

INSTRUCTIONS FOR NEW READS USERS

The READS Launch Page

The READS Launch Page is here:

<https://wisconsin.gov/Pages/doing-business/eng-consultants/cnslt-rsrcs/re/reads.aspx>

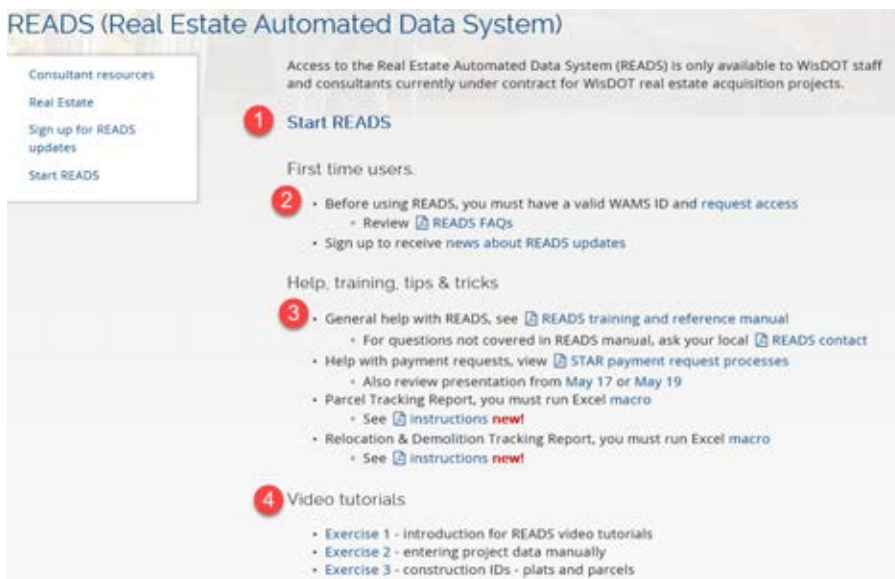
To find it on the Internet

1. Browse to the Wisconsin DOT home page (dot.wi.gov)
2. In the “Search Wisconsin DOT” field, search on reads.
3. Click the first result.



Bookmark the READS Launch page. Here you will find:

1. The “Start READS” link
2. The Request Access link
3. The READS Training and Reference Manual
4. Video Tutorials



READS access requires an authorized WAMS ID

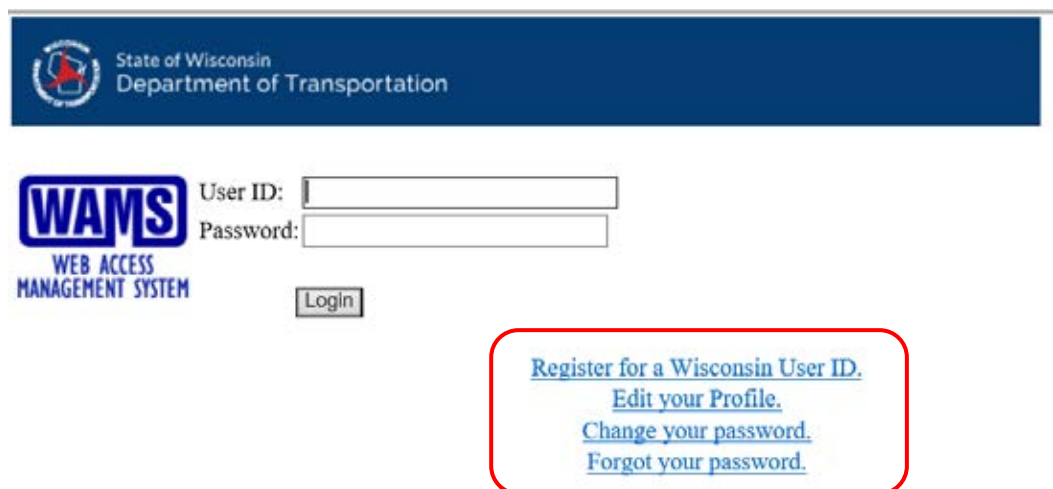
- WAMS (Web Access Management System) IDs are managed by the Wisconsin Department of Administration not by the Department of Transportation.
- A Wisconsin User ID is the same things as a WAMS ID.
- WAMS IDs are associated with individuals only. WAMS IDs may not be shared.
- Never disclose your WAMS password to anyone.

To Register for (or manage) a WAMS ID, start at the WisDOT WAMS Home Page

(<https://trust.dot.state.wi.us/extntgtwy/consultants/>)

Click the link "Register for a Wisconsin User ID" and follow the prompts.

At the WisDOT WAMS Home Page you can also update your email address (Edit your profile) and recover a forgotten password.



State of Wisconsin
Department of Transportation

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)

Updating ID profile information

To view or change your e-mail address and other information on your extranet profile go to The WAMS home page and select "**Edit your Profile**" **without entering your ID and password**. After the page refreshes (you won't see any change in the page), then enter your ID and password and select "Login."

The email address you use in WAMS is independent from the email address entered in READS. Keeping them the same is recommended. Only you (the WAMS ID account holder) can change your email address in the WAMS System.

Changing your WAMS ID is not recommended. Before changing your WAMS ID, please contact the Statewide READS system administrator.

Wisconsin Access Management System (WAMS) Frequently Asked Questions

Q What is a WAMS ID?

A WAMS is an acronym for Wisconsin Access Management System. It is used by all Wisconsin State agencies to provide access to web resources. It is managed by the Wisconsin Dept. of Administration. WAMS and READS are entirely separate systems.

Q Is it OK to share my WAMS logon or password?

A No. WAMS IDs are associated with individuals. They may not be shared. Never share your WAMS password with anyone.

Q I forgot my WAMS password, what should I do?

A Use WAMS Account Recovery at <https://on.wisconsin.gov/WAMS/home>. WisDOT staff cannot reset your WAMS password.

Q My WAMS ID is disabled due to "intruder detection" what should I do?

A Follow the same process as if you forgot your password. Use Account Recovery at <https://on.wisconsin.gov/WAMS/home>

Q Do I have to change my WAMS password periodically?

A No. Your WAMS ID and password do not need to be changed periodically.

Q Is it OK to change my WAMS ID?

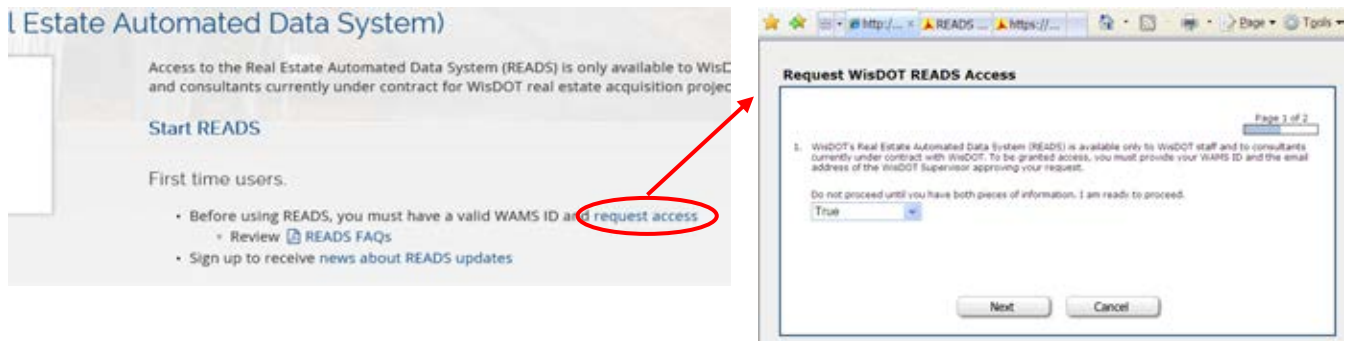
A Changing your WAMS ID is not recommended. If it is necessary, you must notify the READS System Administrator. You will not be able to access READS until your READS account is updated to match your WAMS account.

Q My email address has changed, what should I do?

A Update your email address using WAMS Profile Management at <https://on.wisconsin.gov/WAMS/home>. WisDOT staff cannot change the email associated with your WAMS ID. Please also notify the READS System Administrator so your email address can be updated in READS.

After registering a WAMS ID, request READS Access

From the READS Launch Page, click request access



Once you have a WAMS ID and the approving WisDOT supervisor's email address, click Next. You will see the Request WisDOT READS Access page. Fields with an asterisk (*) are required.

1. Enter your first and last name*
2. Specify your employer* (either WisDOT Staff or Consultant)
3. If you are not WisDOT staff, enter information about your company (company name, address, city/state/zip)
4. Enter your WAMS ID*
5. Enter the best phone number for you during business hours*
6. Enter your email address* (suggest using your WisDOT email or business email address as appropriate).
7. Enter the email address of the WisDOT supervisor approving this request*
8. Specify all of the roles you are approved (or under contract) to provide. Select at least 1. (acquisition specialist, appraiser, contract specialist, program associate, property management specialist, relocation specialist, review appraiser, Other, please specify)
9. Enter any additional information
10. Click Done.

You will see the message: Survey Completed. Your request for READS access has been submitted. You will be notified of the status of your request within 2 business days.

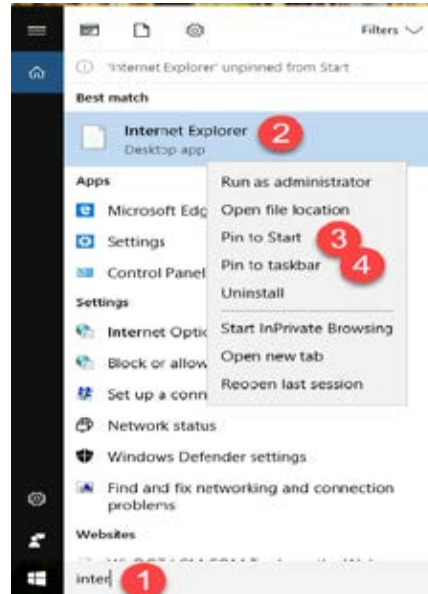
11. Click Close

Using READS on Windows 10

READS only works with Internet Explorer

Find and Pin Internet Explorer to the Start Menu and Taskbar

1. In the Search Windows field, enter “internet”
2. Internet Explorer will appear in the list of results
3. Right-click on it and Pin to Start
4. ... and Pin to Taskbar



Set Compatibility View Settings

This should only be necessary for consultant users.

Open Internet Explorer and press the Alt key to display the Menu bar

1. Click Tools > Compatibility View Settings



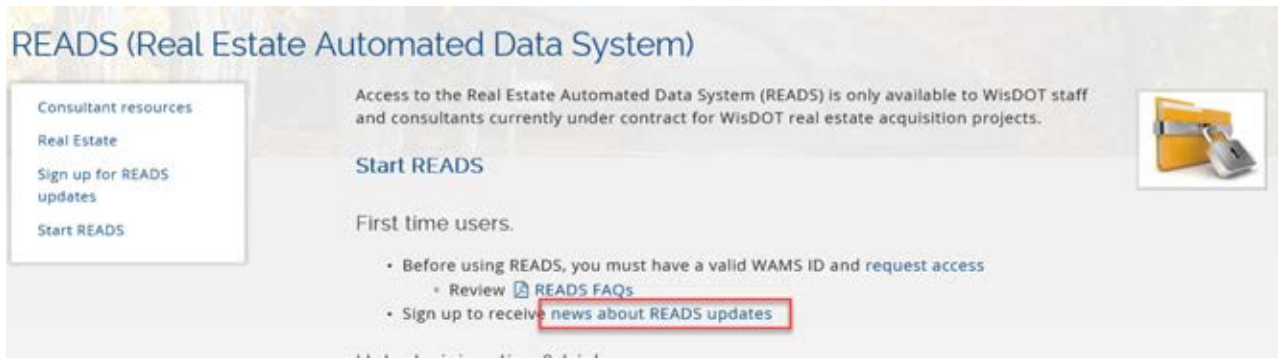
2. Add state.wi.us to “Websites you’ve added to Compatibility View” (stays set).



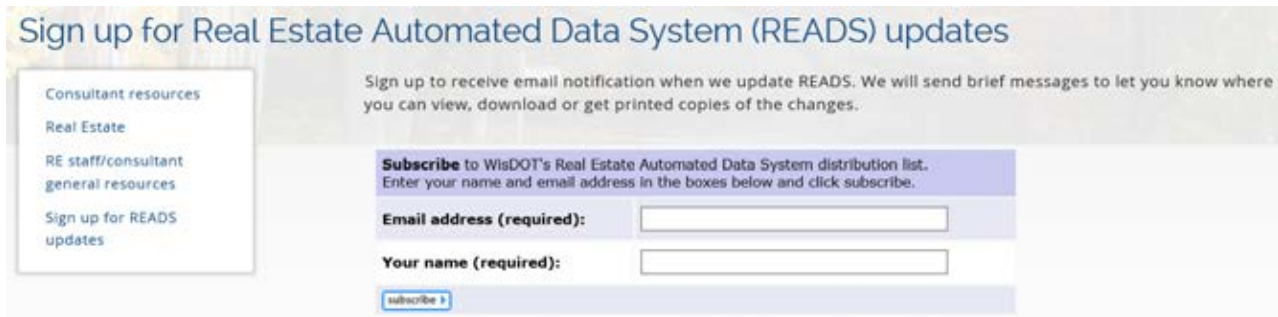
To subscribe to the READS email distribution list

Recommended for consultant READS users. This list is used to notify users when the system is unavailable due to system maintenance.

1. From the READS Launch Page, click “news about READS updates



2. Enter your email address and name and click subscribe



You will see “Subscription requested. Please check your email for a confirmation message. You must respond to this confirmation message to join this list.”

Every message from the system contains an “unsubscribe” link at the bottom of the message. Use this to unsubscribe.

WISCONSIN DEPARTMENT OF TRANSPORTATION

READS Electronic Signature Request

For individuals that would like READS to place a facsimile of their signature on documents generated from READS (when appropriate).

1. Print this page on white paper
2. Enter your name and email address

3. Using black ink, sign inside the box

4. Scan to PDF and email to: drew.kottke@dot.wi.gov

We'll add your electronic signature to READS. Please call or email with questions.

–Drew 608 267-9074