

Division of Strategic Investments

Workforce Integrated Performance System (WIPS)

User Account Policy

Policy:

To access the Workforce Integrated Performance System (WIPS) for H-1B grant performance reporting purposes, each grantee must establish WIPS user accounts for designated staff.

All WIPS account requests must be made by the grant's Authorized Official (AO). After an H-1B grant has been awarded, the National Program Office will contact the grant AO to designate the staff needing WIPS user accounts.

All requests for (and changes to) WIPS accounts may only be made by the grant AO and must be sent to your grant's designated mailbox.

Each H-1B grant is allowed up to three WIPS accounts. Grants must have at least one **"certification account"** with the option to add a second **"certification account"** and one **"upload account."**

Note that if the AO changes during the period of performance and they have one of the certification user accounts, the grantee should work with their Federal Project Officer (FPO) to process an amendment to change the AO. The grantee should then inform the National Program Office of the AO change, and the current AO account will be deactivated. The new AO will be offered a certification account or may designate a staff member for the account.

Levels of Access for Grantee Users:

Certification Account: The user has full access to WIPS and can perform all WIPS functions for both the Quarterly Narrative Report (QNR) and the Quarterly Performance Report (QPR), including entering information into the reporting system, file uploading, reviewing errors, viewing reports, and certifying both the QNR and the QPR reports.

Certification indicates that the grantee's AO, or their designee, certifies that the data submitted is complete, true, and accurate to the best of their knowledge.

Upload Account: The user can perform WIPS functions that support report completion for both the QNR and the QPR, including entering information into the reporting system, file upload, reviewing errors, and viewing reports, but cannot certify either the QNR or the QPR report.

Requesting Access for Grantee Users:

When requesting a new WIPS account or modifying existing accounts, the AO should complete the [DSI Workforce Integrated Performance System \(WIPS\) Access Form](#) and submit it to the BuildingPathways@dol.gov mailbox.