

Managing Users on the WIDA Website

Gaining Access to the WIDA Website

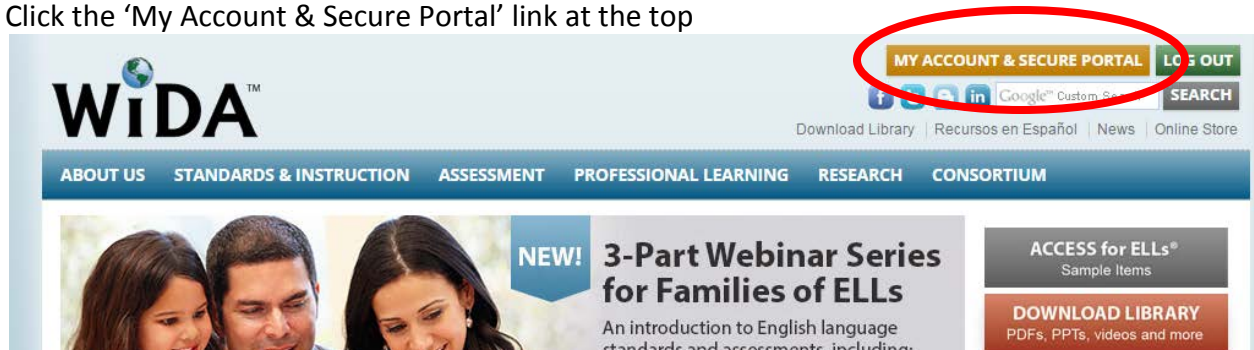
District Assessment Coordinators (DACs) should have access to the WIDA website and be able to add and manage users in their district who need access to training materials. If you are a DAC and do not have access to the WIDA website (<https://www.wida.us/index.aspx>)

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.us/ResetPasswordRequest.aspx>
3. Otherwise, contact the WIDA helpdesk and request that they create an account for you
 - a. help@wida.us
 - b. 866-276-7735

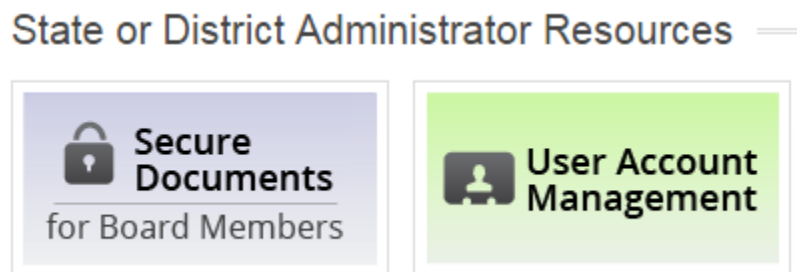
Managing Users

To change the permissions of a user or to deactivate a user:

1. Log onto the WIDA website
2. Click the 'My Account & Secure Portal' link at the top



3. On the next page, select the User Account Management button



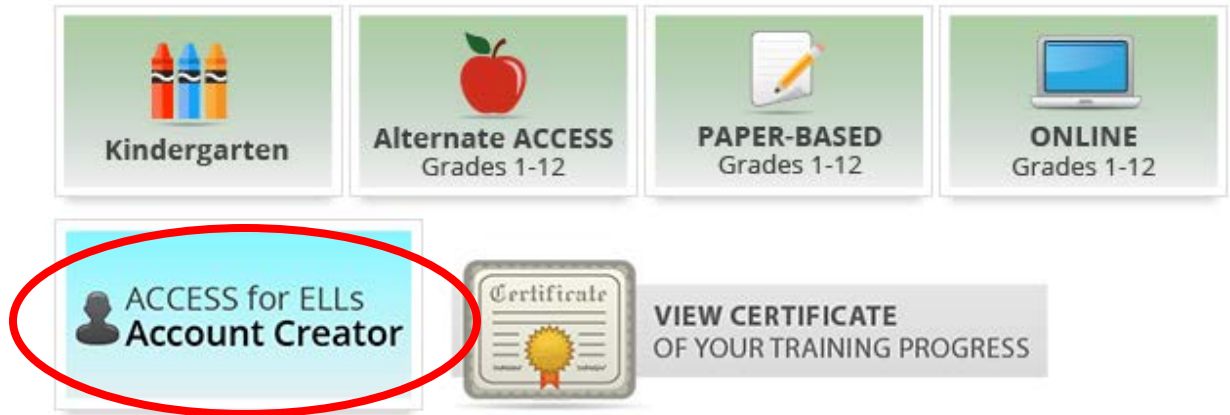
4. Search for users by name or district. Check permissions they should have.

First Name	Last Name	Email	District	ACCESS	WAPT	District Coordinator	Data Dashboard	Creating Users	Deactivated
wida	test	test@wida.us	WIDA Test District WI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



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