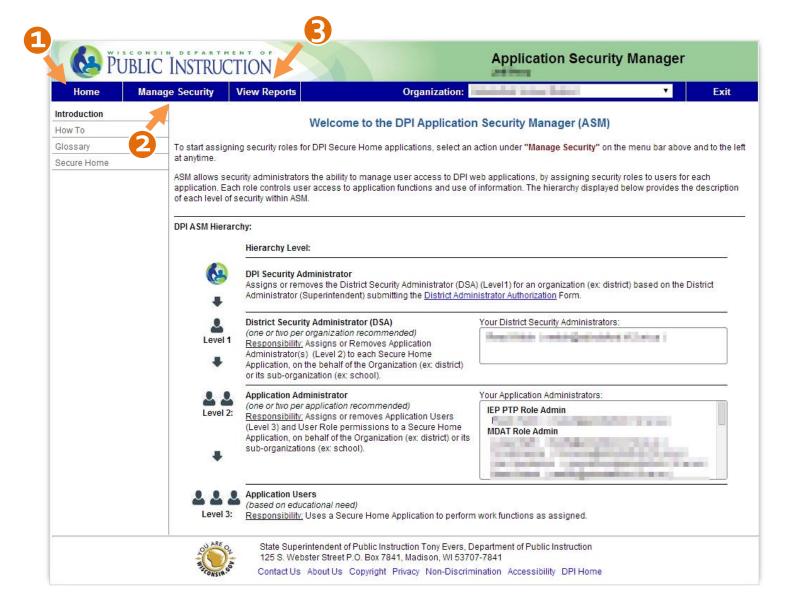# Application Security Manager (ASM) Quick Start Guide

TOPIC TABS. Use these **menus to navigate ASM** to perform different tasks – you can view instructions and information to help you use the tool, manage or view the roles assigned to your district personnel or view reports.

1. **HOME.** Click on this tab to view the following:
   - The **Introduction** link is the Welcome page, explaining the ASM Hierarchy and displaying your district's District Security Administrators and Application Administrators for each application.
   - The **How To** page has complete instructions for performing all ASM-related tasks, including obtaining a WAMS ID, assigning and removing roles (see below), viewing reports, contacting the DPI Help Desk and more.
   - A **Glossary** with definitions for frequently used terms.

- A S**ecure Home** information page for information about Secure Home, how to log in and a link to return to the Secure Home menu.

2. **MANAGE SECURITY.** DSA's can use this tab to view or remove Application Administrators or assign a new Application Administrator. Application Administrators can use this tab to browse or edit Application Users or assign a user to a new role.

3. **VIEW REPORTS.** Here you can download reports in .CSV spread sheet format. These reports can be used to audit application users and administrators. View what roles are assigned to district personnel, the date roles were assigned and by whom, among other information. One report sorts by application, another by user.

To assign a new Application Administrator
The instructions below apply if you are a District Security Administrator for a district.

1. Hover your mouse over "Manage Security" on the blue menu bar for a list of dropdown selections
2. Click on "Assign a new Application Administrator"
3. 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 Administrator
4. 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
5. Click on the "Role" dropdown field and select the Application Administrator Role you want to assign to the user selected
6. Click on the "Next" button
7. Review the confirmation page that is displayed to verify the user and role to be added
8. 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"
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 level role to 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

DO YOU NEED ACCESS? WOULD YOU LIKE MORE INFORMATION?

The Secure Home Information Page provides detailed information about how users can gain authorization, the three levels of security, how to obtain a WAMS ID and more. https://dpi.wi.gov/wise/secure-home-info

For a list of District Security Administrators and Application Administrators: https://apps2.dpi.wi.gov/ldsutil/admin/lookup

To view Student Data Privacy Information: https://dpi.wi.gov/wise/data-privacy/resources