

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	<input type="radio"/>	<input type="checkbox"/>
More	Edit	Unassign	<input checked="" type="radio"/>	<input type="checkbox"/>
More	Edit	Unassign	<input type="radio"/>	<input type="checkbox"/>

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

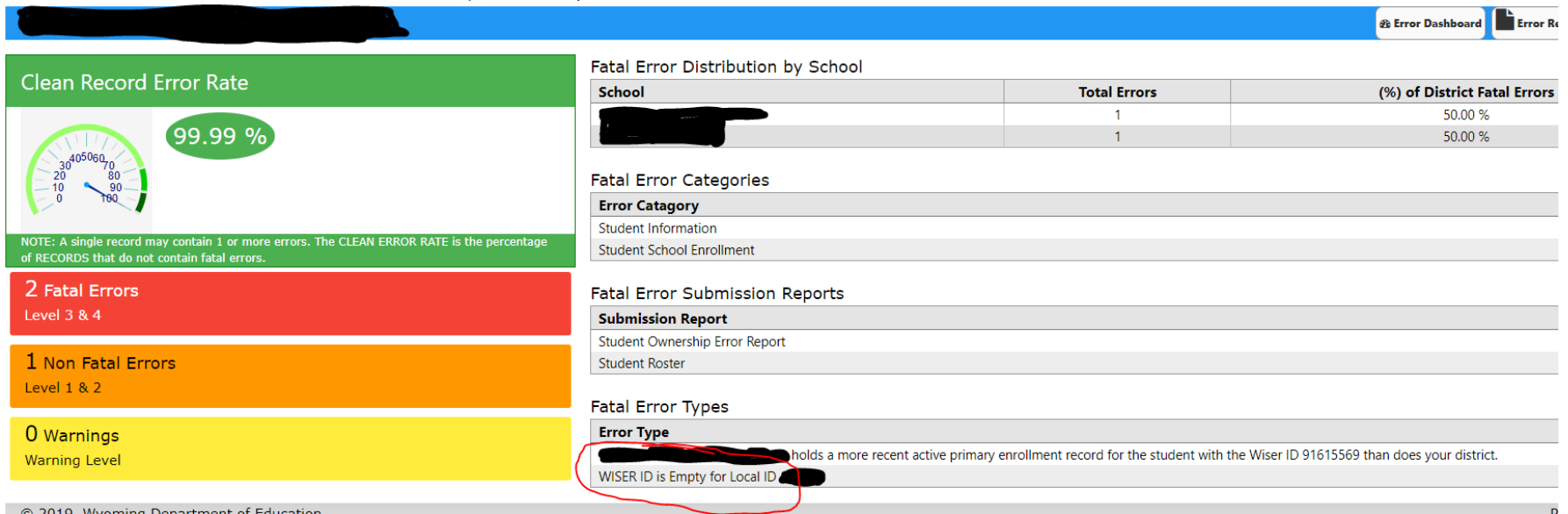
- In WyEd under the administration header click on Roles for role definitions
- <https://portals.edu.wyoming.gov/wyedpro/pages/OrgRole/orgrole.aspx>

Contact

- Susan Williams
 - susan.williams@wyo.gov
 - 307-777-6252
- John Paul
 - john.paul@wyo.gov
 - 307-777-8771

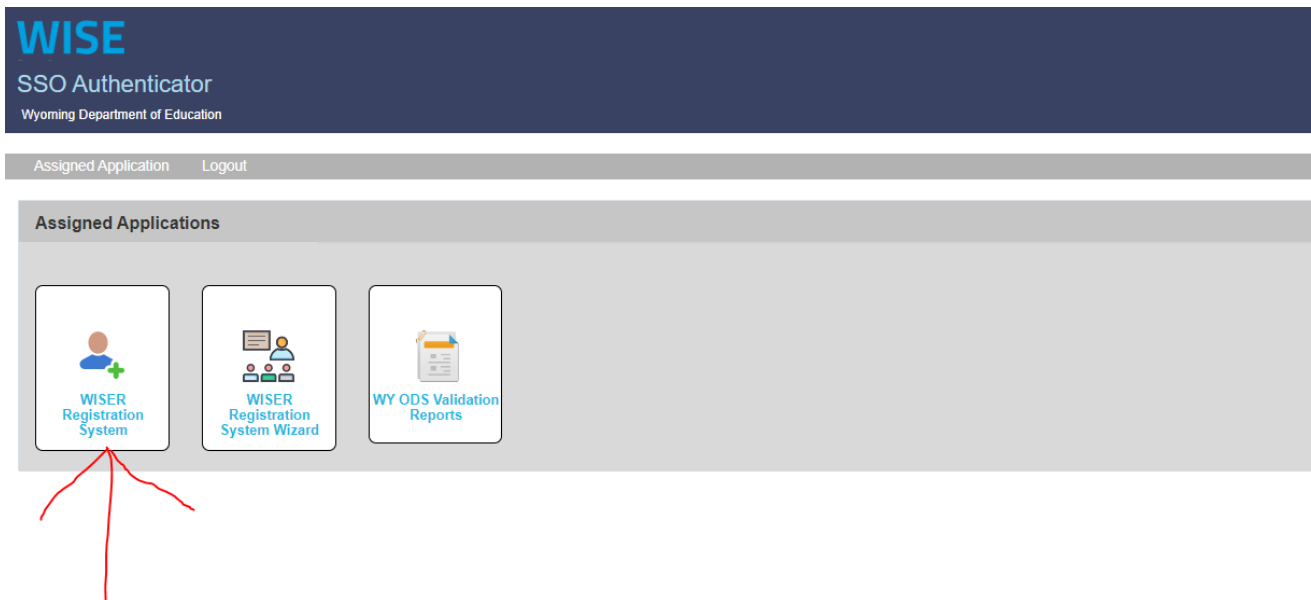
WISER ID Errors

- WISER ID Errors on the WISER Error Monitor



WISER ID Errors

- Check Ambiguous Match list in the WISER ID Registration System



Resolving Ambiguous Matches

The screenshot displays the WISER Unique ID System interface. At the top, the header includes the WISER logo, the title 'Unique ID System', and a 'Log' button. Below the header, a navigation bar contains links for 'Home', 'UID Lookup', 'UID Search', and 'About xUID'. A blue banner below the navigation bar reads 'or the assignment and management of unique ID's' and 'Welcome Brian Wuerth'. The main content area is titled 'Resolution' and features a 'Submitted Request' table on the left and a 'Possible Matching Records' table on the right. The 'Submitted Request' table lists details for a request made on 9/9/2019 for Brian Jones, born 7/2/1966, male, non-Hispanic. The 'Possible Matching Records' table shows a single record for Brian Wuerth with a 0.00% match score. A red arrow points from the 'Submitted Request' table to the 'Possible Matching Records' table. Another red arrow points from the 'Select' button in the 'Possible Matching Records' table to the 'Continue and Create a NEW UID' button below it. A third red arrow points from the 'Continue and Create a NEW UID' button to the 'Back to List' button in the top right corner.

Submitted Request

RequestDate	9/9/2019
Last Name	Jones
First Name	Brian
Middle Name	
DOB	7/2/1966
Gender	M
Hispanic Ethnicity	Non-Hispanic

Possible Matching Records

Please review the possible matches below. If one of the possible matches is the desired ID click **Select**. If none of the possible matches is correct click the button to create a new ID for the requested record.

Action	Score	ID	Full Name	DOB	Gender	Ethnicity	School
> Select	0.00 %	95063234	Wuerth, Brian	7/2/1966	M	Non-Hispanic	Information Management

Continue and Create a NEW UID

Back to List

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

CONFIRM UID 95063234

Please verify the selected UID record is to be used for the resolution of the possible match condition.

Attribute	Request Data	Existing UID Record
UID	Requested	95063234
Full Name	Jones, Brian	Wuerth, Brian
Last Name	Jones	Wuerth
First Name	Brian	Brian
Middle Name		
DOB	7/2/1966	7/2/1966
Gender	M	M
Hispanic Ethnicity	Non-Hispanic	Non-Hispanic
SSN	n/a	n/a
Birth Place		n/a
LocalId	BW	1212
Race	000001	000001
Prior Last Name		
WISERID	95063234	
Previous UID	95063234	95063234
DistrictId	7700005	7700005
SchoolId	7700005	7700511

☒ Use This UID ☒ Use This UID And Alias ☐ Cancel

“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