

# REGISTERING FOR WAMS, PHIN & SPHERE

Step 1: WAMS = Web Access Management System – Pg 1

Step 2: PHIN = Public Health Information Network – Pg 6

Step 3: Request rights to SPHERE – Pg 11

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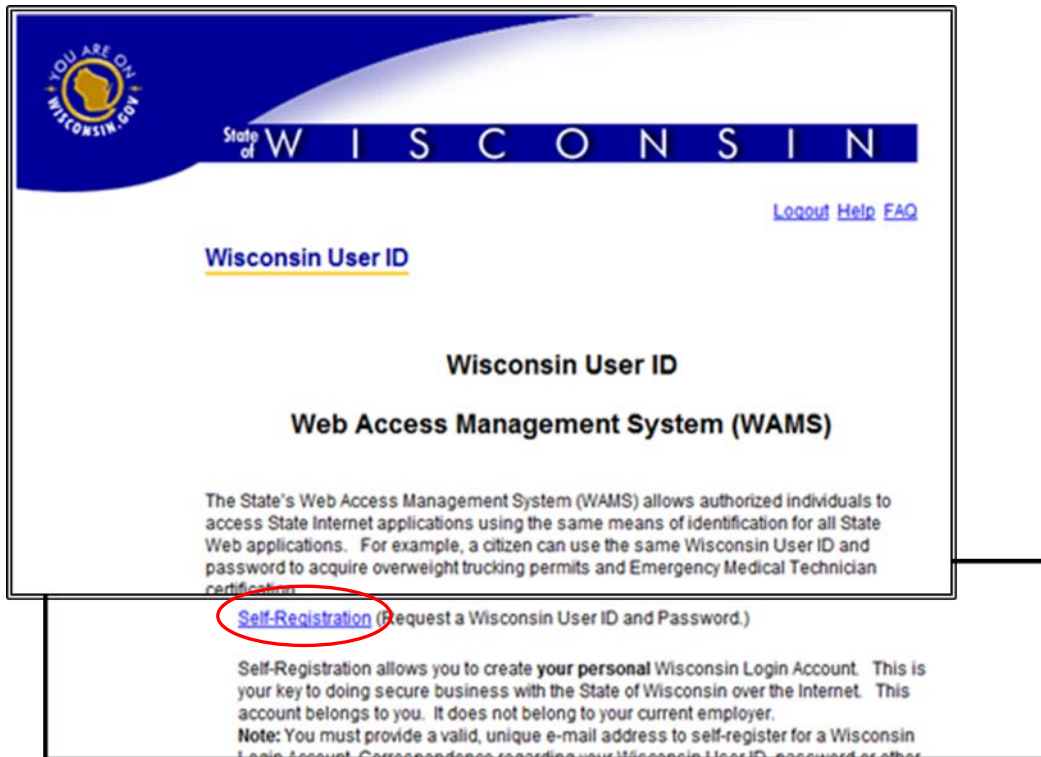
*If you already have a Wisconsin User ID WAMS account, continue to Page 6 to complete your PHIN registration.*

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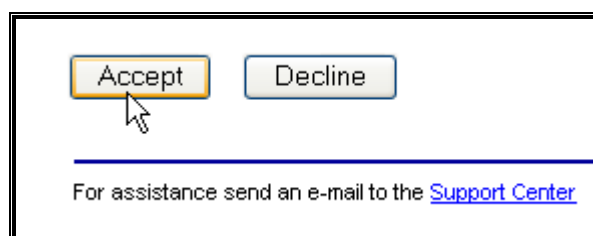
## Step 1: WAMS Registration

Step 1: Obtain a Wisconsin UserID and Password for WAMS – click on the link indicated below:

- ✓ Go to the WAMS home page, scroll down, and click Self-Registration:  
<https://on.wisconsin.gov/WAMS/home>



- ✓ Read the information and User Acceptance Agreement on the page and then click on “Accept” at the bottom of the page.



- ✓ Fill out **ONLY** the spaces that are marked with the **RED** asterisk (\*) – You will have the opportunity to add more contact information in your PHIN User Profile

FIRST NAME, LAST NAME & E-MAIL

**Self-Registration**  
\* Indicates Required Field

**Profile Information**

<b>First Name</b>	<input type="text" value="Joe"/>	*
<b>Middle Initial</b>	<input type="text"/>	
<b>Last Name</b>	<input type="text" value="Tester"/>	*
<b>Suffix</b>	<input type="text" value="e.g., JR, SR, I, II, III"/>	
<b>E-Mail</b>	<input type="text" value="acewood1@gmail.com"/>	* e.g., username@host.domain
<b>Phone #</b>	<input type="text"/> <input type="text"/> <input type="text"/>	

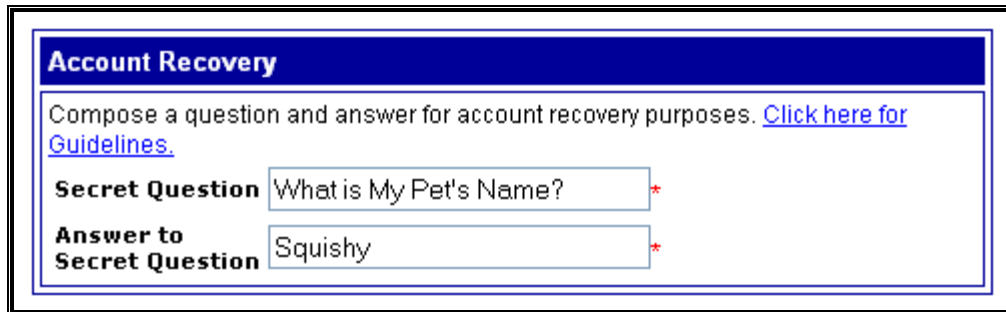
USER ID & PASSWORD

**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.

<b>User ID</b>	<input type="text" value="acewood123"/>	*
<b>Password</b>	<input type="password" value="●●●●●●●"/>	*
<b>Re-enter Password</b>	<input type="password" value="●●●●●●●"/>	*

## SECRET QUESTION FOR ACCOUNT RECOVERY



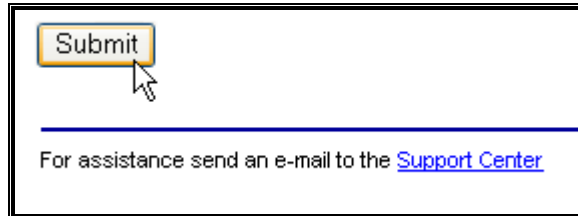
**Account Recovery**

Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

**Secret Question**  \*

**Answer to Secret Question**  \*

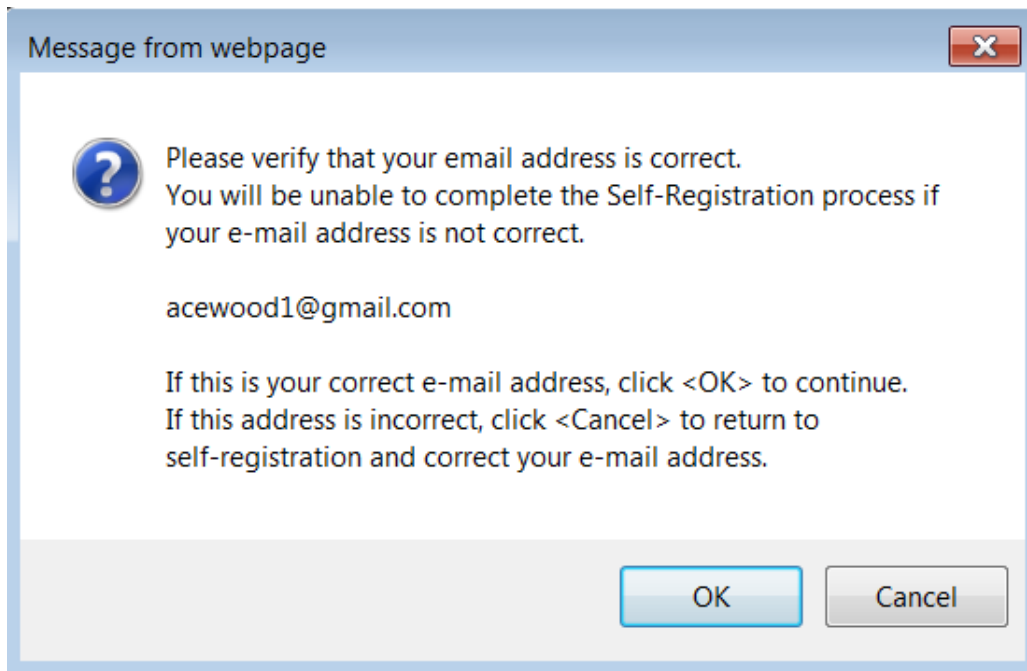
- ✓ Click on **“Submit”**




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For assistance send an e-mail to the [Support Center](#)

- ✓ Verify your e-mail address: a box will pop open and ask you to double check that you have entered the correct e-mail address



Message from webpage

 Please verify that your email address is correct. You will be unable to complete the Self-Registration process if your e-mail address is not correct.

acewood1@gmail.com

If this is your correct e-mail address, click <OK> to continue.  
If this address is incorrect, click <Cancel> to return to self-registration and correct your e-mail address.

- ✓ You will then receive the following message to complete *PART TWO* of the process:

**Self-Registration**

**Joe Tester**

You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

**Follow the Web link in the e-mail to activate your Wisconsin Login Account.**

Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

**NOTE: IF you receive a message that says:**

**Self-Registration**

**Please correct the following errors and resubmit.**

The web server has received more than one registration request. This is most often caused by resubmission of registration data. **This situation will not interfere with the activation of your account.** You may continue the Account Activation process by

- » following the instructions in the e-mail you should receive shortly.

Please Note: This error can also be caused by attempting to register accounts for people other than yourself. Accounts should be registered by the person named in the account.

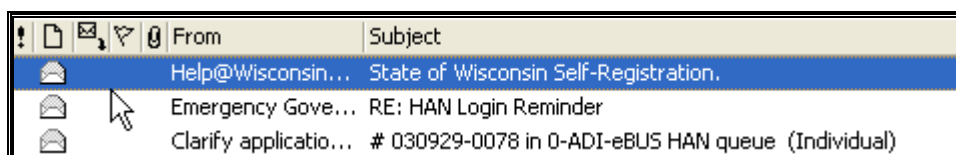
2003092912514496

It means that you most likely already have a Wisconsin User ID – contact the WAMS help desk at:  
<https://on.wisconsin.gov/WAMS/FormattedEmail>

The next step is what most people forget to do

**IMPORTANT:** Your WAMS account is **NOT** active until you activate it via the e-mail you receive from [Help@Wisconsin.gov](mailto:Help@Wisconsin.gov) once you submit the registration form.

- ✓ Check your E-Mail – You should have one from [WAMS@Wisconsin.Gov](mailto:WAMS@Wisconsin.Gov) called “State of Wisconsin Self-Registration”



- ✓ Open the E-mail and follow the instructions:

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you account by entering your Wisconsin User ID and password.

<http://on.wisconsin.gov/WAMS/AA?RSAction=AA&AAID=zMGiMGzEMJuVzinJ> ← Click This Link

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

(After you have activated your account, you may delete this e-mail.)

- ✓ When you click on the link from the e-mail or cut and paste it into your Web Browser the following page will open. Enter the Username and Password you just created:

**Account Activation - Final Step**

**Please log in**

User ID

Password

**WARNING:**This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties

- ✓ Once you do that you will see the following message (your name will be in bold rather than "Joe Tester")

**Self-Registration**

**Joe Tester**

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

- ✓ Go to the PHIN Login Tab (<https://phin.wisconsin.gov/phin/>) or simply close the extra browser window and return to the PHIN Registration page.

## Step 2: PHIN Registration

- ✓ Enter your Wisconsin User ID (WAMS) and Password into the spaces provided and click on the “Login” button.

**WISCONSIN**  
**phin**  
PUBLIC HEALTH INFORMATION NETWORK

### Wisconsin Public Health Information Network

Connecting and sharing health information

[Login](#) [Register](#)

**User ID**

**Password**

[Login](#)

**Please Note:** To meet security standards, PHIN applications do not allow your web browser to store your password. If you have forgotten your password, use the WAMS Account Recovery by clicking on this link to it.

**Welcome to PHIN Registration**

The Wisconsin Public Health Information Network Registration site allows public health workers to request access to SPHERE, WE-TRAC, WBDR and Westnile.

**PHIN Registration Support**

If you encounter a problem, please call or email the Wisconsin Help Desk to report the problem.

Contact Information:  
(608) 261-4400  
toll free: (866) 335-2180  
TTY: 1-888-845-4160  
Email: [helpdesk@wi.gov](mailto:helpdesk@wi.gov)

Forgot User ID or Password?  
Click [here](#)

- ✓ You will then see the following screen to confirm your WAMS information:

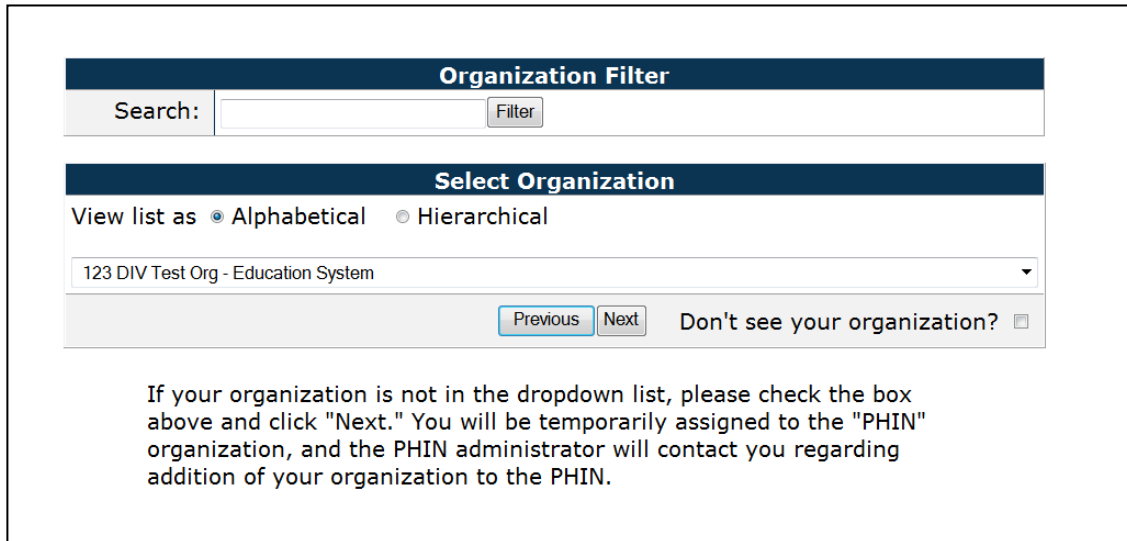
We have collected the following information from the Wisconsin [Web Access Management System \(WAMS\)](#).  
If any of this information is incorrect, please visit the [Web Access Management System \(WAMS\)](#) and update it before proceeding.

Applicant Information	
First Name:	Joe
Last Name:	Tester
Email:	acewood1@gmail.com
User ID:	acewood123
<a href="#">Next</a>	

## ✓ Choose your Organization.

Select your **Organization** from the pull down menu (sorted alphabetically or hierarchically), or type part of the Organization name into the search bar and click "Filter".

Any Organization with your search criteria will then appear in the Organization pull down list, narrowing down your choices significantly.



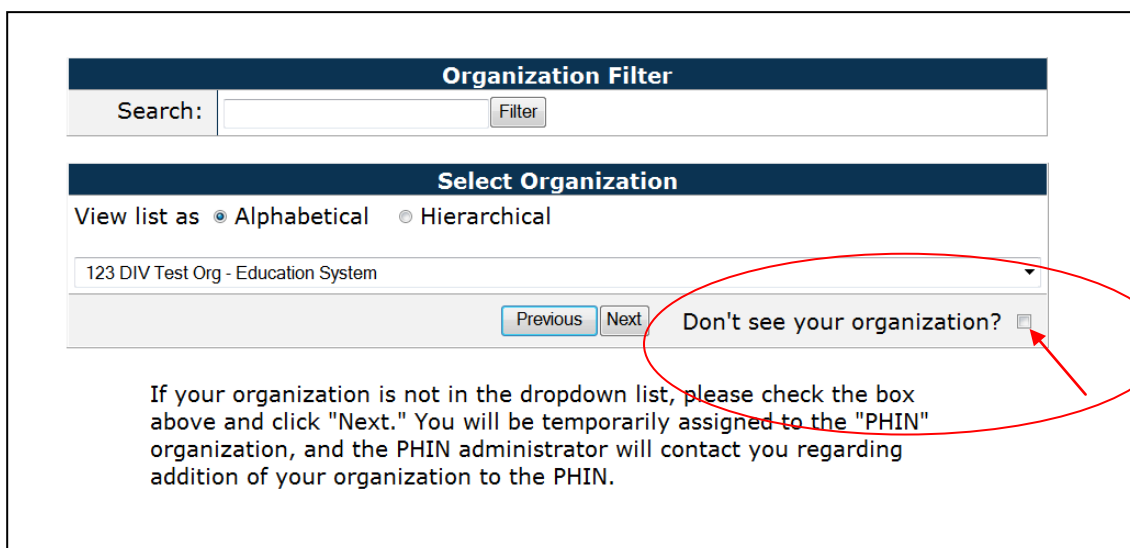
The screenshot shows a web interface for selecting an organization. It is divided into two main sections: "Organization Filter" and "Select Organization".

**Organization Filter:** This section contains a search bar with the label "Search:" and a "Filter" button.

**Select Organization:** This section contains a "View list as" menu with two options: "Alphabetical" (selected) and "Hierarchical". Below this is a dropdown menu showing "123 DIV Test Org - Education System". At the bottom of this section are two buttons: "Previous" and "Next", and a checkbox labeled "Don't see your organization?".

Below the "Select Organization" section, there is a paragraph of text: "If your organization is not in the dropdown list, please check the box above and click 'Next.' You will be temporarily assigned to the 'PHIN' organization, and the PHIN administrator will contact you regarding addition of your organization to the PHIN."

If you do not find your Organization – click the box that says "Don't see your organization?" and click on "Next". You will be temporarily assigned to the "PHIN" organization, and the PHIN administrator will contact you regarding the addition of your organization to the PHIN.



This screenshot is identical to the one above, but it includes a red circle around the "Don't see your organization?" checkbox and a red arrow pointing to it, highlighting the specific action mentioned in the text below.

- ✓ Click on “**Next**” and follow the same instructions for your Job Title:

Job Title Filter	
Search:	<input type="text"/> <input type="button" value="Filter"/>

Select Job Title	
Job Title:	--None-- <input type="button" value="v"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

As with your Organization, you can search the list of Job titles:

- ✓ Next you will be asked to enter your phone numbers. Click “**Next**” when you have added your numbers.

Phone Numbers				Preferred
Office:	( <input type="text"/> ) <input type="text"/> - <input type="text"/> <b>ext.</b> <input type="text"/>	Public <input type="button" value="v"/>	<input type="radio"/>	
Mobile:	( <input type="text"/> ) <input type="text"/> - <input type="text"/> <b>ext.</b> <input type="text"/>	Private <input type="button" value="v"/>	<input type="radio"/>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>				



✓ Next, enter your **address information:**

Addresses		Preferred
<b>Work:</b>		<input checked="" type="radio"/>
Address Line 1:	<input type="text" value="1 West Wilson Street"/>	
Address Line 2:	<input type="text"/>	
City:	<input type="text" value="Madison"/>	
State:	<input type="text" value="WI - Wisconsin"/>	
Zip:	<input type="text" value="53703"/>	
County:	<input type="text" value="Dane"/>	
Directory:	<input type="text" value="Public"/>	
<b>Alternate:</b>		<input type="radio"/>
Address Line 1:	<input type="text"/>	
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text" value="WI - Wisconsin"/>	
Zip:	<input type="text"/>	

✓ Click "**Next**," then enter your **e-mail address information:**

Email Addresses:			Preferred
WAMS:	<input type="text" value="acewood1@gmail.com"/>	<input type="text" value="Public"/>	<input checked="" type="radio"/>
Standard:	<input type="text"/>	<input type="text" value="Public"/>	<input type="radio"/>
Secondary:	<input type="text"/>	<input type="text" value="Private"/>	<input type="radio"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>			

- ✓ The last step is the Registration Confirmation. If all the information is correct, click on **“Submit”**. If not, you are able to change your information by clicking on the “modify” links next to the appropriate category.

REMEMBER, you will be able to update this information in the future by logging in at the PHIN registration page and clicking on the “My Profile” tab at the top of the page.

Personal Information	
<b>Last Name:</b>	Tester
<b>First Name:</b>	Joe
<b>UserID:</b>	acewood123
» <a href="#">modify (via wams)</a>	

Primary Organization Information	
<b>Organization:</b>	DHS Out of Hospital - Birthing Unit
<b>Address:</b>	1 West Wilson Street Madison, WI 53703 Dane County
» <a href="#">modify</a>	

Job Title	
<b>Job Title:</b>	Nurse
» <a href="#">modify</a>	

Email Addresses	
<b>* WAMS:</b>	acewood1@gmail.com » <a href="#">modify (via wams)</a>
* - indicates your preferred email address.	
» <a href="#">modify</a>	

**Click Submit to complete your registration.**

### Step 3: Request rights to SPHERE or other web application

You will then receive a **confirmation message** indicating you have completed the registration application process. If you would like to request access to a specific application, check the box next to the application name and then click on the “Send Request” button.

**Your registration is complete!**

If you would like to request access to any of the following applications, please check the box next to the application name and click "Send Request". An email will be sent to the appropriate administrator for review.

Send Email Request for Access
<input checked="" type="checkbox"/> Secure Public Health Electronic Record Environment (SPHERE)
<input type="checkbox"/> Wisconsin EHDI - Tracking Referral and Coordination (WE-TRAC)
<input type="checkbox"/> Wisconsin Birth Defects Registry (WBDR)
<input type="checkbox"/> PHIN Analysis, Visualization, and Reporting (AVR) Portal
<input type="checkbox"/> Wisconsin Electronic Disease Surveillance System AVR (WEDSS-AVR)

A message will be sent to staff that are associated with the application that was selected and you will be contacted by them when your request is approved.