

## **New Special Education Portal - Info Sheet**

### **Introduction**

The Special Education apps team has released an updated Special Education Portal. The Portal was updated to create a foundation for future development and improve security.

### **Accessing the New Special Education Portal:**

Users seeking to access the Special Education Portal must have a WAMS ID. To create a WAMS ID, or modify an existing one, go to:

<https://on.wisconsin.gov/WAMS/home>

Beginning last summer, we collected WAMS ID's from users logging into the Special Education Portal. Using that information, we migrated as many users and their permissions as possible in an effort to create a smoother transition. It is possible that users will need their permissions added or modified by a District Security Administrator (for Application Administrators) or Application Administrator (for District Users) to ensure appropriate access to applications.

### **Requesting Portal Access**

Users are set up for the New Special Education Portal through Secure Home and ASM (Application Security Manager).

Users can have their permissions set up by their District Security Administrator or a Director of Special Education with Application Administrator access.

Each District has a District Security Administrator (DSA) assigned. To request access from your district's DSA or Application Administrator, use the following website.

<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>

### ***More info on Secure Home:***

<http://dpi.wi.gov/wise/secure-home-info>

[https://dpi.wi.gov/sites/default/files/imce/wisedash/doc/asm\\_quick\\_start\\_guide\\_v2.pdf](https://dpi.wi.gov/sites/default/files/imce/wisedash/doc/asm_quick_start_guide_v2.pdf)

## Application Assignments

Application assignments have been streamlined in the New Special Education Portal. Users can be assigned to any of three application groups. (Users can be assigned to all groups). Users assigned to an area can access the applications within that group.

### Cyclical Indicator Applications

- Procedural Compliance Self- Assessment (Cyclical)
- Indicator 11: Timely Initial Evaluations (Cyclical)
- Indicator 8: Parent Survey Manager (Cyclical)
- Indicator 8 – District Results (also publicly available through the District Profile)
- Disproportionality: Procedural Compliance Self-Assessment (as required)

### Early Childhood Applications

- Indicator 7: Child Outcomes
- Indicator 12: PPS Reports

### Fiscal Applications

- IDEA Flow-through and Preschool Entitlement Budgets
- High Cost Special Education Aid Claims
- IDEA Maintenance of Effort
- WISEgrants

## Portal Roles

Users are also assigned a role (Director, User, Read Only etc...) for each application group based on their responsibilities and access rights. The role assigned determines the functionality and level of access users have within the applications.

### Director of Special Education

- Each LEA is required to have an individual assigned to this role.
- Read, Write, Submit Data, Submit Assurances
- Responsibility for maintaining LEA District Users and Read Only users

### District Super User (Where applicable)

- Some applications have this role to allow users to submit records on behalf of Districts.
- Read, Write, Lock and Submit Data

### District User

- This role has update access to the applications granted by the Director of Special Education
- Read, Write, Lock Data

**Read Only User (Where applicable)**

- This role has read only access to the applications granted by the Director of Special Education
- Can only read data

Please see help documentation for specific applications for more information.