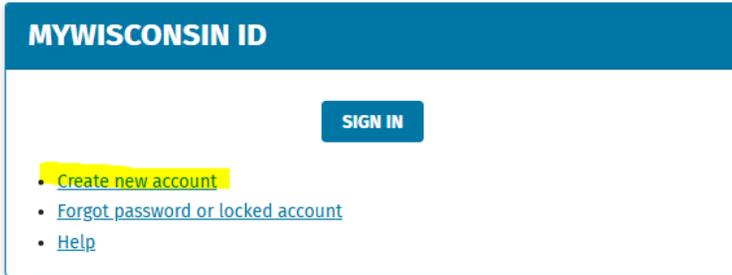
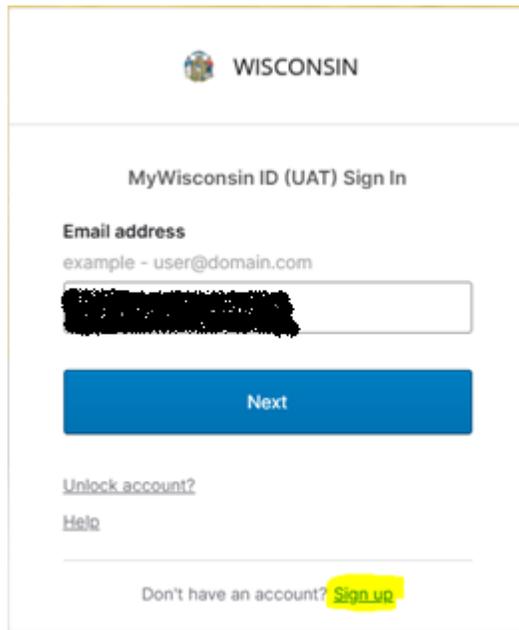


# My WI ID Instructions for SWIMS

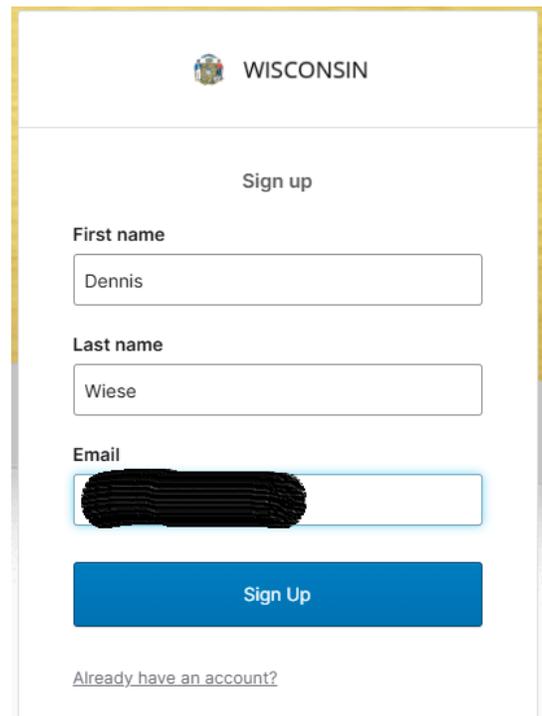
1. Click on SWIMS Link - <https://apps.dnr.wi.gov/swims/>
2. In the MYWISCONSIN ID box, click on the **Create new account** link.



3. Click the **Sign up** link at the bottom of the box.



4. Enter **First Name, Last Name** and **Email**.
5. Click **Sign Up** button.
6. Select **Security Method**.
  - a. Email – Email will be sent to your email address with instructions.
  - b. Password (**Recommended**) – Create a password.
7. Click **Set up** button.



8. Enter and Re-enter password.

**Set up password**

████████████████████

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

Enter password

.....

Re-enter password

.....

Next

9. Select Security Method (**Phone is Highly Recommended**).

10. Enter **Phone Number**.

11. Click the **Receive a code via SMS** button.

**Set up phone authentication**

████████████████████

Enter your phone number to receive a verification code via SMS.

Country/region

United States

Phone number

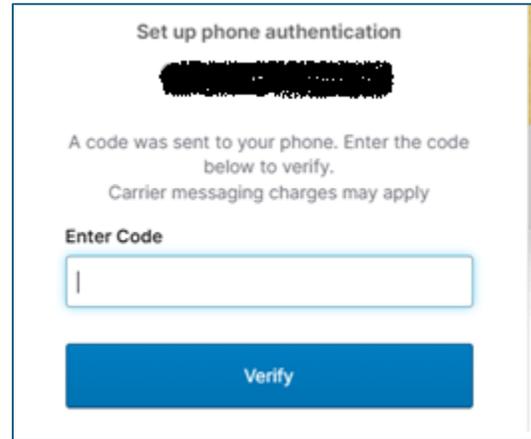
+1 ██████████

Receive a code via SMS

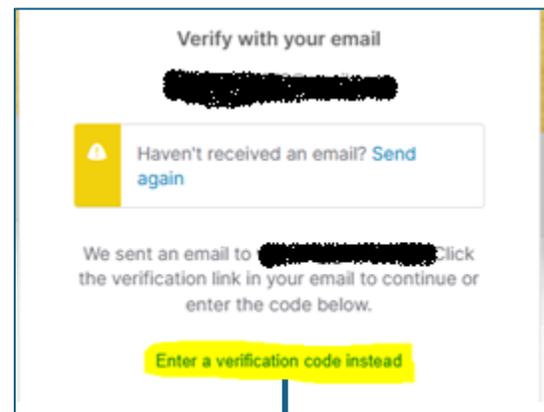
Required now

-  **Email**  
Verify with a link or code sent to your email  
Used for recovery  
[Set up](#)
-  **Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.  
Used for access  
[Set up](#)
-  **Okta Verify**  
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity  
Used for access  
[Set up](#)
-  **Phone**  
Verify with a code sent to your phone  
Used for access  
[Set up](#)
-  **Security Key or Biometric Authenticator**  
Use a security key or a biometric authenticator to sign in  
Used for access  
[Set up](#)

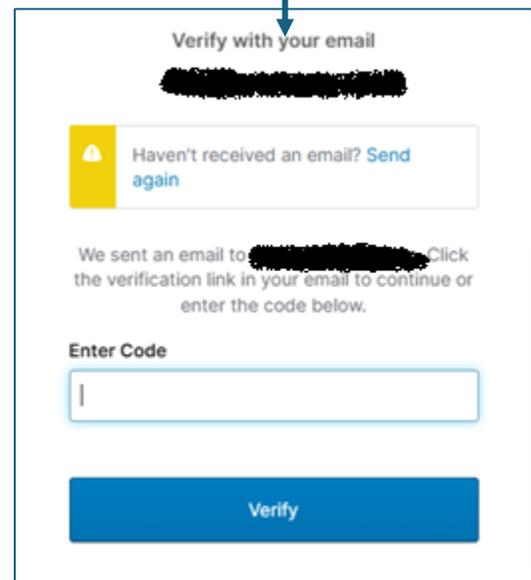
12. Enter **Code** and click the **Verify** button.



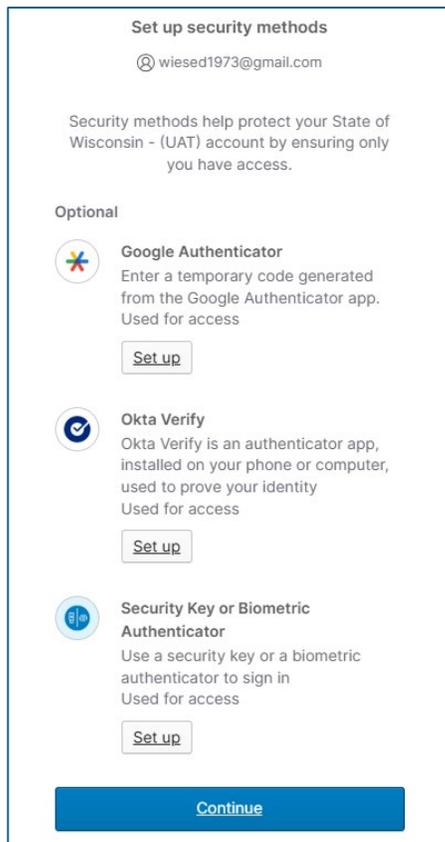
13. Next it requests email verification. Click the **Enter a verification code instead** link.



14. Enter code sent to your email address and click the **Verify** button.

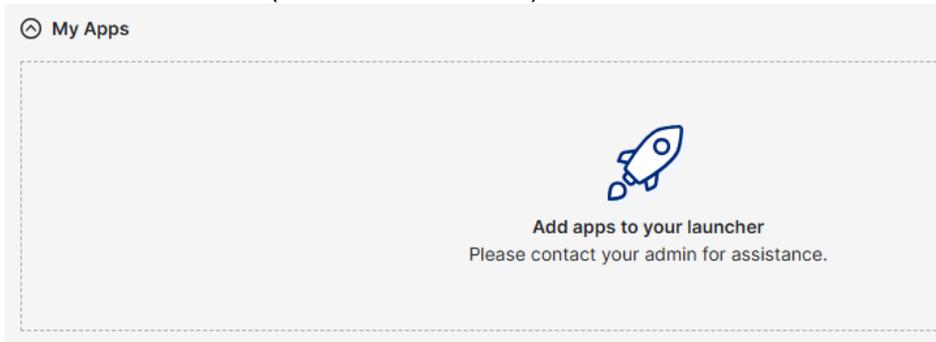


15. Set up secondary Security Method (OPTIONAL).



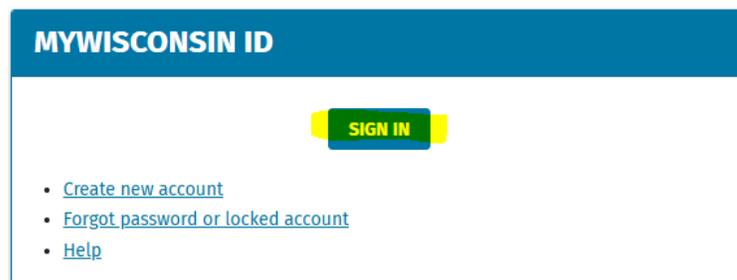
16. Click the **Continue** button.

17. ACCOUNT CREATED (**IGNORE THIS PAGE**) – Close Browser



18. Log into SWIMS...

- a. If this is your first time logging into SWIMS...
  - i. Email the SWIMS Team and request a SWIMS profile (include your WI ID username).
  - ii. A confirmation email will be sent with instructions for logging in.
- b. If you have used SWIMS in the past, click the SWIMS link - <https://apps.dnr.wi.gov/swims/>
  - i. In the MYWISCONSIN ID box click the **SIGN IN** button



- ii. If you have a WAMS ID, click the **TRANSFER WAMS DATA** button
    1. Enter your WAMS ID and Password
    2. Click the Verify button
  - iii. If you do not have a WAMS ID, click on the **CONTINUE AS NEW USER** button.
  - iv. Click the **CONTINUE** button.
- c. You should now be logged into SWIMS. If you do not have access, please contact the SWIMS Team.

