

Workforce Integrated Performance System

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RESOURCES

March 2018

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WIPS Target Programs

What are Target Programs?

Added to WIPS in the January 31, 2018 release, Target Programs are used to identify which reports will be generated when uploading a file using a multi-program schema such as the Full PIRL. You will not be asked to select a Target Program if you select a single program schema, such as H-1B. To select a Target Program you must click each Program name on the drop down list.

The Target Programs also determine which edit checks are run on the uploaded files and is displayed on the Edit Check Results tab for clarity. Previously, WIPS ran Logical Rules on all records based on any Program Flags that were included in the file. Using Target Programs will ensure that only necessary edit checks are run on an uploaded file.

Valid Value and Duplicate Rule edit checks are not affected by Target Programs and run on all records in the uploaded file.

Future Updates to Target Programs for Program Users

In the next release of WIPS in April 2018, Target Programs will be included in the State Status Dashboard report. Additionally, Target Programs will be used to refine the data produced by the Data Export function for DOL Program Users. These updates for the DOL Program Users only apply to files uploaded or reports generated for March 31, 2018, Quarter End Date and beyond.

Resetting Your WIPS Password

Help! I'm having trouble logging into WIPS

The most common login issue with WIPS is when a user enters their username incorrectly. Please be aware that all usernames must be in all lowercase when logging into WIPS. If you do not use all lowercase letters for your username, you will get the following error message:

"The username/password entered is invalid. Usernames and passwords are case sensitive"

For example, an error will be received if entering "WIOA.Feedback@dol.gov" as a username rather than "wioa.feedback@dol.gov".

If login difficulties do not stem from username formatting, a password reset might be necessary. All current WIPS users have the ability to reset their individual WIPS passwords. Please be sure to reference the WIPS Quick Reference Guide, accessible at <https://doleta.gov/performance/wips/>, for assistance with resetting your password.

How do I reset my WIPS password?

To initiate a password reset, follow the process outlined below:

Please reference the following link to sign into WIPS: <https://dol.appiancloud.com/suite/>

Select "Forgot Your Password?"

Enter your WIPS username into the field using all lowercase letters and select "Send Email"

An automated email containing a link will then be sent to the email inbox associated with your WIPS user account

The email will be sent from "admin@dol.appiancloud.com" with Password Reset in the subject.

Please note these emails can accidentally be directed to your spam box

If you did not receive an email with instructions for resetting your password, your WIPS user account may be deactivated. In this case you must send an email to WIOA.Feedback@dol.gov to request that your WIPS user account be reactivated.

Follow the link in the automated email to reset your password

This link is only valid for 15 minutes.

Enter a new password on the WIPS Change Password page.

Your new password must be at least eight (8) characters and have at least one (1) of each of the following:

Uppercase letter

Lowercase letter

Number

Special character

Reenter your new password in the Confirm New Password box.

Select "Submit" to update your password and to log into WIPS.

Note: WIPS user accounts will be deactivated if a user has not logged into WIPS for 120 days prior to March 15, 2018, or 210 days after that date. To request a WIPS user account be reactivated, please email WIOA.Feedback@dol.gov to request further assistance. This request must come from the person associated with the WIPS account for the account to be reactivated or to update the account's credentials.

Questions?

If there are any questions or concerns about the information provided, please contact the WIPS Help Desk at WIOA.Feedback@dol.gov



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