WISCONSIN DEPARTMENT OF
**Public Instruction**

Jill K. Underly, PhD, State Superintendent

# Adding SNSP Designees to the SNSP Portal[1]

To assign access to the SNSP Portal for SNSP Designees, the SNSP Administrator will need to have access to the SNSP Portal.  If the SNSP Administrator does not have access to the SNSP Portal, see the *Obtaining Access to the SNSP Portal* instructions available here: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports.

Contents

**Obtaining WAMS Account Access**
The WAMS login is the same login that Choice schools use to access the WISE system and that private schools use to complete the PI-1207. If you have previously logged into WAMS to complete WISEdata reporting or to complete the private school directory, your WAMS account is set up. Please note the WAMS id is different than the Online Application System (OAS) login used for the Private School Choice Programs (Choice). You will not be able to share WAMS passwords, so if another individual at your school uses WAMS but you do not, you will need to create your own WAMS account.

---

[1] Starting in the 22-23 school year, the SNSP Administrator does not need to submit a Designee Authorization Form to the department to add a SNSP Designee.

Click this link for complete instructions on how to create a WAMS account:
https://dpi.wi.gov/cst/data-security/wams/create-account.

The email address used to establish the WAMS account for SNSP Portal users should be:

- Specific to an individual and not an email address that is shared with other people; and
- A school-issued email address.

Personal email addresses should not be used to access the SNSP Portal. SNSP designees that have a school-issued Google email account may use the Google log in option.

Assigning SNSP Designee SNSP Portal Access
The SNSP Administrator enters the WISE system at: https://apps6.dpi.wi.gov/WISEhome/.
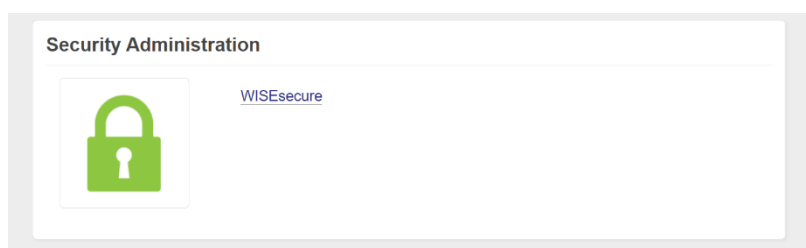


Choose the WISEsecure application.

At the top of the page, the SNSP Administrator will see "Manage Security."   For instructions on how to use Manage Security, see https://dpi.wi.gov/wise/wisehome-info/grant-wisehome-security.

The application is called the SNSP Portal. The role you are assigning is SNSP Designee.
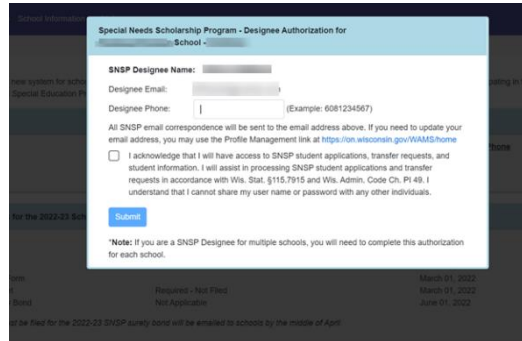
If an individual should be a designee for more than one school, the SNSP Administrator will need to assign the individual as a SNSP designee for each school.

SNSP Designee Acknowledgement
Once the SNSP designee has been added by the SNSP Administrator, the SNSP designee can enter the SNSP Portal. The SNSP designee will first need to log into the WISE system at https://apps6.dpi.wi.gov/WISEhome/.  They will then need to click on the SNSP Portal link.

Page 3
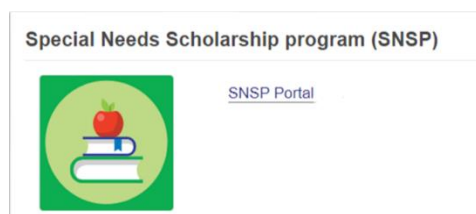
The first time the SNSP designee logs into the SNSP Portal, the SNSP designee will be asked to complete an authorization in the SNSP Portal.



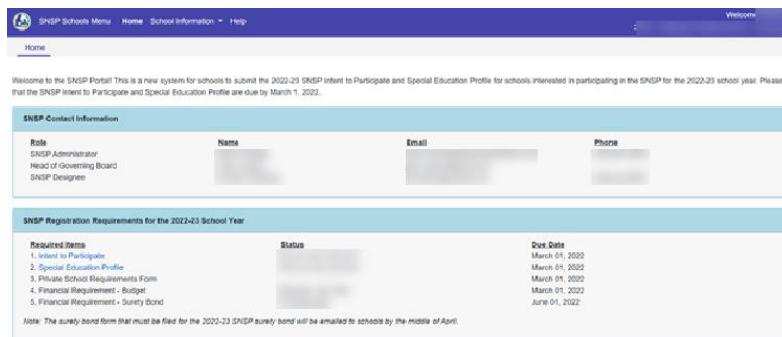If an individual is a designee for more than one school, the SNSP designee will be asked to complete this authorization once for each school the first time they are logged in as that school. A user can change the school they are logged into by clicking the school name in the top right corner and selecting the school they would like to change to.
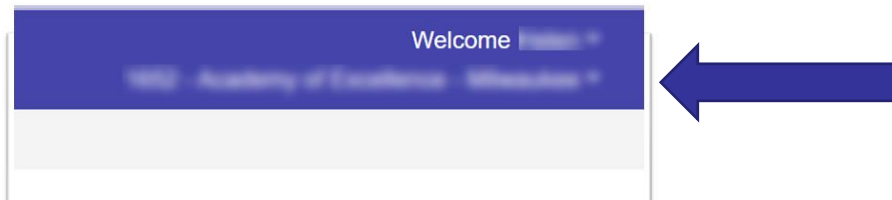


Confirming the SNSP Designee has been Added
Once the SNSP designee has completed the authorization, the SNSP Administrator and the SNSP designee will see the SNSP designee(s) listed on the school's home page in the SNSP Portal.

Removing SNSP Designees

After the SNSP Designees are entered in WISEsecure, if you need to remove designees, you may do so on the Manage Security page:

Use the remove button to remove any SNSP Designees that are no longer serving in that role for the school.
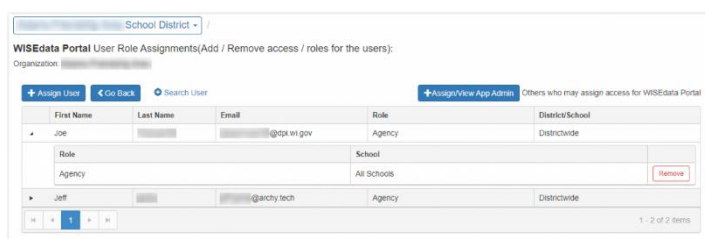


**Frequently Asked Questions**

1. **I do not see the person's email address when I search for a SNSP Designee. How do I add them?**

If you do not see the person's email address, make sure that person has a WAMS account. If they have a WAMS account, but you do not see them, make sure their WAMS account is registered under their school-issued email address. The person can update their email account by going to Profile Management from this page: https://on.wisconsin.gov/WAMS/home.

If the person needs to set up an account using their school-issued email address, click this link for complete instructions on how to create a WAMS account: https://dpi.wi.gov/cst/data-security/wams/create-account. Once the person has created a WAMS account, then the SNSP Administrator will be able to add them via WISEhome security.

2. **I do not see SNSP Designees that were added using the *Designee Authorization Form* in a school year prior to 22-23 listed on the school's home page in the SNSP Portal. How do such SNSP Designees get added?**

For continuing schools, the SNSP Administrator needs to add existing SNSP Designees using the same process outlined above. Department staff will not be adding SNSP Portal access for existing SNSP Designees.

If the school has SNSP Designees that will not continue to be designees for the 22-23 school year and will not be added to the SNSP Portal, please email snsp@dpi.wi.gov to remove them from the list.

3. **I am the SNSP Administrator, and I just added the SNSP Designee, but I do not see the SNSP Designee on the school's homepage when I log in.  Has the SNSP Designee been added?**

The SNSP Designee will not show on the school's homepage until the SNSP Designee has logged into the SNSP Portal and completed the authorization.  Once the authorization is complete, the SNSP Administrator and the SNSP designee will see the SNSP designee(s) listed on the school's home page in the SNSP Portal.