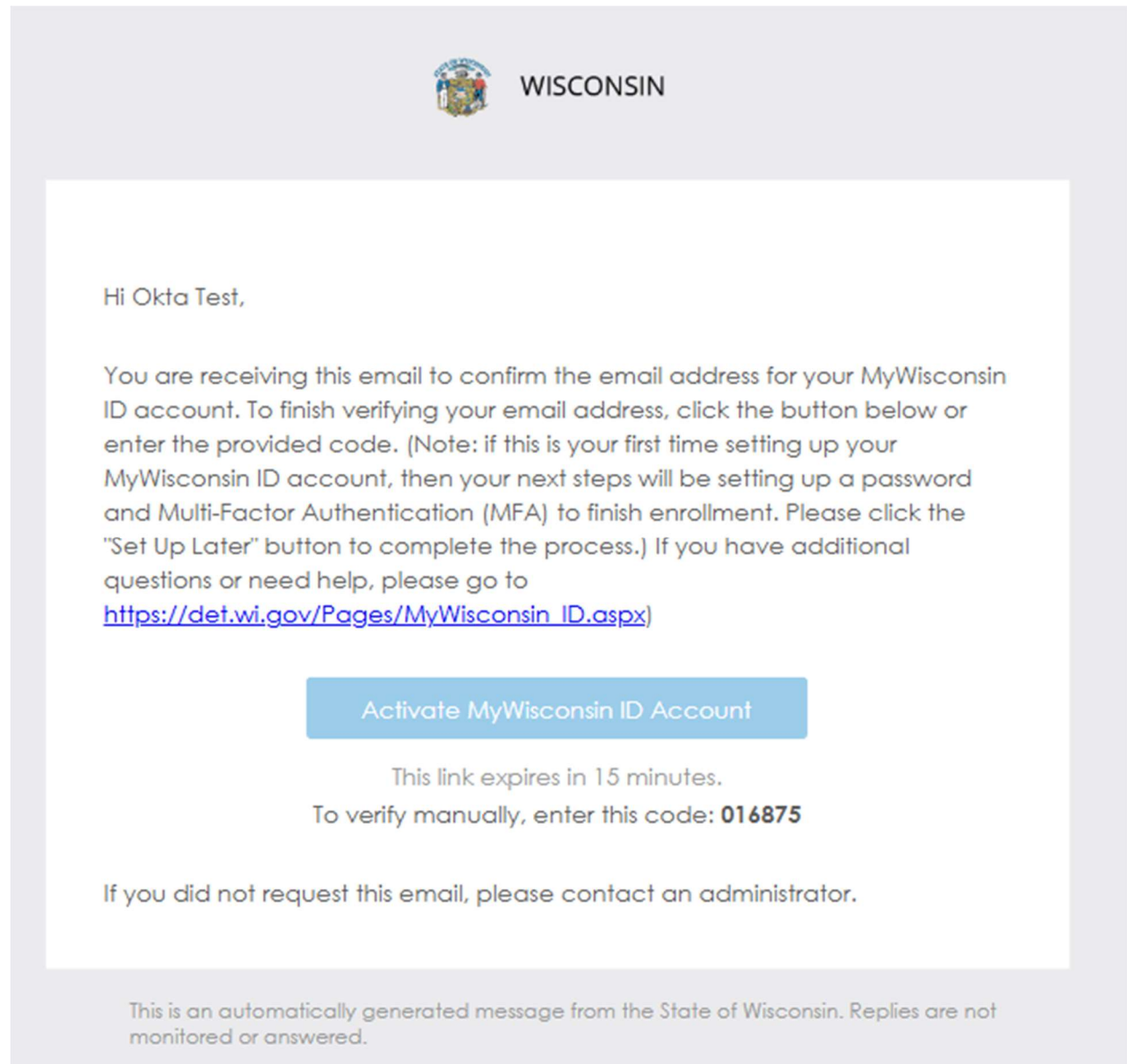Verify with a link or code sent to your email

Set up

🔒 **Password**
Choose a password for your account

Set up

Back to sign in

Step 4)

An email will be sent to the email address you entered, click the **Activate MyWisconsin ID Account** button in the email to verify your email address.

WISCONSIN

Hi Okta Test,

You are receiving this email to confirm the email address for your MyWisconsin ID account. To finish verifying your email address, click the button below or enter the provided code. (Note: if this is your first time setting up your MyWisconsin ID account, then your next steps will be setting up a password and Multi-Factor Authentication (MFA) to finish enrollment. Please click the "Set Up Later" button to complete the process.) If you have additional questions or need help, please go to https://det.wi.gov/Pages/MyWisconsin_ID.aspx)

Activate MyWisconsin ID Account

This link expires in 15 minutes.
To verify manually, enter this code: **016875**

If you did not request this email, please contact an administrator.

This is an automatically generated message from the State of Wisconsin. Replies are not monitored or answered.

Step 5)

After verifying your email address, click the **Set up** button in the Password section.

Step 6)

Enter a new password for your account.

WISCONSIN

Set up password

OktaTest@Domain.com

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

Return to authenticator list

Back to sign in

Step 7)

After setting up a password for your account, you will be prompted to select at least one Multi-Factor Authentication (MFA) method. Click the **Set up** button under your preferred method.

WISCONSIN

Set up security methods

@ OktaTest@Domain.com

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

Set up required

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
Used for access

Set up

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access

Set up

**Phone**
Verify with a code sent to your phone
Used for access

Set up

Security Key or Biometric Authenticator
Use a security key or a biometric authenticator to sign in
Used for access

Set up

Back to sign in

Step 8)

After setting up at least one MFA method for your account, you will be directed to the last screen to set up additional MFA methods if desired. Click **Continue** to complete your registration.

WISCONSIN

Set up security methods

(Q) OktaTest@Domain.com

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

Set up optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
Used for access

Set up

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access

Set up

Phone
Verify with a code sent to your phone
Used for access

Set up

Continue

Back to sign in

Step 9)

Account is created, ignore this page and close browser
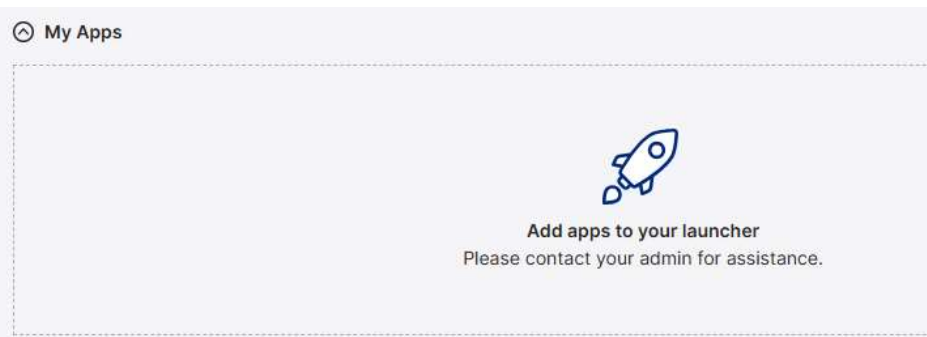
Now that your MyWisconsin ID has been created, you will use it to log in to switchboard

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" option.
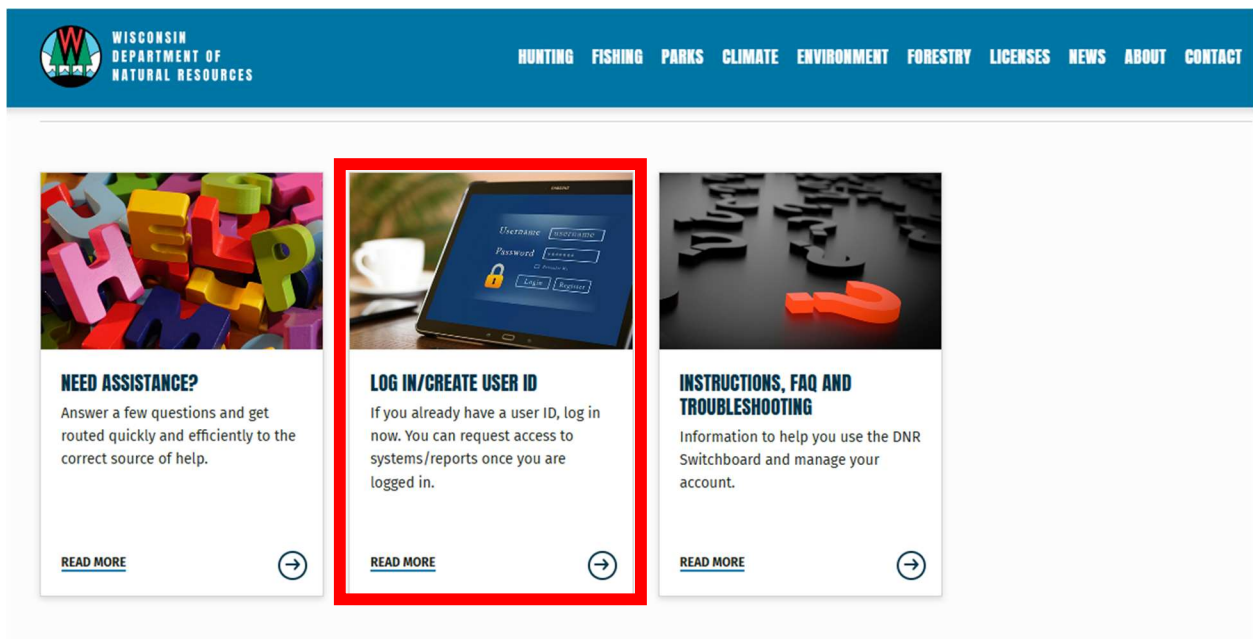
Click on the "Go to MyWisconsin ID" button

Click on "Sign In"

Log in, then you will see the following options to transfer WAMS data or continue as a new user. If you previously used a WAMS ID to access switchboard, you will want to transfer your WAMS data to transfer all access and facilities. This will allow you to continue use on switchboard as you had with WAMS, without needing to request access to the facilities again.

LOGIN ACCOUNT PERMISSIONS

Congratulations, you are logged in with your ███████████████

Please select an option to Proceed

TRANSFER WAMS DATA

Data and Permissions relating to your personal WAMS ID will be transferred to your State Employee 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 State Employee 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 my State of Wisconsin email account?

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 are transferring WAMS Data, click that option, then submit your WAMS ID and password to transfer the data. You may stop the tutorial here and continue with switchboard use as normal.

WAMS ID	
Password	

BACK   **SUBMIT**

If you are new to switchboard and did not previously have a WAMS ID, you may continue as new user. Please note that if you had a WAMS ID, after you click this option, you will not be able to transfer your WAMS data and will need to request access again to all facilities.

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

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

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

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. It may take a few days for your request to be processed, but you will then see the access under "My Facilities and Roles" when complete.

Section 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 form; we cannot accept scanned or emailed copies.

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