Grant Administration

WFF Online System Access Instructions

Accessing the WFF Online Data Entry System

Access to the Wisconsin Fast Forward (WFF) Awarded Grant System differs from the WFF Application System. Access to the WFF Awarded Grant System is required to enter trainee data, submit quarterly and final reports, and update contact information.

A. Previous WFF Application System Access

Grantees that have a WFF logon because they were an Application Writer or a Project Director on another WFF grant, e-mail WisconsinFastForward@dwd.wisconsin.gov to request access to the current grant in the WFF Awarded Grant System.

B. DWD System Authorized User:

Grantees with a DWD logon for Job Center of Wisconsin, Unemployment Insurance, Worknet, etc., may use that logon to enter the WFF Awarded Grant System, but also need to request to be assigned to a current WFF grant. Start at section C2 and use the existing logon to start the process.

C. New to the WFF Awarded Grant System:

1. Grant Project Directors with no existing DWD logon should go to www.wisconsinfastforward.com. On the left side menu bar click Grant Program, then Grant Administration.

   Click the **Login** button in the upper right hand corner under Access Online Account. This brings up the screen below in C2. Click Create a Logon. Accept the terms and conditions on the Logon Creation page to start a profile. Complete the required information on the Logon Creation page. Fill out all the requested information and note your username and password for future reference.

2. After the initial logon is created, the system will return you to the logon page below. Use your new username and password to enter the system.

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3. On your initial logon, you will have to register and provide the following information in the screen below.

To administer the grant and access the WFF Awarded Grant System, select Project Director. Enter the Correspondence ID from the front page of the WFF Contract.
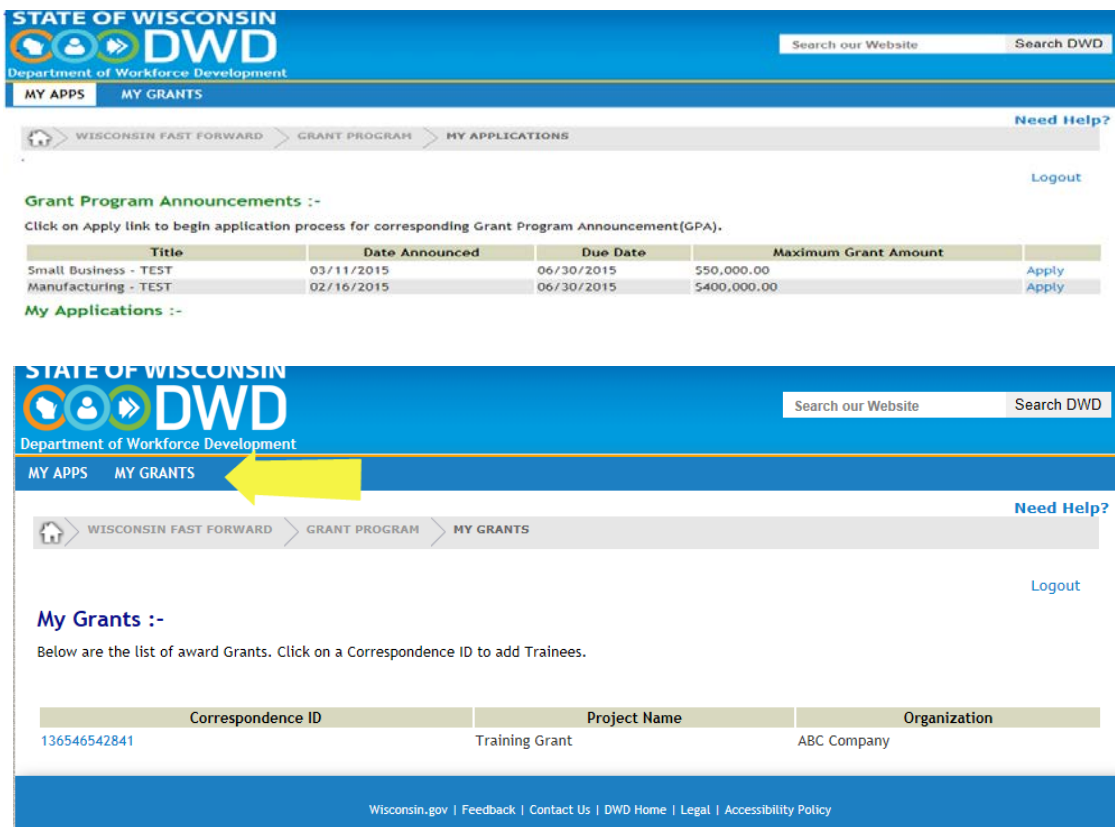

Click on submit and the authorization request will be sent to the Office of Skill Development (OSD). OSD staff will review and determine authorization. You will receive an e-mail verifying your access. Once you have this email, you may access the WFF Awarded Grant System.

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D. Continued Access to the WFF Awarded Grant System:

Once authorized as Project Director, logon to the WFF online system via the **Login** button on the WFF Grant Administration webpage and use your new username and password to enter the system.

If you were also the Application Writer, you will land on the My Apps page. Select My Grants at the top of the page to access your grant(s). Click on the appropriate grant under the Correspondence ID to enter grant data.

If you were not the Application Writer, you will land directly on the My Grants page. Click on the appropriate grant under the Correspondence ID to access your grant and enter grant data.

To continue the next steps in administering your grant, access the appropriate online instructions. These are found on the WFF Grant Administration page at www.wisconsinfastforward.com.

Online Instructions – Entering Trainee Data
Online Instructions – Quarterly Progress Reports
Online Instructions – Requesting and Completing a Final Report

Additional Help

For Technical Difficulty with the Online System:
- If you are experiencing difficulty logging in call the DWD Help Desk at 608-266-7252.
- If you have additional questions please contact the Wisconsin Fast Forward Staff:

    o Roselynn Bittorf
      E: Roselynnl.bittorf@dwd.wisconsin.gov
      T:608-267-7248
      John Roos
      E: John.Roos@dwd.wisconsin.gov
      T: 608-266-5536