**Establishing a PPS Security Coordinator**

1.  **Determine who will be the district Program Participation System (PPS) Security Coordinator.**

    Each district must assign one individual as the PPS Security Coordinator.  The PPS Security Coordinator is responsible for granting and terminating access rights to PPS for district users.

2.  **Have the PPS Security Coordinator obtain a Wisconsin Web Access Management System (WAMS) User ID and Password.**

    To do so, click on the WAMS link on the Indicator 12 webpage (http://dpi.wi.gov/sped/about/state-performance-plan/indicators/12-transition-preschool).

    WAMS is a user ID system managed by the state of Wisconsin which allows authorized individuals access to specific state agency web-based applications.  It is possible the PPS Security Coordinator may already have a WAMS ID and Password used in a prior district or with other state agency web-based applications.  If so, this same WAMS ID and Password should be used.

3.  **Provide DPI with the WAMS User ID for the PPS Security Coordinator.**

    Once the PPS Security Coordinator has obtained a WAMS User ID and Password, provide Nancy Fuhrman, Early Childhood Special Education Data Consultant, with the WAMS User ID (nancy.fuhrman@dpi.wi.gov or 608-266-6438).

4.  **DPI staff completes the PPS Security Coordinator set up process.**

    Once the set up is complete, DPI staff will contact the PPS Security Coordinator via email.


**Granting Access Rights to PPS**

1.  **PPS Security Coordinator determines other individuals in the district who need access to PPS.**

    This would include the individuals who will be receiving the child notification and/or referral email alerts from the Birth to 3 Program as well as individuals who will be completing the PPS data entry for Indicator 12 reporting.

2.  **PPS Security Coordinator requests district users to obtain a WAMS User ID and Password.**

    Each PPS user must obtain a WAMS User ID and Password.  To do so, click on the WAMS link on the Indicator 12 webpage (http://dpi.wi.gov/sped/about/state-performance-plan/indicators/12-transition-preschool).

    If the individual already has a WAMS User ID and Password, it is not necessary to obtain another; this same WAMS User ID and Password will be used.

3. **PPS Security Coordinator sets up access to PPS for district users using the Wisconsin Integrated Security Application (WISA).**

   To do so, click on the WISA **Production** link on the Indicator 12 webpage (http://dpi.wi.gov/sped/about/state-performance-plan/indicators/12-transition-preschool). You will use your WAMS User ID and Password to access this site.

   NOTE:  WISA requires Internet Explorer be used as the web browser.  Additionally, if you are using Internet Explorer 10 or 11, PPS/WISA will need to be added to your compatibility view settings.  To do so, open Internet Explorer and click on 'Tools.'  Then select 'Compatibility View Settings' and add 'wisconsin.gov' as a compatibility view website.

4. **PPS Security Coordinator follows these steps to grant a district user PPS access rights:**

   - From the WISA Homepage, click on the PPS Administration link found under the Navigation Menu and then click on the User Administration link.  The User Search screen will be displayed.

   - Select WAMS as the Search Option.

   - Enter the individual's WAMS User ID **OR** first and last name as the Search Criteria.

   - Click the Search button.  The search results will be displayed.

   - Click on the pencil (edit) icon for the individual.  The User Details page will be displayed.

   - There are three sections to the User Details page – User Information, PPS Access Information, PPS Profile Assignment.

     o In the User Information section, enter the current date as the Start Date, if a date is not displayed.

     o In the PPS Access Information section, enter the current date as the Application Start Date.

     o In the PPS Profile Assignment, enter the following:

        Admin Unit Level – Select 'Agency' from the drop down list

        Admin Unit – Select the district name from the drop down list

        Profile – Select 'Local Education Agency Full Access' from the drop down list

        Start Date – Enter the current date

   - Click the Add button.

   - Once added, click the Save button.

**Terminating Access Rights to PPS**

1. **PPS Security Coordinator terminates access to PPS for district users using the Wisconsin Integrated Security Application (WISA).**

   A user's PPS access should be terminated if the individual leaves the LEA or if the individual's role within the LEA changes.

   To do so, click on the WISA **Production** link on the Indicator 12 webpage (http://dpi.wi.gov/sped/about/state-performance-plan/indicators/12-transition-preschool). You will use your WAMS User ID and Password to access this site.

   NOTE: WISA requires Internet Explorer be used as the web browser. Additionally, if you are using Internet Explorer 10 or 11, PPS/WISA will need to be added to your compatibility view settings. To do so, open Internet Explorer and click on 'Tools.' Then select 'Compatibility View Settings' and add 'wisconsin.gov' as a compatibility view website.

   2. **PPS Security Coordinator follows these steps to terminate a district user's PPS access rights:**

      - From the WISA Homepage, click on the PPS Administration link found under the Navigation Menu and then click on the User Administration link. The User Search screen will be displayed.

      - Select WAMS as the Search Option.

      - Enter the individual's WAMS User ID **OR** first and last name as the Search Criteria.

      - Click the Search button. The search results will be displayed.

      - Click on the pencil (edit) icon for the individual. The User Details page will be displayed.

      - In the **PPS Profile Assignment section**, click on the pencil (edit) icon and enter the end date.

      - Click the Update button.

      - Once updated, click the Save button.

**Review Listing of PPS Users**

To review a listing of staff who have ever had PPS access for the district, follow these steps:

- From the WISA Homepage, click on the PPS Administration link found in the Navigation Menu and then click on the User Administration link.

The User Search screen will be displayed.

- Select WISA as the Search Option.

- Complete the Agency Search section by selecting the agency name from the dropdown menu and Individuals as the Results.

- Click the Search button. The search results will return a listing of all individuals who have ever had PPS access for the district including individuals whose PPS access was previously terminated.

  An individual's current PPS status can be determined by clicking on the pencil (edit) icon for the individual and reviewing the User Details page.