

# MyWisconsinID



# Important Notes about MyWisconsinID:

- **MyWisconsinID and GLASS**

If you had a MyWisconsinID with your work email **prior** to working on GLASS, that MyWisconsinID should work in the Beta and Production environments. You do not need to follow the remaining steps in this document.

However, if you did not have one prior to working on GLASS and/or you only had a MyWisconsinID setup to work in the test (UAT) environment, which was used for GLASS prior to April 1<sup>st</sup>, 2025, then you will need to setup a MyWisconsinID in the Beta environment. This will later work in the Production environment. Please go through the following slides in this document to set up your MyWisconsinID.

- **MyWisconsinID Account Service Desk**

The MyWisconsinID Account Service Desk offers online self-service options and guidance, and you can call 608-471-6667 for 24/7/365 support.



# MyWisconsinID – Step 1

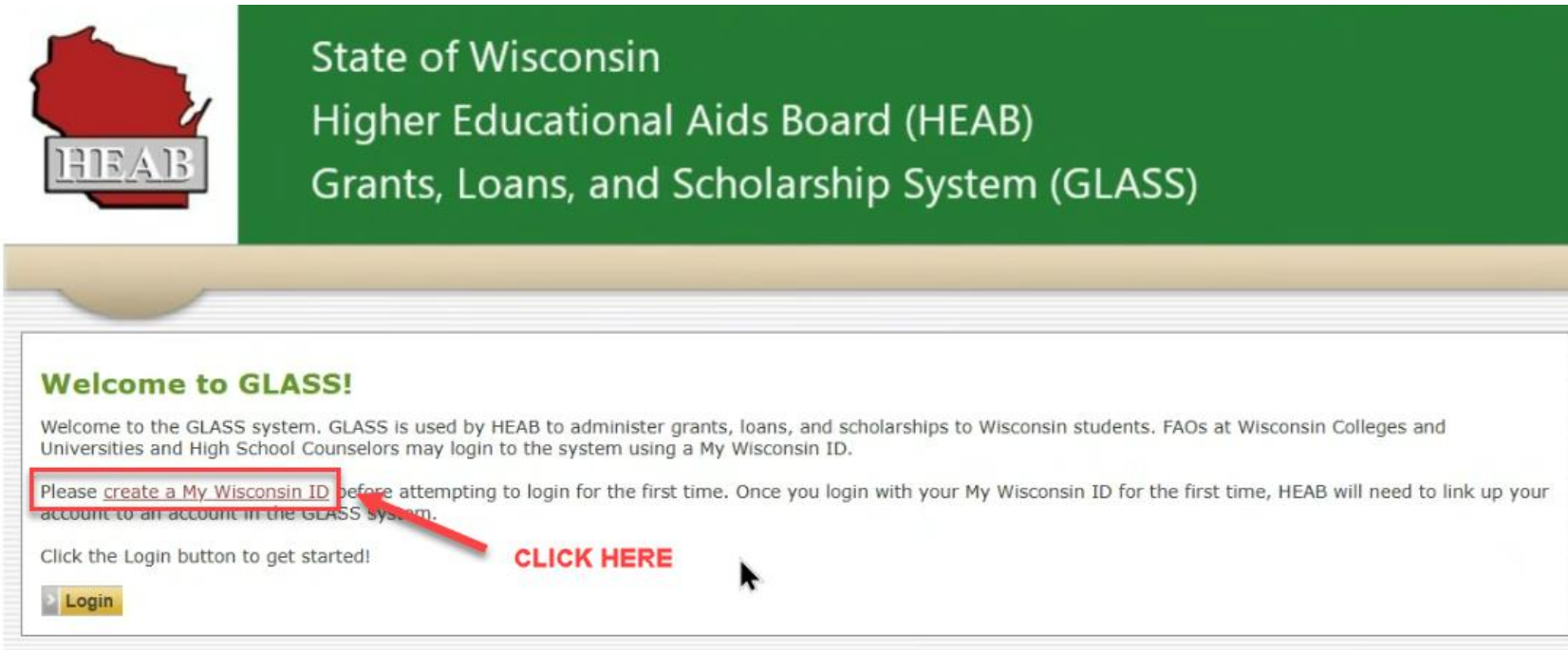
Navigate to GLASS

Go to <https://glass.wisconsin.gov/WI/index>



# MyWisconsinID – Step 2

Click on the Link (shown below) to Create a MyWisconsinID:



**State of Wisconsin**  
**Higher Educational Aids Board (HEAB)**  
**Grants, Loans, and Scholarship System (GLASS)**

**Welcome to GLASS!**

Welcome to the GLASS system. GLASS is used by HEAB to administer grants, loans, and scholarships to Wisconsin students. FAOs at Wisconsin Colleges and Universities and High School Counselors may login to the system using a My Wisconsin ID.

Please [create a My Wisconsin ID](#) before attempting to login for the first time. Once you login with your My Wisconsin ID for the first time, HEAB will need to link up your account to an account in the GLASS system.

Click the Login button to get started!

[CLICK HERE](#)

[Login](#)

# MyWisconsinID – Step 3



WISCONSIN

MyWisconsin ID Sign In

Email address  
example - user@domain.com

< Enter Your Email Here >

**X Do NOT Click Next Next**

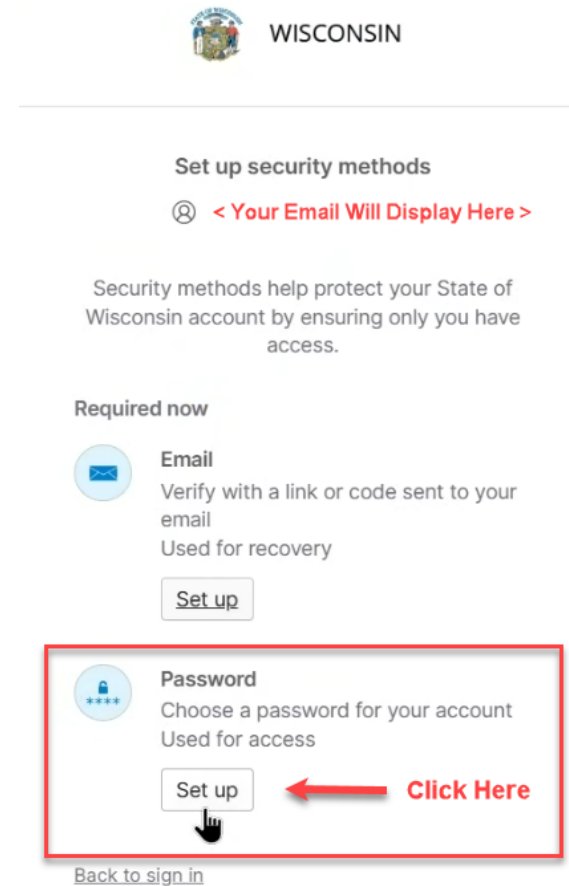
Unlock account?  
Help

Then Click Sign up Link

Don't have an account? [Sign up](#)

After clicking Sign Up link, a new dialog/page will display.

# MyWisconsinID – Step 4



WISCONSIN

Set up security methods

&@ < Your Email Will Display Here >

Security methods help protect your State of Wisconsin account by ensuring only you have access.


Required now

- Email  
Verify with a link or code sent to your email  
Used for recovery  
[Set up](#)
- Password  
Choose a password for your account  
Used for access  
[Set up](#) ← Click Here

[Back to sign in](#)



# MyWisconsinID – Step 5



Set up password

@ < Your Email Will Display Here >

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

**Enter a password in accordance with requirements**

Enter password

Re-enter password


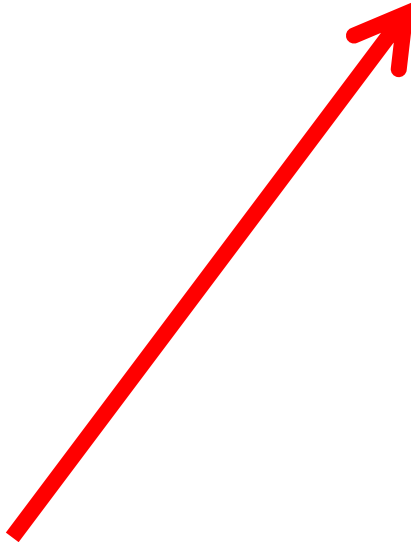
Next

[Return to authenticator list](#)

[Back to sign in](#)

**Then, click Next**

# MyWisconsinID – Step 6



WISCONSIN

< Please enter the code that you received on your phone in box shown below >

Set up phone authentication

@ < Your Email Will Display Here >

A code was sent to your phone. Enter the code below to verify.  
Carrier messaging charges may apply

Enter Code

< Enter Code Here >

Verify

[Return to authenticator list](#)

[Back to sign in](#)

**Then, click this button**



# MyWisconsinID – Step 7

WISCONSIN

Set up phone authentication

**Your email will display here**

Enter your phone number to receive a verification code via SMS.

Country/region  
United States

Phone number  
+1 **Enter your phone # here**

**Receive a code via SMS**

[Return to authenticator list](#)  
[Back to sign in](#)

**Then, click this button**

# MyWisconsinID – Step 8

WISCONSIN

**< Enter the code that you received on your phone here >**

Set up phone authentication

**< Your Email Will Display Here >**

A code was sent to your phone. Enter the code below to verify.  
Carrier messaging charges may apply

Enter Code  
**< Enter Code Here >**

**Verify**

[Return to authenticator list](#)  
[Back to sign in](#)

**Then, click this button**



# MyWisconsinID – Step 9

WISCONSIN

Verify with your email

@ < Your Email Will Display Here >

We sent an email to < Your Email Will Display Here >  
Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

[Return to authenticator list](#)

[Back to sign in](#)

# MyWisconsinID – Step 10

Hi < Your name will display here >

You are receiving this email to confirm the email address for your MyWisconsin ID account. To finish verifying your email address, click the button below or enter the provided code. (Note: if this is your first time setting up your MyWisconsin ID account, then your next steps will be setting up a password and Multi-Factor Authentication (MFA) to finish enrollment. Please click the "Set Up Later" button to complete the process.) If you have additional questions or need help, please go to [https://det.wi.gov/Pages/MyWisconsin\\_ID.aspx](https://det.wi.gov/Pages/MyWisconsin_ID.aspx)

**Ignore the Activate MyWisconsinID Account (Not Clickable)**

[Activate MyWisconsin ID Account](#)

This link expires in 15 minutes.


To verify manually, enter this code: < Your code will be displayed here >

If you did not request this email, please contact an administrator.







# MyWisconsinID – Step 11



Verify with your email

 [< Your Email Will Display Here >](#)

 Haven't received an email? [Send again](#)

We sent an email to [< Your Email Will Display Here >](#)  
Click the verification link in your email to continue or enter the code below.

Enter Code

[< Enter the code from your email here >](#)

Verify

[Return to authenticator list](#) **Click here**

[Back to sign in](#)






# MyWisconsinID – Step 12



**Set up security methods**  
@ < Your Email Will Display Here >

Security methods help protect your State of Wisconsin account by ensuring only you have access.

**Optional**

-  **Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.  
Used for access  
[Set up](#)
-  **Okta Verify**  
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity  
Used for access  
[Set up](#)
-  **Security Key or Biometric Authenticator**  
Use a security key or a biometric authenticator to sign in  
Used for access  
[Set up](#)

**Okta Verify**  
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity  
Used for access  
[Set up](#)

**Security Key or Biometric Authenticator**  
Use a security key or a biometric authenticator to sign in  
Used for access  
[Set up](#)

[Continue](#)

[Back to sign in](#)

**Click here**



# MyWisconsinID – Step 13



WISCONSIN

Search your apps


< Your Name Will Display Here >  
State of Wisconsin

My Apps

Notifications

My Apps

**\*\*\*\*\* IT IS OK TO SEE THIS (POP UP) PAGE! \*\*\*\*\***




Add apps to your launcher  
Please contact your admin for assistance.

**Seeing this page indicates that you have successfully setup your *MyWisconsinID*.**



# MyWisconsinID – Step 14

Now, go to the GLASS URL (<https://glass.wisconsin.gov/WI/index>) and Login



The screenshot shows the HEAB GLASS login page. At the top left, a red arrow points to the HEAB logo, which consists of a red outline of Wisconsin with the letters 'HEAB' in a white box below it. To the right of the logo is a green header box containing the text: 'State of Wisconsin', 'Higher Educational Aids Board (HEAB)', and 'Grants, Loans, and Scholarship System (GLASS)'. Below the header is a white content area with the heading 'Welcome to GLASS!' and a paragraph of text: 'Welcome to the GLASS system. GLASS is used by HEAB to administer grants, loans, and scholarships to Wisconsin students. FAOs at Wisconsin Colleges and Universities and High School Counselors may login to the system using a My Wisconsin ID. Please [create a My Wisconsin ID](#) before attempting to login for the first time. Once you login with your My Wisconsin ID for the first time, HEAB will need to link up your account to an account in the GLASS system. Click the Login button to get started!'. At the bottom of the content area, there is a yellow 'Login' button with a mouse cursor over it, and a red text link that says 'Go back to the GLASS login page and click Login'. A red arrow on the right side of the page points to the right.

# MyWisconsinID – Step 15

State of Wisconsin  
Higher Educational Aids Board (HEAB)  
Grants Loans & Scholarship System (GLaSS)

## Sign in to GLASS

Choose My Wisconsin ID

Institution, High School Counselor, and WEOP Counselor Users use My Wisconsin ID.

My Wisconsin ID

HEAB Staff

GBPI Staff

# MyWisconsinID – Step 16

< Cancel

State of Wisconsin  
Higher Educational Aids Board (HEAB)  
Grants Loans & Scholarship System (GLaSS)

## User Details

< Your Name Will Display Here >

Continue

Click Continue



# MyWisconsinID – Step 17



State of Wisconsin  
Higher Educational Aids Board (HEAB)  
Grants, Loans, and Scholarship System (GLASS)

\*\*\*\*\* IT IS OK TO SEE THIS PAGE! \*\*\*\*\*

WHEN YOU SEE THIS PAGE ...

## Unrecognized User for GLASS!

Your user was successfully authenticated but does not match a user account in the GLASS system.  
To get your account added to the GLASS system, please contact HEAB.

Please logout and close your browser to securely end your session.

Email Barb Moermond at [Barbara.Moermond@wisconsin.gov](mailto:Barbara.Moermond@wisconsin.gov) and let her know that you received the 'Unrecognized User for GLASS!' page and that you need

access

**She will get you set up as a user in GLASS.**

**After she confirms your setup via email reply back, please log into GLASS again.**

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Higher Educational Aids Board

