

1. Sign up for a WAMS ID
 - a. Don't have a WAMS ID or forgot yours? Go here:
<http://dpi.wi.gov/lds/pdf/wams-guide.pdf>
2. Request use of Application Security Manager
 - a. This applies only to district superintendents and their delegated security administrators. Not sure if your district already has access? Check here:
<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>
 - b. If your district is gaining access for the first time, your district superintendent will need to complete and submit (to the [LDS Help Desk](#)) the District Superintendent Authorization Form (<http://dpi.wi.gov/forms/doc/f1274-delauth.doc>)
 - c. If you are a district superintendent and/or security administrator and want to assign users (including yourself) access to SAFE, go to the next step.
3. Assign access to SAFE
 - a. District superintendents or security administrators can assign any authorized user that has a WAMS ID access to SAFE. To do so, log in to LDS [Secure Home](#), select Application Security Manager, and follow the instructions in this [step-by-step guide](#) to add a new user.
4. Log in to SAFE and retrieve reports
 - a. Log in to LDS Secure Home to retrieve reports through SAFE:
<https://apps2.dpi.wi.gov/secure/>

Questions?

View the knowledge base, or submit questions, comments, and suggestions about LDS to the [24x7 DPI Online Helpdesk Application](#).

Contact LDS Help: LDShelp@dpi.wi.gov.

Note that all the links referenced above can be found from the LDS homepage:
<http://dpi.wi.gov/lds/>