

Industry-Driven Skills Training Fund

Workforce Integrated Performance System (WIPS) User Account Policy

To access the Workforce Integrated Performance System (WIPS) for Industry-Driven Skills Training Fund (“Training Fund”) grant performance reporting purposes, each grantee must establish WIPS user accounts for designated staff.

All WIPS account requests must be made by the grant’s Authorized Official (AO) of record. The National Program Office will contact the grant’s AO to designate the staff needing WIPS user accounts. Changes to account access can be requested by the AO throughout the period of performance as needed.

All WIPS account requests and account changes may only be made by the grant’s AO.

Each Training Fund grant is allowed up to **three** WIPS accounts.

If the AO changes during the period of performance and they have one of the grant’s WIPS user accounts, the grantee should then inform the National Program Office of the AO change, and the current AO account will be deactivated. The new AO may either request an account or may designate another staff member for the account.

Grantees with multiple Department of Labor (DOL) grants must receive separate account access for each grant. Grantees that already use WIPS to report on other grant programs must still request WIPS accounts to be granted access to report on the Training Fund grant program.

Account Types for Grantee Users

There are two types of accounts: a certification account and an upload account. The AO must specify which account type should be granted when access for a user is requested. The AO has discretion to select either account type for staff; however, **at least one user must have a Certification Account in order to certify grant reports each quarter.**

Certification Account: The user has full access to WIPS and can perform all WIPS functions for both the Quarterly Narrative Report (QNR) and the Quarterly Performance Report (QPR), including entering information into the reporting system, file uploading, reviewing errors, viewing reports, and certifying both the QNR and the QPR reports.

Certification indicates that the grantee’s AO, or their designee, certifies that the data submitted is complete, true, and accurate to the best of their knowledge.

Upload Account: The user can perform WIPS functions that support report completion for both the QNR and the QPR, including entering information into the reporting system, file upload, reviewing errors, and viewing reports, but cannot certify either the QNR or the QPR report.