

## Granting Access to the Indicator 7 Child Outcomes Application

Access to the Indicator 7 Child Outcomes application is granted by the district's Special Education Portal – Early Childhood Administrator.

The directions below are the steps to follow to designate a Special Education Portal – Early Childhood Administrator.

### Step 1: Identify a Special Education Portal – Early Childhood Administrator

- The Special Education Portal – Early Childhood Administrator is the individual responsible for managing access to the Indicator 7 Child Outcomes application.
- Each district must assign at least one individual as the Special Education Portal – Early Childhood Administrator.
- To determine if the district has an individual assigned to this role, go to <https://apps2.dpi.wi.gov/ldsutil/admin/lookup> and click on the Administrator Availability link for the district.

### Step 2: Special Education Portal – Early Childhood Administrator

#### Obtains a Web Access Management (WAMS) ID

- WAMS is a user ID system managed by the State of Wisconsin which allows authorized individuals access to specific applications.
- To set up a WAMS account, go to <https://on.wisconsin.gov/WAMS/home> and select Self-Registration.

Note: An individual only needs one WAMS login ID; if an individual already has a WAMS login ID, there is no need to obtain another.

### Step 3: Special Education Portal – Early Childhood Administrator

#### Requests Application Security Manager (ASM) Access

- The Application Security Manager (ASM) is the application used by the Special Education Portal – Early Childhood Administrator to grant individuals access to the Indicator 7 Child Outcomes application.
- The Special Education Portal – Early Childhood Administrator is granted access to ASM in-district by the District Security Administrator.
- The District Security Administrator is usually the district administrator and may also include others.
- The role to be requested is Special Ed – Early Childhood Role Admin.
- The Special Education – Early Childhood Administrator is notified by email once ASM access has been granted.

### Step 4: District Security Administrator Provides ASM Access

#### to Special Education Portal – Early Childhood Administrator

- Refer to the Application Security Manager (ASM) Quick Start Guide for how-to specifics ([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)).
- The role to be selected is Special Ed – Early Childhood Role Admin.

The directions below are the steps to follow to designate users for the Indicator 7 Child Outcomes application.

### Step 1: Identify Individual Users of the Indicator 7 Child Outcomes Application

- Users would include any individual who will be reporting and/or submitting child outcomes records.

### Step 2: Users Obtain a Web Access Management (WAMS) ID

- The Indicator 7 Child Outcomes application uses a WAMS login ID and password.
- WAMS is a user ID system managed by the State of Wisconsin which allows authorized individuals access to specific applications.
- To set up a WAMS account, go to <https://on.wisconsin.gov/WAMS/home> and select Self-Registration.

Note: An individual only needs one WAMS login ID; if an individual already has a WAMS login ID, there is no need to obtain another.

### Step 3: Users Request Access to the Indicator 7 Child Outcomes Application.

- Users request access to the Indicator 7 Child Outcomes Application in one of two ways:
  - Contacting the Special Education Portal – Early Childhood Administrator directly, or
  - Using the request access form (<https://apps2.dpi.wi.gov/ldsutil/admin/lookup>). The request will be forwarded to the Special Education Portal – Early Childhood Administrator.
- The role to be requested is Special Education Portal – Early Childhood.
- A user is notified by email once access to the Indicator 7 Child Outcomes application has been granted.

### Step 4: Special Education Portal – Early Childhood Administrator Grants Users Access

- Refer to the Application Security Manager (ASM) Quick Start Guide for how-to specifics. ([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)).
- The application to be selected is Special Ed Portal – Early Childhood.
- A user may be assigned one of three roles:
  - Read Only
  - District User
    - Enters student data
    - Locks completed records
    - Matches WISEids to student record
  - Director/Designee
    - Enters student data
    - Locks completed records
    - Unlocks completed records
    - Deletes duplicate records
    - Matches WISEids to student record
    - Submits records to DPI for review
- At least one individual must be assigned the director/designee role.

Note: DPI previously began collecting WAMS IDs through the Special Education Web Portal in anticipation of the release of the Indicator 7 Child Outcomes application. Using that information, DPI has migrated as many users as possible in an effort to create a smooth transition. For these individuals, it is possible the Special Education Portal – Early Childhood Administrator may need to modify their role.