Instructions for Requesting Grant Writer Access to the Bureau of Apprenticeship Standards Electronic Registration System (cBASERS)

**For Existing cBASERS Users:**

1. Email YA@DWD.Wisconsin.Gov with the following information:
* User ID used to log into cBASERS (be sure to NOT include your password!)
* Name (First, Last, and Middle Initial)
* Phone Number and (if relevant) your Extension
* Fax Number (if relevant)
* Mailing Address (be sure to include the City, State, and Zip Code)
* Preferred Email Address
* The name of the Consortium with which you are associated
1. DWD staff will review the information and provide access to the Grant Application page in cBASERS within 2 Business Days. An email will be sent to the Preferred Email address with additional information about accessing the Grant Application in cBASERS.

**For New cBASERS USERS:**

Create a logon at: <https://accounts.dwd.wisconsin.gov/>. This will be the User ID that you use to log into cBASERS.

1. Email YA@DWD.Wisconsin.Gov with the following information:
* User ID used to log into cBASERS (be sure to NOT include your password!)
* Name (First, Last, and Middle Initial)
* Phone Number and (if relevant) your Extension
* Fax Number (if relevant)
* Mailing Address (be sure to include the City, State, and Zip Code)
* Preferred Email Address
* The name of the Consortium and Fiscal Agency with which you are associated
1. DWD staff will review the information and provide access to the Grant Application page in cBASERS within 2 Business Days. An email will be sent to the Preferred Email address with additional information about accessing the Grant Application in cBASERS.