# UNITED STATES DEPARTMENT OF LABOR

Employment and Training Administration (ETA)



# Workforce Integrated Performance System (WIPS)

# WIPS Overview

WIOA helps people get jobs, degrees, training and support services. WIOA does have strict reporting guidelines. WIPS will produce the Quarterly and Annual Performance Reports to adhere to WIOA reporting requirements.

# **WIPS** Functionality

These are the basic functions available in WIPS:

- Grantees can upload and certify their report data
- WIPS checks report data for errors and identifies any errors found
- WIPS generates reports using performance data uploaded
- Program users can search for and view Quarterly and Annual reports

#### Your New WIPS User Account

You should have an email from admin@dol.appiancloud.com with the subject "Appian account creation." This email has your username, which is your email address all in lowercase, a temporary password and a link to WIPS. When you log in the first time, you will have to change your password. Your new password must be at least eight (8) characters and have at least one (1) of <u>each</u> of the following:

- Uppercase letterLowercase letter
- Special character
  Number
- ◆ Number

AFTER CHANGING YOUR PASSWORD, YOU MUST LOG OUT AND LOG IN AGAIN <u>USING YOUR NEW PASSWORD</u>.

Change Pass Please complete the f	word orm to change	vour passwor	d.
Old Password		,	
lew Password			
Confirm New Pass	vord		

WIPS Change Password Screen

Username	
Password	-
Remember me on this computer	•
Forgot your password? SIG	N IN

WIPS Login Screen

# Logging In

Before you get to the WIPS log in screen, you will first see the warning page regarding unauthorized use of a Government system. Click *I AGREE* to continue. Then you will see the log in screen. Enter your username and password. Note that <u>both</u> are case sensitive and your username is all lowercase. Click *SIGN IN* to continue.



### Logging Out

To log out, click the avatar icon to the left of the DOL icon. This will display a pop-up to identify who is logged in, a button to access your user **PROFILE** and a **SIGN OUT** button. Click the **SIGN OUT** button.



Logout Button and Home Shortcut



#### **Resetting Your Password**

Select the **Forgot your password?** link on the WIPS login screen. Then enter your email address in the Username field in all lowercase and select *SEND EMAIL*. You will receive an email with a temporary password that you will have to change the next time you log in. Your new password must be at least eight (8) characters and have at least one (1) of <u>each</u> of the following:

- Uppercase letterLowercase letter
- Special character

◆ Number

AFTER CHANGING YOUR PASSWORD, YOU MUST LOG OUT AND LOG IN AGAIN USING YOUR NEW PASSWORD.

#### **Navigation Menu**

If you have an existing user account to DOL Office of Apprenticeship (OA) cloud applications, such as OA Grant Quarterly Report or Registered Apprenticeship Partners Information Data System (RAPIDS) 2.0, you can move between the applications using the Navigation Menu, which is located to the left of the avatar icon. Select the Navigation Menu and choose the application to use.



