

**Q – What is the difference between the Delegated Authority application, LDSAM, and ASM?**

A – The Delegated Authority tool is used by the District Administrator or his/her appointed WSLs/ISES Administrator to provide access to the Wisconsin Student Number Locator System (WSLS) or the Individual Student Enrollment System (ISES). DPI provides access to the Delegated Authority application upon request. Please visit <http://dpi.wi.gov/cst/data-security/delegated/web-app> for more information.

DPI Application Security Manager (ASM) allows District Security Administrators and Application Administrators to securely assign or revoke user access to secure applications accessed through Secure Home. Examples of applications currently using ASM include the IEP PTP, SAFE, School Directory, WISEdash, WISEgrants, and WISEid. Please visit our Secure Home Information page <http://dpi.wi.gov/wise/secure-home-info> for more information. ASM replaced LDS Access Manager (LDSAM) in 2011. The original intent was for ASM to also replace the Delegated Authority tool but this is no longer being planned since the Delegated Authority tool will be phased out when ISES and WSLs is retired.

**Q - If I am a District Administrator, how do I get access to ASM to give access to users in my district to use secure applications?**

A - First, get a [WAMS ID](#). Once you have a WAMS ID, login to the footprints system to submit a [District Administrator Authorization Form](#). Your typed-in signature will serve as your electronic signature. Also, view and understand the [Student Privacy Information](#) training materials.

**Q - As a District Administrator, am I required to be the District Security Administrator?**

A - No. When filling out the [District Administrator Authorization Form](#) please provide information for the individual you would like to add as your delegate for the role of District Security Administrator and responsibilities associated with the role. Make sure you have the delegated individual's WAMS ID before you login to submit the form.

**Q – I have received notice that I am set up in ASM as the District Security Administrator. What now?**

A - If you are the District Security Administrator, you can now log in to ASM to assign Application Administrators for each secure application and tool. Review the [ASM Quick Start Guide](#) for an overview and directions for using Application Security Manager.

**Q – I have received notice that I am set up in ASM as a Application Administrator for a secure application. What now?**

A – You have been selected to manage who in your district may use these applications. After reviewing the [ASM Quick Start Guide](#), you can log in to provide individual users in your district with a specific role for access.

**Q – I have received notice that I am set up in ASM as a District Security Administrator. Will I be able to provide individual users in my district with access to the secure applications?**

A – No. First you must login to assign an Application Administrator for the secure application. Even if you will be the Application Administrator, you must assign the Application Administrator role specifically to yourself.

**Q – How do I get access to ASM if I am not the District Security Administrator or Application Administrator?**

A – Only the District Security Administrator and the Application Administrators will have access to ASM. Users interested in using the other applications and tools available do NOT need authority to use ASM. Instead, they may contact the appropriate [Application Administrator](#) to request access.

**Q – What kinds of access and roles can be managed using ASM?**

A – Roles and their descriptions are provided on the [ASM Role Descriptions](#) webpage. They are also provided in the ASM application.

**Q - How do I get access to Application Security Manager?**

A - Your district may already be authorized to access secure applications or tools. If so, your district will be listed on the following security administrator look-up page: [District ASM Security Administrators](#). Contact the administrator listed to request access to a specific application or applications, as necessary.

If your district is not currently authorized to access secure applications or tools, please view the instructions on the Secure Home Information page at: <http://dpi.wi.gov/wise/secure-home-info>.

**Q - I have been told that I need a WAMS ID to access secure applications and tools. Where do I get a WAMS ID?**

A - Setting up a WAMS account involves four simple steps:

1. Go to the WAMS homepage: <https://on.wisconsin.gov/WAMS/home>
2. Select “Self Registration.”
3. Provide the required information.
4. When you receive a confirmation email from the WAMS system, follow the link given to log in and verify your account.

**Q - I have a WAMS ID but have been unable to log in to Secure Home successfully. Why?**

A - If you have a WAMS ID, but cannot log in to [Secure Home](#) you may not yet be authorized to use any of the applications available through [Secure Home](#). To be given access, first review the Application Administrators available for your district: [District ASM Security Administrators](#).

If your district IS on the list, contact the appropriate Application Administrator provided on the list to request access.

If your district is NOT on this list, please view the instructions on the Secure Home Information page at <http://dpi.wi.gov/wise/secure-home-info>. Once your district is authorized and you have been granted access to an application through ASM, you can access the application by logging into [Secure Home](#).

**Q - I want to send a confirmation email to a user, but the email on the screen isn't populated with information about the secure application, district, or school. What do I do?**

A - ASM is designed to populate the form email with application, district, and school information after you send the email. As such, while the email you see on the confirmation screen is not populated with final information, the email that a user receives will be a "final" version with application and district information included.

**Q - I am my district's District Security Administrator or Application Administrator and want to delegate access to a new user. How do I do this?**

A - Directions on how to use ASM may be found in this [ASM Quick Start Guide](#).

**Q - I am my district's District Security Administrator or Application Administrator and want to edit access for a current user. How do I do this?**

A - Directions on how to use ASM may be found in this [ASM Quick Start Guide](#).

**Q - I am my district's District Security Administrator or Application Administrator and need to remove access from a user. How do I do this?**

A - Directions on how to use ASM may be found in this [ASM Quick Start Guide](#).