



## Adding Users to the WIDA Website

1. Log into the WIDA website. Select 'My Account & Secure Portal'
2. Under ACCESS for ELLs 2.0 Training, click the 'ACCESS for ELLs Account Creator' button.

### ACCESS for ELLs 2.0 Training

The screenshot shows the 'ACCESS for ELLs 2.0 Training' menu. It features four main categories: 'Kindergarten' (represented by crayons), 'Alternate ACCESS Grades 1-12' (represented by an apple), 'PAPER-BASED Grades 1-12' (represented by a notepad and pencil), and 'ONLINE Grades 1-12' (represented by a laptop). Below these categories, there is a button for 'ACCESS for ELLs Account Creator' which is circled in red. To the right of this button is a 'Certificate' icon and a button labeled 'VIEW CERTIFICATE OF YOUR TRAINING PROGRESS'.

3. Follow the prompts to add a user and set their permissions, as shown in step 4 previously.