

ASSET Users' Guide

ASSET SIGN ON PROCEDURES

1-3 _____ ASSET SIGN ON _____

Because ASSET is a secured system, users must abide by DWD work rules regarding security and confidentiality. Once access has been approved, a worker may begin using ASSET.

To access the ASSET application, a user must go to the DWD Workweb Home Page at <http://dwdworkweb/default.htm> and click on the "Applications" menu item at the top of the screen. This takes the user to the DWD Applications page, where ASSET is the first application listed.

DWD Applications - Windows Internet Explorer

http://dwdworkweb/dwd/applications.htm

Applications | Bulletin | Campus | Divisions | Documents | HRS Info | IAM | PTA | PAL | Staff Directory | Service Desk | Site Map

DWD WorkWeb
Department of Workforce Development

SEARCH DWD WEBSITE
SEARCH

HOME SEC OFFICE ASD DCF DET DVR ER UI WC LIRC DWD INTERNET

DWD Applications

Adjust Font & Colors
Printer Friendly

NOTE: many of these applications require special access beyond your DWD login.

- ▶ [ASSET](#)
- ▶ [BASIS](#)
- ▶ [BRS](#)
- ▶ [BudgetWEB](#)
- ▶ [CATS](#) (goes to secure site)
- ▶ [CAL](#) (DWD WorkWeb Only)
- ▶ [Campus](#)
- ▶ [CELS for Extranet Users](#) (Cares Electronic Library System)
- ▶ [CELS for Intranet Users](#) (Cares Electronic Library System)
- ▶ [Correspondence Tracking System \(CTS\)](#)
- ▶ [CTS Training Info](#)
- ▶ [DCF Applications](#)
- ▶ [Enterprise Outlook Web Access](#)
- ▶ [Financial Data Warehouse](#)
- ▶ [GS Project Portfolio](#)
- ▶ [Host on Demand \(HOD\)](#)
- ▶ [HRS Information Update](#)
- ▶ [IRIS](#) - available on intranet (dwdworkweb) only
- ▶ [IT Project Portfolio](#)
- ▶ [JobNet Business](#)
- ▶ [LDRPS](#)
- ▶ [Meter Mail](#)
- ▶ [O*NET](#)
- ▶ [Outlook Web Access](#) (Enterprise)
- ▶ [PAL](#)
- ▶ [PTA](#)
- ▶ [Select Survey](#)
- ▶ [Security Awareness Training - DWD](#) (available on intranet only)
- ▶ [SUITES](#)
- ▶ [TEd](#)
- ▶ [Thin Client System](#)
- ▶ [UIBNET](#)
- ▶ [WDMI - UI BTA Document Management](#)
- ▶ [WDMI - UI BTA Workflow](#)
- ▶ [Web Intelligence](#)
- ▶ [WISARD](#)
- ▶ [WITS](#)
- ▶ [WORKnet](#)

[Back to Top](#)

Clicking on ASSET brings the user to the ASSET Home page, where the user can select to login to the production ASSET system. Note that staff must enter a Logon ID and password in order to access the system.

ASSET Users' Guide

ASSET SIGN ON PROCEDURES

1-3 _____ ASSET SIGN ON _____

The screenshot shows the ASSET login page on the State of Wisconsin DWD website. The page features a blue header with the DWD logo and navigation tabs for HOME, FOR BUSINESS, FOR INDIVIDUALS, DIVISIONS, PARTNERSHIPS, and FACTS & DATA. A search bar is located in the top right. The main content area includes a 'Welcome to ASSET' message, a 'Production Login' button, and a 'Need assistance with ASSET?' section with contact information. A sidebar on the right lists links for 'ASSET: Users' Guide', 'Training Login', 'Infoline', 'WIA LLSIL Guidelines', and 'WIA Technical Assistance Guides (TAGs)'. The footer contains browser compatibility information and a note about Java script.

The ASSET Home page includes links to the following:

- **Production ASSET System** – login to the system used for case management and Job Center Wisconsin customers.
- **Users' Guide** – detailed documentation of the ASSET system and its functionality, including screenshots and field definitions.
- **Training Login** – login to the ASSET training system used by workers to learn about how the ASSET system works.
- **Infoline** – Informational E-flyer notifying ASSET system users of upcoming events, changes and policies related to WI Job Center automated systems.
- **WIA LLSIL Guidelines** – WIA Policy Update regarding Lower Living Standard Income Level.
- **WIA Technical Assistance Guides (TAGs)** – Technical assistance guides for the Youth Program, Adult Program, Dislocated Worker Program, National Emergency Grant, and Trade Adjustment Assistance Act.

ASSET Users' Guide

ASSET SIGN ON PROCEDURES

1-3 _____ ASSET SIGN ON _____

Production ASSET System (Production Environment)

The production ASSET environment is used for case management and for Job Center customers and tracks the services customers are receiving through the WIA Title 1 Youth, Adult, and Dislocated Workers programs and Title 3 Wagner-Peyser programs. The data entered to this environment is used for federal, state, and local agency reports.

Clicking on Production Login brings up a window in which the user must enter his/her user name and password to sign into the system.



When prompted to login, staff must do the following:

- Key in the logon ID in the User Name field, e.g. **mastijo**. DWD Partner Agency staff must use **WIEXT/** before entering their user name, e.g. **wiext/mastijo**.
- Type in the password associated with the logon ID in the Password field.
- Click on OK (or press <ENTER>).

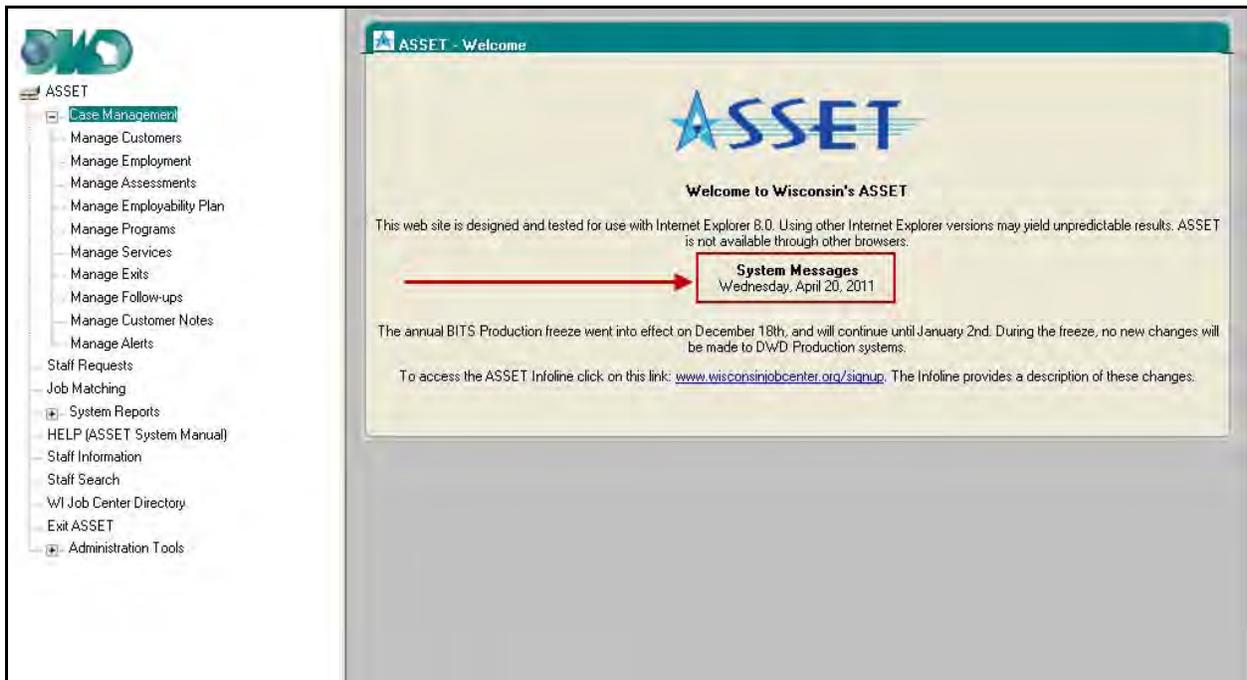
The Welcome to Wisconsin's ASSET screen appears. An area of the ASSET welcome screen includes a section for System Messages.

ASSET Users' Guide

ASSET SIGN ON PROCEDURES

1-3 _____ ASSET SIGN ON _____

Users should remember to check these System Messages each time they log into ASSET, as this is where DET will let users know about new functionality or system problems.

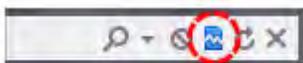


ASSET has been designed to work with Internet Explorer 8.0. Earlier and later versions of Internet Explorer, as well as Mozilla Firefox, may yield unpredictable results. Please call the DWD Service Desk if you do not have Internet Explorer 8.0 installed and need information about how it may be obtained.

ASSET also uses JAVA script extensively. This feature must be turned on for ASSET to work correctly.

Note: If you have Internet Explorer 9.0 installed, turning on the Compatibility View may resolve viewing issues.

To turn on the Compatibility View, click on the Compatibility View button on the Address bar in Internet Explorer 9.



The Compatibility View button

Another option is to press Alt t while in Internet Explorer 9. Alt t will open a Tools menu. Select Compatibility View from the Tools Menu.

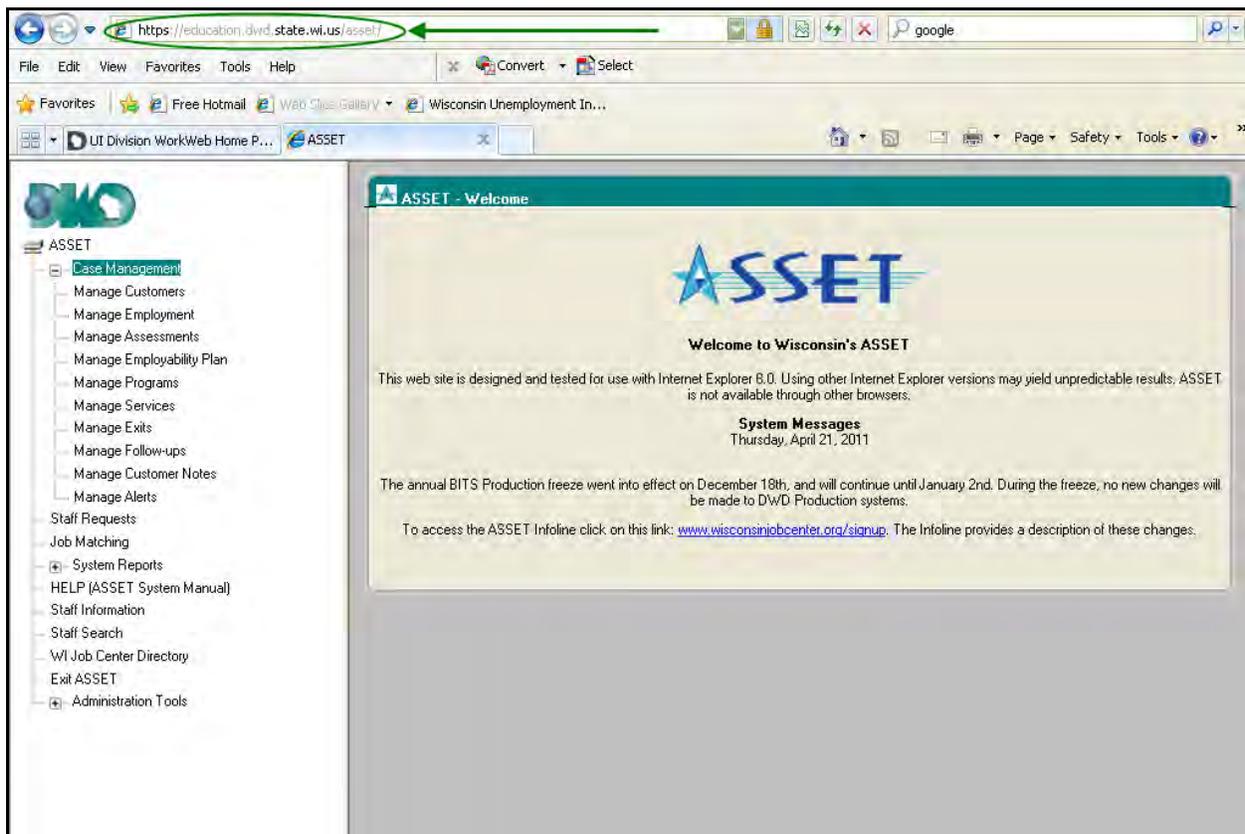
ASSET Users' Guide

ASSET SIGN ON PROCEDURES

1-3 _____ ASSET SIGN ON _____

ASSET Training Environment

There is also an ASSET training environment that is used for workers to learn about how the system works without fear of creating or altering information that is used for federal reporting and performance standards. Real customer information should never be used in the training environment. The training environment mirrors the production environment. Users must logon in the same manner they do in the production environment and the functionality is the same; therefore, staff should pay special attention to which environment they are using to avoid making erroneous changes in the production environment.



Choosing the ASSET Training Environment opens the security sign-on for the Training Environment.

[Return to Index](#)