Setting Up Users in WISEgrants

Step 1 & 2: Determining Roles

Determine the following roles and collect names and WAMS IDs:

- Application Administrator for WISEgrants in Application Security Manager (ASM)
  Assigns access to WISEgrants Administrators and WISEgrants Users in ASM

- WISEgrants Administrator
  Assigns grant roles and access to WISEgrants users. Depending on the district there may be more than one person fulfilling this role.

- WISEgrants Users
  Everyone needing to edit or view any of the federal formula grants. This includes business office staff working on claims.

- User with District Authorizer rights
  Users with these rights are designated by the School Board.

Use the worksheet on page 2 for assistance

Step 3: DSA Designates the Application Administrator

DPI will notify district's ESEA and IDEA program coordinators and current DSA once WISEgrants is available in the Application Security Manager (ASM). Beginning Monday, April 18, 2016, the DSA may designate the Application Administrator(s) for your district in ASM.

Step 4: Provide Users Access in ASM

This can be done in one of two ways:

1. The Application Administrator logs into ASM and assigns users access to WISEgrants, or
2. District users may request access to WISEgrants through ASM:
   https://apps2.dpi.wi.gov/ldsutil/admin/
   The requests will be forwarded to the Application Administrator for approval

Step 5: Provide Grant Access in WISEgrants

WISEgrants Administrator(s) logs into WISEgrants and
- Edits access rights for WISEgrants Users
- Provides District Authorizer rights to the designated WISEgrants Users

WISEgrants Users log into WISEgrants

WISEgrants User Setup Worksheet

The following page is a worksheet for district use for collecting WISEgrants User information for setup. The worksheet is for your internal use only. DPI will not be collecting this information to enter into WISEgrants. User accounts are set up on the district level.

WISEgrants User Setup Worksheet

List of Users for WISEgrants – For District Use Only				
User **Name**		**Grant Application**	**Application Area** *Edit or View Only*	**Claim Area** *Edit or View Only*
WAMS ID		Title I		
E-mail		Title II		
District Authorizer *(Authorizations)*	Yes or No	Title III		
WISEgrants Admin *(Maintain users)*	Yes or No	IDEA Flow Through		
Access to ESEA Private School forms	Yes or No	IDEA Preschool		
User **Name**		**Grant Application**	**Application Area** *Edit or View Only*	**Claim Area** *Edit or View Only*
WAMS ID		Title I		
E-mail		Title II		
District Authorizer *(Authorizations)*	Yes or No	Title III		
WISEgrants Admin *(Maintain users)*	Yes or No	IDEA Flow Through		
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