



# WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

## 1% Participating Threshold Justification Application Getting Started

### Step 1

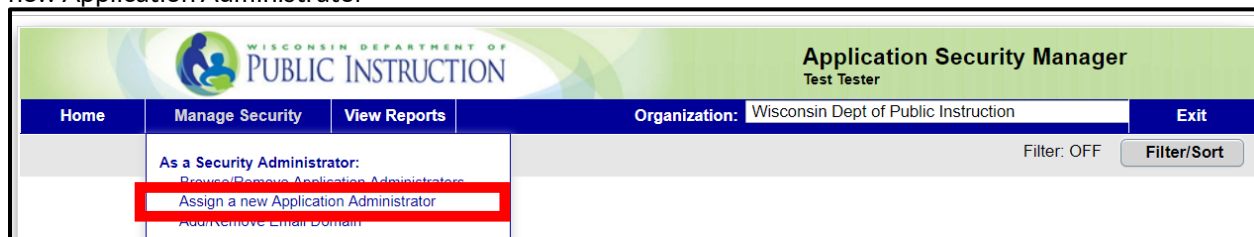
#### Designate a Special Education Portal – SE1PCT Administrator

The Special Education Portal – SE1PCT Administrator is the person(s) in the district responsible for managing access (granting and removing) to the 1% Participating Threshold Justification Application. **ALL** districts **MUST** have at least one individual designated as the Special Education Portal – SE1PCT Administrator. The designation of a Special Education Portal – SE1PCT Administrator is completed in the district by the District Security Administrator.

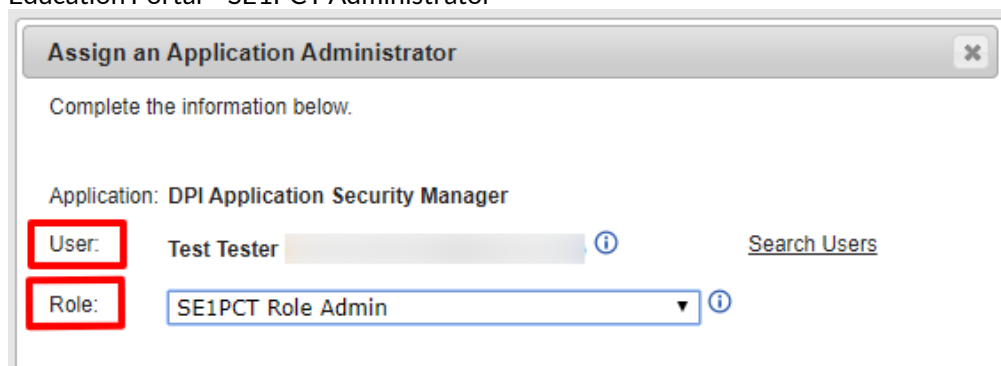
- District Security Administrator logs into Secure Home and selects 'DPI Application Security Manager (ASM)' from the list of available applications - <https://apps2.dpi.wi.gov/secure/home>



- District Security Administrator hovers over the 'Manage Security' tab and selects 'As a Security Administrator/Assign a new Application Administrator'



- District Security Administrator searches for the User either by WAMS ID or name and selects as the Role 'Special Education Portal – SE1PCT Administrator'

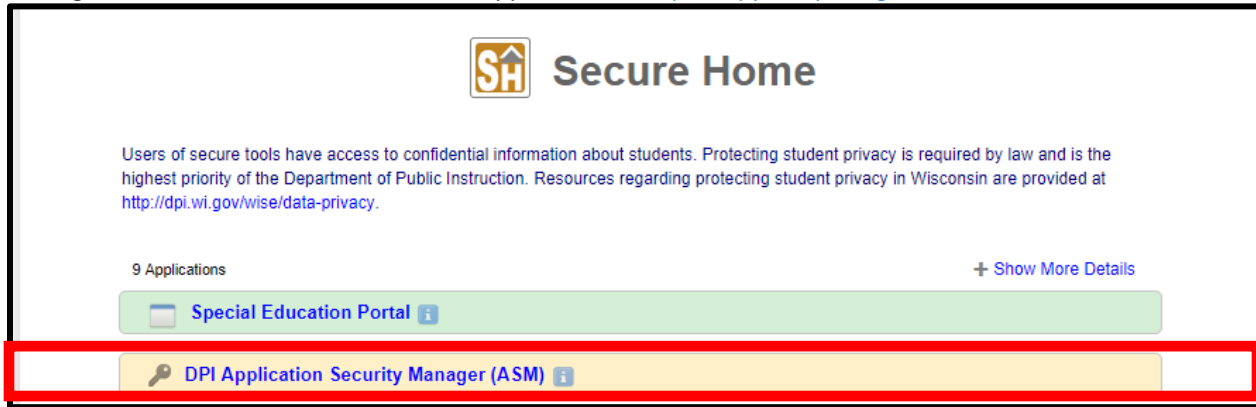


## Step 2

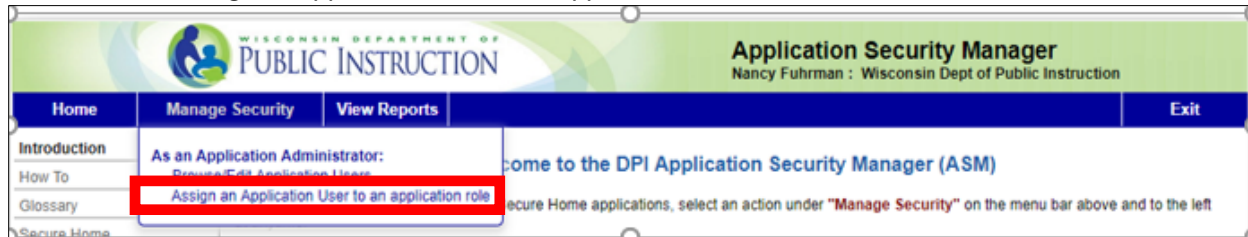
### Assign Users to the 1% Participating Threshold Justification Application

The Special Education Portal – SE1PCT Administrator assigns users with access to the 1% Participating Threshold Justification Application. The District Administrator/Superintendent is the primary person who would need access to this application and would certify the district's submission. **The Special Education Portal – SE1PCT Administrator would need to grant themselves access to the 1% Participating Threshold Justification Application if this person will be using the application.**

- The Special Education Portal – SE1PCT Administrator logs into Secure Home and selects 'DPI Application Security Manager (ASM)' from the list of available applications - <https://apps2.dpi.wi.gov/secure/home>



- Special Education Portal – SE1PCT Administrator hovers over the 'Manage Security' tab and selects 'As an Application Administrator/Assign an Application User to an application role'



- Special Education Portal – SE1PCT Administrator selects as the Application "SE1PCT" and then searches for the User by either WAMS ID or name and assigns the District Admin role.

The screenshot shows the 'Assign an Application Level Role' form. The form has a title bar with the text 'Assign an Application Level Role' and a close button. Below the title bar, there is a message: 'Complete the information below.' The form contains three fields: 'Application:', 'User:', and 'Role:'. The 'Application:' field is set to 'SE1PCT' and is highlighted with a red box. The 'User:' field is set to 'Test Tester' and is highlighted with a red box. The 'Role:' field is set to 'District Admin'. There is a 'Search Users' link next to the 'User:' field.

### **Step 3**

#### **Access District Form for 1% Participating Threshold Justification Application**

Authorized Users should now be able to access the 1% Participating Threshold Justification Application. The application can be accessed at the following web address:

<https://sped.dpi.wi.gov/SE1PCT/>

*Submit questions, comments, and suggestions about this information to the DPI Online Help desk application at <https://dpi.wi.gov/wisedata/help/request>.*

# 1% Participating Threshold Justification Application Access Visual

## District Security Administrator

<b>Responsibility:</b>	Assigns or Removes Special Education Portal – SE1PCT Administrator
<b>Application:</b>	DPI Application Security Manager <a href="https://apps2.dpi.wi.gov/secure/home">https://apps2.dpi.wi.gov/secure/home</a>
<b>More Information:</b>	Application Security Manager (ASM) Quick Start Guide <a href="#">Application Security Manager Quick Start Guide</a>



## Special Education Portal – SE1PCT Administrator

<b>Responsibility:</b>	Assigns or Removes 1% Participating Threshold Justification Application Users
<b>Application:</b>	DPI Application Security Manager <a href="https://apps2.dpi.wi.gov/secure/home">https://apps2.dpi.wi.gov/secure/home</a>
<b>More Information:</b>	Application Security Manager (ASM) Quick Start Guide <a href="#">Application Security Manager Quick Start Guide</a>