District Security Administrator

The District Security Administrator is responsible for assigning an application administrator(s) for the IEP: Postsecondary Transition Plan (PTP).

To browse/edit Application Administrators
The instructions below apply if you are a District Security Administrator for a district.

1. Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections
2. Click on "Browse/Remove Application Administrators"
3. The Application Administrators assigned for your organization (i.e. district) are displayed

To assign a new Application Administrator
The instructions below apply if you are a District Security Administrator for a district.

1. Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections
2. Click on "Assign a new Application Administrator"
3. Click on "Search Users" and fill in a minimum of 4 characters total in any field(s) listed to find and choose a WAMS user you want to assign as an Application Administrator
4. If there is more than one WAMS user for the search criteria entered, click on the radio button next to the WAMS user from the list displayed
5. Click on the "Role" dropdown field and select the Application Administrator Role you want to assign to the user selected
6. Click on the "Next" button
7. Review the confirmation page that is displayed to verify the user and role to be added
8. If you do not want to send an email notification to the user you want to add, uncheck the check box next to the "Notify user by email"
9. If you are sending an email notification to the user and want to carbon copy one other person, type the email address of the other person in the "Optional CC:" field
10. Click on the "OK" button
11. The successful completion pop up is displayed and click on the "Close" button

To remove an Application Administrator
The instructions below apply if you are a District Security Administrator for a district.

1. Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections
2. Click on "Browse/Remove Application Administrators"
3. The Application Administrators assigned for your organization (i.e. district) are displayed
4. Click on the 'x' icon next to the application user and role you would like to remove
5. Review the confirmation page that is displayed to verify the user and role to be removed
6. If you do not want the user you are removing to receive an email notification, uncheck the check box next to the "Notify user by email"
7. If you are sending an email notification to the user and want to carbon copy one other person, type the email address of the other person in the "Optional CC:" field
8. Click on the "OK" button
9. The successful completion pop up is displayed and click on the "Close" button