Contents

Industrial Hemp Research Pilot Program ......................................................................................... 1
SharePoint Guidance ........................................................................................................................ 1
  October 1, 2018 ............................................................................................................................. 1
Program Background ......................................................................................................................... 3
SharePoint Site Summary .................................................................................................................. 3
WILMS (Wisconsin Logon Management System) Access ................................................................. 4
  Extranet (SharePoint) Access – Creating a WILMS Account ......................................................... 4
    Step 1: Navigating to the Correct Page ....................................................................................... 4
    Step 2: Self-Registration ........................................................................................................... 5
    Step 3: Access Request ............................................................................................................. 6
Site Specifics ....................................................................................................................................... 7
  Final Report Forms ....................................................................................................................... 7
  Saving/Editing ................................................................................................................................. 7
    Step 1: Access Saved Form from Reports list ............................................................................. 8
    Step 2: Open Saved Form ......................................................................................................... 8
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: [https://datcpnet.wi.gov/darm/bpi/IndHem/HempReports/](https://datcpnet.wi.gov/darm/bpi/IndHem/HempReports/)

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

The following page will appears. Select **“I do not have a WILMS account and would like to register for one.”**
**Step 2: Self-Registration**

A self-registration page will appear on your screen. Select “Accept”

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

![Image of text box](image)

I am a grower in the program and will submit my records here. Thank you!

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 DATCPIndustrialHemp@wisconsin.gov.
Site Specifics
Final Report Forms

Final Report Forms can be accessed in three places:

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

- Hyperlinked beneath Forms 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 re-enter 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 1: Access Saved Form from Reports list

Step 2: Open Saved Form
Click on correct Name/Title. This is the user’s Name/Title from the original application.