PTP Application Administrator

The PTP Application Administrator is responsible for granting & revoking users with access to the IEP: Postsecondary Transition Plan (PTP).

To Browse Application Users
The instructions below apply if you are an Application Administrator for an application.

1. Hover your mouse over 'Manage Security' on the blue menu bar for a list of dropdown selections.
2. Click on 'Browse/Edit Application Users'.
3. The Application Users and applications for the organization you are an administrator for, are displayed.

To Revoke an Application Level Role from a user
The instructions below apply if you are an Application Administrator for an application.

1. Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections
2. Click on "Browse/Edit Application Users"
3. The Application Users and applications for the organization you are an administrator for are displayed.
4. Click on the 'x' icon next to the application user and role you would like to remove.
5. Review the confirmation page that is displayed to verify the user and role to be removed.
6. If you do not want the user you are removing to receive an email notification, uncheck the check box next to the "Notify user by email".
7. If you are sending an email notification to the user and want to carbon copy one other person, type the email address of the other person in the "Optional CC:" field.
8. Click on the "OK" button.
9. The successful completion pop up is displayed and click on the "Close" button.

To Change Assigned Schools for an existing Application User and Role
The instructions below apply if you are an Application Administrator for an application.

1. Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections
2. Click on "Browse/Edit Application Users".
3. The Application Users and applications for the organization you are an administrator for, are displayed
4. Click on the ⬚ icon next to the application user and role you would like to change.
5. Click on the check box(es) next to the school(s) to either add or remove a school. Note: Only one school can be assigned to each user and role combination. The display will not allow you to select a school that is already assigned for this user with another role.
6. Click on the "Next" button.
7. Review the confirmation page that is displayed to verify the schools added or removed for the user and role combination.
8. If you do not want to send an email notification to the user that will be changed, uncheck the check box next to the "Notify user by email".
9. If you are sending an email notification to the user and want to carbon copy one other person, type the email address of the other person in the "Optional CC:" field.
10. Click on the "OK" button.
11. The successful completion pop up is displayed and click on the "Close" button.

To Assign an Application User to a Role

The instructions below apply if you are an Application Administrator for an application.

1. Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections.
2. Click on "Assign an Application User to an application role".
3. If you are an Application Administrator for more than one application, click on the "Application" dropdown field and select the application you want to assign a user and role.
4. Click on "Search Users" and fill in a minimum of 4 characters total in any field(s) listed to find and choose a WAMS user you want to assign as an Application User.
5. If there is more than one WAMS user for the search criteria entered, click on the radio button next to the WAMS user from the list displayed.
6. Click on the "Role" dropdown field and select from the available application roles the role you want to assign to the user selected.
7. Click on the check box(es) next to the school(s) to add for the user and role combination. Note: Only one school can be assigned to each user and role combination. The display will not allow you to select a school that already is assigned for this user.
8. Click on the "Next" button.
9. Review the confirmation page that is displayed to verify the user, role and school(s) to be added.
10. If you do not want to send an email notification to the user you want to add, uncheck the check box next to the "Notify user by email".
11. If you are sending an email notification to the user and want to carbon copy one other person, type the email address of the other person in the "Optional CC:" field.
12. Click on the "OK" button.
13. The successful completion pop up is displayed and click on the "Close" button.