



WISEid

# Delegating a WISEid Agency Admin User Role



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This 2 minute video will walk you through how to delegate a user to the WISEid Agency Admin Role.



# Sign in to Secure Home

WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION

WAMS User ID:   
Case insensitive

Password:   
Case insensitive

Login

[Need help with your WAMS account?](#)  
[Do not have a WAMS account?](#)  
[Are you unable to access your application\(s\)?](#)

Please do not bookmark this page.

**WAMS**  
WEB ACCESS  
MANAGEMENT SYSTEM

**WISE Explore**  
Data Navigation and Inquiry

Once on the Secure Home login page, use your WAMS ID and password to continue.

# Choose DPI Application Security Manager (ASM)



Once logged into Secure Home, choose the DPI Application Security Manager (ASM) link from the menu.

# Manage Security

**Application Security Manager**

Home **Manage Security** View Reports Organization: [dropdown] Exit

**Introduction**  
How To  
Glossary  
Secure Home  
Advanced Features

### Welcome to the DPI Application Security Manager (ASM)

To start assigning security roles for DPI Secure Home applications, select an action under **"Manage Security"** on the menu bar above and to the left at anytime.

ASM allows security administrators the ability to manage user access to DPI web applications, by assigning security roles to users for each application. Each role controls user access to application functions and use of information. The hierarchy displayed below provides the description of each level of security within ASM.

**DPI ASM Hierarchy:**

**Hierarchy Level:** [dropdown]

**DPI Security Administrator**  
Assigns or removes the District Security Administrator (DSA) (Level 1) for an organization (ex: district) based on the District Administrator (Superintendent) submitting the [District Administrator Authorization Form](#).

**District Security Administrator (DSA)**  
*(one or two per organization recommended)*  
**Responsibility:** Assigns or Removes Application Administrator(s) (Level 2) to each Secure Home Application, on the behalf of the Organization (ex: district) or its sub-organization (ex: school).

**Level 1**

**Your District Security Administrators:** [input field]



Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections

# Assign User to Role

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Application Security Manager

Home Manage Security View Reports Organization: [dropdown] Exit

As an Application Administrator:  
Browse/Edit Application Users  
**Assign an Application User to an application role**

Filter: OFF Filter/Sort



Click on "Assign an Application User to an application role"

# Search Users

Welcome to the DPI Application Security Manager (ASM)

Assign an Application Level Role

Complete the information below.

Application: WISEid

User: (none selected: use search link) [Search Users](#)

Role:

Next Cancel

If you are an Application Administrator for more than one application, click on the "Application" dropdown field and select WISEid.

Click on "Search Users" .

# Search Users, con't.

Welcome to the DPI Application Security Manager (ASM)

**Assign an Application Level Role**

Complete the information below.

Application: WISEid

User: (none selected: use search link) ⓘ [Search Users](#)

WAMS ID:

First Name:

Last Name:

Email:

In the search users box 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 a WISEid Agency Admin User for WISEid.

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

# Adding a Role

Welcome to the DPI Application Security Manager (ASM)

**Assign an Application Level Role**

Complete the information below.

Application: WISEid

User:  Search Users

Role:



Click on the "Role" dropdown field and select WISEid Admin from the available application roles to assign to the user selected

Click on the "Next" button

# Finalizing & Confirmation

Welcome to the DPI Application Security Manager (ASM)

**Assign an Application Level Role**

Confirmation: Press OK to assign/remove the role listed:

Application: **WISEid Admin**  
WAMS User: [Redacted]  
Role: **Data Entry**

Notify user by email

To: [Redacted]  
Optional CC: [Redacted]

OK Back Cancel

Review the confirmation page that is displayed to verify the user, role and school(s) to be added

If you do not want to send an email notification to the user you want to add, uncheck the checkbox next to the "Notify user by email"

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

Click on the "OK" button



# Delegating a WISEid Agency Admin User Role



Thank you for watching this video on how to delegate a user to the WISEid Agency Admin Role.