

I am a new District Administrator

Guide to helping become a District Security Manager and an Application Administrator for your New District

Step 1- Update your WAMS ID

- If you have moved to a new district...
- Go to:
<https://prd.wamsidp.wisconsin.gov/nidp/idff/sso?id=EntLogin&sid=0&option=credential&sid=0>
- Enter your WAMS ID and Password.
- Change all relevant items in your profile that have changed with your move.
- Remember that you must add a school email for your new position to secure proper access to that district's data.
- Submit the form and the changes will take effect.

STEP 2- Complete the District Administrator Authorization Form

- Fill out the Online Form at:
<https://helpdesk.dpi.wi.gov/MRcgi/MRlogin.pl?PROJECTID=10>
- This is an online DPI Help Desk Ticket.
- Enter your WAMS ID and PASSWORD.
- Make sure your information is up to date with email and phone for your new district
- Select your new district from the drop down menu.

STEP 2- Complete the District Administrator Authorization Form, continued

- Under description, please explain that you are the new administrator in the district.
- Read carefully, the **DISTRICT ADMINISTRATOR DATA ACCESS AUTHORIZATION**
- Verify that you have read this, by typing your name as a signature and include the current date.
- Review the current ASM and DSM roles for your new district

STEP 2- Complete the District Administrator Authorization Form, continued

- Decide what you would like to change in your new district, by selecting a drop down from the **Action for my District DSA and Appl Admin Role* tab**.
- What you choose may open up several new dropdowns.
- You can remove the previous District Security Administrator, add yourself, add Application Administration for yourself, etc.
- Make sure you look at the many combinations of dropdowns to select the one that best fits your needs before you SAVE the form.
- You will receive a confirmation from DPI when this is complete.

Step 3- Confirm you have desired roles

- Check out <https://apps2.dpi.wi.gov/ldsutil/admin/lookup> to make sure that your district information has been changed.
- Log into the secure home site to determine that your WAMS ID works and connects you to your new school
- Make sure you have the proper access to the data for your new district.
- The home screen should show you all the applications you have access to.