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# Accessing the State-Certified Credentials Application

## *Access and Security Help*

In order to use any WISE application, including the DPI State-Certified Credentials application, you must first obtain a user login. Access to WISE applications is managed through WISEsecure, which requires a WAMS ID.

If you already have a WAMS ID with access to other DPI applications, you may use that ID.

If you do not have a WAMS ID, follow [these steps](#) to create your ID.

Once you have a WAMS ID, you need an application user role assigned, which will grant you access to the DPI State-Certified Credentials application. To request a user role, follow the steps to Request Access on this [WISEhome and WISEsecure Information](#) page. **Note:** If you previously had access to the CTE Skills application, your existing user role will be enabled in the updated DPI State-Certified Credentials application.

- If you cannot remember your WAMS ID or password, or if your account is locked, please visit the [WAMS](#) website and click the 'Recover a password' or 'Enable a WAMS ID' link. DPI does not have the ability to reset passwords.
- For more information about access and security, see the [WISEhome and WISEsecure Information](#) page
- For all other issues, please submit a Help ticket

## ***Assigning User Roles for the DPI State-Certified Credentials Application***

The District Security Administrator (DSA) is responsible for assigning user roles to all appropriate staff who need access to the DPI State-Certified Credentials application. For more information, see the [WISEhome and WISEsecure Information](#) page.

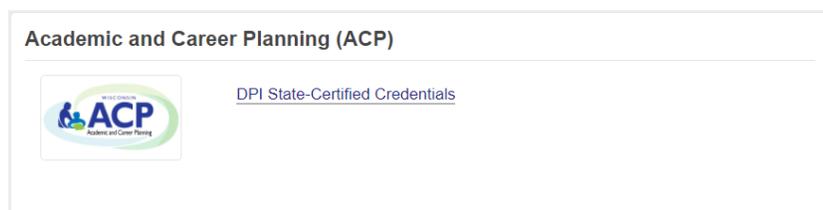
### ***DPI State-Certified Credentials User Roles***

- **Co-Op Admin:** This DPI State-Certified Credentials Admin role grants all the access of the Teacher role, plus the ability to perform additional tasks, such as agreeing to program assurances and assigning teachers to portfolios. At least one person in each district should be granted this role.
- **Co-Op Teacher:** This Teacher role has access to the DPI State-Certified Credentials application and allows the user to add students to a portfolio, enter their certification completion scores and print certificates.

### ***Logging in to DPI State-Certified Credentials***

The DPI State-Certified Credentials application can be accessed from the [WISEhome](#) page, after logging in with your WAMS ID or Google login. For more information about how to login with Google, refer to the [Google Single Sign-on](#) quick guide.

On the WISEhome / My Apps page, you may see multiple application groupings, based on the user roles assigned to you by your District Security Administrator. Look for the grouping titled 'Academic and Career Planning (ACP)'. This section was previously titled 'Career and Technical Education (CTE)'. Within the ACP section, click the 'DPI State-Certified Credentials' link to access the application.



## **The District Administrator/Superintendent Role**

### ***Agreeing to Assurances***

As the District Administrator/Superintendent, it is your responsibility to agree to the assurances associated with the skills certification. There are three areas that have separate assurances:

1. State Skill Standards (Occupational Areas) Co-op
2. Assistant Child Care Teacher (ACCT) and Infant/Toddler
3. Employability Skills and Youth Leadership

The District Administrator role has the ability to "Copy Forward" data from the previous school year when setting up portfolios for the current year. The following sections can be copied from the previous year:

- Portfolio Assurance Agreements
- Teacher / Portfolio Assignments by School

## To have the system copy last year's data for this year:

1. Select the Copy Forward link from the navigation menu.



The Copy Forward page will show a summary of last year's Portfolio Assurance Agreements and Teachers / Portfolios by School.

Copy Forward - Use this page to copy your settings for Portfolio Assurance Agreements and/or Portfolio/Teacher mappings from the previous school year to the current school year)

Your District's Portfolio Assurance Agreements (2017 - 2018)

Portfolio Category	Program Area Name	Portfolio Name
COOP Program Assurances	Agriculture & Natural Resources	Plant Science
COOP Program Assurances	Marketing, Management & Entrepreneurship	Marketing Retail Management

1 - 2 of 2 items

Copy Assurance Agreements from Previous Year

Your District's Teachers/Portfolios by School (2017 - 2018)

School Name	Teacher Name	Portfolio Name
East High	Mark Sawyer	Plant Science
East High	Dana Taylor	Marketing Retail Management
West High	Jennifer Smith	Marketing Retail Management
West High	Thomas Phillips	Plant Science

1 - 4 of 4 items

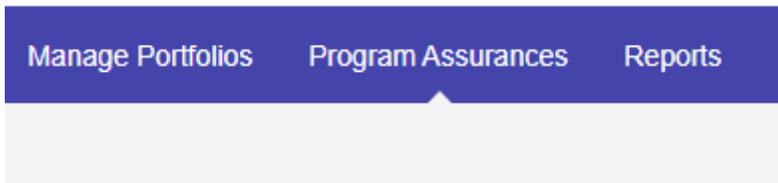
Copy Teacher Portfolios from Previous Year

2. Click the Copy Assurance Agreements from Previous Year and Copy Teacher Portfolios from Previous Year buttons to copy all data shown in the summary for the new year.
  - Note 1: If you don't have any Skills data for the previous year, a message will display indicating that no District Assurances or Teacher Portfolios were found from the previous year. In that instance, proceed with manual entries (*see instructions below*).
  - Note 2: The system will copy ALL data from the previous year when you click the Copy buttons. If you only want to use a portion of last year's data, you may use the Copy buttons and then delete unwanted data, or you may enter this year's data manually (*see instructions below*).

**Follow the steps below to manually update assurances, portfolios, and teachers.**

**Note:** You may skip these steps if you used the Copy Forward function.

1. Select the Program Assurances link from the navigation menu.



You will see the three different program area assurances that contain the portfolio categories that may be offered by your district: Coop Portfolio Categories, Assistant Child Care Teacher, Infant and Toddler, and Employability Skills and Youth Leadership. Before assigning teachers to a portfolio category, you must agree to the assurances specific to each portfolio group. When you first access this page for a new school year, you will see **red Not Agreed** boxes for each portfolio category grouping that indicate the assurance agreement has not been completed (see below).

A screenshot of the 'Coop Portfolio Categories' assurance page. At the top, there is a red 'Not Agreed' button and a white 'Agree to Assurance' button. Below this are three sections, each with a light blue header and a list of portfolio names in a table:

- Agriculture & Natural Resources:** Plant Science, Animal Science
- Business & Information Technology:** Information Technology, Business Management & Administration, Finance
- Family & Consumer Sciences:** Child Care Teacher, Family And Community Services, Food Services

A screenshot of the 'Assistant Child Care Teacher, Infant and Toddler' assurance page. At the top, there is a red 'Not Agreed' button and a white 'Agree to Assurance' button. Below this is one section with a light blue header and a list of portfolio names in a table:

- Assistant Child Care Teacher, Infant and Toddler:** Assistant Child Care Teacher, Infant/Toddler

A screenshot of the 'Employability Skills and Youth Leadership' assurance page. At the top, there is a red 'Not Agreed' button and a white 'Agree to Assurance' button. Below this is one section with a light blue header and a list of portfolio names in a table:

- Employability Skills and Youth Leadership:** Employability Skills, Youth Leadership

3. Click on the Agree to Assurance button for each area that will be offered in your district. The Assurance Agreement for each portfolio grouping will appear on a separate page.
4. Please read through the list of assurances and then click I Agree to indicate you agree to operate this DPI work-based learning program as required.

If you have read all of the terms and agree then click the button below.

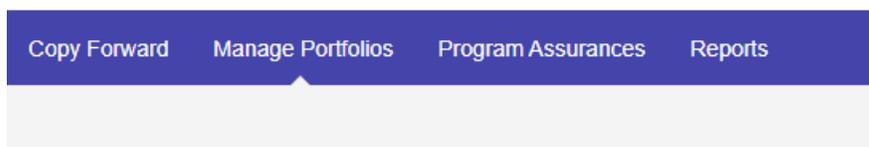
Once you have clicked on I Agree, the red **Not Agreed** box will change to a green **Agreed** box on the Program Area Agreement page to indicate you have read and agreed to the requirements for administering that portfolio grouping.

Once you click on I Agree to each program area assurance, you will automatically be able to select any school as you assign teachers to the appropriate portfolios.

## Assigning Teachers

Next, assign the district's teachers to the appropriate portfolios.

1. Select the Manage Portfolios link from the navigation menu.



**New in 2020!** For ease of use, the Add Teacher and Teacher Summary pages have been combined into one page called Manage Portfolios.

2. Select the appropriate school from the dropdown list. All public schools from your district should appear in the dropdown list. The page will automatically refresh when a school is selected.

**Manage Portfolios**

Year  
2020

Note: Additions and updates to last year's student records are allowed for a limited time at the beginning of a new school year to let districts finalize last year's data. Once the cut - over period has closed, the system will allow entry only for the current school year.

School  
Abbotsford Middle/Senior High

Teacher  
Select a teacher...

Your District's Teachers				
Teacher Name	Portfolio	Add Portfolios	Edit Contact Info	Delete Teacher
▶ DPlest WISEdata	E-Commerce	Select... <input type="button" value="Add"/>	<input type="button" value="G"/>	<input type="button" value="X"/>

3. Select a teacher from the dropdown list who will be assigned to the school that was previously selected, then click the Add Teacher button.

**New in 2020!** You no longer need to enter a WAMS ID to assign a teacher to a portfolio. All teachers for your district who are assigned to the Co-Op Teacher role in WISEsecure will display in the Teacher dropdown list. If the teacher you are looking for does not appear in the list, log into WISEsecure and verify that you have assigned them to the Co-Op Teacher role for the selected school, or that they are assigned to 'All Schools'.

School

Teacher

Select a teacher...

- DPITest TestDPI - DPITest22@outlook.com
- DPITest WISEdata - DPITest32@outlook.com
- TEST TEST - ctetest002@gmail.com
- TEST TEST - ctetest004@gmail.com

5. Select a portfolio from the Add Portfolios dropdown list and click Add.
6. To give a teacher multiple portfolios, choose another portfolio from the list, and click Add again.

Your District's Teachers					
WAMS Login	Teacher Name	Portfolio	Add Portfolios	Edit Contact Info	Delete Teacher
jsmith123	Jennifer Smith		Select... Add		

An email will be sent to the teacher, stating the following (*Below is a sample; links are test examples only*).

Hello Denise Byrd. You have been registered to oversee General Marketing for the 2016 school year at Appleton Area School District. You were assigned this role by your District Administrator, District Admin CTE Test. If you have any questions or received this message in error please contact them at [ctetest003@gmail.com](mailto:ctetest003@gmail.com). DO NOT REPLY TO THIS EMAIL!

to start entering your students for certification, please login to the website at:(This will be your WAMS login and password)

<https://uaapps4.dpi.wi.gov/CTESkills/>

The Manage Portfolios page also lists all teachers who have been entered for your district and the portfolios that they have been assigned. From this view, you can edit teacher contact information and delete teachers.

School  
 Capital High

Teacher  
 TEST TEST - ctetest002@gmail.com Add Teacher

Your District's Teachers				
Teacher Name	Portfolio	Add Portfolios	Edit Contact Info	Delete Teacher
▶ DPilest TestDPI	Business Management & Administration	Select. Add	✎	✖
▶ TEST TEST	Marketing	Select. Add	✎	✖

If you have entered all of your teachers, your portion is complete and you can logout. You will only need to return to the system if changes are necessary during the school year. Complete this process for every school in your district and every teacher who will be entering students for skills certification.

## Performing the Teacher Functions

The District Administrator has access to add students and to enter scores for students completing their skills certifications. This allows you to complete all of the processes and ensure students get their credentials if a teacher is unable to complete the process.

1. On the Manage Portfolios Page, click on the arrow next to the teacher's name to see the individual portfolio areas for that teacher.

School  
 Capital High

Teacher  
 TEST TEST - ctetest002@gmail.com Add Teacher

Your District's Teachers				
Teacher Name	Portfolio	Add Portfolios	Edit Contact Info	Delete Teacher
▶ DPilest TestDPI	Business Management & Administration	Select. Add	✎	✖
☑ TEST TEST	Retail Management, Marketing	Select. Add	✎	✖

Portfolios

Portfolio Name	School Name	Delete
<a href="#">Retail Management</a>	Capital High	<a href="#">Delete</a>
<a href="#">Marketing</a>	Capital High	<a href="#">Delete</a>

2. Then click on a portfolio within the list to access all of the student data for that teacher / portfolio combination.

### Student Summary

#### TEST TEST, Retail Management

Passing Score: 284 - Maximum Score: 477

Student First Name	Student Last Name	Mentor First Name	Mentor Last Name	Worksite	Printed
JENSON	AARON	Jennifer	Tester	Home Madison	N

Completed:  Yes  No

Date Completed

May 2020

Score

450

Save

Delete

Print

Print All Eligible Certificates

Go to Add Students

Back to Portfolio Select

3. Either type the score or use the scroll buttons to record a score. The range of passing scores is listed below the portfolio name at the top of the page.

**New in 2020!** You will also need to select the month and year in which the student completed the program. The month and year selected will be printed on the student's credential.

4. Click Save. You can print the information entered after it has been saved.
5. Once a passing score has been entered for a student the print icon on the far right side of the student's information will highlight in blue, and you will be able to select it. You may click the Print button and print individual certificates, or you may click the Print Eligible Certificates button at the bottom of the page to print certificates for all completed students. A pdf with the student's certificate will display, and you can either save or print the certificate in color. We recommend you print on parchment paper to enhance the appearance of the certificate.

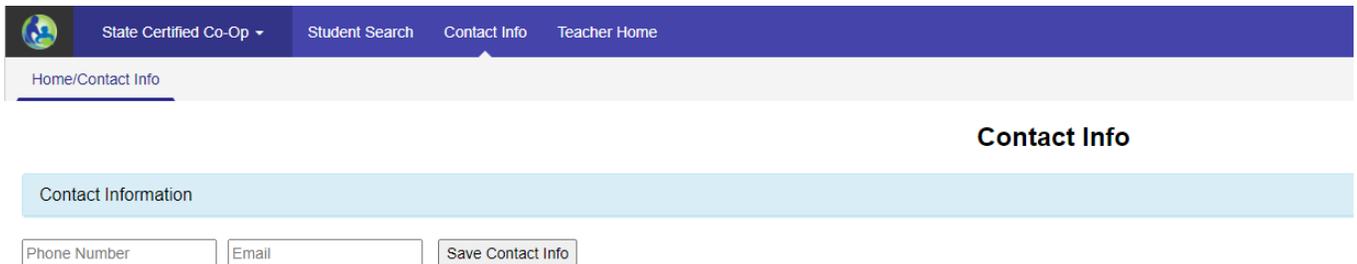
Please join our [Google+ Community DPI CTE Skills Certification](#) and feel free to leave us feedback for improving our site. Or, go directly to the [Feedback Google sheet](#).

# The Co-Op Teacher Role

## Entering Students

You should have received an email with the Subject Line: State Credentials Teacher Registration from [StateCredentialsDoNotReply@dpi.wi.gov](mailto:StateCredentialsDoNotReply@dpi.wi.gov) on behalf of your District Administrator/Superintendent assigning you to specific portfolios. That email has a link to sign in to the system with your WAMS ID: <https://wisedata.dpi.wi.gov/credentials>.

1. The landing page you see should be similar to the image below.



State Certified Co-Op ▾ Student Search Contact Info Teacher Home

Home/Contact Info

### Contact Info

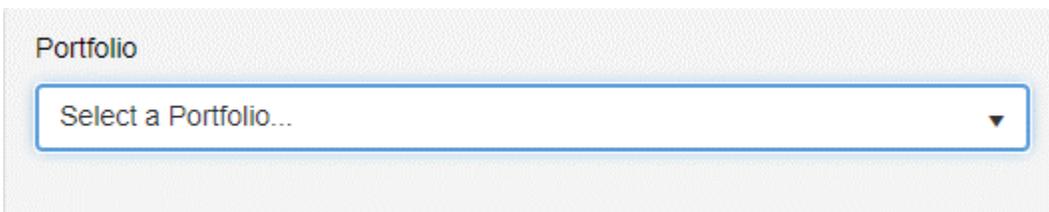
Contact Information

Phone Number  Email  Save Contact Info

2. Before entering your student information, verify that your contact information is up to date.
3. Make any necessary changes to your phone number or email address and click Save Contact Info. If all information is accurate, move on to the next step.
4. Click the Teacher Home link in the navigation menu. Depending on whether your administrator has assigned you to portfolios at one school or multiple schools, you will see either of the following screens:

### Single school assignment

5. Select the portfolio for which you are entering students. The page will refresh automatically when a portfolio is selected.

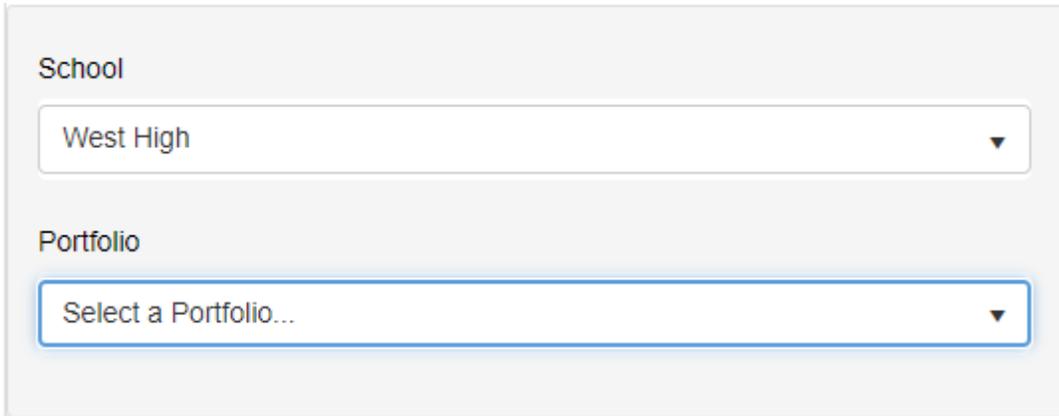


Portfolio

Select a Portfolio... ▾

## Multiple school assignment

6. Select the school for which you are entering students. Then select a portfolio. The page will refresh automatically when a portfolio is selected.



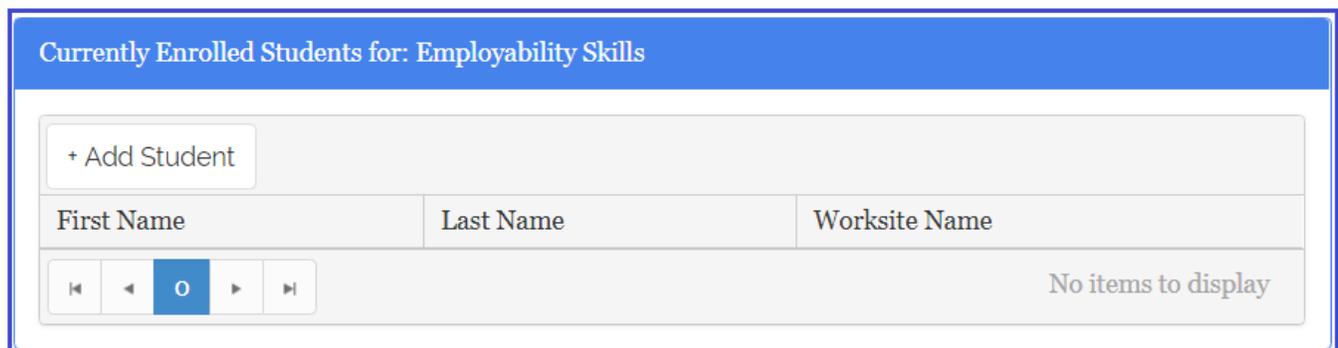
School

West High

Portfolio

Select a Portfolio...

7. To add a student, click Add Student.



Currently Enrolled Students for: Employability Skills

+ Add Student

First Name	Last Name	Worksite Name
------------	-----------	---------------

No items to display

8. Enter a student by typing in their WISEid (WSN #), then click Search. WISEid numbers can be obtained from the enrollment office at your school district.

**Add Student For** ×

**School: Tremper Hi**

**Portfolio: Employability Skills**

---

**Add a student by WiseId**

9. If this is the appropriate student, click Yes; Otherwise click No.

**Add Student For** ×

**School: Tremper Hi**

**Portfolio: Employability Skills**

---

**Add a student by WiseId**

Were you looking for **EMILY EDWARDS** ?

10. If this is the correct student and you have clicked Yes, enter all of the information requested for the Mentor and Worksite. When you are entering the Worksite, start typing the company name. If it is already in the list, then it will automatically show up. If not, type the full company name and press tab to enter Worksite City. Start typing. All cities in Wisconsin should be listed.

11. Once you have completed all fields for this student, click Add.

Student Name: EMILY EDWARDS

<b>Mentor First Name</b>	<input type="text" value="Mentor First Name"/>	<b>Mentor Last Name</b>	<input type="text" value="Mentor Last Name"/>
<b>Mentor Email</b>	<input type="text" value="Mentor Email"/>		
<b>Worksite</b>	<input type="text" value="Worksite Name"/>	<b>Worksite City</b>	<input type="text" value="City"/>

12. You can view the students previously entered by choosing a portfolio. The page will automatically refresh when a portfolio is selected.

Portfolio

Advanced Marketing

Currently Enrolled Students for: Capital High

+Add Student

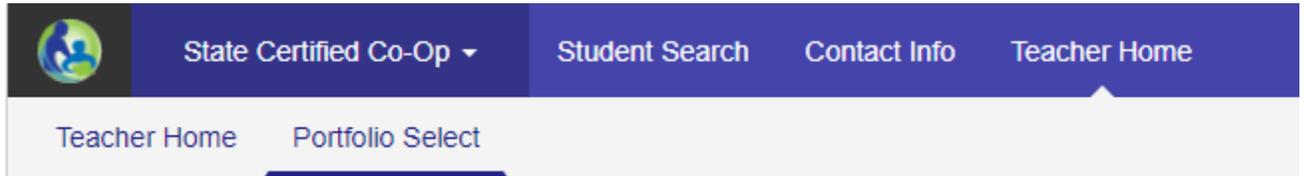
First Name	Last Name	Work Site Name
EMILY	EDWARDS	KACL Radio

1 - 1 of 1 items

The students for that specific portfolio will be displayed. Once all students enrolled in the selected portfolio have been entered, you may logout and return at a later date for the certificate completion process.

## Certificate Completion Process

1. To enter scores, select the Teacher Home link from the navigation menu, then click Portfolio Select from the secondary menu.

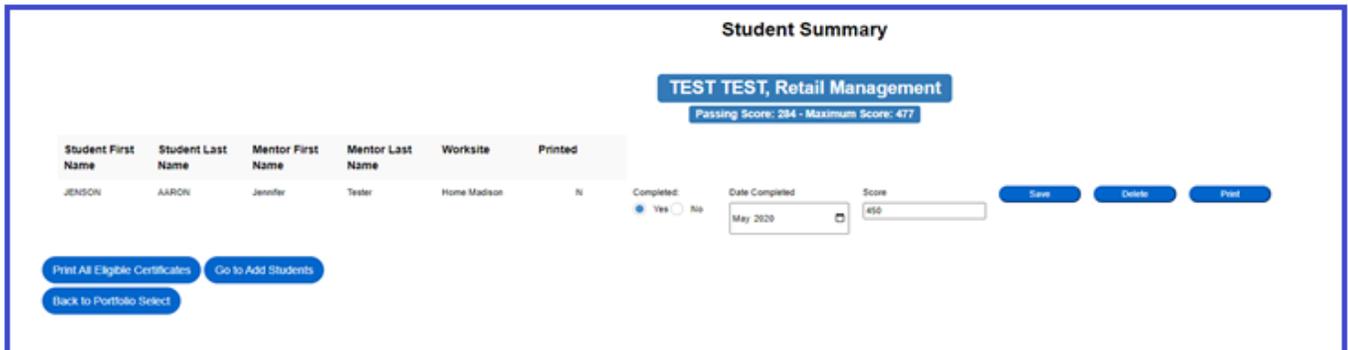


The following grid will appear.

2. Click GO on the portfolio for which you want to enter scores.



The Student Summary page will open.



3. Select the Yes radio button to indicate the student has completed the certificate requirements.

**New in 2020!** You will also need to select the month and year in which the student completed the program. The month and year selected will be printed on the student's credential.

4. In the Score field, either type a score or use the scroll buttons to select the score earned by the student. The field will turn red until a valid passing score is entered. Click Save. After you have saved the information, you will be able to print the certificate.

Once a passing score has been entered for a student, the print icon on the far right side of the student's information will highlight in blue, and you will be able to select it. You may click the print button and print out individual certificates, or you can click the Print Eligible Certificates button at the bottom of the page. A pdf with the student's certificate will show up, and you can either print or save the certificate.

The eligible certificates should appear, and you will be able to print in color. We recommend you print on parchment paper to enhance the appearance of the certificate.

The certificate has an area where the high school principal can sign before presenting it to the student.

Please join our [Google+ Community DPI CTE Skills Certification](#) and feel free to leave us feedback for improving our site. Or, go directly to the [Feedback Google sheet](#).