



Program Participation System (PPS)

Common Problems & Solutions

Problem		Solution
Web Browser Requirements		<ul style="list-style-type: none"> The Program Participation System (PPS) requires the use of a PC and Internet Explorer as the web browser. Additionally, if using Internet Explorer 10 or 11, PPS will need to be added to your compatibility view settings. To do so: <ul style="list-style-type: none"> Open Internet Explorer Select Tools Select Compatibility View Settings Add 'wisconsin.gov' as a compatibility view website
Login		<ul style="list-style-type: none"> PPS access is granted in-district by the PPS Security Coordinator. The list of PPS Security Coordinators is posted on the Indicator 12 webpage. PPS uses your Web Access Management System (WAMS) login ID and password. If you have forgotten your WAMS password, return to the WAMS site and select Account Recovery from the menu options listed.
Navigation Menu		<ul style="list-style-type: none"> There are only three links available to local education agencies (LEAs) under the Navigation Menu: PPS Home, Search, and Reports List. Because PPS is a shared application with the Department of Health Services, the other links listed are used by programs within that agency.
	PPS Home	<ul style="list-style-type: none"> PPS Home lists the last ten records accessed by the user's WAMS ID. If a child's record has not previously been accessed, use the Search function to locate the child's record. <ul style="list-style-type: none"> For users who have changed LEAs, your PPS Home may still list children from your former LEA; however, you should not be able to access the children's PPS records. Contact your former district to request your access be removed if you are able to access the PPS records for these children.
	Search	<ul style="list-style-type: none"> Provide the child's first name, the child's last name, and the child's date of birth. Do not provide a county of responsibility or SSN. <ul style="list-style-type: none"> If unable to locate a child's record, try using the 'Starts with' option and only provide a partial first and last name (e.g., first letter of each).
	Reports List	<ul style="list-style-type: none"> The only report available is the Birth to 3-LEA Notification and Referral Report. Generate this report to identify the name and birth date of a child for whom the LEA has received notification or a referral.
LEA Information Page		<ul style="list-style-type: none"> When clicking the Save button, all required Indicator 12 data elements must be entered for the record to save. Error messages are displayed when data is missing or conflicting. Click the cancel box in the upper-right corner to return to PPS Home without entering the required Indicator 12 data.