

Program Participation System (PPS) Common Problems and Solutions

Problem	Solution
System 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. Using a Mac or some web browser other than Internet Explorer will not generate the expected results.
Login	<ul style="list-style-type: none"> • PPS uses a Web Access Management System (WAMS) login ID and password. If you have forgotten your WAMS password, you will need to return to the WAMS site (https://on.wisconsin.gov/WAMS/home) and select Account Recovery from the menu options listed. • The district's PPS Security Coordinator is responsible for granting users with PPS access. The list of PPS Security Coordinators is posted on the Indicator 12 homepage (http://www.dpi.wi.gov/sped/spp-tran-presch.html).
Navigation Menu	<ul style="list-style-type: none"> • There are three options available to LEAs: PPS Home, Search, Reports. The other options listed are used by the Birth-to-3 program.
<i>PPS Home</i>	<ul style="list-style-type: none"> ○ The PPS Home page lists the last ten records accessed by the individual user. If a child's record has not previously been accessed, then the Search function must be used to locate the child.
<i>Search</i>	<ul style="list-style-type: none"> ○ Enter all or part of child's first name, all or part of child's last name, and the child's date of birth. Do not provide a county of responsibility.
LEA Information Page	<ul style="list-style-type: none"> • When using the transfer feature, select the name of the district to which the record is being transferred from the dropdown list, provide the email address to whom the record is being sent, and provide the email address from whom the record is being sent. No data for the child can be entered in any other section of the LEA Information Page. • Clicking the cancel box in the upper right corner is used to return to the Navigation Menu without entering the required Indicator 12 data for a child.