

# 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.

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

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### 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.

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### 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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**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](#)

Annotations: A red arrow points from the 'User Acceptance Agreement' section to the 'User Acceptance Agreement' link in the Customer Logon Menu. Another red arrow points from the 'Forgot Your User Name or Password?' section to the 'Forgot your account information?' link in the Customer Logon Menu.

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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/Wisconsin User Name/Password Recovery Process' page. At the top, there is a blue header with the 'STATE OF WISCONSIN' logo and 'DWD: Logon Management System' text. Below the header, there are navigation links for 'Main Menu', 'Help', and 'FAQ'. The main content area has a green title 'DWD/Wisconsin User Name/Password Recovery Process' and a paragraph asking the user to enter their E-Mail address. A text input field is provided for the email address. Below the field, there is a red note about dormant accounts. At the bottom of the form, there are 'Submit' and 'Reset' buttons. A footer note suggests contacting the DWD Service Desk if the user cannot provide an email address.

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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