



Users' Guide

ASSET ACCESS

1-2 _____ DET SECURITY PROCEDURES for ASSET ACCESS _____

Access to ASSET is granted by the Department of Workforce Development. The Division of Employment and Training, IT Coordination Section Security Unit is responsible for processing access requests and monitoring access to DET automated systems.

The first step for getting access to any of the DWD systems is obtain an Active Directory ID, also called a Domain ID. There are two types of domain IDs. DWD employees are assigned an Active Directory ID that is defined as an internal DWD Domain ID. Partner Agencies such as County, Tribal, W-2 or WIA employees are defined as external users and will be assigned a WIEXT Domain ID. DWD employees are automatically set up with a domain ID because the same one is used for access to the DWD Workweb for time reporting, e-mail, etc.. DWD employees must request additional access to ASSET.

DWD Partner staff must create a DWD Wisconsin Logon ID as well as requesting access to ASSET. If a staff member does not have a DWD/Wisconsin Login ID, follow the instructions for creating a Login ID on this site.

<https://accounts.dwd.wisconsin.gov/>

ASSET ACCESS

A worker also must have approved access to ASSET. The user's supervisor must complete a Computer Access Request form (DETS-10-E) to request access to ASSET. The DETS-10-E is available from (and must be submitted through) designated Workforce Development Board Security Officers for each Workforce Development Area.

Note to DWD Partner Staff:

On this form, users need to provide their DWD Wisconsin Login ID that they created. Record the Login ID on line 17 on the DETS-10-E in the space provided.

The process for requesting access to ASSET, or any DET systems, is found in the DET Security Manual on the DWD Workweb at the following link:

(DWD – PARTNERS)

<https://workweb.dwd.state.wi.us/det/manuals/securitymanual.pdf>

(DWD – STATE STAFF)

<http://dwdworkweb/det/manuals/securitymanual.pdf>

It is important to note that access to ASSET should be carefully scrutinized to ensure that only individuals who need to use the system for business purposes are granted access. All information in ASSET must be considered confidential and any breach of confidentiality is a DWD work rule violation.



Users' Guide

ASSET ACCESS

1-2 _____ DET SECURITY PROCEDURES for ASSET ACCESS _____

1. DWD policy provides that:
 - (a) All passwords related to the legitimate access to data are personal to the operator authorized to access data and must be kept **CONFIDENTIAL**;
 - (b) Permitting another to use such password to gain access to data is expressly prohibited, and
 - (c) An operator should never leave a workstation unattended without first terminating or locking their session.
2. A breach of DWD policy constitutes a security violation and may subject the operator to disciplinary action when circumstances warrant it. Any operator who knows of actual or attempted violations should notify their supervisor.

[Return to Index](#)