## How do I request removal of PIE access for staff who have left my facility?

1. Log into the PIE system by clicking the following link, or copying and pasting it into a browser: https://share.dcf.wisconsin.gov/pie/default.aspx

2. Select Forms Authentication from the drop down. Enter your username (do not enter WIEXT\) and password. Check the box 'Sign me in automatically,' then click Sign In.

3. From the PIE Homepage, click Add or Delete Document Library Security Request.
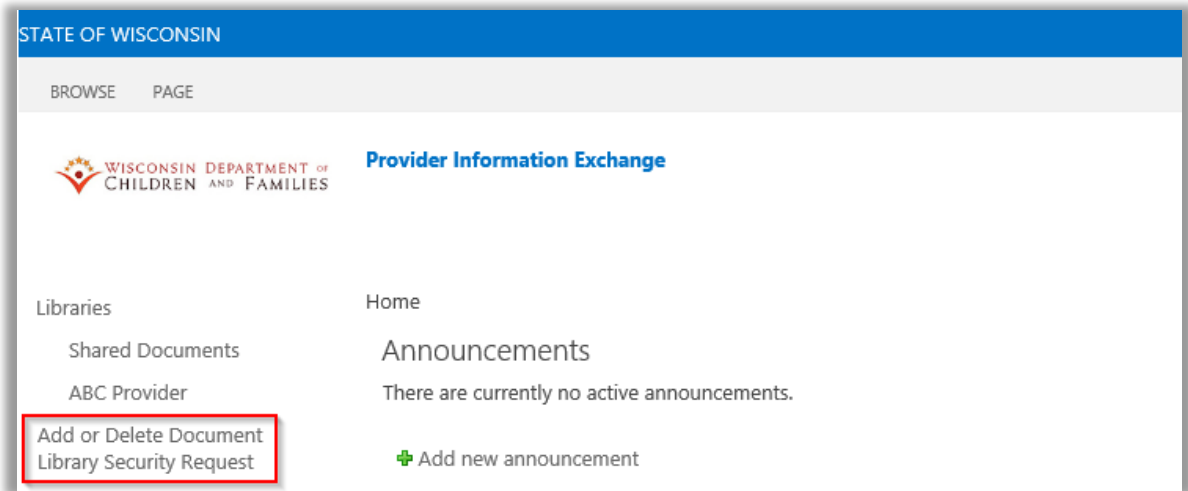
4. Fill in the Wisconsin username of the provider staff who is leaving in the User ID(s) field. Select the facility you are requesting removal from in the Facility name dropdown box. Select from the role dropdown which role the person who is leaving was performing (Caregiver Background checks, Performance Based Contracting, Rate Regulation, or all three). Select Delete to remove the user from the system and click Save to submit the request.

Note: You can only request security changes for a facility that you are the lead of. If you are not the facility lead for the facility selected, the request will be denied.

Note: You can submit a request for more than one staff at a time if they are for the same facility and same role. Separate the Usernames with a semicolon.

5. You will receive an email when your request has been fulfilled.