

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:

 Wisconsin.Gov Home (.gov)
<https://det.wi.gov> > Pages > MyWisconsin_ID

MyWisconsin ID - WI DET - Wisconsin.gov

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

MyWisconsin ID Self Registration

Enter your First Name, Last Name, and an Email address that will ...

Manage Your Account

Below is a guide for managing your MyWisconsin ID account ...

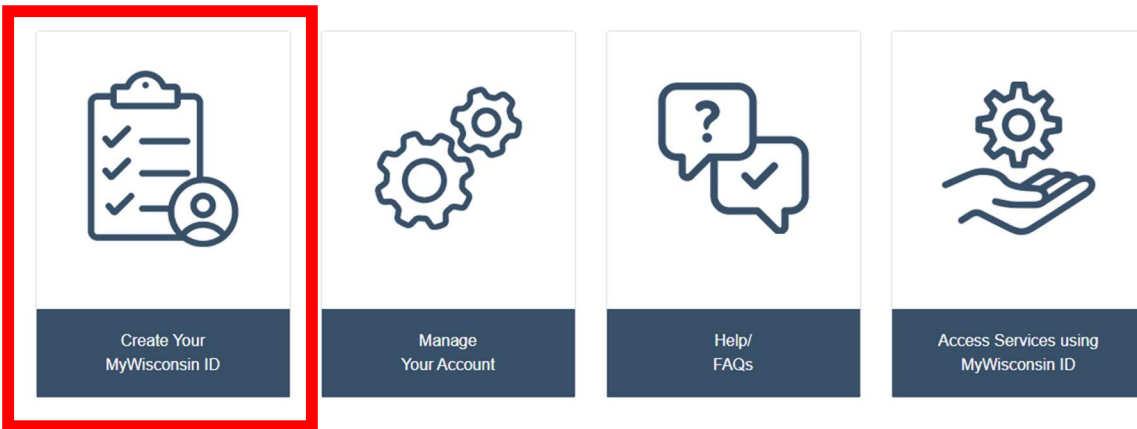
[More results from wi.gov »](#)

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.




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”

 WISCONSIN

MyWisconsin ID Sign In

Email address
example - user@domain.com

Next

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

Don't have an account? [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

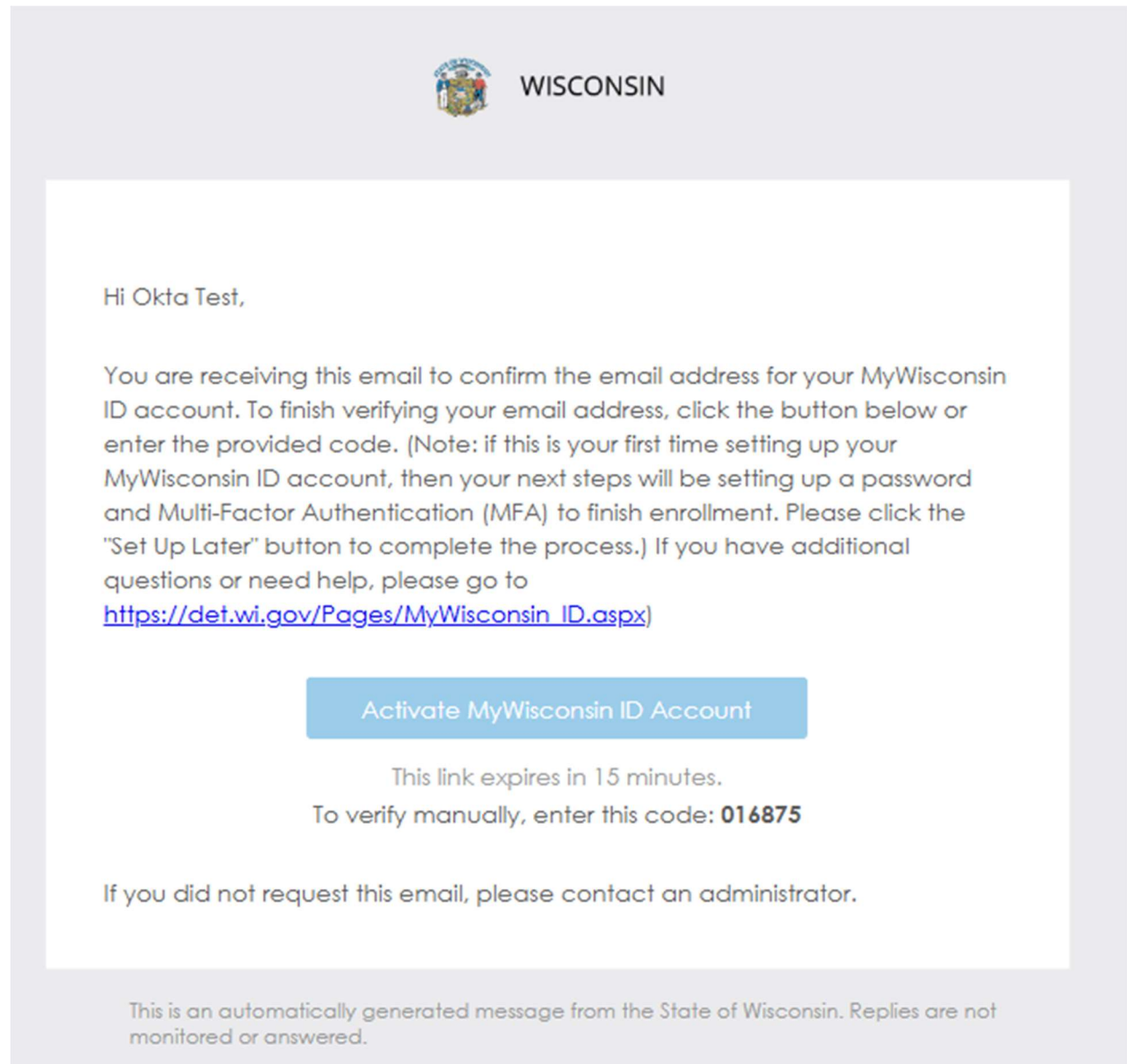
Choose a password for your account

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.



Step 5)

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



WISCONSIN

Set up security methods

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

Set up required



Password


Choose a password for your account


Set up

[Back to sign in](#)


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

 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

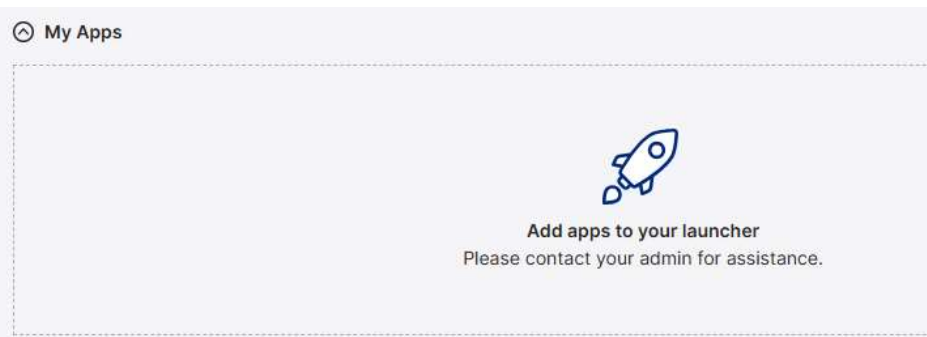
[Set up](#)

[Continue](#)

[Back to sign in](#)

Step 9)

Account is created, ignore this page and close browser

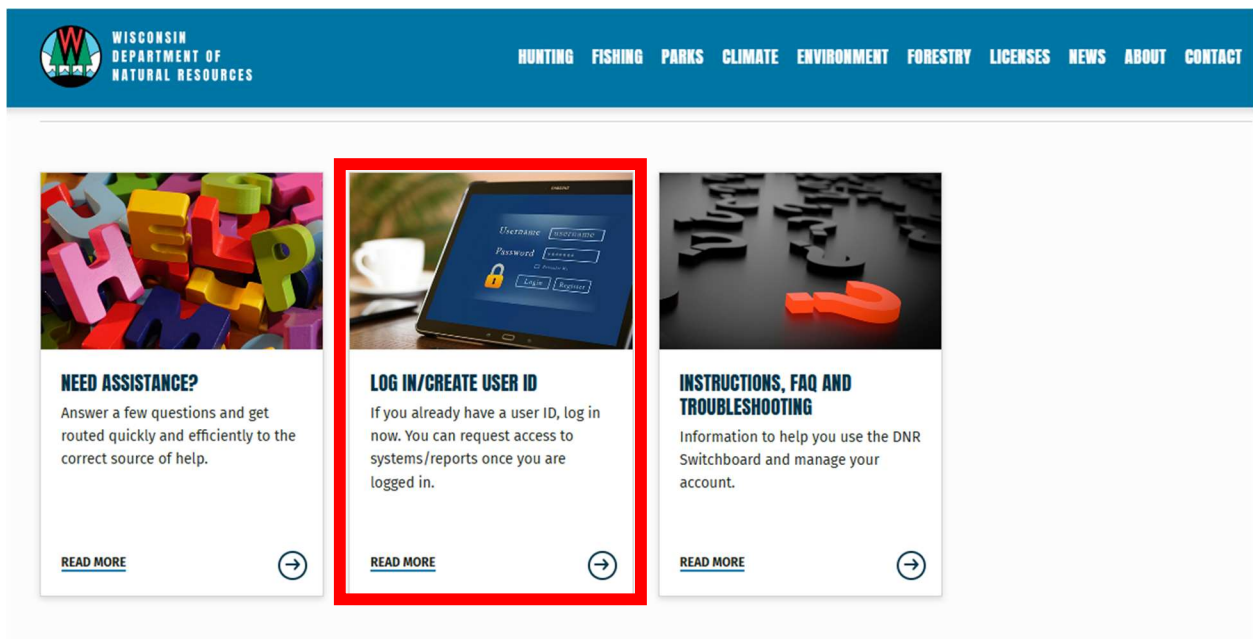


Now that your MyWisconsin ID has been created, you will use it to log in to switchboard

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

PLEASE CHOOSE THE APPROPRIATE LOG IN OPTION BELOW BASED ON THE MIGRATION STATUS OF YOUR SYSTEM.

WAMS SWITCHBOARD

GO TO WAMS

CREATE A WAMS ID

Use for the following:

- Air - Permit and Compliance
- Recycling/eCycling
- Waste

MYWISCONSIN ID SWITCHBOARD

GO TO MYWISCONSIN ID

Only for the following online systems:

- Air - Emission Inventory
- Asbestos
- CWFP/SDWLP Loans – ITA/PERF and Application Systems
- Contract County Sanitary Survey

Click on “Sign In”

MYWISCONSIN ID

SIGN IN

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

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 [REDACTED]

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 | <input type="text"/> |
| Password | <input type="password"/> |
| <input type="button" value="BACK"/> | <input type="button" value="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

WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles **Request Access** Profile Logout

Welcome

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 |
|----------|--------|
| 0 | 0 |

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

Requesting Access

1 Role Info 2 Facility Info 3 Submit

| | | |
|--|---|---|
| Wastewater/Septage ▼ Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR) | Waste ▼ Hazardous, Infectious, and Solid Waste Annual Report | Air ▼ Air Permit, Compliance and Emission Inventory Reporting |
| Recycling ▼ Recycling Grant Applications, Recycling Annual Report and Materials Recovery Facility (MRF) Annual Self-Certification | Laboratory ▼ Lab Drinking Water Results and Proficiency Testing | |

Reports are migrated to My Wisconsin ID

| | | |
|--|--|--|
| CWFP Online System - Read Only ⓘ | Nonmetallic Mining RA Annual Report ⓘ | Drinking Water Monthly Operating Report (eMOR) Certified Operator (Submit and Entry) ⓘ |
| CWFP Online System - Enter Only ⓘ | Well Abandonment and Construction Report Entry ⓘ | Air Emission Inventory Submittal ⓘ |
| CWFP Online System - Enter & Submit ⓘ | Drinking Water System County Access ⓘ | Lab Data Entry for Private Drinking Water Results ⓘ |
| SDWLP Online System - Read Only ⓘ | Drinking Water System Sanitary Survey ⓘ | Lab Data Entry for Public Drinking Water Results ⓘ |
| SDWLP Online System - Enter Only ⓘ | Drinking Water Monthly Operating Report (eMOR) Data Entry (Entry Only) ⓘ | Access ARDN for Asbestos Notification ⓘ |
| SDWLP Online System - Enter & Submit ⓘ | OWQP Data Submittal Role ⓘ | |

Next >

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”.

Requesting Access

1 Role Info 2 Facility Info 3 Submit

Search Facilities [Create new Facility](#)

Identifier Site Name

Search existing facilities at DNR to find the facility you are looking. If search does not yeild any results, you'll will be given the option to Add Facility.

Selected Facilities

Use above 'Search Facilities' section to Search /Add a facility to the list of Selected Facilities.

[« Back](#) [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.

Requesting Access

1 Role Info 2 Facility Info 3 Submit

| Facility | Role(s) | Additional Information |
|--|---|---|
| Wi Dnr Brule River State Fish Hatchery (FID: #816010360) 13847 E Hatchery Rd, Brule, WI - 548209018 | <ul style="list-style-type: none"> Wastewater/Septage Reporting Forms (Entry Only) | Permit (WI-9999999) or Business License (9999): * <input type="text" value="0004171"/> Your Title: <input type="text"/> Are you replacing a contact at this facility? * <input type="radio"/> Yes <input type="radio"/> No If yes, enter their name here: <input type="text"/> |

☐ I have read and accept the electronic signature and trading partner agreement [Terms & Conditions \[pdf\]](#) *

[« Back](#) [Submit](#)

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.