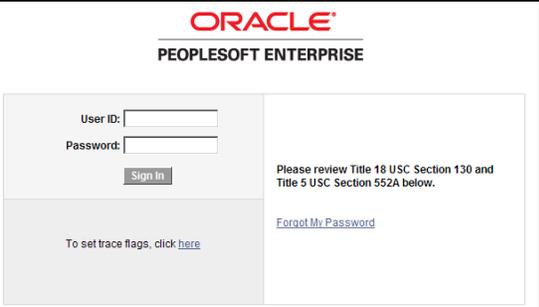
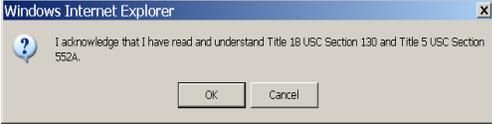


WIMS Portal

Use The primary purpose of the Portal for WIMS users is for easy and quick navigation to the data entry pages for a Work – Life Incident.

Prerequisites • User ID and password

Step	Action
1	<ul style="list-style-type: none">• At the Oracle log in screen, enter your provided User ID and Password in the fields provided. <div data-bbox="597 583 1146 1041" style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>ORACLE PEOPLESOFT ENTERPRISE</p><p>User ID: <input type="text"/> Password: <input type="password"/> <input type="button" value="Sign In"/> Forgot My Password</p><p>To set trace flags, click here</p><p><small>Title 18 USC Section 130 Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative penalties. Users shall not access other users' or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence or performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If</small></p></div> <ul style="list-style-type: none">• Select the Sign In button• The <u><i>Title 18 USC Section 130 and Title 5 USC Section 552A</i></u> acknowledgement window will appear. <div data-bbox="626 1268 1118 1392" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"><p>Windows Internet Explorer</p><p>I acknowledge that I have read and understand Title 18 USC Section 130 and Title 5 USC Section 552A.</p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div> <ul style="list-style-type: none">• Select the OK button.

2 On the users **Portal Page** user has “pagelets” based upon a user’s roles and permissions, such as access to the Work Life Information Systems (WIMS) specific to the Work Life Program (role/permission).

The following is an example of a portal window for a Family Advocacy Specialist with the ability to enter data for the Family Advocacy Program below.

- A. System Messages
- B. Quick links into WIMS
- C. Worklife Reports
- D. Enterprise Menu

