

ASSET Users' Guide

1-1 OVERVIEW

ASSET supports the Workforce Investment Act (WIA) programs - encompassing the Adult, Dislocated Worker, and Youth programs under WIA Title 1 and the Wagner-Peyser funded labor exchange services (WIA Title 3) including case-managed services to Veterans, Migrant Seasonal Farm Workers (MSFWs), Unemployment Insurance (UI) Claimants, and Older Workers. ASSET also supports reporting for specialized Dislocated Worker programs such as Trade Adjustment Assistance (TAA), Special Rapid Response (SRR) and National Emergency Grants (NEG).

ASSET provides statewide, comprehensive data collection for job seeker registration, case management, and eligibility screening for program and provider services. It is web-based and can be accessed wherever an Internet connection is available, although a high-speed line (DSL or T1 connection) is advisable. This web site is designed and tested for use with Internet Explorer 8.0. Using other Internet Explorer versions may yield unpredictable results. ASSET is not available through other browsers. It can be accessed 24 hours a day, except for a few hours on Saturday afternoon for weekly maintenance on hardware and software.

It is important to track Job Center customer services in ASSET for the following reasons:

- **Federal Reporting for WIA:** ASSET is the sole source of information about our Title 1B and Wagner-Peyser program customers. The registrations and services reported in ASSET are used to create the mandatory federal reports, which in turn, provide Wisconsin with continued federal funding for these programs.
- **State Program Management:** ASSET information is the sole source of data about individuals eligible for WIA and other programs. DWD uses this information for resource planning, monitoring and evaluation, and general program management.
- **Local Program Management:** Data from ASSET can be used for making decisions on resource allocation, program management, or service options by Workforce Development Boards and Job Service districts. Additionally, local agency case managers can use ASSET to better serve their customers by giving them a statewide system that tracks customers wherever services are provided.

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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.

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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](#)

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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 message, a 'Production Login' button, and links to various resources such as the Users' Guide, Training Login, Infoline, WIA LLSIL Guidelines, and WIA Technical Assistance Guides (TAGs). There are also sections for assistance with ASSET and password management.

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>).

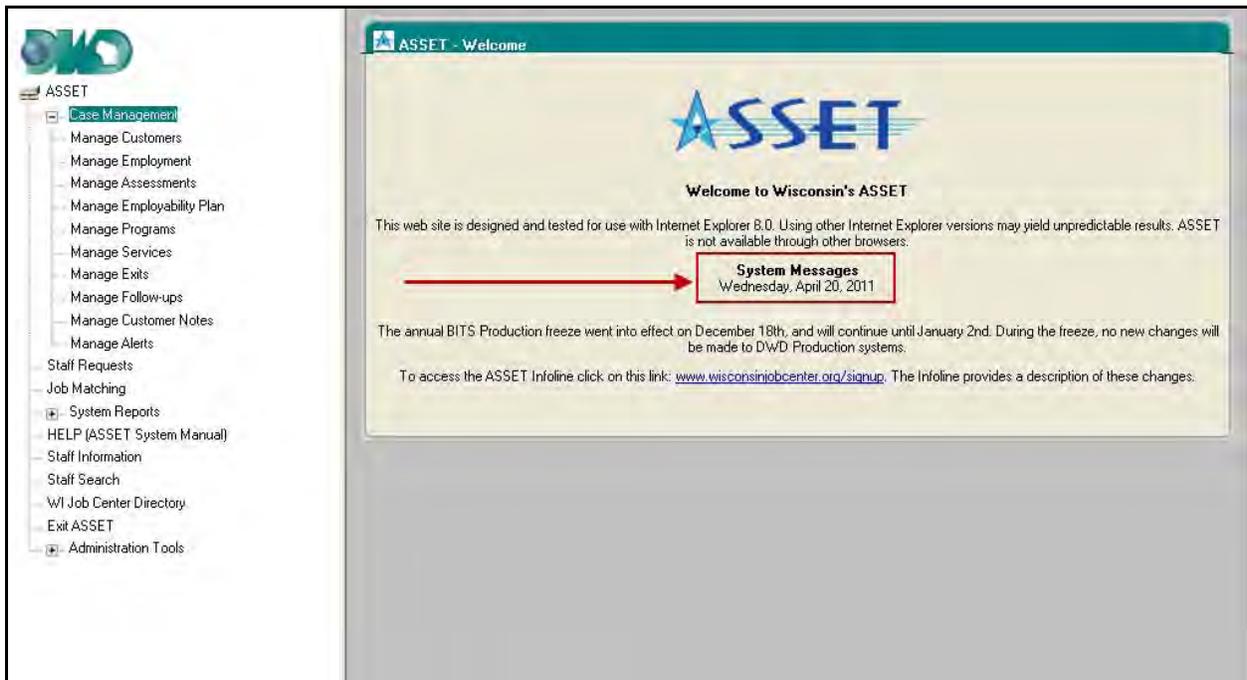
The Welcome to Wisconsin's ASSET screen appears. An area of the ASSET welcome screen includes a section for System Messages.

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.

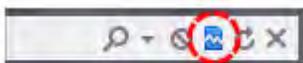


ASSET has been designed to work with Internet Explorer 8.0. Earlier and later versions of Internet Explorer, as well as Mozilla Firefox, may yield unpredictable results. Please call the DWD Service Desk if you do not have Internet Explorer 8.0 installed and need information about how it may be obtained.

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.

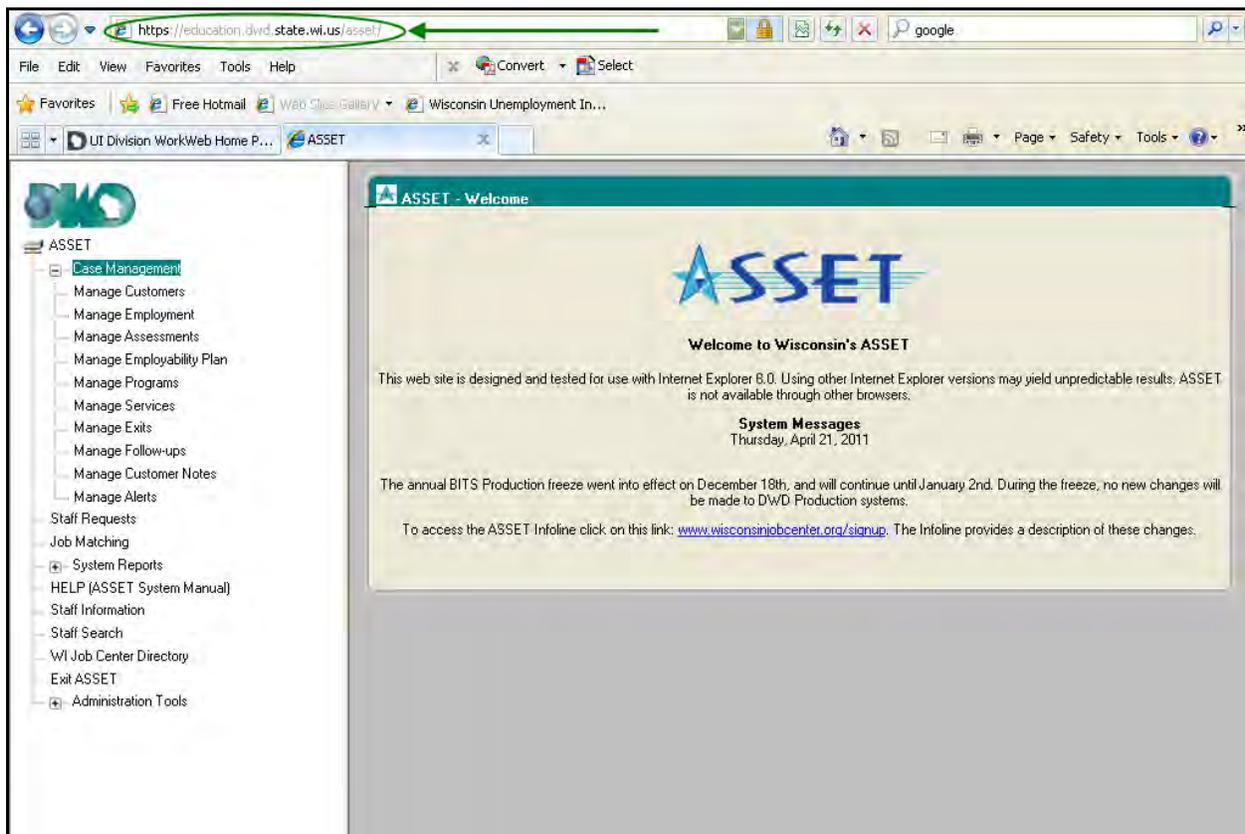
ASSET Users' Guide

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.

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ASSET Users' Guide

ASSET PASSWORD REQUIREMENTS

1-4 _____ CHANGING YOUR PASSWORD _____

It is a good security practice to change passwords on a regular basis. It is recommended that users create a tickler as a reminder to change the password regularly. Use MS Outlook or another scheduler to create a task every three months as a reminder to change passwords. The new password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the '@' sign). The password cannot contain the Logon ID. Passwords are case sensitive. Example: FLOWER12 is different from flower12.

Changing Your Password

Go to the DWD Home page at <http://dwd.wisconsin.gov> and access the DWD Site Map by clicking the link for Site Map on the top or bottom of the screen. In the Workers section, click on **DWD/Wisconsin Logon Account Information** to access the DWD Wisconsin Logon Management System page. Clicking the **Password Management** link will bring up a "Connect to www.dwd.state.wi.us" window in which you type in your current user name and password.

Note: Partner Agency staff should remember to include the WIEXT/ prefix when entering the user name (e.g. wiext/schmidt).



You are then directed to the DWD Wisconsin Logon ID page to change passwords.

ASSET Users' Guide

ASSET PASSWORD REQUIREMENTS

1-4 CHANGING YOUR PASSWORD

STATE OF WISCONSIN
DWD: Logon Management System
Department of Workforce Development

Site Map | Media | About DWD | Contact Us | Staff Resources

Main Menu | Help | FAQ

Password Management

* Indicates Required Field

Logon Information

PLEASE NOTE: Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the User Name.

[Password Tips](#)

* Old Password	<input type="password"/>	<input type="password"/>
* New Password	<input type="password"/>	<input type="password"/>
* Re-enter New Password	<input type="password"/>	<input type="password"/>

After entering the required information (old current password, new password and confirmation of new password), click on the Submit button. Once the new password has been submitted and accepted, a confirmation message will display.

STATE OF WISCONSIN
DWD: Logon Management System
Department of Workforce Development

Site Map | Media | About DWD | Contact Us | Staff Resources

Main Menu | Help | FAQ

Password Management

DWD/Wisconsin User Name password was successfully updated for User Name

- [make changes to your password](#)
- [return to DWD/Wisconsin User Name Menu](#)
- [DWD Homepage](#)

Forgot Your Password?

If you do not remember your password, the DWD Wisconsin Logon Management System screen has "User Name/Password Recovery" options.

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ASSET PASSWORD REQUIREMENTS

1-4 CHANGING YOUR PASSWORD

DWD/Wisconsin Logon Management System

The DWD/Wisconsin Logon Management System allows authorized individuals to access many DWD Internet applications using a single user name and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DWD/Wisconsin user name and password. Your DWD/Wisconsin user name and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DWD/Wisconsin User Name

[Self Registration](#) (Create a DWD/Wisconsin User Name and Password)

Self Registration allows you to create **your personal** DWD/Wisconsin User Name. This is your key to doing secure business with DWD over the Internet. **NOTE:** An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Forgot Your User Name or Password?

[User Name/Password Recovery](#) allows you to recover a forgotten DWD/Wisconsin User Name and/or Password.

Customer Logon Menu

- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [Forgot your account information?](#)
- :: [User Acceptance Agreement](#)

ASSET Users' Guide

ASSET PASSWORD REQUIREMENTS

1-4 _____ CHANGING YOUR PASSWORD _____

By selecting one of the links to recover a user name or password, you can access the **DWD/Wisconsin Logon ID/Password Recovery Process** screen on which you can enter your e-mail address and click Submit in order to receive an immediate e-mail response with instructions for recovering your password.

The screenshot shows the 'DWD: Logon Management System' interface. The header includes the State of Wisconsin logo and navigation links like 'Site Map', 'Media', 'About DWD', 'Contact Us', and 'Staff Resources'. The main content area is titled 'DWD/Wisconsin User Name/Password Recovery Process' and contains instructions for entering an email address to receive recovery instructions. A text input field is provided for the email address, followed by 'Submit' and 'Reset' buttons. A red note states: 'NOTE: An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.' A footer note directs users to contact the 'DWD Service Desk' if they cannot reset their password.

Call the DWD Service Desk at 608-266-7252 for assistance if you are unable to reset the password using the process described above.

For DWD Staff Connected to the DWD Wide Area Network: The same domain Logon ID and password are used for all DETS Systems, ASSET, JobNET Business, etc. including your screensaver in Windows.

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ASSET TIME OUT FUNCTIONALITY

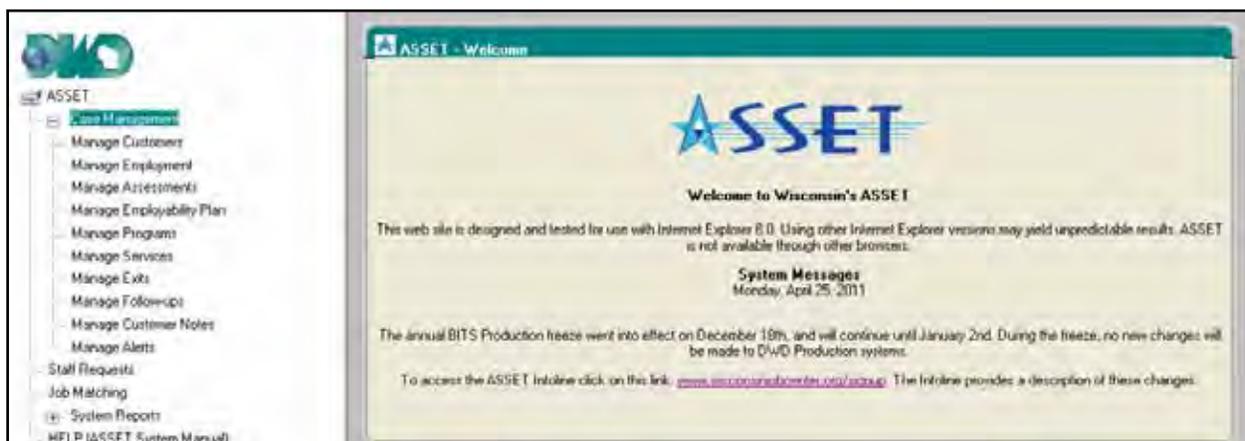
1-5 _____ SYSTEM TIME OUT _____

After 45 minutes of inactivity (i.e. navigating to different screens, clicking on a button, etc.), the ASSET system will time out. The following message window will appear when a user selects a system function after the system has timed out.



Restarting ASSET:

To restart ASSET, click on the OK button, which will bring up the ASSET Application Start screen.



ASSET Users' Guide

ASSET TIME OUT FUNCTIONALITY

1-5 _____ SYSTEM TIME OUT _____

Exiting ASSET:

To exit ASSET after a system time out rather than restart the application, click on the Exit button. A confirmation message screen will appear to indicate you have exited the application. There is also a link to return to the DWD Homepage.



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ASSET Users' Guide

ASSET STAFF INFORMATION FUNCTION

1-6 STAFF INFORMATION

The ASSET Staff Information function is designed to give every staff person who is authorized to use the system access to his/her staff information record upon logon to the system.

This is the screen workers must access the first time they log onto ASSET in order to set the default information about their work site (office number) and other staff information.

Important Note for staff working out of more than one office:

If a staff person has more than one work site, each time that person changes offices, he/she will need to come to the Staff Information record to change the office with which he/she is associated. This will then change the default information that is recorded each time anything is reported for a customer in any of the Case Management functions.

The Staff Information record is accessed from the ASSET menu tree and appears as follows:

The screenshot shows the ASSET Staff Information form. The form is titled "ASSET - Staff Information" and has a "Save" button at the top. The form is divided into several sections:

- Staff Information:** Login ID: THOMPAN, Domain: DWD, First Name: Andrea, Middle Initial: S, Last Name: Thompson. There is a checkbox for "Show Only RES Offices".
- Job Center:** A dropdown menu showing "0210-Dane County Job Center".
- Workforce Development Area:** A dropdown menu showing "010-South Central".
- Staff Type:** A dropdown menu.
- Profile:** A dropdown menu.
- SSN Validation:** A dropdown menu.
- Supervisor:** A dropdown menu showing "Atkinson, Rita".
- Telephone:** Fields for phone number and extension.
- Fax:** Fields for phone number and extension.
- E Mail:** A text field showing "andrea.thompson@dwd.wis.gov".
- Primary Working City:** A dropdown menu.
- Associate this Staff Person's records with another Case Manager:** A checkbox with "Case Manager" as a label.

This page has a number of fields that are pre-filled by the ASSET Security Unit at DET. Based on the information provided, the following fields are display only and may not be changed by the staff person. Changes to any of these fields require a contact to DET Security Unit at **608-267-9690 or 1-888-513-5633 (toll-free).**

ASSET Users' Guide

ASSET STAFF INFORMATION FUNCTION

1-6 _____ STAFF INFORMATION _____

FIELD	DESCRIPTION
Logon ID	Displays the DWD Network Logon ID used for accessing ASSET and other DWD systems. It is generally 7 characters.
Domain	DWD or WIEXT
First Name	The first name of the user with this Logon ID.
MI	The middle initial of the user.
Last Name	The surname of the user.
Workforce Development Area	The number and name of the WDA associated with the office number selected by the user. The WDA default will change once the user saves the form with the selected office number.
Profile	The security level of the user.
SSN Validation	No longer a valid field.
Supervisor	The name of the user's supervisor.
Primary Working City	The user's primary work location.
Created	The information about the user who created the initial record.
Last Updated	The information about the user who last updated the record.

Users' Guide

ASSET STAFF INFORMATION FUNCTION

1-6 _____ STAFF INFORMATION _____

The staff person who is logged on may update the following fields:

FIELD	DESCRIPTION
Job Center	The user must select the office number and name from the drop down list. Staff who work from more than one office must change this field as appropriate in order for the reporting in the Case Management functions to reflect the correct office for the customer's record.
Staff Type	Currently used for Veterans Services only. Select either LVER or DVOP if applicable. This will mark customer records serviced by either of these groups. All other users should leave this field blank.
Telephone/Extension	The user's telephone number. Key the 3-digit area code and 7-digit number and any extension number. This should be the primary number where the worker can be reached.
Fax/Extension	The user's fax number. Key the 3-digit area code and 7-digit number and any extension number, if available.
Email Address	The user's email address.

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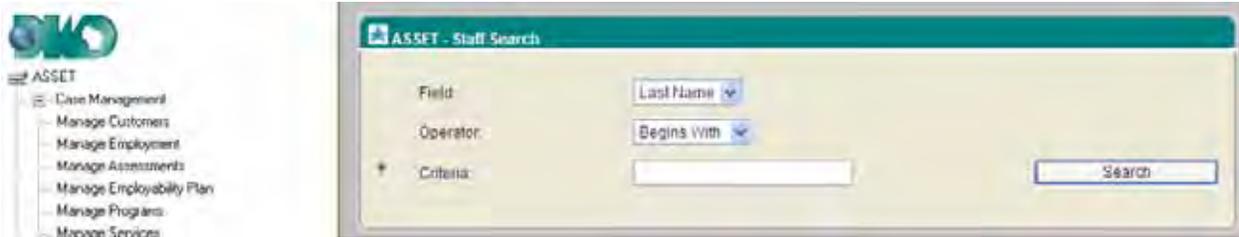


Users' Guide

STAFF SEARCH RECORD

1-7 ASSET STAFF SEARCH FUNCTION

The Staff Search function allows an ASSET user to find information about other ASSET users. The Staff Search function is accessed from the ASSET Menu Tree and appears as follows:



To perform a search, a response is required in the Criteria section. If left blank, an error message will appear that states: **Please correct the following. Criteria is required for a search.**

The Field Descriptions are:

FIELD	REQUIRED FIELD	FIELD DEFINITION
<ul style="list-style-type: none"> Field 	Default	Drop-down field with 3 selections to search by: <ul style="list-style-type: none"> Last Name Logon ID First Name
<ul style="list-style-type: none"> Operator 	Default	Drop-down field with 4 selections to search by: <ul style="list-style-type: none"> Begins With Contains Exact Match Sounds Like
<ul style="list-style-type: none"> Criteria 	Yes	A user will enter the information related to the Field and Operator selections.

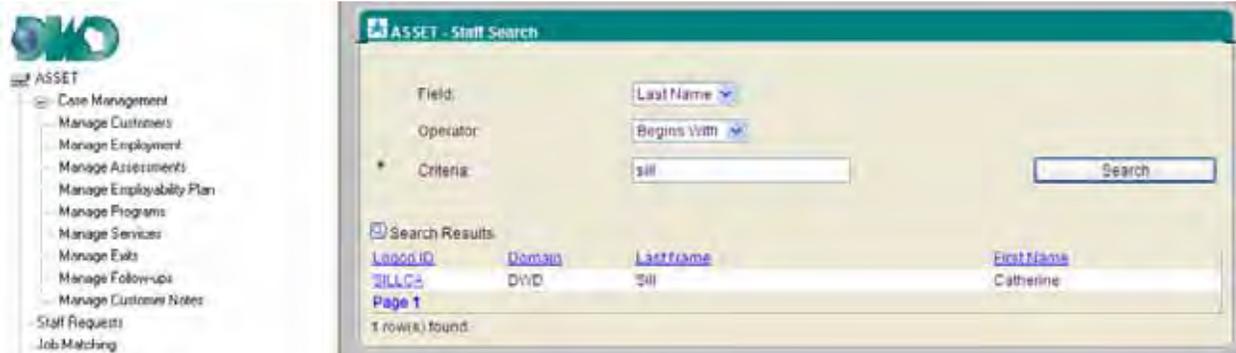
Click on the Search button and the page will appear as follows on the next page:



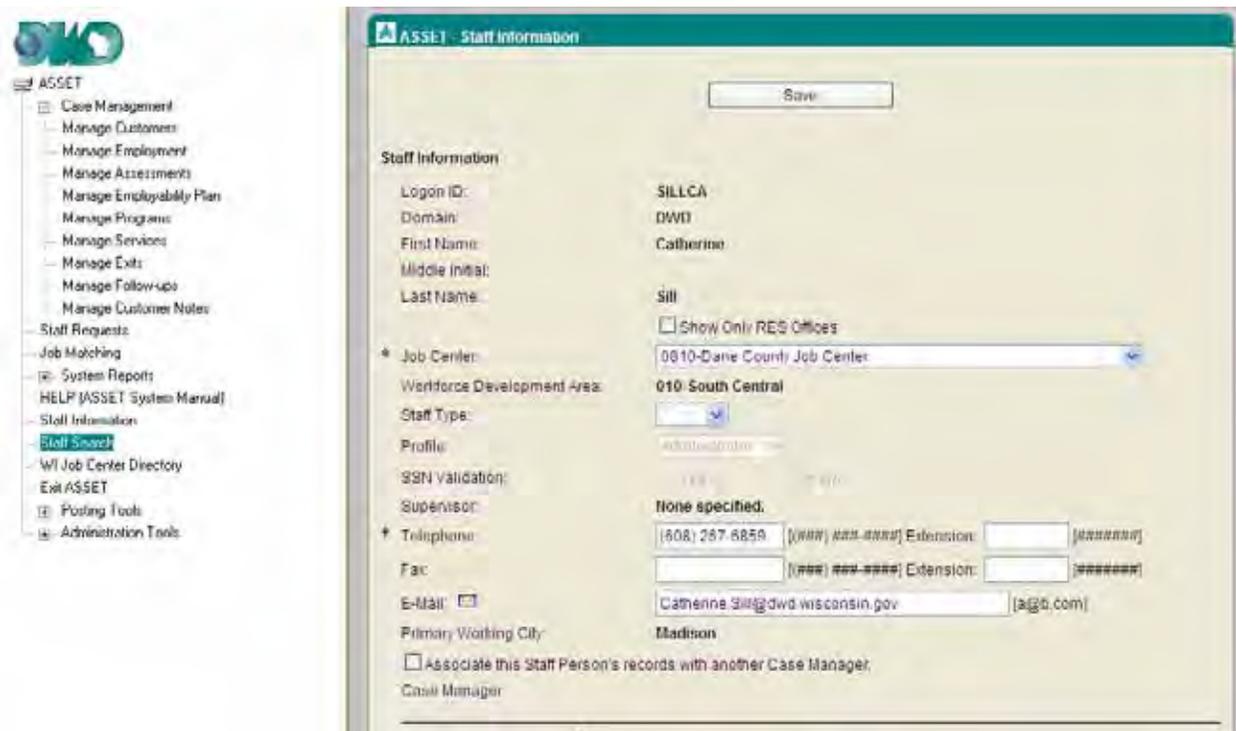
Users' Guide

STAFF SEARCH RECORD

1-7 ASSET STAFF SEARCH FUNCTION



When a worker clicks on the Logon ID (highlighted and underlined in blue) the following page displays:



The information on this page reflects the most recent information provided to DWD. At the bottom of the page is a Check Mark box that a worker may use to designate that the staff person's record be associated with another Case Manager.

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