How to get a WAMS User ID and Password
** Note: Follow each step to ensure SWIMS access **

1. Use this link: https://on.wisconsin.gov/WAMS/home **or** click the 'Get a Wisconsin User ID and Password' link directly from the SWIMS login page.
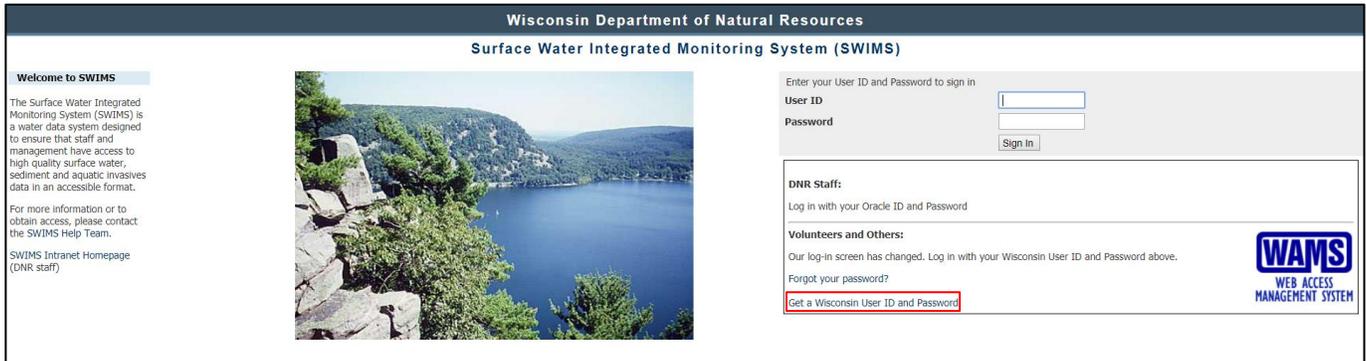
2. Click "Self-Registration"
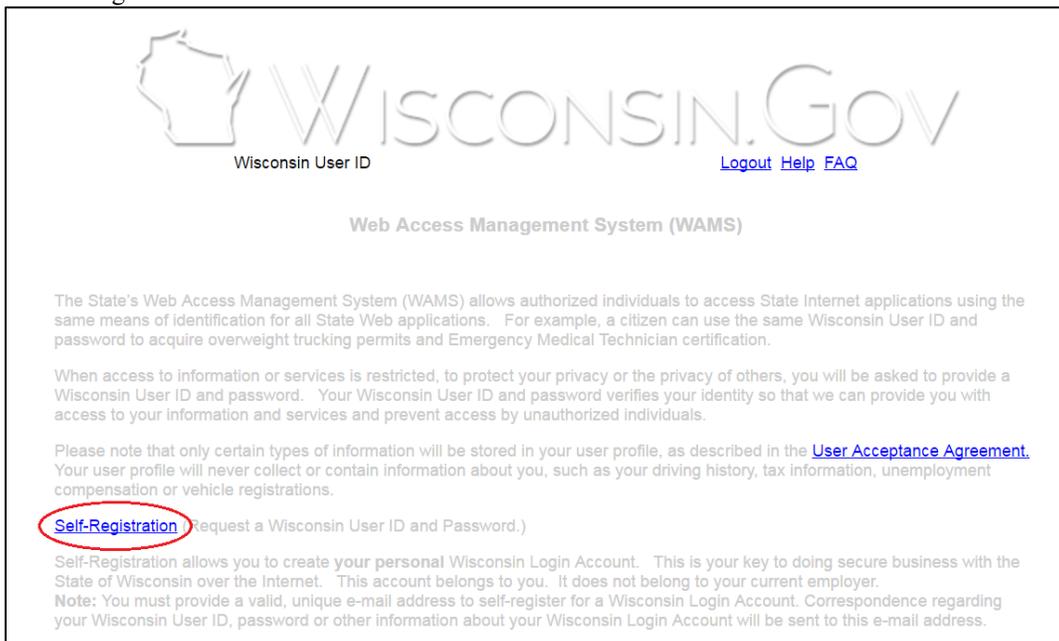
3. Scroll down to the bottom and click "Accept"
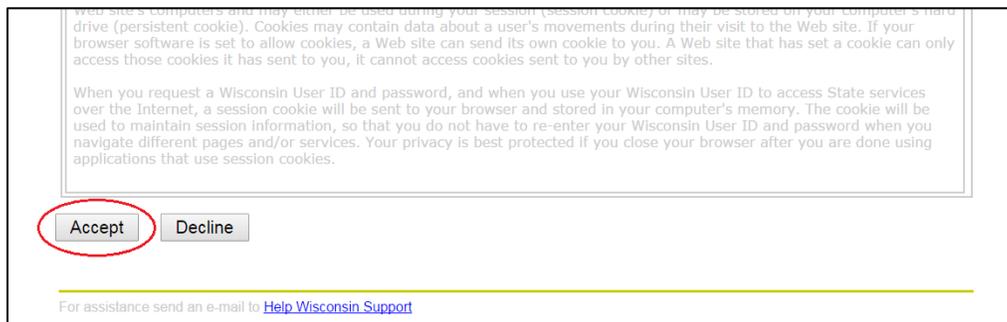
4. Fill in your name and email.
   a. Note: Only fields with a red asterisk (*) are required.
   b. There is a bug with entering postal addresses. Leave both the 'Home Residence Address' and 'Home Mailing Address' fields blank.

5. Fill in 'Account Information' and 'Account Recovery'.

6. Click 'Submit'.

7. Now, log in to your email account. You should see an email from "Wisconsin.gov". Open the email and click on the link in the email. *Log in with your new User ID and password.*

8. **Email the DNR SWIMS Help Team (**DNRSWIMS@Wisconsin.gov**) your User ID.**
   a. In the email, please include:
      i. Your WAMS User ID
      ii. The kind of monitoring you are doing
         • i.e. CLMN, CBCW, WAV, Grant funded work (and the grant number), etc.
      iii. Where you are monitoring
         • i.e. Big Lake, Shawano County
      iv. Home/Mobile phone number
         • Needed in the event of a data related question or sending out supplies and forms

9. The DNR SWIMS team will send you an email back letting you know that you're all set up to access SWIMS within 3-5 business days

Troubleshooting
- **When I open the email to click the link, the link doesn't work.**
  - If the link in the email wraps to the second line and if you click and don't get a log in page, try copying and pasting the part that wrapped around onto the end of the URL.
- **I don't know what to put for the Secret Question**
  - The secret question should be something you can easily remember that doesn't change. You want to pick something where there aren't too many ways to type the answer. For example, name of first pet, color of first car you owned. The secret question has nothing to do with your password, but if you forget your password, it's a way for the computer to tell that it's really you.
- **I don't have an email address.**
  - If you don't have an email address, there are many places on the Web where you can get a free email account: Google, Hotmail (MSN), Yahoo!, etc.
- **When I try to fill in my information (name, address, etc.), it doesn't accept it.**
  - There is a bug with entering postal addresses. I suggest leaving the address blank. Also note: even if you don't fill in the address, addresses for volunteers, etc. are kept in a separate database system, so we will still have your address if you have already given it to us.
- **I got a user id and password, but when I try to log into SWIMS, it won't recognize me and I get an error.**
  - Did you remember to email us your login ID? Be sure to email your user ID to us at the DNR (see step 8).

User ID and Password: What if I Forgot?
- Go to https://on.wisconsin.gov/WAMS/home.
- Click on **Account Recovery** to go to the account recovery page,
- Scroll down and enter **either** your e-mail address or User ID. Click on **Submit**,
- You will receive an automated email from Wisconsin.gov
  (If no email after 20 minutes, check your Junk Mail folder.)
- Click on the link in the email, and follow the steps to reset your password.

* If you are still experiencing issues gaining access to SWIMS, contact the SWIMS Help Team (DNRSWIMS@Wisconsin.gov).*