

I am a new Principal in my District

Guide to helping become a new district user 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- Get new District Access

- Work with your superintendent to determine the correct access. Possible access includes:
 - Student level detail (MDAT, Tier 3; WISEdash Student Detail Analyst; SAFE- your building, all reports)
 - Economic indicator (MDAT Tier 1; WISEdash, Economic Indicator Analyst; SAFE- your building, all reports)
 - Only district/building administrators- **never teachers**- should have Economic indicator access.

Step 3- Application Administrators

- Building principals, district or building administrative assistants, human resource personnel, special education directors, or other district designees may be assigned this role.
- Given Application Administrator access to particular tools, like WISEdash, or MDAT, they can assign all necessary roles.
- Only the District Security Manager can assign this role.



Step 3- Application Administrators

- The District Security Administrator must add this role for you.
- By following the steps under the Assigning Roles tab in the Live Binder, this can be accomplished.
- As a principal, you will then have the ability to assign staff in your building to have access to the tools in the system.
- To help learn more about this feature, please read the related documents in the Assigning Roles tab in the Live Binder.

Step 4- 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 to include you as an Application Administrator.
- 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.