



## Obtaining Access to the SNSP Portal

To access the SNSP Portal, you need a WAMS ID and security access to the SNSP Portal. SNSP Administrators should request access to the SNSP Portal as soon as possible.

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### **Obtaining WAMS Account Access**

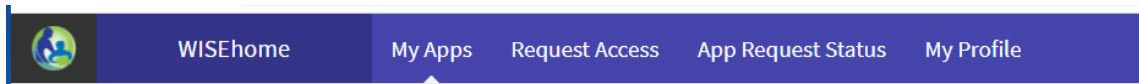
The WAMS login is the same login that Choice schools use to access the WISE system and that private schools use to complete the PI-1207. If you have previously logged into WAMS to complete WISEdata reporting or to complete the private school directory, your WAMS account is set up. Please note the WAMS 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.

Click [here](#) for complete instructions on how to create a WAMS account. Please note that a school email address should be used when creating a WAMS account. The WAMS logins cannot be shared, so users must ensure they use an email address that is specific to the SNSP Portal user.

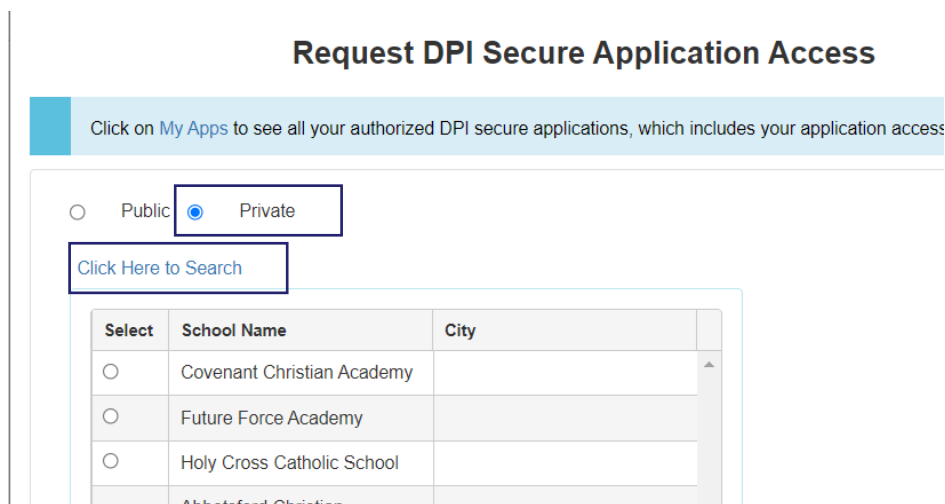
### **Requesting Access to the SNSP Portal**

After a SNSP Administrator has a WAMS account, the SNSP Administrator must request access to the SNSP Portal by completing the following steps:

1. Go to [WISEhome](#) and login using your WAMS account.
2. Click “Request Access” in the top blue bar.



3. Select the radio button next to “Private”. And click the “Click Here to Search” link.



4. Enter in your school name and city and click Search. Once you identify your school (ensuring it is the one with the correct city), click the radio button next to your school.

A screenshot of a web form for searching schools. At the top, there are radio buttons for 'Public' and 'Private', with 'Private' selected. Below this is a link that says 'Click Here to Search'. The main form area has two input fields: 'School Name' and 'City'. At the bottom right of the form are 'Search' and 'Clear' buttons.

5. Enter your job title, select **SNSP Portal** as the application, and indicate in the comments that you are requesting SNSP Administrator access as shown below. Then, click Request Access.

A screenshot of a web form titled 'Request DPI Secure Application Access'. At the top, there is a blue banner with the text 'Click on My Apps to see all your authorized DPI secure applications, which includes your application access from ASM.' Below this, there are radio buttons for 'Public' and 'Private', with 'Private' selected. A link 'Click Here to Search' is present. The form contains several sections: 'School Name' and 'City' input fields with a table below showing a search result for 'ABC School' in 'Mount Pleasant'; 'Job Title' input field with 'Principal' entered; 'Applications' input field with 'SNSP Portal' selected; and 'Comments' input field with the text 'Please provide me with SNSP Administrator access.' At the bottom right, there are 'Request Access' and 'Clear' buttons.

Select	School Name	City
<input checked="" type="radio"/>	ABC School	Mount Pleasant

6. If you are the SNSP Administrator for more than one school, complete the process for each school. Please note that SNSP administrators for grandfathered Choice system schools must request access for each of the schools in the system.
7. Any request submitted will be routed directly to the DPI Customer Service Team for approval.

8. You will receive an email indicating whether your request was approved or denied. Please note you must be the current SNSP Administrator for the school in order to obtain access to the SNSP Portal at this time.
9. If you do not receive an email indicating approval or denial within 3 business days of submitting the access request, please contact [sns@dpi.wi.gov](mailto:sns@dpi.wi.gov).

## **Frequently Asked Questions**

- 1. The school's head of the governing board would like to complete the Intent to Participate (ITP). Can they get access to the SNSP Portal?**

Either the SNSP Administrator or the head of the governing board may complete the ITP. The Special Education Profile must be completed by the SNSP Administrator. At most schools, the SNSP Administrator completes the ITP. However, if the head of the governing board would like access to the SNSP Portal to complete the ITP, they may obtain access by completing the steps above except they should indicate they want head of the governing board access to the SNSP Portal in the comments section of the requesting SNSP access section instead of indicating they want SNSP Administrator access.

- 2. Can SNSP designees access the SNSP Portal and assist with the ITP and Special Education Profile?**

SNSP designees may assist in the preparation of the ITP and Special Education Profile, but designees may not submit the ITP or Special Education Profile. Once the SNSP Administrator has been set up, the Administrator may add SNSP designees using the *Adding SNSP Designees to the SNSP Portal* instructions available [here](#).

- 3. If I am at a grandfathered Choice system school, should I request SNSP Portal access for the system that is registered with the Choice program or each of the individual schools in the system?**

Grandfathered Choice system schools will need access to the SNSP Portal for each individual school in the system, so the access request will need to be made for each individual school in the system. If you have questions on how to set up the SNSP Portal as a system school, please email [sns@dpi.wi.gov](mailto:sns@dpi.wi.gov).

- 4. If my private school has two schools set up in WISE because the school is located in more than one district, should I request access for both schools or just one of the schools?**

If your school is in the private school directory more than one time due to the school having locations in more than one district, you should not request access for both of your schools. Instead, you should complete your access request for your school's primary location. If you have this situation and have questions on how to request access in the SNSP Portal, please email [sns@dpi.wi.gov](mailto:sns@dpi.wi.gov).

- 5. If I need help with setting up a WAMS ID or obtaining access to the SNSP Portal, who should I contact?**

First, you should refer to the [instructions on how to create a WAMS account](#) and the instructions above on requesting access to the SNSP Portal. If you have still have questions, please complete a help desk ticket at <https://dpi.wi.gov/wise/secure-home-info/wiseshome-wisecure-help-ticket>. An individual from DPI's Customer Services Team

will reach out to assist you. Please note the SNSP team is not managing adding SNSP users to WAMS, so we will not be able to assist you with this process.

**6. Will I be notified whether my access request is accepted or denied?**

Yes, you will receive an email indicating whether your request for access to the SNSP portal was accepted or denied. Please note you must be the current SNSP Administrator for the school in order to obtain access to the SNSP Portal at this time. If you do not receive an email indicating approval or denial within 3 business days of submitting the access request, please contact [sns@dpi.wi.gov](mailto:sns@dpi.wi.gov).