



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Preschool Transition Application Getting Started

Step 1

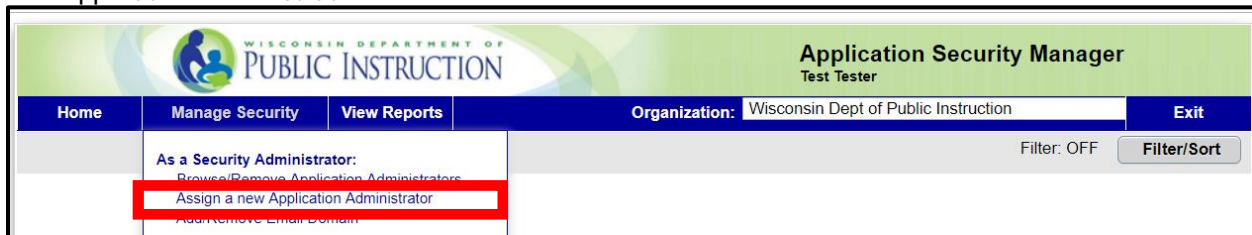
Designate a Special Education Portal – Preschool Transition Administrator

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

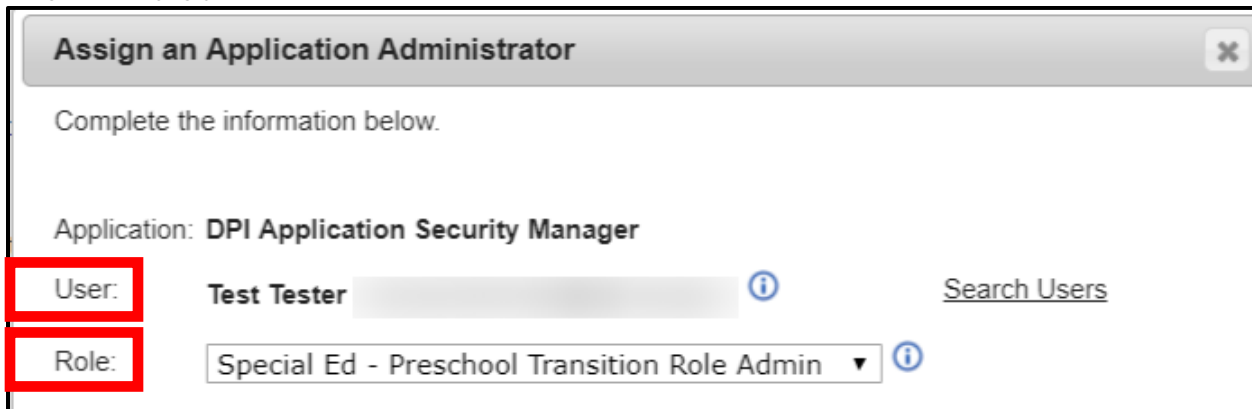
- District Security Administrator logs into Secure Home and selects 'DPI Application Security Manager (ASM)' from the list of available applications - <https://apps2.dpi.wi.gov/secure/home>



- 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 Ed – Preschool Transition Role Admin'



Step 2

Assign Users to the Preschool Transition Application

The Special Education Portal – Preschool Transition Administrator assigns users with access to the Preschool Transition application. **ALL** individuals responsible for receiving notifications and referrals as well as reporting Indicator 12 data should be granted access to the application. **This would include granting a Special Education Portal – Preschool Transition Administrator access to the application if this person will be using the application.**

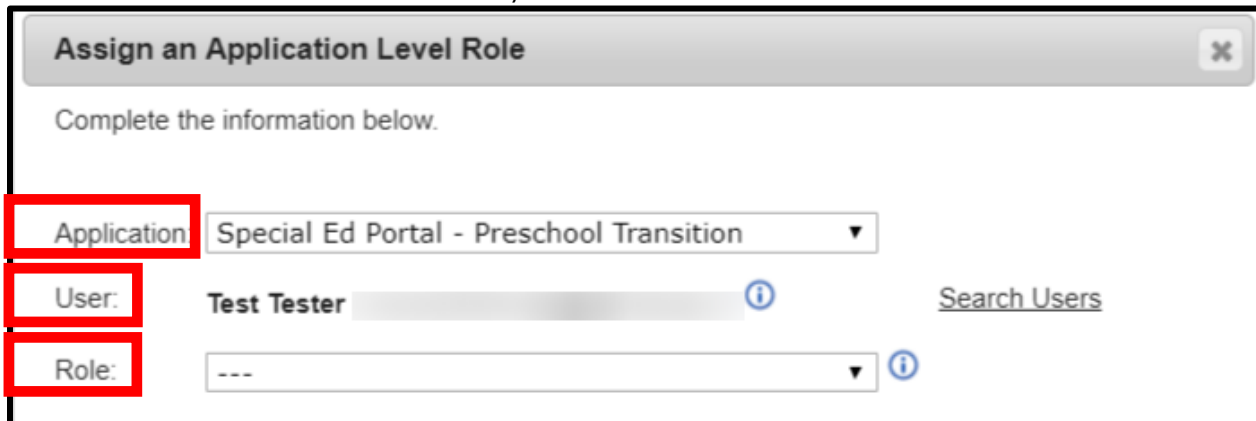
- Special Education Portal – Preschool Transition Administrator logs into Secure Home and selects 'DPI Application Security Manager (ASM)' from the list of available applications -<https://apps2.dpi.wi.gov/secure/home>



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



- Special Education Portal – Preschool Transition Administrator selects as the Application 'Special Ed Portal – Preschool Transition' and then searches for the User by either WAMS ID or name and selects a user Role



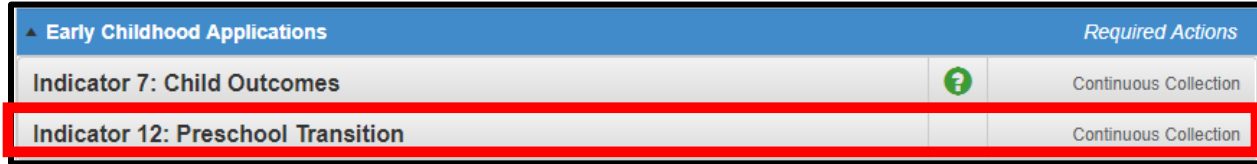
A user may have the Role of LEA User or LEA Admin. Both roles can view notifications and referrals and complete the Indicator 12 reporting. The LEA Admin role is also able to identify within the application the individuals to receive the notification and referral email alerts.

Step 3

Identify Individuals to Receive Notification and Referral Email Alerts

When the LEA receives a notification or referral from the Birth to 3 Program, individuals in the LEA will receive an email alert. These email alerts will always be sent to the director of special education. A user with the LEA Admin application role can also identify additional individuals to receive these email alerts.

- Login to the Special Education Portal and select the 'Preschool Transition Application' - <https://apps4.dpi.wi.gov/SpedPortal>

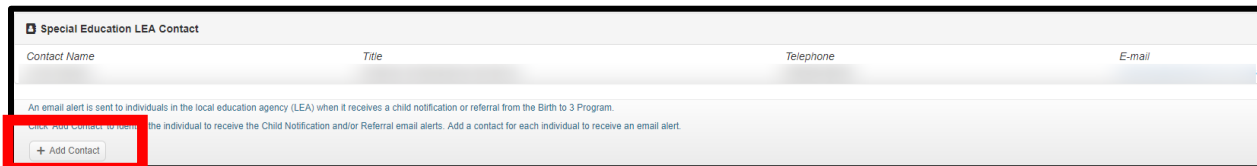


Early Childhood Applications		Required Actions
Indicator 7: Child Outcomes		Continuous Collection
Indicator 12: Preschool Transition		Continuous Collection

- Click on the LEA Contacts tab



- Click the 'Add Contact' button



Special Education LEA Contact

Contact Name	Title	Telephone	E-mail
An email alert is sent to individuals in the local education agency (LEA) when it receives a child notification or referral from the Birth to 3 Program.			
Click "Add Contact" to identify the individual to receive the Child Notification and/or Referral email alerts. Add a contact for each individual to receive an email alert.			
+ Add Contact			

An individual can be identified to receive only the notification email alerts, only the referral email alerts, or both.

Preschool Transition Application Access Visual

District Security Administrator

Responsibility:	Assigns or Removes Special Education Portal – Preschool Transition Administrator
Application:	DPI Application Security Manager https://apps2.dpi.wi.gov/secure/home
More Information:	Application Security Manager (ASM) Quick Start Guide Application Security Manager Quick Start Guide



Special Education Portal – Preschool Transition Administrator

Responsibility:	Assigns or Removes Preschool Transition Application Users
Application:	DPI Application Security Manager https://apps2.dpi.wi.gov/secure/home
More Information:	Application Security Manager (ASM) Quick Start Guide Application Security Manager Quick Start Guide



Preschool Transition Application Users

Responsibility:	<ul style="list-style-type: none">• Accesses Notifications and Referrals received from the Birth to 3 Program• Completes Indicator 12 Reporting
Application:	Preschool Transition Application https://apps4.dpi.wi.gov/SpedPortal
More Information:	Indicator 12 Webpage https://dpi.wi.gov/sped/about/state-performance-plan/indicators/12-transition-preschool