

# Secure Access File Exchange (SAFE) Frequently Asked Questions v1.0

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## General Questions

Q – What is SAFE?

A – SAFE—the Secure Access File Exchange—is a secure tool developed by DPI to provide secure, or confidential, data and reports to districts. For more information about SAFE visit our LDS tools page: <http://dpi.wi.gov/lgs/ldstools.html>.

Currently, SAFE is used to provide AMAO District Profile Reports for districts with English language learners or Student Growth Percentile Reports available to all districts.

Q – Where do I log in to SAFE?

A – You may log in from both the [WINSS page](#), and directly from the [LDS webpage](#). Your username and password for SAFE is the same as for Application Security Manager and MDAT (other secure LDS tools).

Q – I am the security administrator for my district. How do I know what role I should assign to a user of SAFE?

A – There are currently three roles for SAFE:

- All reports
- AMAO reports
- GOALS reports

At this time, most districts only have access to AMAO reports. Therefore, providing the role of AMAO reports is sufficient. Student Growth Percentile (SGP) reports, part of GOALS, the growth oriented achievement learning system, include student-, school-, and district-level growth percentile reports.

More information about the types of reports available in SAFE is available in the Application Security Manager application by selecting “roles” from the top of the page, as well as in this [Application Security Manager Step-by-Step Guide](#).

Remember that all reports available through SAFE are confidential and should only be made available to authorized personnel.

Q – What are future plans for using SAFE?

A – SAFE will be used as a way to provide secure, or confidential, data and reports to districts. DPI is currently considering using SAFE to provide WKCE translations to District Assessment Coordinators in coming years. If you have any suggestions for future uses of SAFE, please [let us know!](#)

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## Access Questions

Q – How do I know if I have access to SAFE?

A – If you have been granted access to SAFE, you will see the Secure Access File Exchange listed on the [Secure Home](#) landing page after you log in using your WAMS ID and password.

If you are the district superintendent or the LDS Application Security Manager (ASM) security administrator for your district, and you have not yet used Application Security Manager to give yourself access to SAFE, you should log into Application Security Manager and give yourself access.

If you are not the district superintendent or the LDS ASM Administrator, you most likely do not have access to SAFE unless your superintendent or ASM Administrator has already notified you that you do have access. To gain access, follow these two steps:

1) Check to see if your district is authorized to use secure LDS tools and determine who to contact to request access to SAFE (<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>).

2a) If your district IS listed: contact the administrator provided on the list to request access to SAFE;

-OR-

2b) If your district is NOT listed: follow the steps in this [LDS Quick Start Guide](#) for your district to be authorized to use secure LDS tools.

Q – I have a WAMS ID but have been unable to access SAFE. Why?

A – If you have a WAMS ID but cannot log in to the LDS [Secure Home](#) you may not yet have been given access to SAFE. To be given access, first check this list to make sure your district is authorized to use secure LDS tools: <https://apps2.dpi.wi.gov/ldsutil/admin/lookup>.

If your district IS on the list, contact the administrator provided on the list to request access to SAFE.

If your district is NOT on this list, please follow the directions on this [LDS Quick Start Guide](#). Once your district is authorized and you have been granted access to SAFE (by the district superintendent or the LDS ASM Administrator), you can log in to SAFE through the [Secure Home](#).

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Q – I am a district superintendent or LDS security administrator: How do I give access to SAFE for a staff member that isn't currently using any secure LDS tools (SAFE, MDAT, or Application Security Manager)?

A – First, the new user will need a WAMS ID if he/she does not already have one. You may direct the new user to sign up for an account here: <https://on.wisconsin.gov/WAMS/home>. The process takes just a few minutes. Second, once the new user has a WAMS ID, you may use Application Security Manager to give the new user access to SAFE and/or MDAT. Follow the directions in the Application Security Manager [step-by-step guide](#) for adding a new user.

Q – I want to use Application Security Manager to give myself and/or others in my district access to SAFE. How do I do this?

A – First, you need to log in to [Secure Home](#) using your WAMS ID and password. From Secure Home, open the Application Security Manager application. This [step-by-step guide](#) provides detailed directions for using Application Security Manager. You will either edit access (for existing users) or add access (for new users).

### *Accessing AMAO District Profile Reports*

Q – I have access to [MDAT](#) and want to access my district's AMAO report. Where is it?

A – AMAO reports are provided to districts through an LDS tool called SAFE—the Secure Access File Exchange. This is a different tool than MDAT. You need to be given access to SAFE to access your district's AMAO District Profile Report.

If you are a district superintendent or LDS Application Security Manager (ASM) Administrator, you may add access to SAFE for yourself using Application Security Manager (the same tool you use to give access to MDAT). Follow the directions in this [step-by-step guide](#) to add or edit access.

If you are not a district superintendent or LDS ASM Administrator, and thus do not already have access to Application Security Manager, contact your district superintendent or district security administrator (for a list of current administrators: <https://apps2.dpi.wi.gov/ldsutil/admin/lookup>) to request access to SAFE.

Q – I am not seeing the AMAO District Profile Report or SAFE anywhere in the application. Why?

A – You may not be in the SAFE application. There are currently two secure reporting tools to which you could have access: MDAT (an analysis tool) and SAFE. If you see this [landing page](#), you are actually logged into MDAT, and not SAFE, and should click on the "Secure Home" link on the left-hand side of the MDAT screen.

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You will see SAFE listed On the Secure Home screen, if you have access to the tool.

If you have access to MDAT but not SAFE, you need to be given access to SAFE.

If you are a district superintendent or LDS Application Security Manager (ASM) Administrator, you may add access to SAFE for yourself using Application Security Manager. Follow the directions in this Application Security Manager [step-by-step guide](#) to add or edit access.

If you are not a district superintendent or LDS Application Security Manager (ASM) Administrator and do not already have access to Application Security Manager, contact your district superintendent or LDS security administrator (for a list of current administrators: <https://apps2.dpi.wi.gov/ldsutil/admin/lookup>) to request access to SAFE.

If you are logged into SAFE, you will see this [landing page](#). If you are logged into SAFE and are unable to find your district's AMAO reports, please contact [LDS Help](#).