



Wisconsin Fast Forward

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.

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

STATE OF WISCONSIN
DWD
Department of Workforce Development

Search our Website Search DWD

WISCONSIN FAST FORWARD > GRANT PROGRAM > APPLICANT REGISTRATION

Need Help?

Logout

Registration for Wisconsin Fast Forward

Complete this registration only if you will be performing in any of the below roles

First Name Shelly
Middle Initial
Last Name Test
Address 1
Address 2
City
State
Zip
Phone 608-268-3252
Organization Name
Title
Email harkinsshelly@gmail.com

Select the Role :
 Application Writer
 Project Director

Enter Correspondence ID requesting access as a Project Director Role :

Submit

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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.

WISCONSIN FAST FORWARD > GRANT PROGRAM > APPLICANT REGISTRATION

Need Help?

Logout

Registration for Wisconsin Fast Forward

Complete this registration only if you will be performing in any of the below roles


First Name Test
Middle Initial
Last Name Testtesttest
Address 1 123 Elm
Address 2
City Sun Prairie
State

Select the Role :
 Application Writer
 Project Director

Enter Correspondence ID requesting access as a Project Director Role :
ff142514584

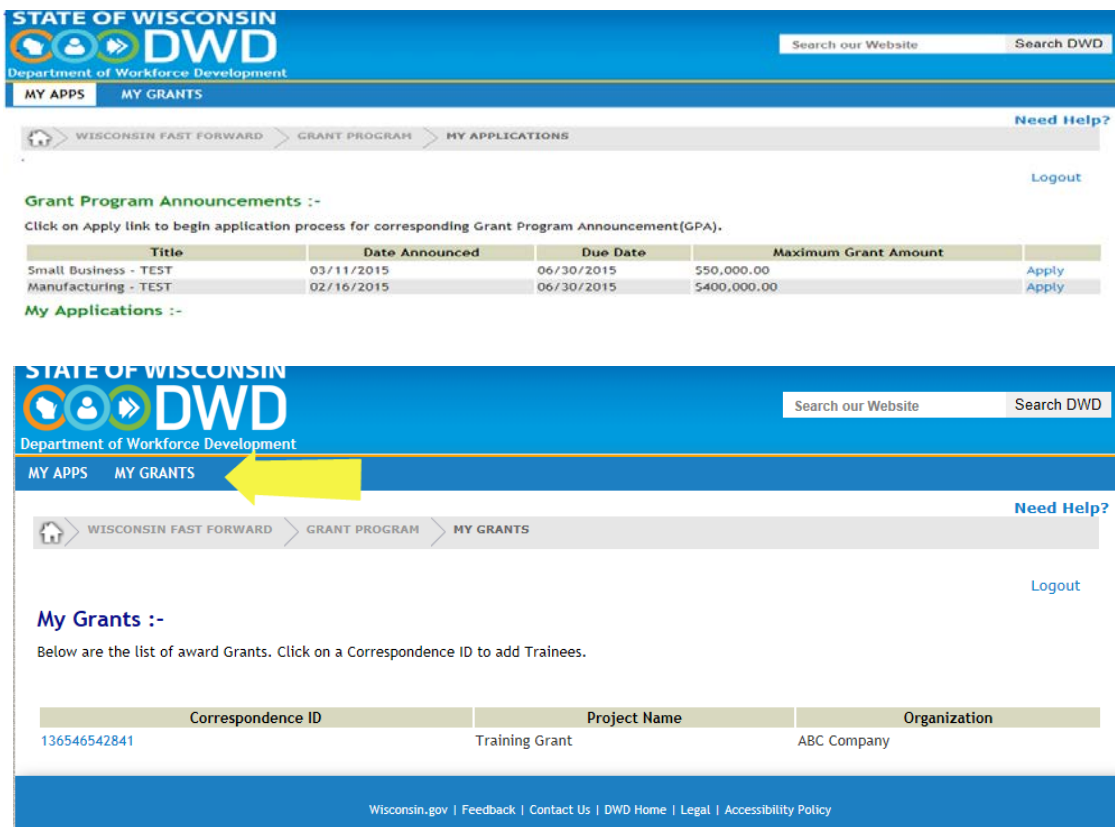
Click on submit and the authorization request will be sent to the Office of Skill Development (OSD). OSD staff will review and determine authorization. You will receive an e-mail verifying your access. Once you have this email, you may access the WFF Awarded Grant System.

D. Continued Access to the WFF Awarded Grant System:

Once authorized as Project Director, logon to the WFF online system via the  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.



STATE OF WISCONSIN DWD
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MY APPS MY GRANTS

WISCONSIN FAST FORWARD > GRANT PROGRAM > MY APPLICATIONS

Need Help? Logout

Grant Program Announcements :-
Click on Apply link to begin application process for corresponding Grant Program Announcement(GPA).

Title	Date Announced	Due Date	Maximum Grant Amount	
Small Business - TEST	03/11/2015	06/30/2015	550,000.00	Apply
Manufacturing - TEST	02/16/2015	06/30/2015	5400,000.00	Apply

My Applications :-

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MY APPS MY GRANTS

WISCONSIN FAST FORWARD > GRANT PROGRAM > MY GRANTS

Need Help? Logout

My Grants :-
Below are the list of award Grants. Click on a Correspondence ID to add Trainees.

Correspondence ID	Project Name	Organization
136546542841	Training Grant	ABC Company

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