# SEMI-PUBLIC WALDO: HOW TO OBTAIN ACCESS

**Department of Health and Family Services**
**Division of Public Health**
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**plicasbestoslead@dhfs.state.wi.us**

# Obtain Access to WALDO

## Step One -

## Register with State of Wisconsin

https://on.wisconsin.gov/servlet/wimap/selfreg.SelfRegController

**Note: Screens used in these instructions are not under the control of the Asbestos and Lead Section, so they might be changed without our knowledge. If the screens you view are different, please follow the instructions given on the new screens and use these instructions to supplement them.**

Wisconsin Web Access Management System - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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Logout Help FAQ

## Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.

**1. Read the instructions before you begin.**

**OVERVIEW**

The self-registration process consists of two parts:

**Important!:** We highly recommend that you complete Parts One and Two at the same time. You **must** complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.

- **Part One: Requesting a Wisconsin User ID and Password**

In Part One, you will submit your contact and account information. You will be sent a confirmation e-mail immediately, containing a Web link to the Account Activation page.

**Note:** You must have an accessible, valid, and unique e-mail address to complete the self-registration process.

- **Part Two: Activating your Account**

Internet

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- **Part Two: Activating your Account**

In Part Two, you will click the Web link in your confirmation e-mail, taking you to the Account Activation page. You will log in using your new Wisconsin User ID and Password to activate your account.

**STARTING THE SELF-REGISTRATION PROCESS**

To begin, you must read the User Acceptance Agreement below and click **Accept** at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click **Decline** to end the registration process.

**Wisconsin Web Access Management System**
**User Acceptance Agreement**

**Introduction**

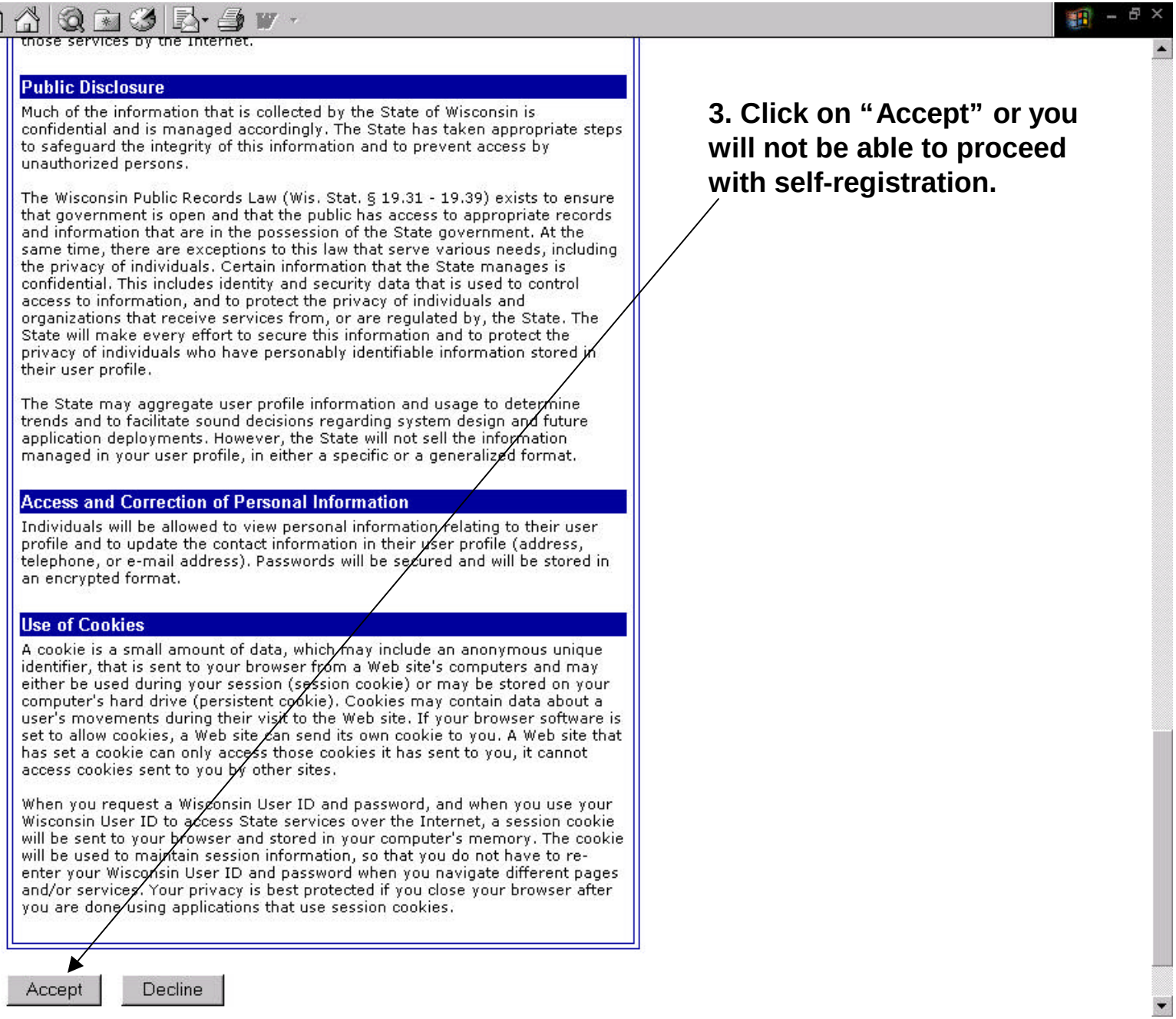
Many State agencies provide information and services by the Internet. Much of the information and many of the services do not include personal or confidential information, and are available to anyone accessing the State's Portal or agency Web sites. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services, while restricting access by unauthorized individuals.

If you choose to accept the conditions of this user acceptance agreement, you will be prompted to provide the basic information that is required to issue a Wisconsin User ID and password. The information you provide will be stored in your user profile and will be managed according to the State's policy, as described below.

To create your account, you will be asked for your name, e-mail address, telephone number (optional), your desired account name and password. A secret question and answer will also be required for account recovery purposes. Some State Internet services may require additional information. For example, some applications may require a postal address and others may require additional forms of identification. If the necessary information is not already stored, you will be given the opportunity to add that information to your user profile. If you have provided the information previously, there will be no need to re-enter it. You will always have the choice to opt out and not provide the requested information. However, if you do so, you may not be able to complete your transaction over the Internet. You will also have the ability to review, delete or update the information stored in your user profile.

In time, we anticipate that every State agency will recognize your Wisconsin User ID and password. There will be no need to have a separate Wisconsin User ID for each agency. Once you have logged on to the Wisconsin Web Access Management System, your identification information, contact information and the other data you choose to provide, will be made available to

**2. Read the User Acceptance Agreement.**



those services by the Internet.

**Public Disclosure**

Much of the information that is collected by the State of Wisconsin is confidential and is managed accordingly. The State has taken appropriate steps to safeguard the integrity of this information and to prevent access by unauthorized persons.

The Wisconsin Public Records Law (Wis. Stat. § 19.31 - 19.39) exists to ensure that government is open and that the public has access to appropriate records and information that are in the possession of the State government. At the same time, there are exceptions to this law that serve various needs, including the privacy of individuals. Certain information that the State manages is confidential. This includes identity and security data that is used to control access to information, and to protect the privacy of individuals and organizations that receive services from, or are regulated by, the State. The State will make every effort to secure this information and to protect the privacy of individuals who have personably identifiable information stored in their user profile.

The State may aggregate user profile information and usage to determine trends and to facilitate sound decisions regarding system design and future application deployments. However, the State will not sell the information managed in your user profile, in either a specific or a generalized format.

**Access and Correction of Personal Information**

Individuals will be allowed to view personal information relating to their user profile and to update the contact information in their user profile (address, telephone, or e-mail address). Passwords will be secured and will be stored in an encrypted format.

**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

**3. Click on "Accept" or you will not be able to proceed with self-registration.**

Logout Help FAQ

## Self-Registration

* Indicates Required Field

**Profile Information**

| | |
|---|---|
| First Name | IM * |
| Middle Initial | A |
| Last Name | Inspector * |
| Suffix | II e.g., JR, SR, I, II, III |
| E-Mail | leadbuster@hotmail.com * e.g., username@host.domain |
| Phone # | 608 261 6876 |

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 | 1 W Wilson St |
| Unit Number | 137 |
| City | Madison |
| State | Wisconsin |
| Zip Code | 53701 2659 |

**Home Mailing Address**

☑ Mailing Address is the same as Residence Address.

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

**4. Complete the Profile Information section.**

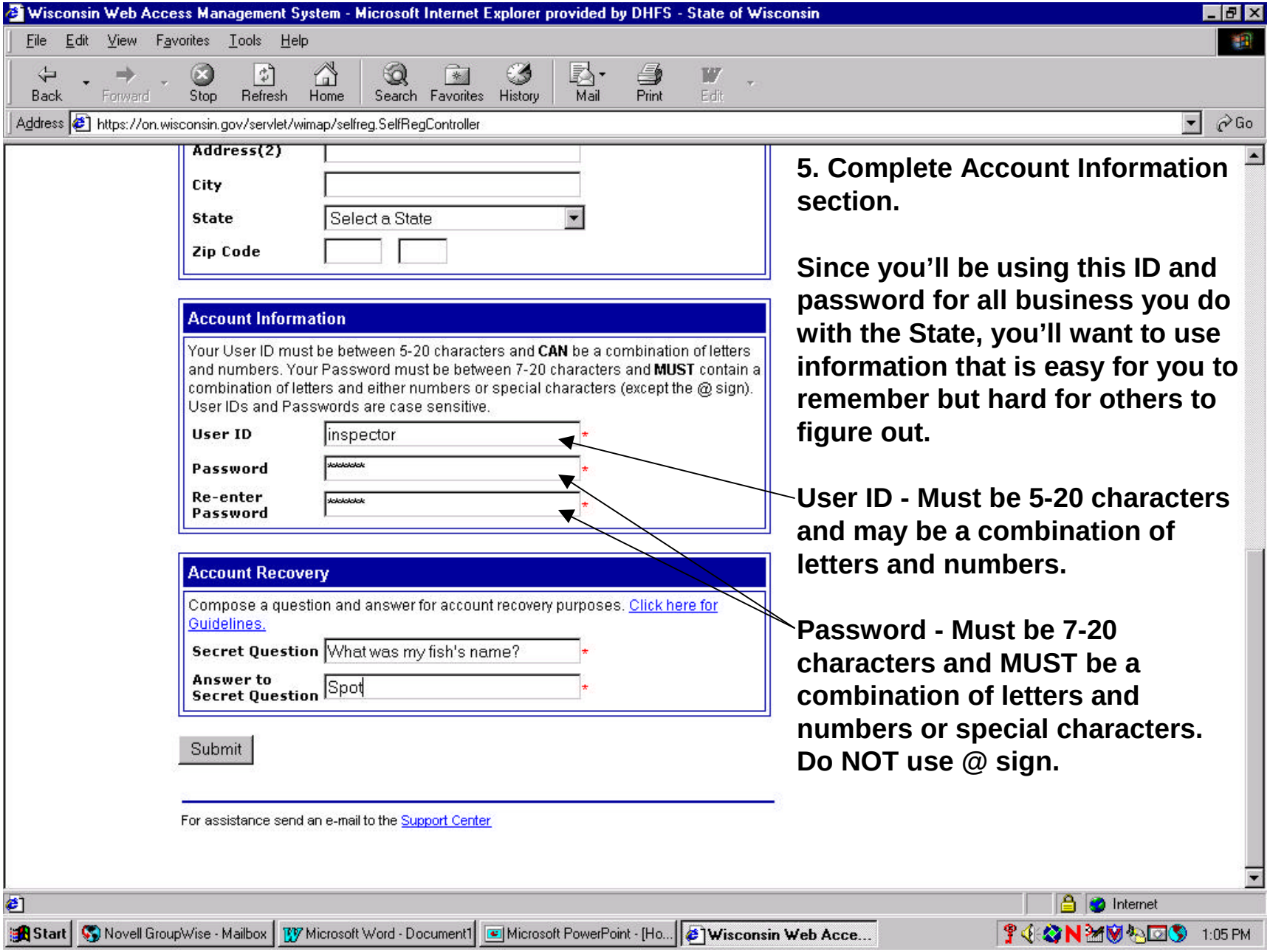
**The following are required fields:**

- **First Name**
- **Last Name**
- **E-Mail**

**The e-maill address must be unique - not shared with another person registered with the State.**

**Since an e-mail is sent to this address to complete the registration process, be sure you check this e-mail address and respond within 4 days.**

**Please fill in *ALL* requested information. Providing your middle initial and any suffix to your name will help us accurately identify you.**

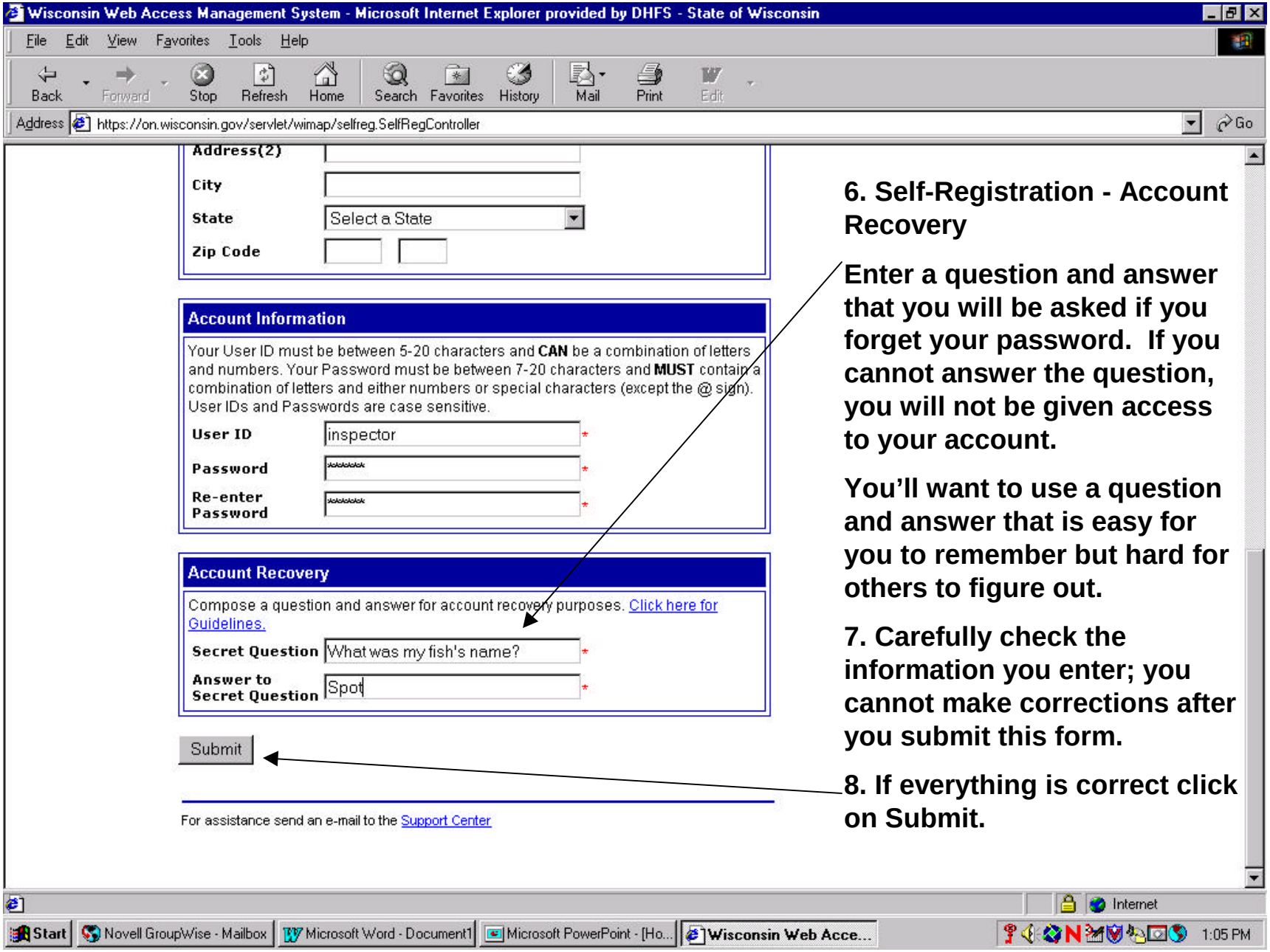



**5. Complete Account Information section.**

**Since you'll be using this ID and password for all business you do with the State, you'll want to use information that is easy for you to remember but hard for others to figure out.**

**User ID - Must be 5-20 characters and may be a combination of letters and numbers.**

**Password - Must be 7-20 characters and MUST be a combination of letters and numbers or special characters. Do NOT use @ sign.**



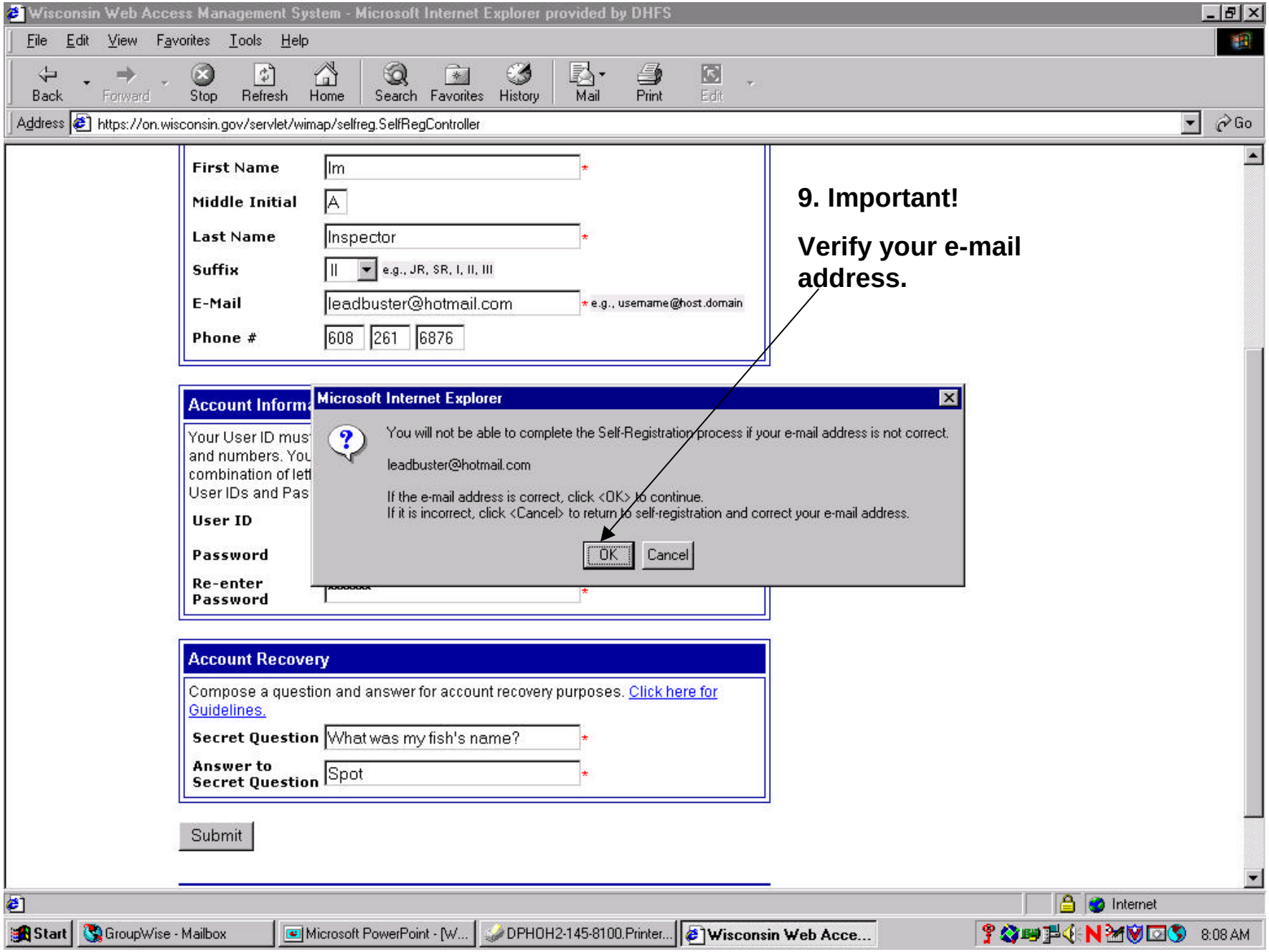

**6. Self-Registration - Account Recovery**

**Enter a question and answer that you will be asked if you forget your password. If you cannot answer the question, you will not be given access to your account.**

**You'll want to use a question and answer that is easy for you to remember but hard for others to figure out.**

**7. Carefully check the information you enter; you cannot make corrections after you submit this form.**

**8. If everything is correct click on Submit.**




**9. Important!**

**Verify your e-mail address.**

**10. Important! To complete self-registration, you must respond to the e-mail that will be sent to your shortly. Check your e-mail and follow the instructions in the e-mail.**

ICS Login - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

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Address https://apps4.dhfs.state.wi.us/ICSLogin/?"https://apps4.dhfs.state.wi.us/waldo/servlet/RecentlyUsedController" Go Links

wisconsin.gov home state agencies subject directory

Department of Health & Family Services

Topics A-Z | Programs & Services | Partners & Providers | Reference Center | Search

## Please log in

Please enter your username and password

Username:

Password:

Login Reset

Forgot your password? Request a Wisconsin User ID and Password

**11. If you forget your password, click on "Forgot your password?"**

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**Wisconsin Department of Health and Family Services**

Local intranet

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Address https://on.wisconsin.gov/servlet/wimap/accountrecovery.BrowserCookieTester?phase=check&AppKey=AR Go

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## Wisconsin User ID Account Recovery

Welcome to the Wisconsin User ID Account Recovery process. In order to recover your account, follow these four easy steps:

1) Provide either your Wisconsin User ID **or** the e-mail address associated with your account.
2) Follow the Web link in the e-mail.
3) Provide the exact answer to your secret question.
4) Provide a new password for your account.

When Step 4 is complete, a Successful Wisconsin User ID Account Recovery message will be displayed. This message will contain your User ID, in case that was the forgotten item. The same message will also be sent to the e-mail address associated with your account.

**Account Information**

Provide either your Wisconsin User ID **or** the e-mail address associated with your account.

User ID

E-Mail

Submit

**12. You will be brought to the Account Recovery screen.**

**Enter either your user ID or your e-mail address, then click on "Submit".**

Internet

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# Obtain Access to WALDO cont.

## Step Two - Request Access to WALDO

- **Complete form DPH 44010, Lead-Free/Lead-Safe Property Registry, Training Course, Class and Roster Database Access Application. Obtain this form on the Internet at dhfs.wisconsin.gov/waldo**
- **Give the form to your company's Access Authorization Administrator to submit to Asbestos and Lead Section.**
- **The form may be faxed to (608) 266-9711 or attached to an e-mail and sent to plicasbestoslead@dhfs.state.wi.us**

# Obtain Access to WALDO cont.

## Step Three - Wait for authorization notice from the Asbestos and Lead Section

**When your request for access has been approved, DHFS will send an e-mail to you or the Access Authorization Administrator for your company. You may then go to WALDO, log in and start entering data.**