

Instructions for New READS Users

WisDOT Staff ONLY – No MyWisconsin ID is required. **Please go to Step 9** to **Request Access to READS**.

Consultants/non-WisDOT Staff ONLY – You need to set up your MyWisconsin ID and then Request Access to READS.

Register for a new MyWisconsin ID Account (Consultants ONLY)

Step 1: To create a MyWisconsin ID account go to <https://apps.wisconsin.gov>, and click the Sign up link.

WISCONSIN

MyWisconsin ID Sign In

Username

Next

Unlock account?
Click here for additional information

Don't have an account? [Sign up](#)

Step 2: Enter your information.

Enter your First Name, Last Name, and an Email address that will be used as your username and click the



WISCONSIN

Sign up

First name

Last name

Email

Sign Up

Sign up button.

[Already have an account?](#)

Step 3: Verify Your Email Address

You will be prompted to verify your email address on your account. Click the Set-up button in the Email section to verify your email.

PLEASE NOTE: All STEPS 3-8 MUST BE COMPLETED TO COMPLETE YOUR REGISTRATION PROCESS. IF YOU ARE UNABLE TO REGISTER, PLEASE CONTACT THE AGENCY HELPDESK/REPRESENTATIVES FOR WHOSE APPLICATIONS YOU ORIGINALLY RECEIVED ASSISTANCE WITH.



Set up security methods

Security methods help protect your account by ensuring only you have access.

Set up required



Email

Verify with a link or code sent to your email

Set up



Password

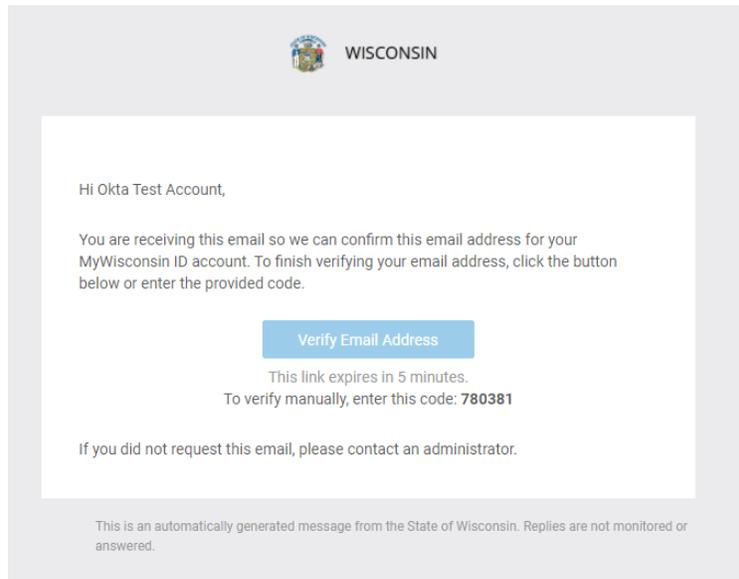
Choose a password for your account

Set up

[Back to sign in](#)

Step 4: Verify your Email Address

An email will be sent to the email address you entered, click **Verify Email Address** in that email to verify your email address. **NOTE: PLEASE CONTINUE TO STEP 5 OR YOUR REGISTRATION WILL BE INCOMPLETE AND YOUR ACCOUNT WILL NOT WORK.**



Step 5: Set up a Password for Your Account

After verifying your email address, you will set up a password for your account. Click the **Set up** button in the Password section to set up a password. **NOTE: PLEASE CONTINUE TO STEP 6 OR YOUR REGISTRATION WILL BE INCOMPLETE AND YOUR ACCOUNT WILL NOT WORK.**



WISCONSIN

Set up security methods

Security methods help protect your account by ensuring only you have access.

Set up required



Password

Choose a password for your account

Set up

[Back to sign in](#)

Step 6: Enter a New Password

Enter a new password for your account. ***NOTE: PLEASE CONTINUE TO STEP 7 OR YOUR REGISTRATION WILL BE INCOMPLETE AND YOUR ACCOUNT WILL NOT WORK.***



WISCONSIN



Set up password

 camilletestwilcox@gmail.com

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

 This field cannot be left blank

Re-enter password

Next

Step 7: Select a Multi-Factor Authentication (MFA) Method to Enroll

After setting up a password for your account, you will be prompted to select a Multi-Factor Authentication (MFA) method to enroll. Select your preferred MFA method and click **Set up**. Additional

information on MFA can be found [here](#). **NOTE: STEP 7 MUST BE COMPLETED OR YOUR REGISTRATION WILL BE INCOMPLETE AND YOUR ACCOUNT WILL NOT WORK.**



WISCONSIN

Set up security methods

Security methods help protect your account by ensuring only you have access.

Set up required



Google Authenticator

Enter a temporary code generated from the Google Authenticator app.

Set up



Okta Verify

Okta Verify is an authenticator app, installed on your phone, used to prove your identity

Set up



Phone

Verify with a code sent to your phone

Set up



Security Key or Biometric Authenticator

Use a security key or a biometric authenticator to sign in

Set up

[Back to sign in](#)

Step 8: Complete Your Registration

After completing the setup of MFA for your account, you will be directed to the last screen. Click **Continue/Finish** to complete your registration. **NOTE: STEP 8 MUST BE COMPLETED OR YOUR REGISTRATION WILL BE INCOMPLETE AND YOUR ACCOUNT WILL NOT WORK.**



Set up security methods

Security methods help protect your account by ensuring only you have access.

Set up optional



Google Authenticator

Enter a temporary code generated from the Google Authenticator app.

Set up



Okta Verify

Okta Verify is an authenticator app, installed on your phone, used to prove your identity

Set up



Phone

Verify with a code sent to your phone

Set up

Finish

[Back to sign in](#)

After setting up a Multi-Factor Authentication method, you have now completed the process. **Congratulations, your new MyWisconsin ID is ready to go!!!**

Request Access to READS

Step 9: Fill Out and Submit your 'request access' survey.

Go to the READS web page at [Wisconsin Department of Transportation READS \(Real Estate Automated Data System\) \(wisconsin.gov\)](https://wisconsin.gov/transportation/reads) and **request access** by filling out and submitting a brief survey to request a READS account. **You will receive a confirmation email once you have been granted access to READS.**



READS (Real Estate Automated Data System)

Consultant resources

Real Estate

Sign up for READS updates

Start READS

Access to the Real Estate Automated Data System (READS) is only available to WisDOT staff and consultants currently under contract for WisDOT real estate acquisition projects.

Start READS

First time users

- Instructions for new READS users
- Before using READS, you must have a valid WAMS ID and [request access](#)
- Sign up to receive [news about READS updates](#)



Help, training, tips & tricks

- General help with READS, see [READS training and reference manual](#)
 - For questions not covered in READS manual, ask your local [READS contact](#)
- Help with payment requests, view [STAR payment request processes](#)

Step 10: Log into READS.

Go directly to [Login \(wi.gov\)](#) to log into READS and select **“Staff/Consultant”** and enter your credentials to **Login** to READS.

Real Estate Automated Data System (READS) System

RIGHT-OF-WAY (ROW) REAL ESTATE ACQUISITION AND MANAGEMENT IS OFTEN THE CRITICAL PATH IN CAPITAL PROJECTS. CLEARING PROJECTS QUICKLY WITH A STREAMLINED PROPERTY ACQUISITION AND MANAGEMENT PROCESS WHILE KEEPING STAKEHOLDERS INFORMED IS CRITICAL FOR ALL TRANSPORTATION AGENCIES. PAECETRAK™ DELIVERS WITH A PROVEN AND CONSISTENT PROCESS FOR ACQUIRING AND MANAGING PROPERTIES UTILIZING EASY WEB BROWSER ACCESS TO A SECURE CENTRALIZED AGENCY-WIDE DATABASE SYSTEM.

Login

Consultant and Staff

Consultant

Staff

Or you can go to the READS web page at [Wisconsin Department of Transportation READS \(Real Estate Automated Data System\) \(wisconsindot.gov\)](#), and select **“Start READS”** that will take you to the READS Login page [Login \(wi.gov\)](#) where you can select **“Staff/Consultant”** and enter your credentials to **Login** to READS.



READS (Real Estate Automated Data System)

[Consultant resources](#)
[Real Estate](#)
[Sign up for READS updates](#)
[Start READS](#)

Access to the Real Estate Automated Data System (READS) is only available to WisDOT staff and consultants currently under contract for WisDOT real estate acquisition projects.

Start READS

First time users

- [Instructions for new READS users](#)
- Before using READS, you must have a valid WAMS ID and [request access](#)
- Sign up to receive [news about READS updates](#)

Help, training, tips & tricks

- General help with READS, see [READS training and reference manual](#)
 - For questions not covered in READS manual, ask your local READS contact
- Help with payment requests, view [STAR payment request processes](#)

FAQ's for MyWisconsin ID

I put in the wrong email address?

Start from the beginning and create a new account, as you would not have received the email to start setting up your account.

I did not set a password?

Accounts that are not completely set up are deleted after 2 hours. Start from the beginning and create a new account.

I did not define or choose an MFA factor?

Accounts that are not completely set up are deleted after 2 hours. Start from the beginning and create a new account.

I get to the "Set up security methods" page after enrolling one MFA factor – what do I do?

Scroll down and click the big 'Set Up Later' button:

Set up security methods



Security methods help protect your Okta account by ensuring only you have access.

Set up optional



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, used to prove your identity. Used for access

Set up



Phone

Verify with a code sent to your phone. Used for access

Set up

Set up later

Back to sign in

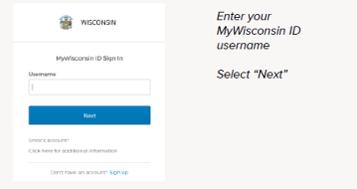
For additional questions on self-registration, please visit our [FAQ page](#).

MyWisconsin ID - Initiating a password recovery

How to initiate password recovery for a MyWisconsin ID account using email

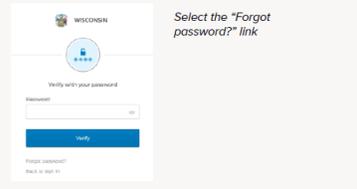
1 User Needs to Recover Password

From the sign-in page, enter your MyWisconsin ID username and select "Next"



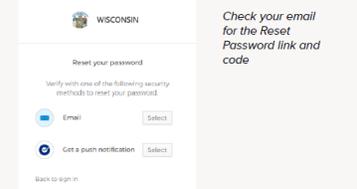
2 Initiate Password Reset

Select the "Forgot Password?" link



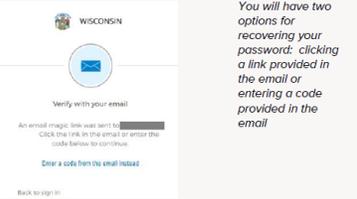
3 Email Sent for Password Reset

Click "Select" on the "Email" option



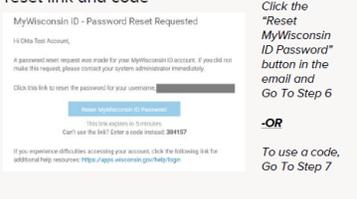
4 Password Reset Options

An email will be sent with a link and a code



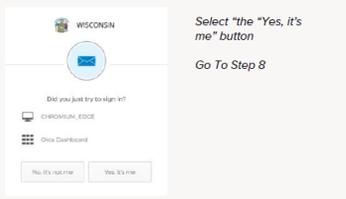
5 Email Received

Email received with the password reset link and code



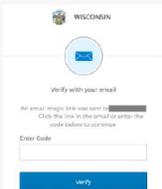
6 Verify Sign In Notification (link)

Select "Yes, it's me".



7 Verify Sign In Notification (code)

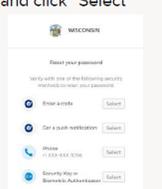
Enter code provided in email



Select "Enter a code from email instead" in Step 4. Enter the code provided in the email and click the "Verify" button

8 Complete MFA verification

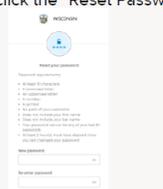
Pick one of your enrolled MFA methods and click "Select"



To change your password, you will need to complete an MFA verification. Select one of your MFA methods and complete the MFA verification

9 Enter New Password

Enter and verify your new password and click the "Reset Password" button



Enter a new password in the "New password" and "Re-enter password" boxes, and click the "Reset Password" button

10 Password Change Confirmation

You will receive confirmation that your password has been updated



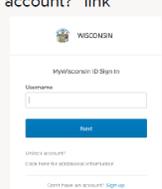
You have now successfully updated your password

MyWisconsin ID - Unlocking your account

How to unlock your MyWisconsin ID account using email

1 User Needs to Unlock Account

From the sign-in page, select "Unlock account?" link



To unlock your account, click the "Unlock account?" link

2 Initiate Account Unlock (Email)

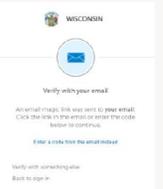
Enter your MyWisconsin ID username and click "Select" on the "Email" option



Enter your MyWisconsin ID username. Click "Select" on the Email option

3 Account Unlocked Notification

Email sent notification on the screen.



Check your email for the Unlock Account link

4 Email Received

Email received with the unlock link



Click the "Unlock MyWisconsin ID Account" button in the email

5 Verify Sign In Notification

Select "Yes, it's me"



Select "the "Yes, it's me" button

6 Complete MFA Verification

You will be directed to complete MFA verification to complete your account unlock



A new window will open to complete a MFA verification

7 Complete MFA Verification

Pick one of your enrolled MFA methods and click "Select"

To unlock your account, you will need to complete an MFA verification. Select one of your MFA methods and complete the MFA verification

8 Account Unlock Verification

You will receive confirmed that your account has been unlocked.

You have now successfully unlocked your account



MyWisconsin ID – Changing your password

How to change your MyWisconsin ID password

1 Log in to change your password

To change your MyWisconsin ID account password, log in to your MyWisconsin ID account. Click on your username in the menu, and select "Settings"

2 Enter a new password

Enter your existing password, then enter the new password following the requirements on the screen

Enter your current password in the "Current Password" box. Enter your new password in the "New password" and "Confirm new password" boxes, then select "Change Password"

3 Password Change Notification

A "Password Changed" confirmation message will display on the screen