

Managing Users in the WIDA AMS

Gaining Access to the WIDA Account Management System (AMS)

District Assessment Coordinators (DACs) should have access to the WIDA AMS and be able to add and manage users in their district who need to administer ACCESS for ELLs testing. If you are a DAC and do not have access to the WIDA AMS (<https://www.wida-ams.us/default.aspx>)

1. Ensure that your DAC contact info is up to date
 - a. <http://dpi.wi.gov/assessment/dac/update>
 - b. and that you are on the DAC list
2. If you think you have an account, you can reset your password
 - a. <https://www.wida-ams.us/PublicContent/ResetPW.aspx>
3. Otherwise, contact Jesse Roberts and ask that he create an account for you
 - a. jesse.roberts@dpi.wi.gov
 - b. 608-267-5153

Adding a User

DACs have the ability to add and modify permissions for users in their district. This includes permissions up to those of the DAC, should district testing responsibilities be delegated to another person.

There are five roles available:

- District (this is the DAC role, also called Test Coordinator)
- School (this is a school test coordinator role)
- Test Administrator
- District Technology Coordinator
- School Technology Coordinator

You may not replace the DAC role or hand the login info to another person, but you may create a role with the same permissions and delegate testing to that individual. DPI requires that DACs have access to the system and can provide oversight and support as needed.

To add a user:

1. Log into the WIDA AMS
2. Open the Manage Users panel on the left
3. Click User Administration

- Select 'Add Single User'

CLOSE MENU

User Administration

User Administration allows the user to perform various administrative tasks. You can change a user's password, add new user(s) to the system or activate/inactivate user(s).

Edit User
Add Single User
Upload Multiple Users

** Indicates required fields*

First Name

Middle Initial

Last Name

Email Address

Administration

User Role

District

School

Tip: When you select a permission, its description will display below the list

Available Permissions

- Administrator
- Correction Primary Window
- Documents - View
- Enrollment - Primary Window
- Materials - Accountability - User Information
- Materials - Additional - Primary Window
- Materials - Additional - View/Edit
- Materials - Primary Window
- Materials - Return Materials Receipt
- Online Testing - Secured Resources
- Online Testing Statistics

Assigned Permissions

To see the description, select a permission

- Fill out the information. When you select User Role, it will pre-select the default permissions in the bottom window. Click the right-pointing arrow to add those permissions.
- Modify permissions as necessary
- Save

Adding Multiple Users at Once

1. In the 'User Administration' section, click 'Upload Multiple Users'

CLOSE MENU

User Administration

User Administration allows the user to perform various administrative tasks. You can edit a user's password, add new user(s) to the system or activate/inactivate user(s).

Edit User

Add Single User

Upload Multiple Users

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

⊕ [Instructions](#)

* Indicates required fields

Administration

ACCESS for ELLS 2.0 - 2015-2
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File

Browse...
*

Upload

User Listing

First Name	MI	Last Name	Email Address	Role
If there are errors in your file, then they will display h				

2. If you need the file layout, download and inspect one of the files linked
3. Format a .csv file as noted in the File Layout populated with your staff's information
4. Browse to the .csv, select it, and click 'Upload'

For more information on ACCESS for ELLs testing, see the ACCESS for ELLs page on DPI's Office of Student Assessment's website: <http://dpi.wi.gov/assessment/ell>