

2012

INSTRUCTIONS
FOR
DIRECT
CERTIFICATION
USERS

DirectCert

RELEASE 2

School Districts:

To unify access to WDE websites and resources, we have incorporated the DirectCert website in with the WDE Fusion family of websites. ([What is Fusion?](#)) As a result, we need to setup Fusion accounts for users or grant existing fusion accounts access to the website. Below are instructions for setup your account.

If you already have a Fusion user account:

Request access to the DirectCert R2 website

1. Navigate your browser to <https://portals.edu.wyoming.gov/DirectCert/>
2. Complete the User Registration Request form, you will need the following information:
 - Your name and email address
 - Your phone number
 - The organization you work for (either district or institution)
3. Submit the form to request access to the website.

If you don't already have a Fusion user account:

Getting a Fusion User Account with DirectCert R2 User membership

1. Navigate your browser to <http://fusion.edu.wyoming.gov/MySites/Register.aspx>
2. Complete the Request Login form, you will need the following information:
 - Your name and email address
 - Your WISE Staff ID
 - Your Phone Number
 - The organization you work for (either district or institution)
 - Select "DirectCert R2 Users" from the Roles list
3. Submit the form to request a Fusion User Account

Once you have received notification that your fusion account has access:

1. Navigate your browser to <https://portals.edu.wyoming.gov/DirectCert/>
2. When prompted for your username use the following format:
 - Username: YOURUSERNAME
3. Sign in.

IF YOU HAVE ANY PROBLEMS OR QUESTIONS YOU CAN CONTACT Keith Geringer AT <mailto:keith.geringer@wyo.gov> or [307-777-8750](tel:307-777-8750).

RCCIs:

WDE portals are accessed using WDE Fusion accounts. To get a Fusion account, please go to <http://fusion.edu.wyoming.gov/MySites/Register.aspx> and complete the form to

request a login. Please note a couple recommendations below for completing the form.

1. Choose "Other" for User Type. Selecting SEA or LEA will require a Wiser Staff Id.
2. At the bottom of the form in the Role Assignment section, under Organization, choose the school district which you need to be able to search and retrieve direct certification letters.
3. Once the School District is selected the roles list will populate with options. Select/Highlight "DirectCert R2 Users" then click the Select button, then finally Submit

Once the request is submitted, we will process it and establish the account. You will receive an email notifying you of the account creation and your password. You can then Sign into Fusion to manage your account, for instance changing your password.

Your new Fusion account will get you signed into DirectCert as well.

Here are a few hyperlinks to resources discussed in this email.

Fusion Website

<http://fusion.edu.wyoming.gov/>

Account Request Page

<http://fusion.edu.wyoming.gov/MySites/Register.aspx>

DirectCert R2 Portal

<https://portals.edu.wyoming.gov/DirectCert/>

If you have any additional questions for Keith or Terry, please contact us at your convenience.

Enter your user ID and password and click on Sign In

Sign In



Wyoming Department of Education

Type your user name and password.

User name: Example: Domain\username

Password:

Sign In

Click on NSLP LETTERS

DirectCert
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HOME

NSLP LETTERS

CONTACT

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National School Lunch Program (NSLP)

Posted by Tamra Jackson



Direct certification increased the number of children certified for free meals by about 400,000 last year in the United States. The Wyoming Department of Education in partnership with the Department of Family Services is providing the names of the students that are eligible for Direct Certification through SNAP and Foster Child Eligibility.

Children's families who are directly certified do not have to complete income eligibility applications. Direct certification was designed primarily to improve NSLP access and integrity and also streamline administrative processes. It is our goal in Wyoming to directly certify all of the children listed on this website that are attending a Wyoming district or private school.

Select the Data Cycle by using the drop down menu and then select the Program Qualification the same way. If you are looking for a specific student you can type in the birth date or the student's name. Then click on Search.

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NSLP Letter Viewer and Print

Search Criteria

District to report on: Data Cycle: Program Qualification:

Birth date: Enter a Student Name:

WYOMING
DEPARTMENT OF EDUCATION

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You can print all letters or if you only need to print a specific letter click on the view letter button. You can also export the list to an Excel file.

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NSLP Letter Viewer and Print

Search Criteria

District to report on: Data Cycle: Program Qualification:

Birth date: Enter a Student Name:

Search Results

	Child Name	Date Of Birth	Case Number	Foreign System Child ID	Date Uploaded	Address
<input type="button" value="View Letter"/>	[REDACTED]	9/6/[REDACTED]	[REDACTED]	0	7/11/2012	[REDACTED]
<input type="button" value="View Letter"/>	[REDACTED]	5/22/[REDACTED]	[REDACTED]	0	7/11/2012	[REDACTED]
<input type="button" value="View Letter"/>	[REDACTED]	12/19/[REDACTED]	[REDACTED]	0	7/11/2012	[REDACTED]

You will need to repeat the process for Foster children under the Program Qualification drop down menu.