

Direct Certification (DCP) Web Access Request

Use of form: The department is legally responsible for protecting the confidentiality of personally identifiable information. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: Instructions on completing this form are on page 2. Please read them before filling this form out.

NOTE: ALL ITEMS MUST BE COMPLETED.

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| 1. User ID (from DWD / Wisconsin Account Creation screen) | 2. Name of User (Last, First, MI) |
| 3. Mother's Maiden Name | 4. Agency Code (Contact DPI if unknown) |
| 5. School District Name | |
| 6. City | 7. County |
| 8. Supervisor Name | |
| 9. Supervisor Telephone Number () () - () | 10. User Daytime Telephone Number () () - () |
| 11. User email Address | |

Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User's signature on this form constitutes acceptance of responsibility for compliance with s.49.32(10), s.49.32(10m), s.49.81, s.49.83 and s.943.70(2) and with DWD policy (attached to new logon approvals).

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|--------------------------|--------------------|
| 12. User Signature | Date Signed / / |
| 13. Supervisor Signature | Date Signed / / |

Fax completed form to DCF Security at 608-327-6420.

It may take 1 – 3 business days to complete your access request. An email will be sent to you when your access is ready. You will not be able to log into the system until you receive the email from DCF Security.

Instructions

1. Fill in the same User ID entered on the DWD / Wisconsin Account Creation screen.
2. Enter the User's Name.
3. Enter the User's Mother's Maiden Name.
4. Enter the User's 6-Digit Agency Code. (If you do not know your Agency Code, contact DPI.)
5. Enter the User's School District Name. (Private schools should enter their school name, not the public school district name.)
6. Enter the User's City.
7. Enter the User's County Name.
8. Enter the User's Supervisor's Name.
9. Enter the User's Supervisor's Telephone Number.
10. Enter the User's Daytime Telephone Number.
11. Enter the User's email Address.
12. The User should enter their signature and date signed in this field.
13. The User's Supervisor should enter their signature and date signed in this field.