

WISEgrants

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IDEA - IDEA - Preschool Baraboo Test, WISEgrants User

WISEgrants  Wisconsin Information System for Education
Federal Grants Portal

Home ▾ Change Act Here ▾ Application ▾ Authorizations (QA Server) 0280 - Baraboo Sch Dist 2014-2015 ▾

WISEgrants User Landing Page

[Baraboo School District - Grant Summary](#) ^

Grant	Allocation Amount	Transferred Amount	Carryover Amount	Amount Budgeted	Amount Claimed
IDEA - Flow-through	\$614,667.00		\$0.00		
IDEA - Preschool	\$5,000.00		\$0.00		
Title I-A	\$500,001.00		\$0.00		
Title II-A	\$20,500.00		\$0.00		
Title III-A	\$17,000.00		\$0.00		

Security Overview

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- Application Security Manager (ASM) Tool
 - Security tool that provides access to WISEgrants
 - Utilized WAMS for login ID and password management

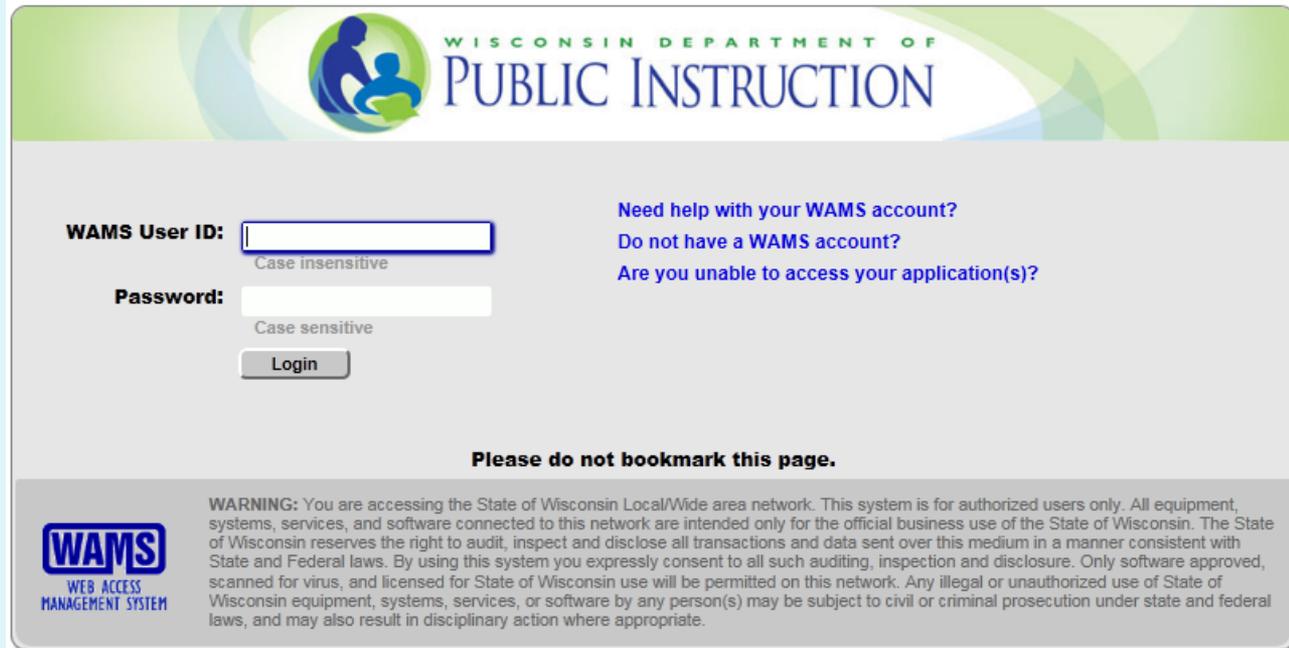


Applications currently part of the ASM Tool:

- Postsecondary Transition Plan
- SAFE
- School Directory
- School Performance Report
- WISEdash for Districts

Security Overview

- Secure Home
 - Secure webpage to access secure applications and tools
 - WAMS ID (linked to your work e-mail)
- Use Secure Home to Login to the following:
 - ASM
 - WISEdash
 - SAFE
 - PTP
 - WISEgrants
 - Etc.



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WAMS User ID:
Case insensitive

Password:
Case sensitive

[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

WARNING: You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.



Link for Step-by-Step Instructions for WAMS IDs

<http://dpi.wi.gov/sites/default/files/imce/wisedash/pdf/wams-guide.pdf>

Different WAMS Accounts

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Personal WAMS Account

- DPI educator license
- DNR licenses
- Department of Revenue access

Professional WAMS Account

- WISEgrants
- WISEdash
- Postsecondary Transition Plan
- School Performance Report

Step 1 - Determining Roles in ASM

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- **District Security Administrator (DSA)**
 - Uses the ASM tool to manages access to DPI's secure applications
 - Superintendent or an appointee
 - Assigns and removes Application Administrators in the ASM tool
 - Every district should already have a DSA in place

If a DSA is not assigned or if the DSA is incorrect, the District Administrator will need to complete this electronic form: <https://helpdesk.dpi.wi.gov/DistrictAccess.html>

This will require the District Administrator to login with their WAMS ID.

Step 1 - Determining Roles in ASM

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- Application Administrator for WISEgrants in ASM
 - Reviews access requests to WISEgrants application in the ASM tool and approves access to appropriate district personnel
 - District user roles include:
 - WISEgrants Administrator
 - WISEgrants User roles





Quick Start Video for the **ASM tool**

(for DSAs and Application
Administrators)

<http://wise.dpi.wi.gov/sites/default/files/imce/wise/mp4/ASM140416.mp4>

If you have questions or need further assistance regarding the **ASM tool** (for DSAs and application administrators) please submit a ticket through DPI's Online Helpdesk

Help Ticket: <http://wise.dpi.wi.gov/asm-help-ticket>

The Subrecipient Decides Access

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The subrecipient will determine who within and outside of the district will have access to their applications (and this can be done at the grant-level)

- CESA or CCDEB staff
- Independent Auditors



Step 2 - Determining Roles in WISEgrants

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- **WISEgrants Administrator(s)**
 - Has access to all grant applications
 - Assigns grant access to Users within WISEgrants
- **WISEgrants Users**
 - Users who will edit or view assigned grant applications
 - ✦ Program staff, fiscal staff, school leaders, district leaders, etc.
 - District Authorizer
 - ✦ Designee in the district to electronically sign forms and claims

Step 3 – Designate the Application Administrator

- The DSA appoints an Application Administrator for WISEgrants. This can be the DSA, a current Application Administrator for another application, or another user, as long as they have a WAMS ID (associated with their professional e-mail)
- WISEgrants will be available in ASM beginning on April 18, 2016. Prior to that, DSAs will not be able to assign an Application Administrator.

Step 4 – Provide Users Access in ASM

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Once an Application Administrator for WISEgrants has been designated for the district they will provide access to WISEgrants in ASM, setting up district users as either a WISEgrants Administrator or WISEgrants User. There are two options to complete this step:

1. The Application Administrator logs into ASM and assigns users access to WISEgrants, or
2. District users may request access to WISEgrants through ASM. The requests will be forwarded to the Application Administrator for approval

Request access to your district's secure web applications through:
<https://apps2.dpi.wi.gov/ldsutil/admin/>

Find your district in the list and click the Request Access button.

The screenshot shows the 'District ASM Security Administrators' page from the Wisconsin Department of Public Instruction. The page has a green header with the department logo and name. Below the header, the title 'District ASM Security Administrators' is displayed. A paragraph explains that the page allows users to request access for DPI secure web applications from their District Security Administrator and/or application administrators. It notes that users must have a WAMS Account and a Phone Number to complete the process.

There are two tabs: 'Public Schools' and 'Private Schools'. Below the tabs is a dropdown menu for 'CESA / District:' set to 'All CESA/Districts', with a 'Reload' button to its right. The main content area lists districts with their administrator counts and a 'Request Access' button for each. The 'Request Access' button for '21st Century Prep Sch' is circled in red.

District	Administrators	Action
21st Century Prep Sch	2 Administrators 2 District Security Admins 1 Application Admin	Request Access
Abbotsford	7 Administrators 1 District Security Admin 7 Application Admins	Request Access

Once you have selected your district, you will be prompted to either login with your WAMS ID or to create a new WAMS account.

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Requesting Access for 21st Century Prep Sch - Google Chrome

<https://was8.dpi.wi.gov/ldsutil/admin/login?parent-key=071863&parent-name=>

Requesting Access for 21st Century Prep Sch

You are requesting access to secure applications provided by the Department of Public Instruction. The Application Administrator in your district for the specific application you are requesting will review your request and make the decision to grant or deny access based on your local district policy and a legitimate educational need to access educational data from DPI secure applications.

In order to request access you must have a valid WAMS (Wisconsin Web Access Management System) account. You will be asked to login using your WAMS credentials in the next step. If you need to understand more about WAMS, please read the [WAMS Guide](#).

[Create a New WAMS Account](#) [I Already Have a WAMS Account](#)

Provide your name and work contact information.

Select WISEgrants from the application list and provide a brief explanation of the access you require.

The Application Administrator or DSA will review your request.

The screenshot shows a web browser window with the following content:

- Browser title: Requesting Access for 21st Century Prep Sch - Google Chrome
- URL: <https://was8.dpi.wi.gov/ldsutil/admin/request-access>
- Form title: Requesting Access for 21st Century Prep Sch
- Fields:
 - First/Last Name* :
 - Phone Number* : Eg. 555-555-5555
 - Work Email* : Type if different from WAMS account email (Jeff.Perry@dpi.wi.gov).
 - Job Title : 100 chars max.
- Application* : Explain the level of access required* (10 chars min - 200 chars max.)
- Buttons: [Add More Applications](#), [Read more about DPI secure application](#)
- Form actions:

A red oval highlights the "Select Application" dropdown menu and the "Explain the level of access required*" text area.

Step 5 - Provide Grant Access in WISEgrants

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- A. WISEgrants Administrators logs into WISEgrants and
 - 1) Views list of users given WISEgrants access in ASM
 - 2) Edits access rights for WISEgrants Users
 - 3) Provides District Authorizer rights to appropriate WISEgrants Users

- B. WISEgrants Users can login to WISEgrants using Secure Home

Please click a user's name to adjust their access profile

Filter List: Clear Filter Refresh User List Export to Excel

Drag a column header and drop it here to group by that column

ASM User	WAMS Login ID	Email	Agency Name
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The WISEgrants Administrator will access the Edit Access screens through the Admin Menu in WISEgrants. From there they can assign grant access and roles to all of the organization's users.

Grant - Access Items		
Grant	Application/Budgeting Area	Claiming Area
ESEA		
<input checked="" type="checkbox"/> Title I-A	<input type="radio"/> Edit <input type="radio"/> View	<input type="radio"/> Edit <input checked="" type="radio"/> View
<input type="checkbox"/> Title I-D		
<input checked="" type="checkbox"/> Title II-A	<input type="radio"/> Edit <input checked="" type="radio"/> View	<input type="radio"/> Edit <input checked="" type="radio"/> View
<input checked="" type="checkbox"/> Title III-A	<input type="radio"/> Edit <input checked="" type="radio"/> View	<input type="radio"/> Edit <input checked="" type="radio"/> View
IDEA		
<input checked="" type="checkbox"/> IDEA - Flow-through	<input checked="" type="radio"/> Edit <input type="radio"/> View	<input checked="" type="radio"/> Edit <input type="radio"/> View
<input checked="" type="checkbox"/> IDEA - Preschool	<input checked="" type="radio"/> Edit <input type="radio"/> View	<input type="radio"/> Edit <input checked="" type="radio"/> View