



# REAL ESTATE AUTOMATED DATA SYSTEM

## WisDOT READS New User Setup Instructions

### for DOT staff and consultant users

A WisDOT supervisor must approve your READS access.

**Create A WAMS ID** (Web Access Management System). If you do not have a WAMS ID, go here and go through self-registration. <https://on.wisconsin.gov/WAMS/home>

Suggest WAMS ID: “firstnamelastname” e.g. drewkottke (WAMS IDs are not case sensitive)

- WAMS IDs are associated with individuals only. WAMS IDs may not be shared.
- WAMS IDs (aka State of Wisconsin user IDs) are managed by the Wisconsin Department of Administration not by the Department of Transportation.



**To update your email address in the WAMS system**, click Profile Management. The email address in WAMS is independent from the email address in READS. Keeping them the same is recommended. Only you can update your email address in WAMS.

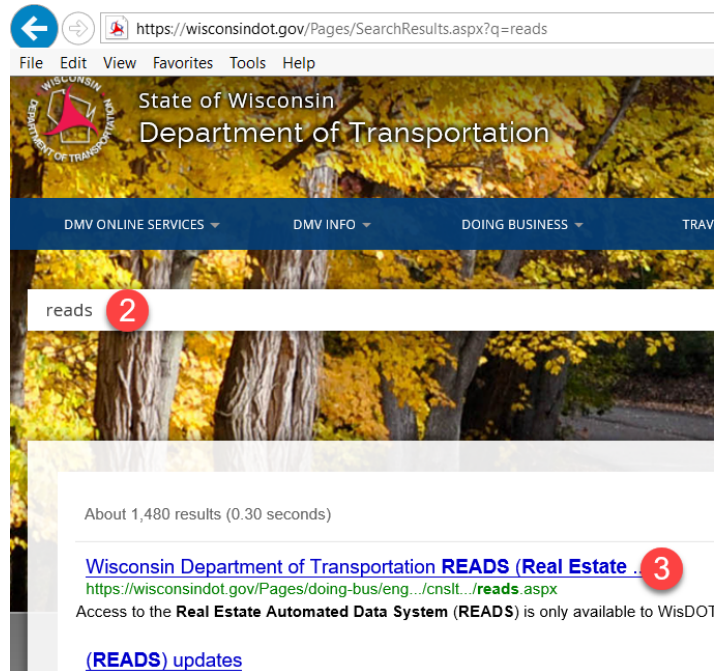
**To recover a forgotten or disabled password**, click Account Recovery. WisDOT staff cannot reset your WAMS password.

Once you have a WAMS ID, and supervisor approval, go to the READS Launch Page and click on “request access”

## The READS Launch Page

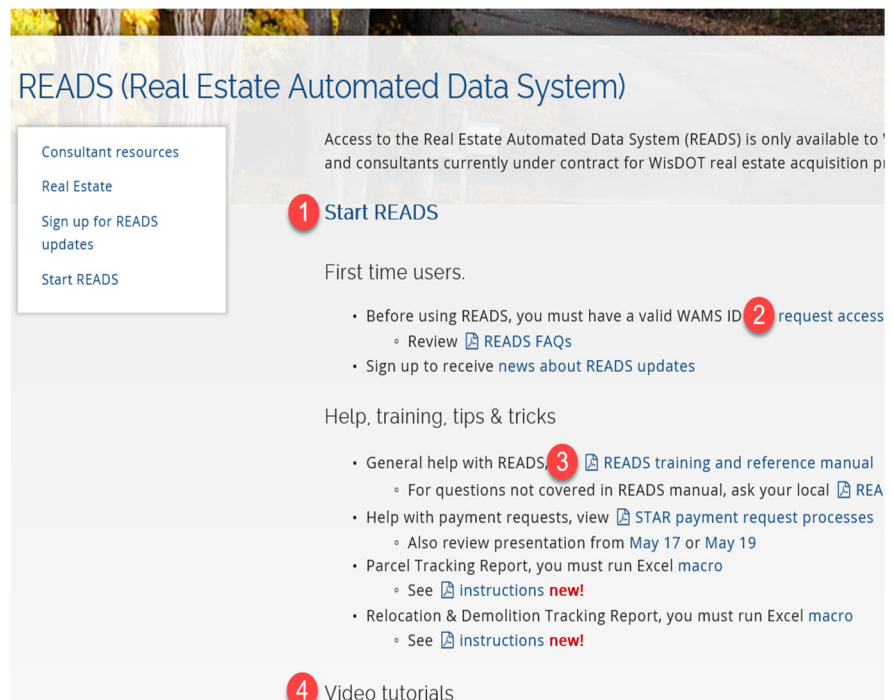
In Internet Explorer,

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



## Request READS Access

Once you have your WAMS ID and the approving WisDOT supervisor's email address, from the READS Launch Page, click request access

READS (Real Estate Automated Data System)

Access to the Real Estate Automated Data System (READS) is only available to WisDOT staff and consultants currently under contract for WisDOT real estate acquisition projects.

**Start READS**

First time users.

- Before using READS, you must have a valid WAMS ID and **request access**
  - Review [READS FAQs](#)
- Sign up to receive [news about READS updates](#)

The Request WisDOT READS Access page appears. Click Next.

**Request WisDOT READS Access**

Page 1 of 2

1. WisDOT's Real Estate Automated Data System (READS) is available only to WisDOT staff and to consultants currently under contract with WisDOT. To be granted access, you must provide your WAMS ID and the email address of the WisDOT Supervisor approving your request.

Do not proceed until you have both pieces of information. I am ready to proceed.

True

Next Cancel

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 work email address).
7. Enter the email address of the WisDOT supervisor approving this request\*
8. Specify all 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. Click Done. You will receive a confirmation email when your account is setup.

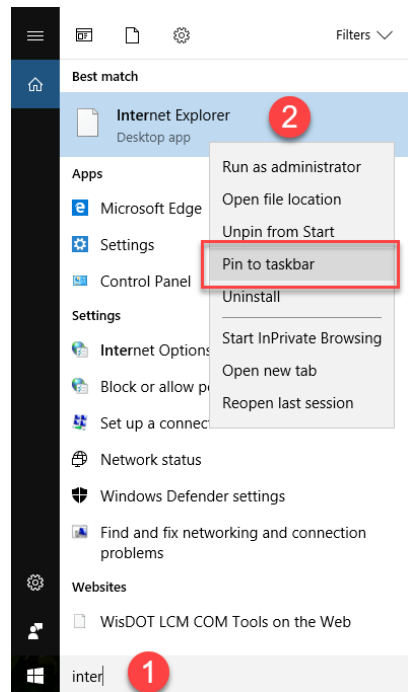
## Using READS on Windows 10

### READS only works with Internet Explorer

To find Internet Explorer on Windows 10,

1. In the Search Windows box in the lower left, type "internet"
2. Right-click Internet Explorer and select Pin to taskbar

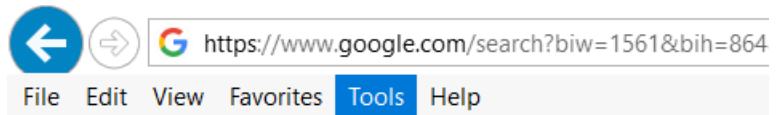
Internet Explorer is pinned to the taskbar at the bottom of the screen. The Microsoft Edge icon is similar but does not work for READS



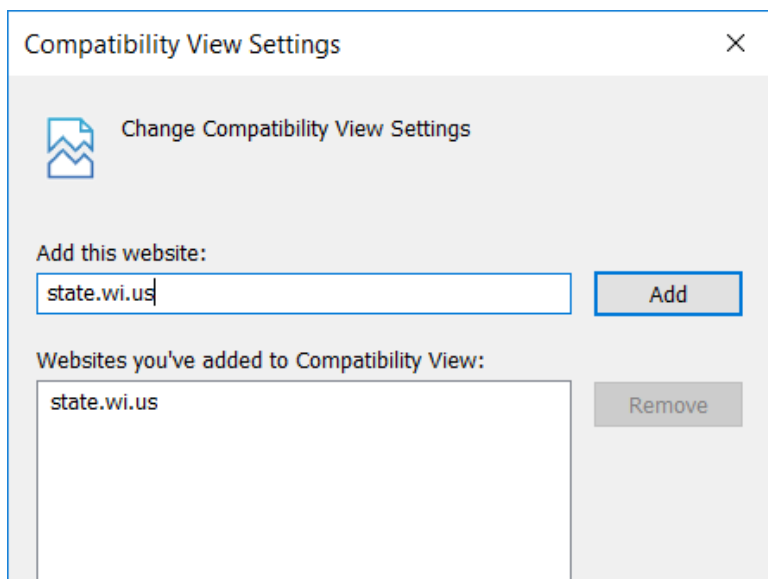
### Set Compatibility View Settings

This should only be necessary for consultant users.

In Internet Explorer, 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

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**Start READS**

First time users.

- Before using READS, you must have a valid WAMS ID and [request access](#)
  - Review [READS FAQs](#)
- Sign up to receive **news about READS updates**

2. Enter your email address and name and click subscribe

Sign up for Real Estate Automated Data System (READS) updates

Sign up to receive email notification when we update READS. We will send brief messages to let you know where you can view, download or get printed copies of the changes.

**Subscribe** to WisDOT's Real Estate Automated Data System distribution list. Enter your name and email address in the boxes below and click subscribe.

**Email address (required):**

**Your name (required):**

[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.