Industrial Hemp Research Pilot Program SharePoint Guidance

October 2, 2018





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Program Background

The Wisconsin Department of Agriculture, Trade and Consumer Protection's industrial hemp research pilot program requires both growers and processors to obtain one-time licenses, and register each year that they intend to plant/process industrial hemp. Growers and processors must also pass background checks and pay fees to participate in the program. The emergency administrative rule, ATCP 22, became effective March 2, 2018. It sets up the program requirements.

This is a research pilot program permitted under terms of the 2014 federal farm bill. As participants in the research program, growers and processors will be required to report their research plans along with their annual registrations, and to file research reports for each growing season.

SharePoint Site Summary

In 2018, the Industrial Hemp Research Pilot program launched a pilot of a SharePoint site for the submission of growing reports. The site is managed by the Industrial Hemp Research Pilot Program staff and allows users outside of the Department of Agriculture, Trade and Consumer Protection (DATCP) to submit materials directly to the program site. Access and permissions are managed by the Industrial Hemp Research Pilot Program using the Wisconsin Logon Management System or WILMS.

The Industrial Hemp Research Pilot SharePoint site includes Planting Report forms, Final Report forms, a document library, and an announcement board.

Industrial Hemp Research Pilot participants will still have the option to forms on paper rather than online.

WILMS (Wisconsin Logon Management System) Access

The Wisconsin Logon Management system allows authorized users to access specified areas of the restricted computer system. In other words, users can access their own reports and information but not information from other participants.

Extranet (SharePoint) Access - Creating a WILMS Account

These procedures will walk you through creating an account for a WILMS ID in order to access DATCP's Extranet SharePoint Site. If you already have a WILMS account, please use the Help menu on the Wisconsin Logon Management System.

Use the following instructions listed to create a WILMS Account:

Step 1: Navigating to the Correct Page Using your web browser, navigate to the site: <u>https://datcpnet.wi.gov/darm/bpi/IndHemp/HempReports/</u>

You will be prompted to the screen below. Select "I Agree"

E	WILMS - Wisconsin Logon Management System				
	*** AUTHORIZED USERS ONLY ***				
	You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only.				
	All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin.				
	The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with state and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel.				
	Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited, may be subject to civil or criminal prosecution under state and/or federal laws, and may also result in disciplinary action where appropriate.				
	You should only access, create, or file the information that is needed to complete your task and is appropriate for the site being accessed.				
	It is your responsibility to ensure your access to this system is revoked when your employment or need for access ends. If you are aware that you ending your employment, you must promptly provide your agency's security officer and management the end date of your employment.				
	I Agree				
ľ	Wisconsin Department of Agriculture, Trade and Consumer Protection Working for You All Day Every Day.				

The following page will appears. Select **"I do not have a WILMS account and would like to register for one."**

WILMS Sign In	Help
Note: The "!!! wiext\" prefix is no longer needed in front of your user name.	I have forgotten my user name or password.
WILMS User name:	I need to change my password.
WII MS Password	I need to change or update my account information.
	I do not have a WILMS account and would like to register for one.
Sign In	After you sign up for a new account, you need to contact the administrator for you specific site to authorize your access.
State of WI Users Sign In Here	
	If you are unable to sign in, please email the <i>WILMS Help Desk</i> fo r assistance.

Step 2: Self-Registration

A self-registration page will appear on your screen. Select "Accept"						
	Self Registration					
	Welcome to the DOA/Wisconsin Logon self registration process. Self Registration allo secure business with the Department of Workforce Development over the Internet.	ws y				
	Requesting a DOA/Wisconsin Logon and Password					
	You will submit your contact information. Once authorized you will see a confirmation.					
	Starting the Self Registration Process					
To begin, you must read the User Acceptance Agreement below and click Accept Decline.						
	User Acceptance Agreement					
	DOA/WISCONSIN LOGON MANAGEMENT SYSTEM					
	INTRODUCTION					
	Printer Friendly Version					
	Accept Decline					

Now, fill out all mandatory information on the Account Creation Page. For the "Systems You Will Access" portion, select SharePoint. See Below:

	Account Creation		
* Indicates Re	uired Field		
Profile Inf	ormation		
First Name	*		
Middle Initial	S		
Last Name	*		
Suffix			
E-Mail	*		
Phone	Use this format 6085551234 ext.		
Mailing Addre	255		
Street Addre	55		
City			
State/Provinc	e 🗸 🗸	Syste	ms You Will Access
Zip Code		Use yo	ur mouse to highlight the system that you want to access
Systems Y Use your mo	ou Will Access use to highlight the system that you want to access SharePoint WEDSS	Syster	OLAS Applicant (Department of Safety and Pro OLAS School (Department of Safety and Profe SharePoint WEDSS
Systems	DHS - Volunteer Health Care Program (VHCP V DHS Health Reports		
Account In	formation		
Your Logon I numbers. Yo	D must be between 5-20 characters and CAN be a cur Logon ID must not contain spaces or special cha	combination racters.	
Logon ID	*		
Your Passwor	d must be 7-20 characters long and MUST contain	a combinat	

Note: Your Logon ID must be between 5-20 characters and CAN be a combination of letters and numbers. The Logon ID must not contain spaces or special characters.

Your Password must be 7-20 characters long and MUST contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Users are encouraged to maintain a hard copy of both logon information as well as the Secret Question submitted to the system for password recovery in the future.

Step 3: Access Request

WILMS will send a confirmation email with a link. DO NOT USE THIS LINK – it is generated by WILMS and doesn't access the Industrial Hemp Research Pilot site.

After receiving the WILMS confirmation, users will request permission to access the Industrial Hemp Research Pilot SharePoint site. To do this, open your web browser and type or copy this link into your browser: https://datcpnet.wi.gov/darm/bpi/IndHemp/HempReports/

You will be prompted to the following screen. In the text box, briefly describe who you are and why you need access to the Industrial Hemp Research Pilot site.

Then click "Send"



The DATCP administrator (Industrial Hemp Research Pilot Program Specialist) will be notified of your request and grant you permission to the Industrial Hemp Research Pilot SharePoint site. You will receive an email when you gain access to view the Industrial Hemp Research Pilot site.

If you have any difficulty with this process, please contact the Industrial Hemp Research Pilot program specialist, 608-224-4500 or <u>DATCPIndustrialHemp@wisconsin.gov</u>.

Site Specifics

Final Report Forms

Final Report Forms can be accessed in three places:

• Buttons in the right column, beneath the Industrial Hemp photo.

Submit a 2018 Final Report

- Hyperlinked beneath <u>Forms</u> in the right column.
- By clicking on the Form name in the left navigation pane (under Reports), then New Item in the library that opens.

All forms are fillable forms and follow the same format as the paper forms. These forms submit directly to a SharePoint list, eliminating the need for the Industrial Hemp Research Pilot program specialist to reenter the submitted information into a spreadsheet or database.

Note:

- Required fields are indicated with a red asterisk * in the corner of the field. All required fields must be completed in order to save the form.
- Fields that are self-calculating appear in green on the form.

Saving/Editing

Applications can be saved before fully completed. To access and edit, click on the correct application title in the left navigation (under the DATCP logo). Find the application and click on the ellipses (...) to the right of the name/title. Click edit item. Complete/edit and click submit.





Step 2: Open Saved Form

Click on correct Name/Title. This is the user's Name/Title from the original application.

	Agriculture Trade and Consumer Protection	Newsfeed OneDrive Sites Ashby, Stacie L+ ✿?
Hemp Reports Final Rec	eport	Search this site 👻 🔎
Home	⊕ new item or edit this list	
Documents (Admin)	All Items ···· Find an item 🔎	
Reports	✓ Name License OpMgr Phone Email NLevel PLevel KLevel SLevel Desc Text PH	H Salinity Org Cnt PInt Date Start PInt Date End Acreage PInt D
Final Report	Stacie ··· 123456 Ashby	
Greenhouse Planting Report	X X	
Outdoor Planting Report		
Recent		
Site Contents		