

Instructions for Assigning Application Users to Access IDEA Funding Programs

Video Instructions: <http://screencast.com/t/trNIU6jdUm8>

The web-based IDEA entitlement grant funding process is contained within the Special Education Web Portal. The Special Education Web Portal's online address is: <https://apps4.dpi.wi.gov/seportal/Pages/SignIn.aspx>

Individuals who wish to access the Special Education Web Portal must have a user name and password assigned to them by the district's Director of Special Education. This includes any personnel who will be accessing the IDEA budgets, IDEA claims, maintenance of effort reports or high cost aid claims.

Instructions for Adding Application Users (this is completed by the Director of Special Education):

1. Log in to the Special Education Application Web Portal with the Director of Special Education role login and password.
2. After logging in, the user will land on the Local Performance Plan Main Menu. The ability to add either district users or users who will have read only access is located under "User Functions" at the left-hand bottom of the page. Click on the "Add New User to District User List" link.



3. The screen that appears allows you to add a new user who either has editing rights (District User) or read only rights (Read Only User). This option is selected from the drop down menu for "User Role." Contact information for the individual is entered into the fields. To provide the individual with access to the IDEA entitlement budgets and claims, as well as the Maintenance of Effort Eligibility and Compliance reports, click on the check box associated with the IDEA Flow-through and Preschool Entitlement Budget. To provide the individual with access to the Special Education High Cost Claim program, click on the check box associated with that program. Click "Add User" when all data has been entered.

The screenshot shows the "Add New User" form with several red annotations:

- "Select either 'District User' or 'Read Only User' from the drop down menu" points to the "User Role" dropdown menu.
- "Special Ed Director creates Login ID" points to the "Login ID" field.
- "Give budget / claim access to new user" points to the "IDEA Flow-through and Preschool Entitlement Budget" checkbox.
- "Give 'High Cost Claims' access to User" points to the "Special Education High Cost Claims" checkbox.
- "Gives the user access to the Parentally Placed Private School Count" points to the "Indicator 12: Part C to Part B Transition Improvement Plan" checkbox.

The form includes fields for First Name, Last Name, User Role, E-mail Address, Phone #, District, and Password. Below the form is a section titled "Applications Available to User:" with checkboxes for various IDEA programs and reports.

4. The default password for a newly created user is “password.” The first time the district user logs into the special education web portal, the individual will be directed to change this password.
5. When a district user signs into the special education web portal, he/she will have access to all of the applications that have been assigned. If an application is not visible to the district user, than the application was not assigned (as shown in step 3).
6. If a district user forgets his/her password, the Director of Special Education has the ability to maintain district user information and reset passwords. The ability to reset passwords is located under “User Functions” at the bottom left-hand side of the Local Performance Plan Main Menu. Click on the “Maintain User Information / Reset Password” link.



The ‘Reset Password’ button located in the “Maintain User Information / Rest Password” section will reset the district user’s password to “password.” The district user will then be directed to change this password the next time the user signs in.

 **Note:** If the password for the Director of Special Education login has been forgotten, DPI must reset the password. Contact Yvette Johanson (yvette.johanson@dpi.wi.gov) with the request.

Document Location: <http://sped.dpi.wi.gov/files/sped/pdf/creating-district-users.pdf>