

## How Establish an Account on the OSER Roster System.

You need to have an account on either the IAM Enterprise Network or the DOA/Wisconsin Network to access the OSER Roster. If your e-mail service is through the DOA Enterprise system then you already have an IAM account and may use the instructions in this document.

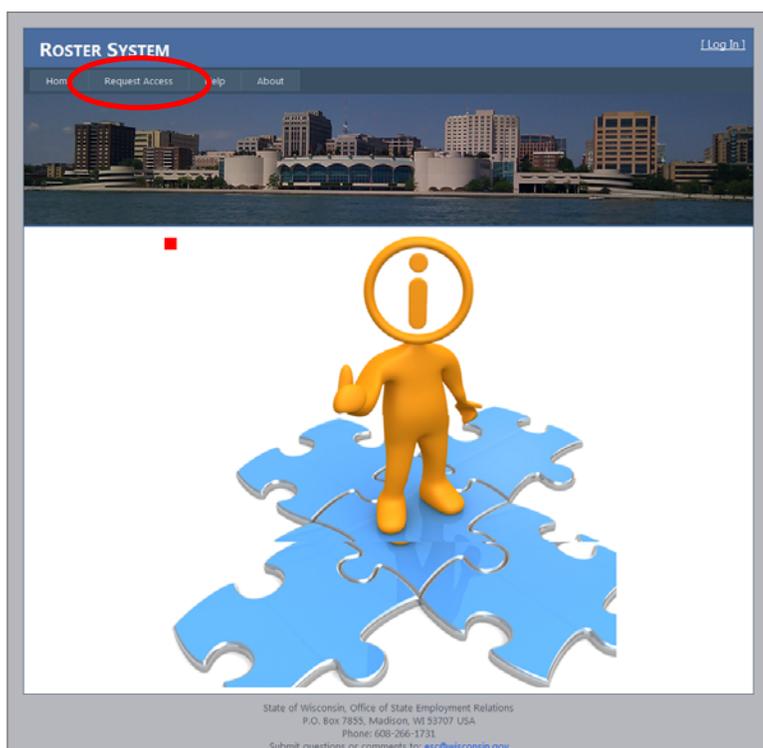
If you are not on the IAM Enterprise Network please see the instructions for obtaining a DOA/Wisconsin username and password at [link]. Once you have completed that registration you can continue with the process described below.

### **Instructions for users who have an IAM Enterprise Network account or who have registered as a user on the DOA/Wisconsin website.**

Begin by going to <https://oserroster.wi.gov/>.

If you type this address into your browser, be sure to include the “s” as part of the “https.”

From the home page click on the link for [Request Access].



Enter your IAM Enterprise or DOA/Wisconsin [User ID] and [Password]. Type in the code from the image on the page and click [Request Access].

ROSTER SYSTEM [Log In]

Home Request Access Help About

REQUEST ACCESS

User ID \*  For example: qwertyukbd

Password \*

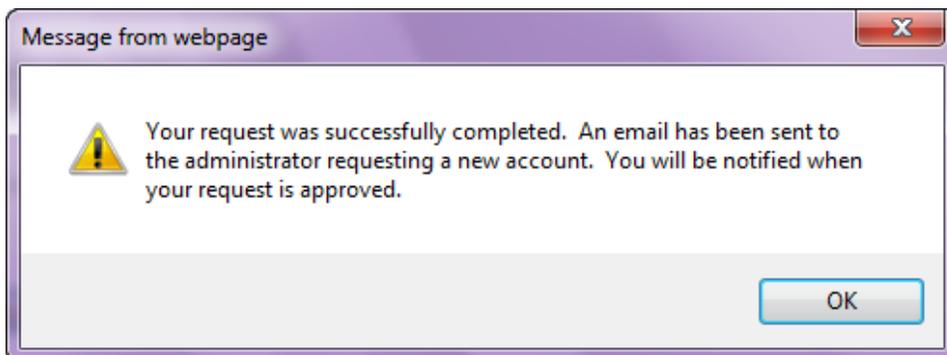


Type the code from the image

Request Access

State of Wisconsin, Office of State Employment Relations  
P.O. Box 7855, Madison, WI 53707 USA  
Phone: 608-266-1731  
Submit questions or comments to: [esc@wisconsin.gov](mailto:esc@wisconsin.gov)

You will receive the following message. Click [OK]:

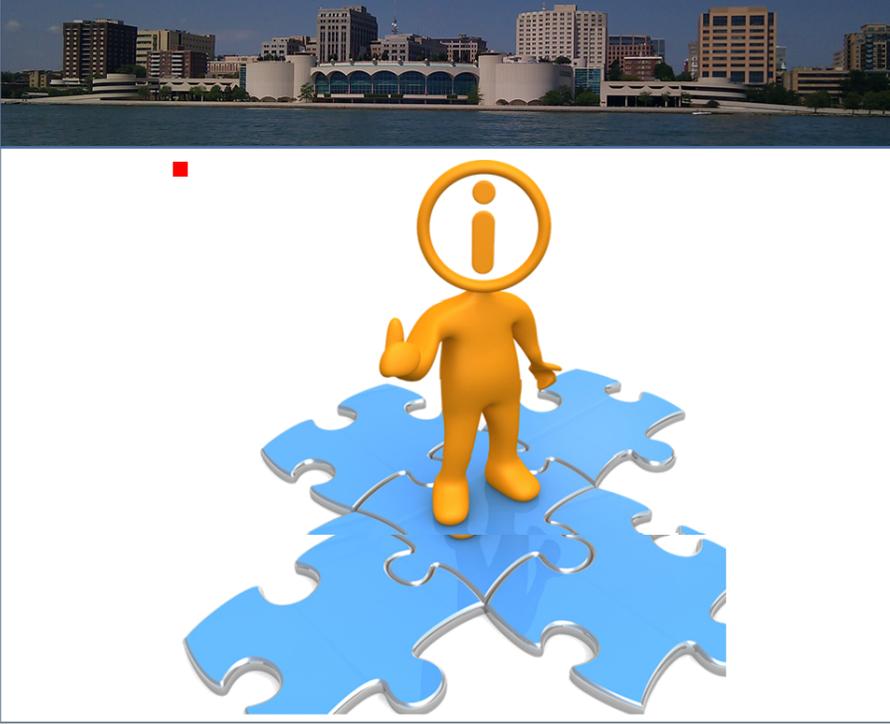


You will receive an email confirmation from OSER when your access is granted.

After you receive confirmation that your access is granted, you can log in to the OSER Roster from the home page by clicking on [Log In] in the upper right corner of the page.

**ROSTER SYSTEM** [\[Log In\]](#)

Home Request Access Help About



State of Wisconsin, Office of State Employment Relations  
P.O. Box 7855, Madison, WI 53707 USA  
Phone: 608-266-1731  
Submit questions or comments to: [esc@wisconsin.gov](mailto:esc@wisconsin.gov)

Enter your IAM Enterprise or DOA/Wisconsin [Username] and [Password] and click [Login].

**Log In** ✕



Please type in your username and password to login:

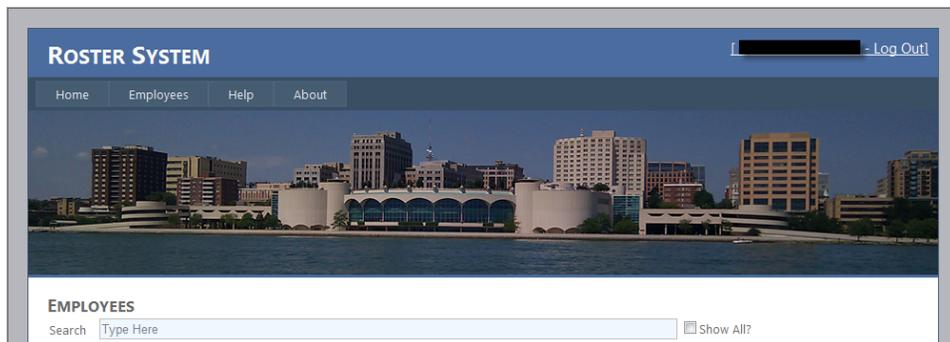
Username:  \*

Password:  \*

**Login**

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

Your name should now appear in the upper right corner next to [Log Out].



To search for an employee type their name or SSN in the [Employees Search] box.

A drop down will appear with the top 20 possible desired results as you type in the [Employees Search] box. You can select an employee's name from this list or click the [Show All?] box ...



... which will return results for all employees meeting the search criteria.

Name	Previous Names	Adjusted Start Date	SSN	Gender	Ethnicity	Handicap
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

To view the information about a specific employee, click on their name.

You can export a specific employee's history information by clicking on [Export to Excel]. If you have Office 2007 or higher you will be warned the information is in a different format than the file extension. Click [Yes] to complete the export.



Department	Secondary Level	Salary	Emp Type	Class Title	Pay Schedule	Pay Range	Transaction Date	Transaction Description
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

There is a [Help] link from the home page with information about using the OSER Roster.