WyEd Administration Tips and WISER ID Error Resolution

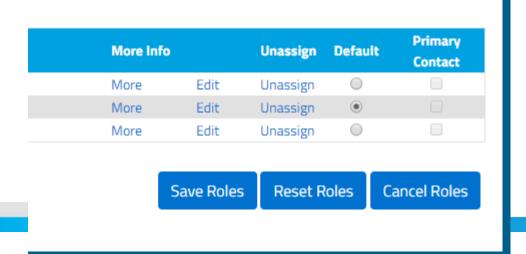September 11, 2019

Susan Williams and Brian Wuerth

WyEd User Account Purpose:

- List People in the Print and Online Directory
  - All Persons in the Directory Must Have a User Account
- Role Based Access to the Confidential Reporting Portal
- Role Based Access to WDE Data Collections and Applications

Print Directory

WyEd User Accounts and Roles:

1) People with the primary contact are listed in the print directory. Like the Highlander, there can be only one for all roles except Principal.

More Info		Unassign	Default	Primary Contact
More	Edit	Unassign	○	☐
More	Edit	Unassign	◉	☐
More	Edit	Unassign	○	☐

Save Roles   **Reset Roles**   **Cancel Roles**

Email Communications

2) People with directory roles, regardless if they are the primary contact will receive email notifications aimed at the role. E.g. assessment coordinator or WISE Coordinator. As many people as you like can have a role except Superintendents and Principals

Authorize Access

3) Roles allow districts to assign user privileges to various data collections, WDE applications, and confidential reports.

Directory Search Tool

- edu.wyoming.gov
  - Click on the Directory Search Link on the homepage of the WDE website

- https://portals.edu.wyoming.gov/wyedpro/Pages/OnlineDirectory/OnlineDirectoryIndex.aspx

Directory Search Tool

- WDE Search Tool

- School Search

- Directory Search

- https://portals.edu.wyoming.gov/wyedpro/Pages/OnlineDirectory/OnlineDirectoryIndex.aspx

WyEd Admin Tips

What Roles are Required for Directory Purposes?

Answer: All roles in the WDE609 and listed in the print directory and under the select role drop box in the on line search tool.

- https://portals.edu.wyoming.gov/wyedpro/Pages/OnlineDirectory/OnlineDirectoryDirectorySearch.aspx

WyEd User Accounts

Several of the report roles will provide district level access to the confidential portal.

Superintendent

Assessment Confidential

Assessment Coordinator

Accountability Coordinator

Sped Coordinator

EL Coordinator

Curriculum Coordinator

WyEd User Accounts

These roles provide school level access to the confidential portal.

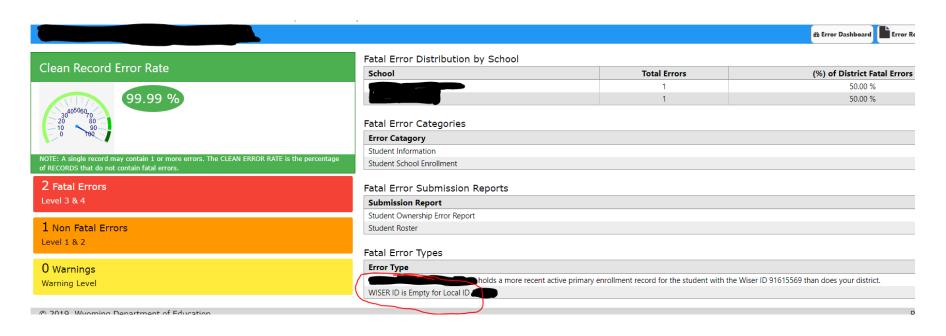Principal/Assistant Principal

Assessment Confidential

Roles

- In WyEd under the administration header click on Roles for role definitions
- https://portals.edu.wyoming.gov/wyedpro/pages/OrgRole/orgrole.aspx

Contact

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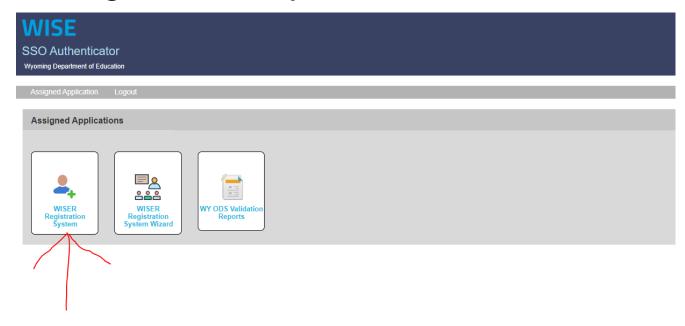- John Paul
  - john.paul@wyo.gov
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WISER ID Errors
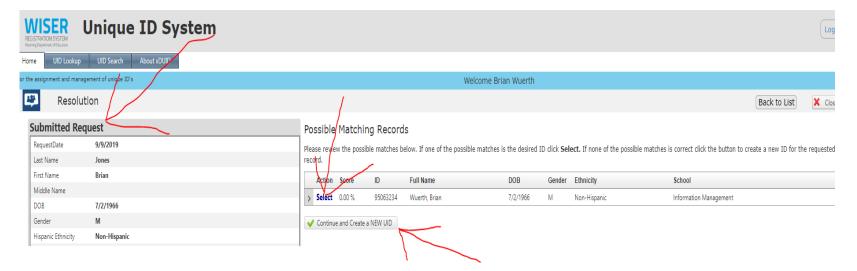
- WISER ID Errors on the WISER Error Monitor

WISER ID Errors

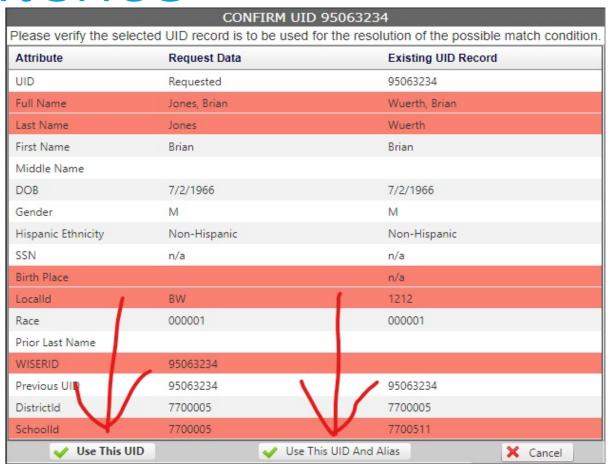- Check Ambiguous Match list in the WISER ID Registration System

Resolving Ambiguous Matches

Resolving Ambiguous Matches

- Submitted Request
- Select Possible Matching Records - if it is a match to the Submitted Request
- Continue and Create a NEW UID – if there are no Possible Matching Records that match the Submitted Request

Resolving Ambiguous Matches

"Use This UID"

- Returns the WISER ID (UID) existing in the WISER ID System to your district's Student Information System (SIS)

- Does NOT update the Existing UID Record

- Last Name in the WISER ID System would remain as Wuerth

- Last Name in the SIS would remain as Jones

"Use This UID And Alias"

- Returns the WISER ID (UID) existing in the WISER ID System to your district's Student Information System (SIS)

- Updates the fields Last Name, First Name, DOB, and Gender in the WISER ID System

- Last Name in the WISER ID System would be updated to Jones

- Last Name in the SIS would remain as Jones