

DVR Financial Aid Portal Instructions

July 2018

Website to Setup and Access Account: <https://dwd.wisconsin.gov/DVRFAO>

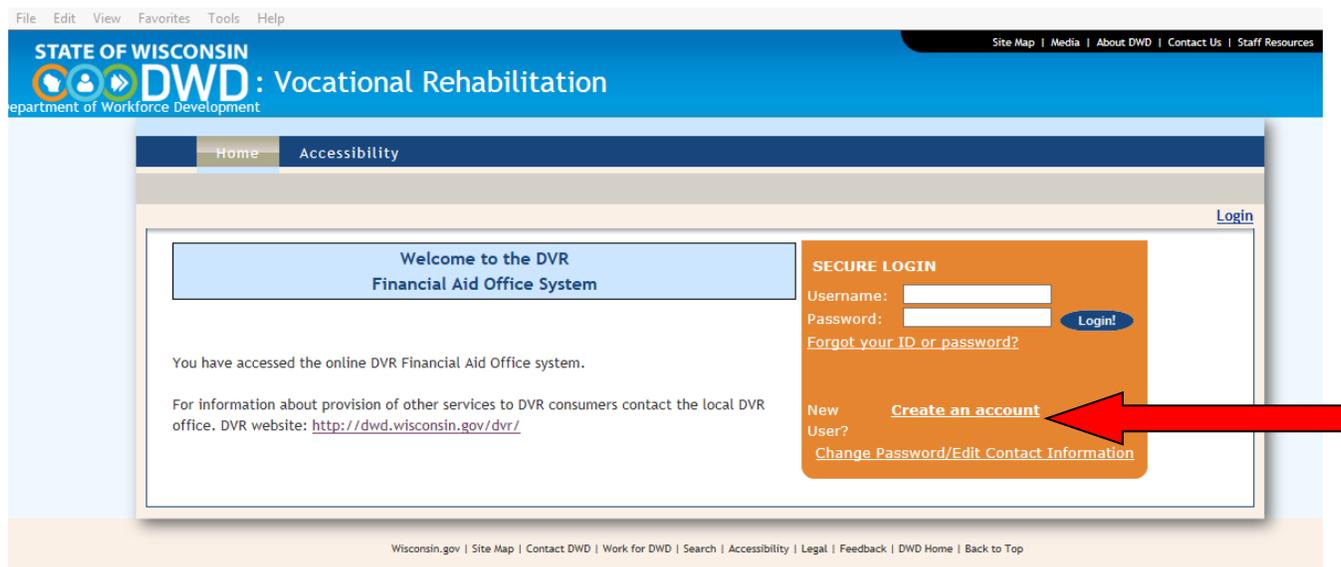
Tip: If you already have a DWD username and password you can use that same information to access the system at the above link.

Bonus Tip: Save the link to Favorites!

Troubleshooting Your DWD/Wisconsin Logon Account:

- If you are unable to access the Portal due to username/password issues, please go to <https://www.dwd.state.wi.us/accountmanagement/default.aspx> “Forgot Your User Name or Password” section found on this website to see if you are able to reset your password.
- Once you have reset your password, close your session and return to: <https://dwd.wisconsin.gov/DVRFAO/>.
- Logon with user name and newly-created password.

Screen Shot: FAO System Login Page



Page Instructions: Create a username and password by creating an account or login using established username and password.

Screen Shot: DWD Account Page

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

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Logon Creation

Welcome to the DWD/Wisconsin Logon Creation process. This process allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin Logon

You will need to provide a minimal amount of user information to enable DWD to create a DWD/Wisconsin Logon for you. DWD is required by state and federal law to keep user information you provide confidential. Please see the User Acceptance Agreement for additional information. **NOTE:** If you don't use your Logon for 26 months it may be deleted without warning, following security best practices. If you need a Logon after the original is deleted, you will need to create a new Logon and request the required access.

Starting the Logon Creation Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

Violators may be subject to prosecution, fines or other sanctions... [View More](#)

[Printer Friendly Version](#)

Accept Decline

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Screen Shot: DWD Logon Creation Process Page

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Logon Creation

If you think you may have already completed this process and may be creating a duplicate Logon, please call (608) 266-7252 for more information or for help in setting up or recovering your Logon.

This page uses the graphic to the right to prevent automated Logon creations
 If you cannot see the number in that graphic, [verification assistance](#) is available.

54309

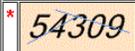
* Indicates Required Field

Profile Information

PLEASE NOTE: This is a personal Logon which you may use for different purposes, so enter your own name, not the business name or your boss's name. If you will be using your DWD/Wisconsin Logon for your work, there will be an additional step later that will connect your Logon with that business or organization.

* First Name	<input type="text"/>	<input type="text"/>
Middle Initial	<input type="text"/>	<input type="text"/>
* Last Name	<input type="text"/>	<input type="text"/>
Suffix	<input type="text"/>	<input type="text"/>
E-Mail address is strongly recommended in case you forget your Password. Don't have an E-Mail?		
E-Mail	<input type="text"/>	<input type="text"/>
Confirm E-Mail	<input type="text"/>	<input type="text"/>
Phone 6085551234	<input type="text"/>	ext. <input type="text"/>
Mailing Address		
Street Address or P.O. Box	<input type="text"/>	<input type="text"/>
City	<input type="text"/>	<input type="text"/>
State/Province	<input type="text"/>	<input type="text"/>
Zip/Postal Code	<input type="text"/>	<input type="text"/>

Screen Shot: DWD Logon Creation Process Page (Continued)

Logon Information		
PLEASE NOTE: Your Username: <ul style="list-style-type: none">• Must be 5-20 characters long• Cannot contain spaces or special characters		
* Username	<input type="text"/>	<input type="text"/>
PLEASE NOTE: Your Password: <ul style="list-style-type: none">• Must be 7-20 characters long• Must have letters and either numbers or special characters (except the @ ? / signs)• Is case-sensitive• Cannot contain the Username		
Password Tips		
* Password	<input type="text"/>	<input type="text"/>
* Re-enter Password	<input type="text"/>	<input type="text"/>
Username/Password Recovery		
If you lose your Password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Short, specific answers are the best. (Security question tips) The security answer you enter cannot contain your Password. This is not a Password hint. Example: <i>Security question:</i> Name of your first pet? <i>Answer:</i> Spot		
* Security Question	<input type="text"/>	<input type="text"/>
* Security Answer	<input type="text"/>	<input type="text"/>
Verification		
This step helps prevent automated Logon creations. If you cannot see the number below, verification assistance is available.		
* 	Please enter the number as it is shown in the box to the left.	<input type="text"/>

Do not share your Username or Password with anyone. It is your obligation to protect it by keeping it confidential and known only to you.

Screen Shot: FAO Registration

Once your registration is complete, you will be asked to answer a challenge question. If you answer correctly, you may log in using your username and password.

- Select your **College** from the drop down menu.
- Your name will be copied from your registration request.
- Enter in the rest of your contact and position information and any comments you may have related to your registration and submit.

Note: Once your registration is approved, you will receive an email message at the email address you entered.

Tip: You have **four days** after your registration is approved to complete the process or you will need to recover your account.

FAO Registration

FAO Registration - Complete this registration ONLY if you are a Financial Aid Office working with DVR.

Company Information

College:

Registrant Information

First Name: Kathleen

Middle Initial: F

Last Name: Enders

Address Line 1:

Address Line 2:

City:

State:

ZIP Code:

Telephone: Ext.

Cell Phone:

E-mail Address:

Employment Type: Full-Time Part-Time

Job Title:

Other Job Title:

(NOTE: Only required if Job Title selected is Other.)

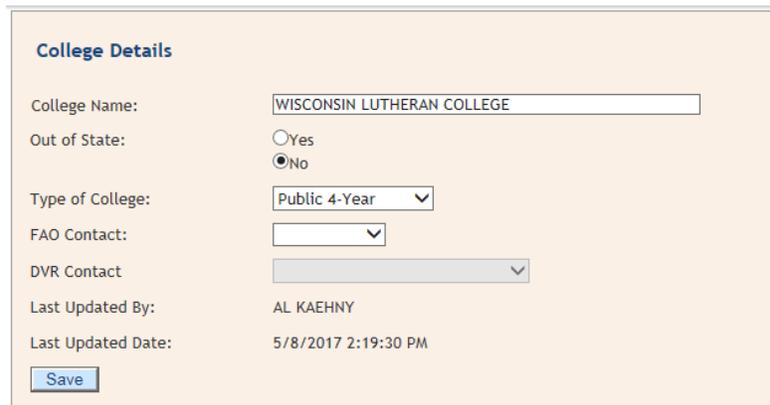
Effective Start Date: 

Comments:

Text Limit: 2000 | Text Entered: 0

Screen Shot: College Details

The initial information will be entered by the DVR system administrator. **Review and amend as needed.**

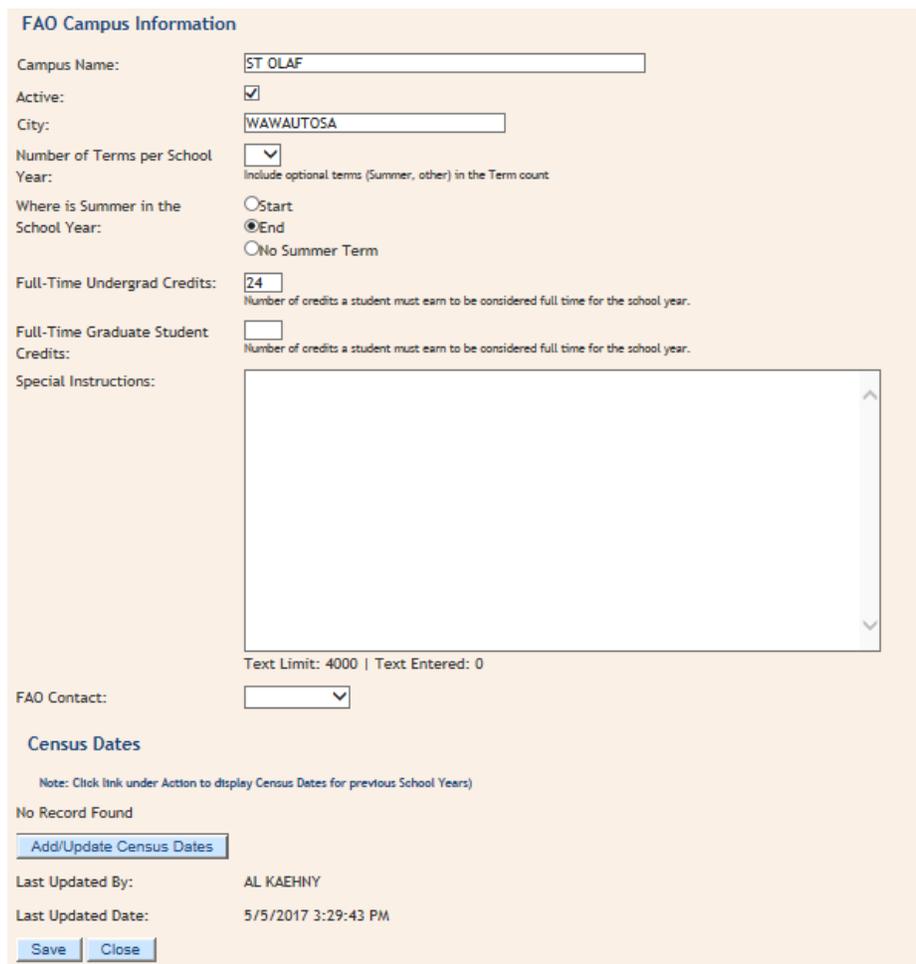


The screenshot shows a form titled "College Details" with the following fields and values:

- College Name: WISCONSIN LUTHERAN COLLEGE
- Out of State: Yes, No
- Type of College: Public 4-Year
- FAO Contact: [Dropdown menu]
- DVR Contact: [Dropdown menu]
- Last Updated By: AL KAEHNY
- Last Updated Date: 5/8/2017 2:19:30 PM
- Save button

Screen Shot: FAO Campus Information

- Enter in the name of each campus in a separate campus page.
- Enter in the number of terms and where summer school falls on the academic year for the campus. **Save the form.**
- Now continue to enter in the remaining details. **Save the form.**



The screenshot shows a form titled "FAO Campus Information" with the following fields and values:

- Campus Name: ST OLAF
- Active:
- City: WAWAUTOSA
- Number of Terms per School Year: [Dropdown menu]
- Where is Summer in the School Year: Start, End, No Summer Term
- Full-Time Undergrad Credits: 24
- Full-Time Graduate Student Credits: [Empty field]
- Special Instructions: [Large text area]
- Text Limit: 4000 | Text Entered: 0
- FAO Contact: [Dropdown menu]
- Census Dates section with a note: "Note: Click link under Action to display Census Dates for previous School Years"
- No Record Found
- Add/Update Census Dates button
- Last Updated By: AL KAEHNY
- Last Updated Date: 5/5/2017 3:29:43 PM
- Save and Close buttons

Screen Shot: FAO Personnel Information

A separate page should be completed for each school staff who will be accessing the portal. Once the campus information is entered you can customize the location for each employee. You must select at least one location.

Tip: Check the "Send Emails when a new message is received" and "Send Emails when new Forms routed" boxes if you would like an email reminder sent to you!

FAO Personnel Information

Personnel Information

First Name:

Middle Initial:

Last Name:

Effective Agency Start Date:

Effective Agency End Date:

Filling in an End Date will remove system access after that date, only do this for staff that have left or are leaving employment with your office.

Campuses: [Remove](#)

[Add Campus](#)

Telephone: Ext.

Cell Phone:

E-mail Address:

Send Emails when new Message received:

Send Emails when new Forms routed:

FAO Contact:

Records Contact:

Billing Contact:

Employment Type: Full-Time Part-Time

Job Title:

Other Job Title:

(NOTE: Only required if Job Title selected is Other.)

You have completed the entry information for the FAO DVR Training Grant Portal.