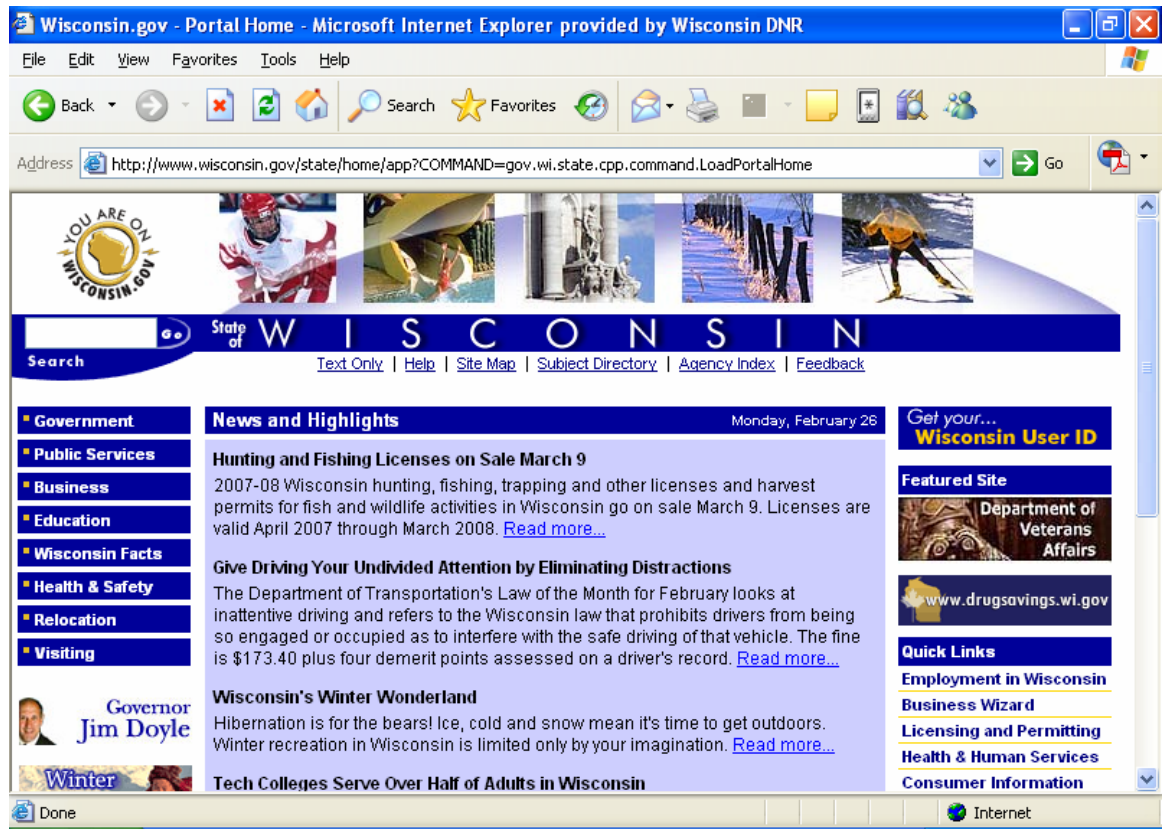
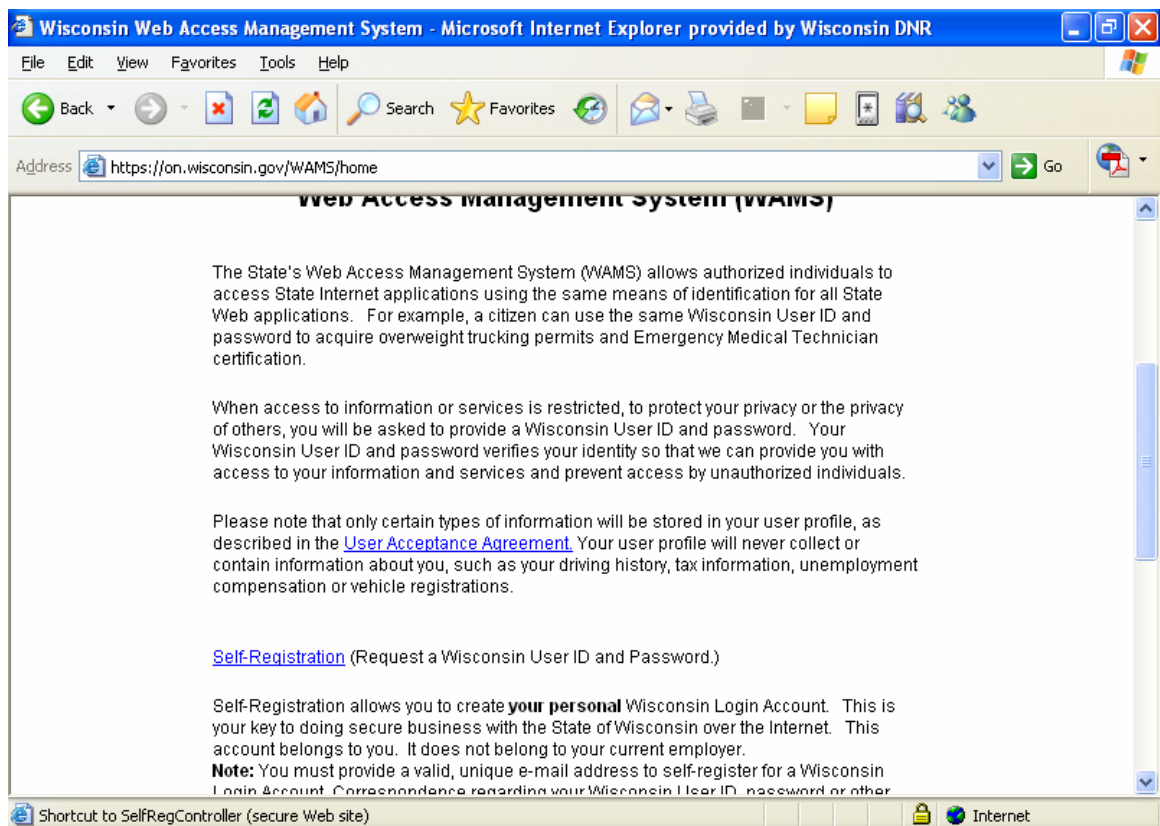


How to get a user id and password

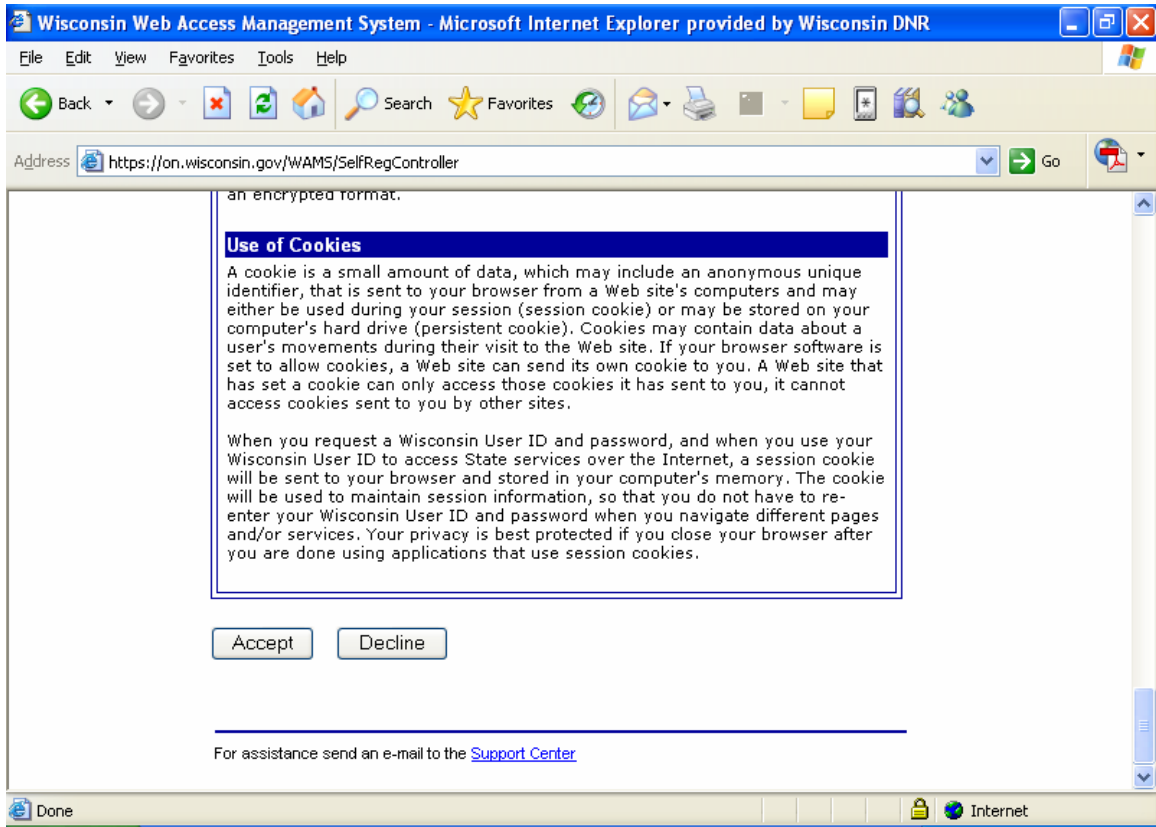
- 1.) Type in the URL: <http://www.wisconsin.gov/>
- 2.) Click "Get your Wisconsin User ID"



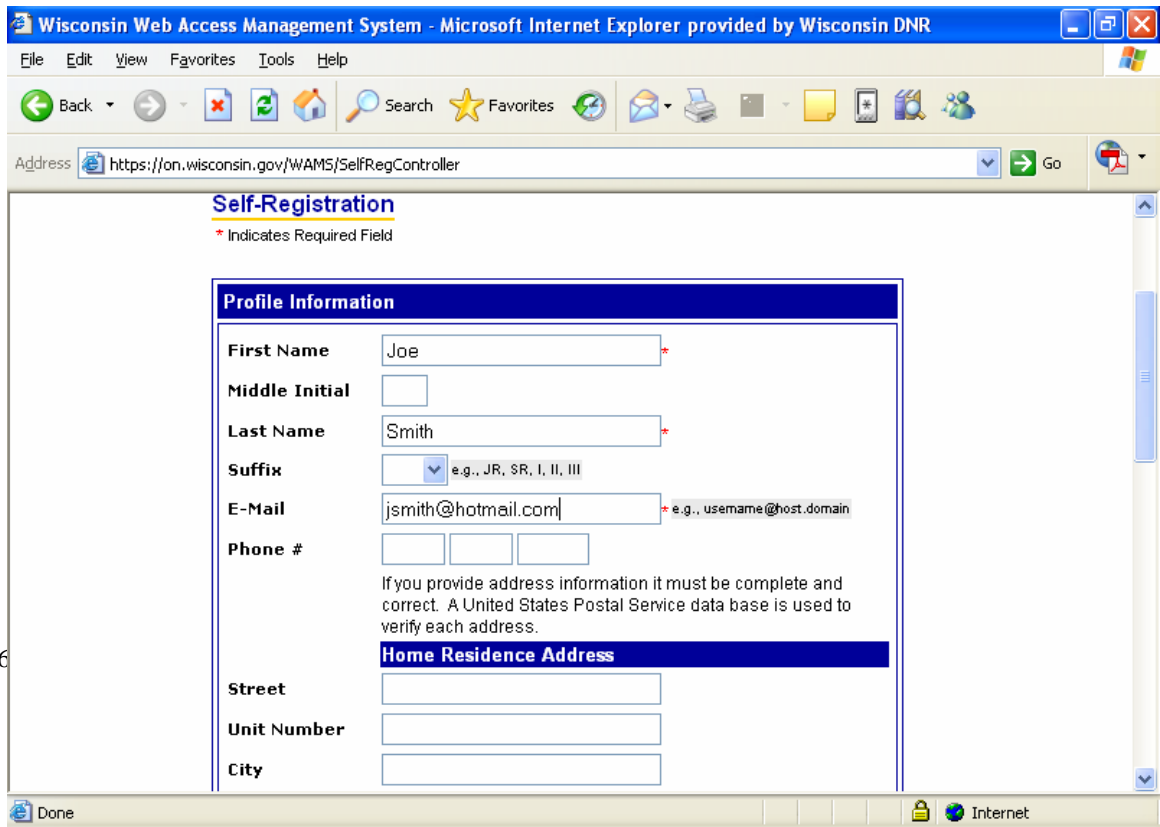
- 3.) Scroll down and click "Self-Registration"

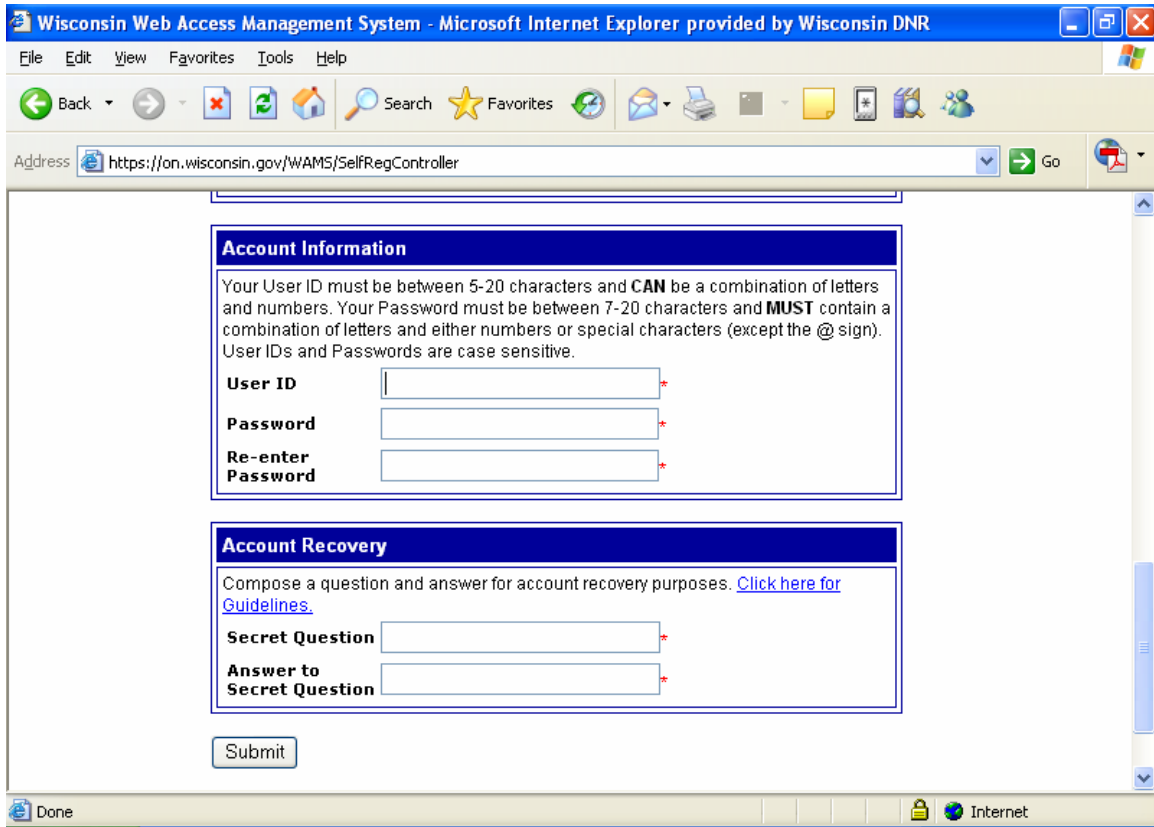


- 4.) Scroll down to the bottom and click “Accept”

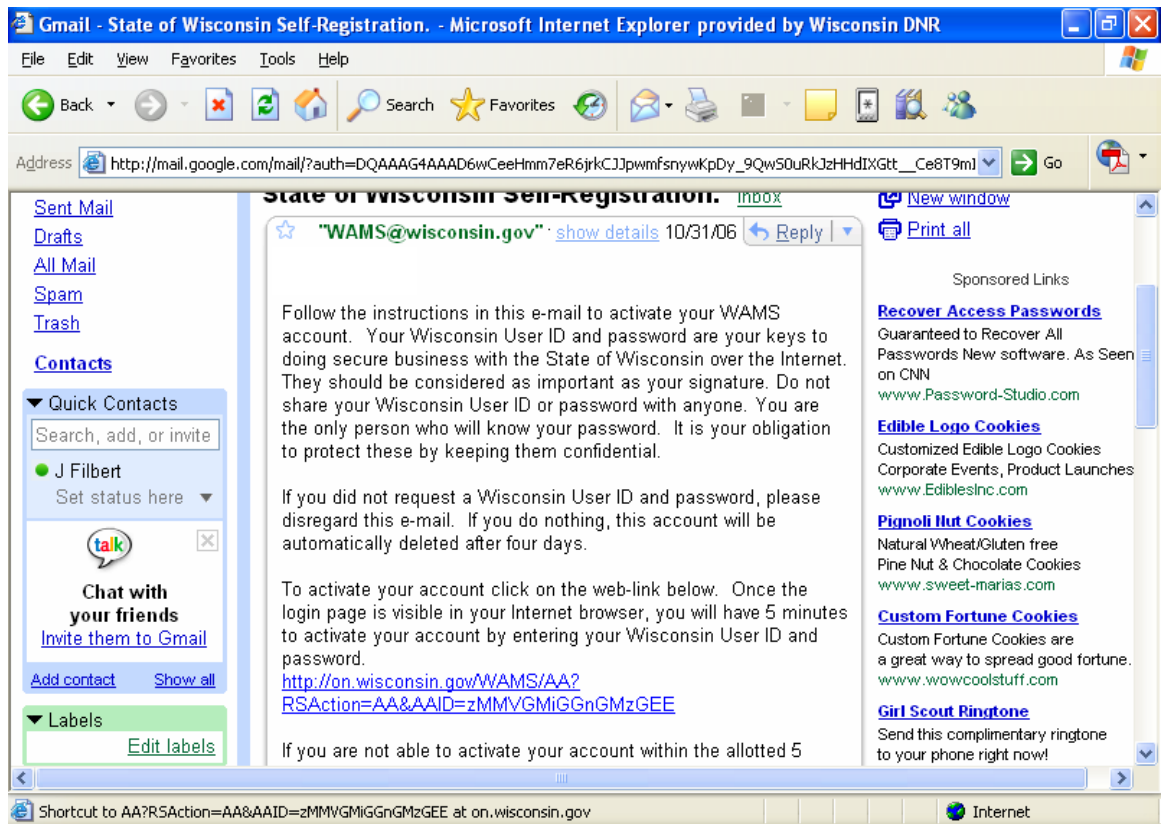


- 5.) Fill in your name and email. Also note: Only fields with a Red * next to them are required. There is a bug with entering postal addresses. I suggest leaving the address blank. Also note: even if you don't fill in the address, addresses for volunteers, etc. are kept in a separate database system, so we will still have your address if you have already given it to us.





- 7.) Hit Submit. Now, go into 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.) You are almost done. Now, the last step is just to **email us your user id**. In the email, tell us what kind of monitoring you are doing and where (i.e. Secchi monitoring on Big Lake, Shawano County or Clean Boats, Clean Waters on Big Lake, Shawano County, or Stream Monitoring on Black Earth Creek). Within a couple of business days, we'll plug in your user ID into our database & we'll send you an email back letting you know that you're all set up to enter data.

- Jennifer Filbert (Jennifer.Filbert@wisconsin.gov) for lake monitoring (Secchi, etc.) or Clean Boats, Clean Waters
- Chris Clayton (Christopher.Clayton@wisconsin.gov) for stream monitoring
- Lisa Helmuth (Lisa.Helmuth@wisconsin.gov) for consultants or others monitoring rivers or streams.

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 from 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, but it won't recognize me.

Be sure to email your user id to us at the DNR (see step 8)

I can't remember my user id and/or password

See separate handout