UNITED STATES DEPARTMENT OF LABOR

Employment and Training Administration (ETA)

Workforce Integrated Performance System (WIPS)

https://dol.appiancloud.com/suite/

WIPS Overview

WIOA helps people get jobs, degrees, training and support services. WIOA does have strict reporting guidelines. WIPS will produce the Quarterly Performance Reporting (QPR) to adhere to WIOA reporting requirements.

WIPS Functionality

These are the basic functions available in WIPS:

♦ Grantees can upload and certify their QPR data

♦ WIPS checks QPR data for errors and identifies any errors found

♦ WIPS generates QPR report using performance data uploaded

♦ Program users can search for and view QPRs

♦ Program users can request exports and download QPR data

Your New WIPS User Account

You should have an email from admin@dol.appiancloud.com with the subject "Appian account creation." This email has your username, which is your email address, a temporary password and link to WIPS. When you log in the first time, you will have to change your password. Your new password must be at least eight (8) characters and have at least one (1) of <u>each</u> of the following:

♦ Uppercase letter   ♦ Special character

♦ Lowercase letter   ♦ Number

AFTER CHANGING YOUR PASSWORD, YOU MUST LOG OUT AND LOG IN AGAIN USING YOUR NEW PASSWORD.

WIPS Change Password Screen

Logging In

Before you get to the WIPS log in screen, you will first see the warning page regarding unauthorized use of a Government system. Click *I Agree* to continue. Then you will see the log in screen. Enter your username and password. Note that <u>both</u> are case sensitive. Click *Sign In* to continue.

WIPS Login Screen

Logging Out

To log out, click the avatar icon to the left of the DOL icon. This will display a pop-up to identify who is logged in and a button SIGN OUT. Click the SIGN OUT button.

The DOL icon is a shortcut to the HOME tab.
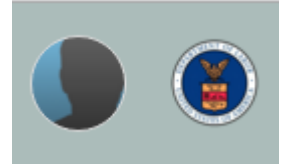
Logout Button and Home Shortcut

Resetting Your Password

WIPS Login Screen

Select the **Reset Your Password** link on the WIPS login screen. Then enter your email address in the Username field and select *Request Password Reset*. You will receive an email with a temporary password that you will have to change the next time you log in. 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
- Special character
- Number

AFTER CHANGING YOUR PASSWORD, YOU MUST LOG OUT AND LOG IN AGAIN.

WIPS Login Screen

Multi-Application Portal

If you have an existing user account to DOL Office of Apprenticeship (OA) cloud applications, such as OA Quarterly Performance Report (QPR), Standards Builder or Registered Apprenticeship Partners Information Data System (RAPIDS), you will see the multi-application Portal. On the left side are your OA applications and on the right side is **WIPS PU** (Program User). Select **WIPS PU**.

Portal

Below are links to the various sites in the OA and WIPS Application Suites

Links

Links to the various sites in the Office of Apprenticeship(OA)

OA Quarterly Performance Report
Descriptive text about the OA QPR report
- Grantee Data - *View and input data for the quarterly reports*
- Grant Quarterly Report
- Manage User Accounts
- Grantee Account Management

Links to Workforce Integrated Performance System (WIPS)

WIPS PU
Program Dashboard and Data Export
- Program Dashboard - *User Program Dashboard*
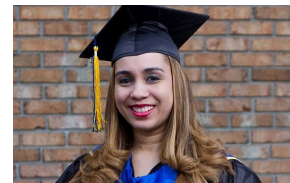- Data Export - *Request Export and Download your Data*

Multi-Application Portal

Jobs for Veterans' State Grants

GETTING HELP

To get help for WIPS, send an email to:

WIOA.Feedback@dol.gov

Fanggit Achieved Associates Degree with Support from Dislocated Worker Grant