AccessGov Citizen Portal

ADMINISTRATOR MANUAL

Browser Requirements

Computers, tablets, or mobile devices must use one of the following browsers to access the online AccessGov service.

- Current version of Google Chrome.
- Current version of Microsoft's browser.
- Current or one version prior to the current version of Mozilla Firefox.

Signing Up for a MyWisconsinID in AccessGov

1. To create an AccessGov account, you first must sign up for a MyWisconsinID. When you get to the login screen, select "Public User."



2. Select "Sign Up" at the bottom of the box.

	MyWisconsin ID Sign In	
Usernai	me	
	Next	
Unlock a	account?	

3. Enter your first and last name, as well as your email, then select "Sign Up."

	Sign up	
First name		
First		
Last name		
Last		
Email		
email@do	main.com	
		_

4. Set up both your email verification and password by selecting the "set up" buttons beneath each step. Please note – once you complete one step, it will bring you back to this page to complete the next.



- 5. After you've set up both your email verification and your password, you will be asked to set up security methods. You only need to set up one of these items to proceed. Additional security methods are optional, not required. THE PHONE OPTION IS HIGHLY RECOMMENDED.
 - a. PLEASE DO NOT EXIT THIS PAGE OR SELECT GO BACK TO SIGN IN BEFORE SETTING UP AT LEAST ONE OPTION. <u>YOUR ACCOUNT WILL NOT BE CREATED</u> IF YOU DO NOT SELECT AT LEAST ONE SECURITY METHOD.

	Set up security methods
Securi	ty methods help protect your account by ensuring only you have access.
Set up	required
	Google Authenticator Enter a temporary code generated from the Google Authenticator app. Set up
C	Okta Verify Okta Verify is an authenticator app, installed on your phone, used to prove your identity Set up
C	Phone Verify with a code sent to your phone Set up
	Security Key or Biometric Authenticator Use a security key or a biometric authenticator to sign in
	Set up

6. Once you have set up an additional security method, you can proceed into the application.