

WIPS H-1B User Role Policy

Levels of Access for Grantee Users:

- **H-1B Level 1 Certification Account:** User has full access to and can perform all Workforce Integrated Performance System (WIPS) functions for both the Quarterly Narrative Report (QNR) and the Quarterly Performance Report (QPR), including entering information into the reporting system, file upload, reviewing errors, viewing reports, and certifying both the QNR and the QPR reports. **A Level 1 account is issued automatically to the grant's Authorized Representative and is mandatory. One additional Level 1 account is permitted and is optional.**
- **H-1B Level 2 Upload Account:** 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. This user cannot certify either the QNR or the QPR report. **Level 2 accounts are optional.**

H-1B Level 1 Certification Account

DOL issues an account and password for **up to two** H-1B Level 1 Certification Accounts. One mandatory H-1B Level 1 Certification Account will be established automatically for the Authorized Representative of each grant.

A second H-1B Level 1 Certification Account may be requested by the Authorized Representative only. Upon grant award, Authorized Representatives will be contacted by the program office and provided with the opportunity to submit contact information for one additional user who will receive H-1B Level 1 Certification Account credentials and have report certification privileges. Requests for WIPS Level 1 Certification Accounts will not be granted unless made by the Authorized Representative for the grant.

The mandatory H-1B Level 1 Certification Account will remain with the Authorized Representative. Any Authorized Representative change needs to go through the grant modification process, assisted by the grant's Federal Project Officer (FPO). The modification, signed by the Grant Officer, is the formal approval of the Authorized Representative change. The mandatory H-1B Level 1 Certification Account will not be transferred until the formal modification to change the Authorized Representative is approved.

H-1B Level 2 Upload Account

DOL issues an account and password to access **one** H-1B Level 2 Upload Account to a user designated by the grant's Authorized Representative upon request.

Upon grant award, Authorized Representatives will be contacted by the program office to provide contact information for one Level 2 Upload Account user (if needed) who will have upload level privileges to enter, submit, and review grant information in WIPS prior to certification by an H-1B Level 1 Certification Account holder. This user will not have report certification privileges.

This account may be used at the discretion of the grantee when responsibilities for reporting are shared among staff. For example when an individual who has been designated with duties such as data collection or verification will be reporting data in WIPS, but the responsibility to review and ensure data accuracy prior to submission to the Department of Labor (DOL) will reside with other(s).

Any changes in the WIPS accounts should be sent by the Authorized Representative to the appropriate DOL grant mailbox and to the grant FPO, along with the contact information for the new designated user. Once this information is received, new user account access credentials can be issued for the second Level 1 account or the Level 2 account.

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