STATE OF WISCONSIN

DWD

Department of Workforce Development

Wisconsin Fast Forward

Grant Administration

WFF Online System Access Instructions for Project Director and Trainee Data Entry Roles

Accessing the WFF Awarded Grant 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 should e-mail WisconsinFastForward@dwd.wisconsin.gov to request access to the current grant in the WFF Awarded Grant System. Include the current correspondence ID in your request.

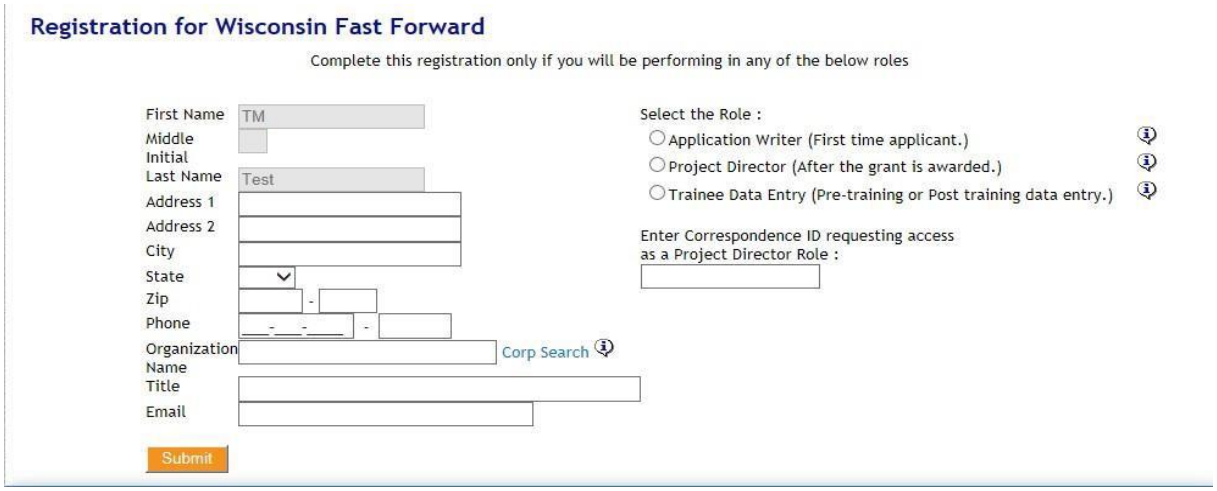
B. DWD System Authorized User

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.

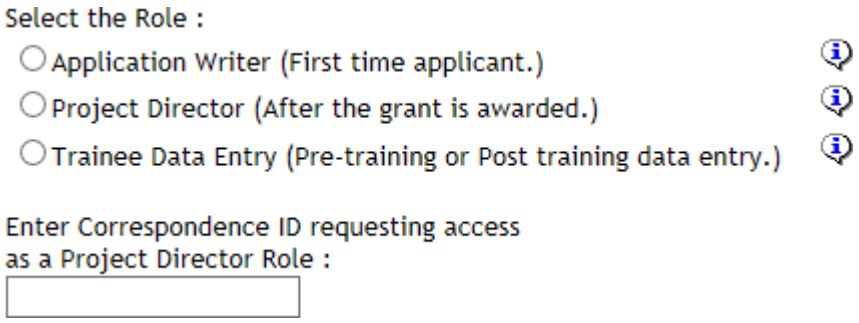
C. New to the WFF Awarded Grant System

1. Grant Project Directors and individuals registering only to enter Trainee Data with no existing DWD logon should go to www.wisconsinfastforward.com.
2. Click the Sign in button in the upper right-hand corner of the page. This brings up the screen below. Click Sign In. Create a MyWisconsinID using the Self Registration steps at https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx. Note your username and password for future reference.

3. You will then be asked to continue your registration for Wisconsin Fast Forward. Fill in the information on the "Registration for Wisconsin Fast Forward" page with your business-specific information.



4. To administer the grant and access the WFF Awarded Grant System, select the appropriate role. If you will enter trainee data and fill out Quarterly Reports and the Final Report, select Project Director. In some cases, a separate individual at the applicant organization or a partner company may be granted access **only** to enter trainee data. If this is the case, select Trainee Data Entry. You will only have access to enter and review trainee data for trainees associated with your company. The Project Direct can view trainee data from all partners.



5. Enter the Correspondence ID from the front page of the WFF Contract. You must do this if you are requesting access for either Project Director or Trainee Data Entry roles.

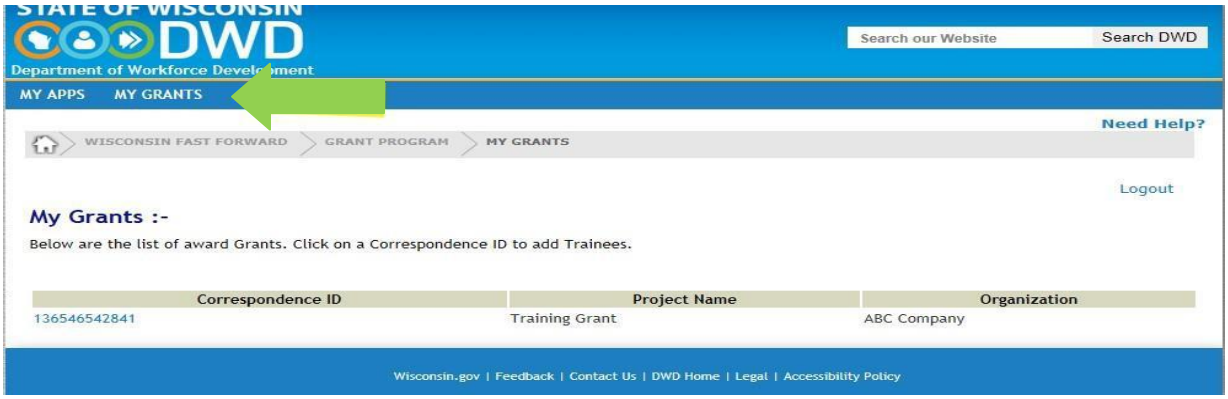
6. Click Submit and the authorization request will be sent to the Office of Skill Development (OSD). OSD staff will review and determine authorization. You will receive an e-mail verifying your access. Once you have this email, you may access the WFF Awarded Grant System.

D. Continued Access to the WFF Awarded Grant System

Once authorized as Project Director or for Trainee Data Entry, logon to the WFF online system via the Sign in 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, under the Reporting section at http://www.wisconsinfastforward.com/wff_standard.htm#adminTools.

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 (https://wisconsinfastforward.com/pdf/osd-contacts.pdf) or email WisconsinFastForward@dwd.wisconsin.gov