

WISER Registration System Guidebook

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Table of Contents

About	4
Accessing the WISER ID System	4
WISER Registration System.....	5
Resolving Ambiguous Matches in the WISER ID System	6
Use This UID	7
Use This UID And Update	8
Continue and Create a NEW UID	8
UID Lookup	9
WISER Registration System Wizard (xDUID).....	10
Submitting a WISER ID Request (Batch Upload).....	10
Retrieve a WISER ID Request.....	12
Submitting a Correction to a WISER ID	13
Search for WISER ID.....	13
Batch Upload Logs.....	15
Contact	16

About

The Wyoming Integrated Statewide Education (WISE) Data System was created as a result of 2003 state legislation. The WISE Data System unit supports the development, data quality, security, and management of school, student, and staff data. The WISER Registration System is a key component of the system. The WISER Registration System assigns and maintains WISER ID numbers for students and staff in Wyoming public schools as well as post-secondary institutions. A WISER ID is a unique identifier or UID. More specifically it is a unique 8-digit number that is assigned to, and remains associated with, a student throughout their educational career - including Wyoming postsecondary schools. Educators in Wyoming also have WISER IDs to enable submission of staffing data to the WDE as well as access to the statewide Learning Management System. An individual who is both a student and an educator will only have only one WISER ID.

Accessing the WISER ID System

Begin by navigating to the [Wyoming Department of Education's](#) website. Once on this page, click on the Data & Reporting link in the navigation header. Then click on the 'WISER Registration System' banner on the right side of the page under the 'Data & Reporting Tools' header.



Wyoming Department of Education

Sign in with your WISER ID or staff email address.

[Forgot Password?](#)

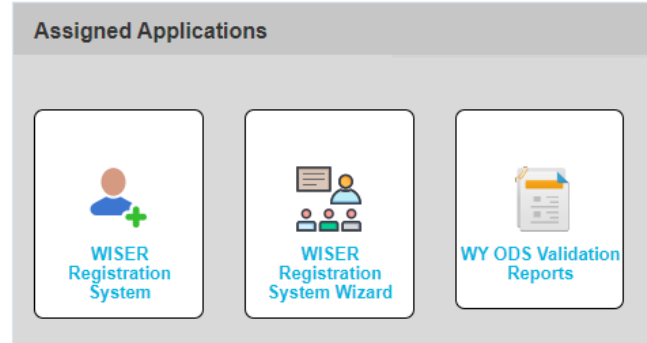
[Sign in](#)

Need access? [Click here](#) for more information.

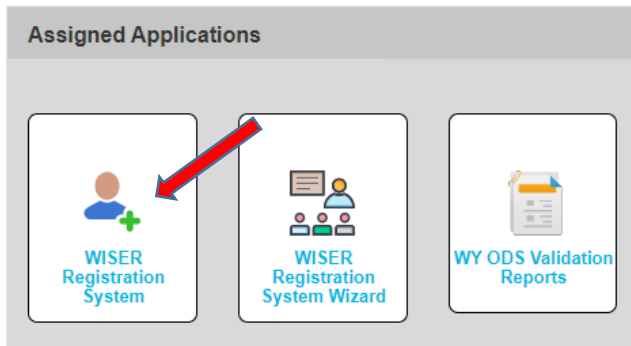
If you are not already logged in, you will be automatically directed to the WDE login page. Enter your WyEd user credentials and click the sign in button.

Once logged in you will be taken to the 'WISE SSO Authenticator'. On this page you will see three navigation cards. If you do not have these cards, check that you are on the SSO Authenticator or have the appropriate role assigned to your WyEd user account.

This Guidebook will detail two of the three navigation cards; WISER Registration System and WISER Registration System Wizard.



WISER Registration System



The WISER Registration System is the first of the three navigation cards users will see. By clicking on this card users will be able to:

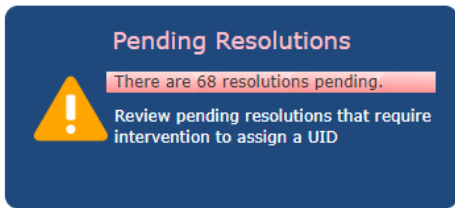
- Resolve Ambiguous Matches
- Look up information by WISER ID
- Look up information by name and DOB
- View information about xDUID

xDUID Match Engine

The Match Engine uses identifying attributes about an incoming UID request such as name and date of birth to identify *match candidates* in the database of all individuals with assigned WISER ID's and calculates a *match score* for each. Calculated *match scores* are compared to two system probability threshold levels, the *match threshold* (e.g. 96%) and the *possible threshold* (e.g. 75%), to determine one of three possible request outcomes:

- 1) **UID EXISTS** – A single match candidate has a match score above the match threshold. With near certainty the requested individual and this candidate are the same person. The UID for this candidate is returned.
- 2) **AMBIGUOUS** – More than one match candidate has a score above the match threshold or no candidates have a score above the match threshold, but at least one candidate scores above the possible threshold. The available match candidates with scores are presented to the user for manual resolution. The user must discriminate between the candidates and select the right one or discard them all in favor of a new UID.
- 3) **NO MATCH FOUND** – There is no match candidate with a score above the possible threshold. A new UID will be automatically assigned.

Resolving Ambiguous Matches in the WISER ID System



Click on the first card titled 'WISER Registration System'. This will take you to the home page for the Unique ID System. On this page you should see a blue box with a yellow 'Warning' symbol. Click on the box to navigate to the 'Pending Resolutions Page'.

All of your un-resolved ambiguous matches will be laid out in spreadsheet format that is searchable.

Click on Select to Resolve the Ambiguous Condition

Select	Request Date	Local Id	UID	Name	Birth Date	Gender	Ethnicity	Facility
	<input type="text"/>	<input type="text"/>		<input type="text"/>				<input type="text"/>

Once you have located the student or staff member you want to review and resolve, click on the 'Select' link in the left most field.

Select
Select
Select
Select
Select
Select
Select
Select
Select
Select

Submitted Request	
RequestDate	████████
Last Name	████████
First Name	████████
Middle Name	████████
DOB	████████
Gender	████████
Hispanic Ethnicity	████████
SSN	████████
Birth Place	████████
LocalId	████████
Race	████████
Prior Last Name	████████
WISERID	████████
Previous UID	████████
DistrictId	████████
SchoollId	████████

You will be brought to the Resolution page. In this page you will be shown your submission on the left side of the screen under the "Submitted Request" header.

Read and verify that all information being presented here is accurate. If at any point you find that you have made a mistake please contact the WDE for instructions on how to proceed.

Please take note before moving on:

A WISER ID is very much like a Drivers License number. Once it has been assigned, the number will follow that individual forever regardless of whether they leave the state/district/school and return or advance in age. Best practices would have you always looking for ambiguous matches PRIOR to requesting a new ID. In many cases pre-kindergarten (PK) students are also assigned WISER ID's. Do not assume that a new ID is necessary just because the student is in kindergarten or if a student comes from out of state.

In the case of a name change, a new WISER ID should not be generated. Please refer to documentation regarding updating WISER ID information for how to resolve name changes in the system. Remember, the WISER ID remains with the person regardless of name and/or gender change.

On the right side of the page you will get a list of potential matches for your submission. USE EXTREME CAUTION in selecting a match or requesting a new ID. Selecting the wrong match will result in “stealing” an ID from another individual. The two individuals become cross-linked and their privacy guarantees under FERPA are at risk. Generating a new ID for an individual that already has one will generate other errors that make it difficult to track mobility. Make sure that you are certain that you have made the most informed choice you could make. If at any point you are uncertain, please contact the WDE for guidance on how to proceed.

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	100.00 %	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
> Select	76.60 %	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

When determining if a valid match is being presented among the candidates, pay close attention to the score. If you entered everything correctly, and the current information on one of the candidates makes sense, then a candidate with a match score of 85% or higher is often the same person who may be scoring lower due to minor disagreements in the data (e.g. gender). Match scores between 75% and 85% are possible and may be the result of more drastic changes to either name or date of birth. Much more rarely, however, is a candidate scored in the 70s the same individual. If ever you are not sure, contact the WDE for guidance.

Action	Score
> Select	100.00 %
> Select	76.60 %

Attribute	Request Data	Existing UID Record
UID	Requested	[REDACTED]
Full Name	[REDACTED]	[REDACTED]
Last Name	[REDACTED]	[REDACTED]
First Name	[REDACTED]	[REDACTED]
Middle Name	[REDACTED]	[REDACTED]
DOB	[REDACTED]	[REDACTED]
Gender	[REDACTED]	[REDACTED]
Hispanic Ethnicity	[REDACTED]	[REDACTED]
SSN	[REDACTED]	[REDACTED]
Birth Place	[REDACTED]	[REDACTED]
Localid	[REDACTED]	[REDACTED]
Race	[REDACTED]	[REDACTED]
Prior Last Name	[REDACTED]	[REDACTED]
WISERID	[REDACTED]	[REDACTED]
Previous UID	[REDACTED]	[REDACTED]
Districtid	[REDACTED]	[REDACTED]
Schoolid	[REDACTED]	[REDACTED]

When you click on the ‘Select’ link for each candidate, a new window will pop over the existing one that gives a side-by-side comparison of the ‘Requested Data’ next to the ‘Existing UID Record’.

Use This UID

If the information presented in the Existing UID Record is correct click the ‘Use This ID’ button at the bottom of the screen.

DistrictId	[REDACTED]	[REDACTED]	[REDACTED]
SchoolId	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/> Use This UID <input checked="" type="checkbox"/> Use This UID And Update <input type="checkbox"/> Cancel			

There will be no changes to the data that is contained within the WISER ID platform and your SIS will pull in the WISER ID (if you are configured to do so) of the candidate you selected.

Use This UID And Update

If the information in the 'Requested Data' column is the most current or accurate then click the 'Use this UID and Update' button.

DistrictId	[REDACTED]	[REDACTED]	[REDACTED]
SchoolId	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/> Use This UID <input checked="" type="checkbox"/> Use This UID And Update <input type="checkbox"/> Cancel			

You will get the WISER ID of the selected candidate returned to you, just as in the "Use This UID" case, above. You will also update the candidate's information in the statewide WISER ID system with the information that is presented in the "Requested Data" half of the window, overwriting all existing data in the system.

Remember, with great power comes great responsibility, please take the time to ensure that the ID you are updating makes sense and actually belongs to the person you are working with and not someone else.

Continue and Create a NEW UID

If a student or staff member moves from any Wyoming K-12 school or one of the growing number of pre-schools who assign WISER IDs to their students, or if they moved out of state and then moved back into Wyoming, then they likely already have a WISER ID. In these cases choosing to create a new UID is not the appropriate action.

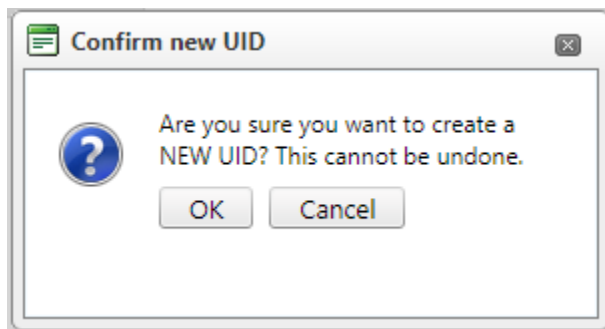
Likewise, if a student or staff member experiences a name change, then they will already have a WISER ID and do not need a new one assigned. Please follow the directions for [Submitting a Correction to a WISER ID](#) as well as the steps outlined in the [Use this UID and Update](#) section.

Once you have verified that the individual in question has not previously been assigned a WISER ID and established that none of the suggested matches are the person for whom you have requested a WISER ID, then you will click the 'Continue and Create a NEW UID' button.

Possible Matching Records

Please review the possible matches below. 1 requested record.

Action	Score	ID	Full
> Select	76.60 %	[REDACTED]	[REDACTED]
<input type="button" value="Continue and Create a NEW UID"/>			

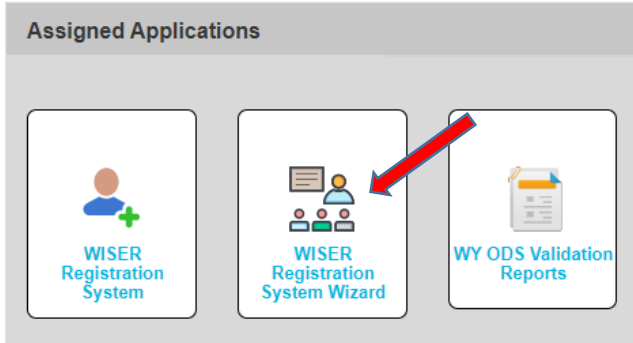


Once you click this option, you will be given another popup window verifying that you do indeed want to create a new UID. If this is correct then click 'OK' otherwise click 'Cancel' and you will be returned to the previous page. Once you click the 'OK' button, a new and unique WISER ID will be returned to you.

UID Lookup

There are two areas within the WISER ID system that allow users to search for WISER IDs. The first is the UID lookup found in the Unique ID System. The second is found in the Wizard, but does not provide any more data than the WISER ID. The UID Lookup gives more detailed information regarding the owner of the WISER ID that has been entered.

WISER Registration System Wizard (xDUID)



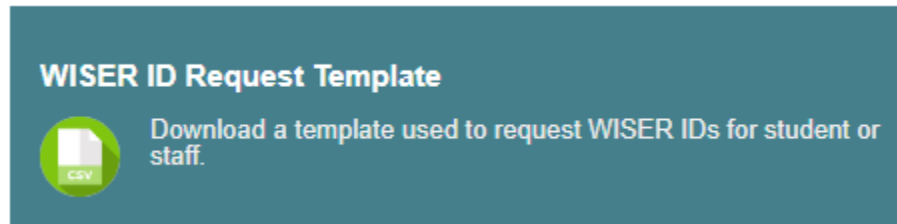
The WISER Registration System Wizard is the second of the three navigation cards users will see. By clicking on this card users will be able to:

- Submit a WISER ID request
- Retrieve a WISER ID request
- Search for an individual WISER ID
- View Batch Upload Logs
- Download the WISER ID request template

- Download the WISER ID file specification document

Submitting a WISER ID Request (Batch Upload)

You will be given several options on this page and we encourage you to explore each of them as time permits, but for the batch upload you will first download the template in order to complete the batch upload process. To do so, select the “WISER ID Request Template”. This will download a .csv file to the default download folder on your computer.



Next Click on the “WISER ID File Specification” card to download the instructions for how to fill out the .csv file template.



Redacted example of what a record may look like

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	N_SLF_STATUS	RECORDTYPE	STATE_ID	LOCAL_ID	FIRST_NAI	LAST_NAN	MIDDLE_N	NAME_SU	FORMERU	GENDER	(BIRTH_DA	BIRTHPLA	Race_AI	Race_Asia	Race_Blac	Race_NH	Race_Whi	Ethnic_His	JOB_GRA	RES_ORG	CUR_Org	SSN	TITLE	EMAIL
2	1	1			<First>	<Last>	<Middle>			<Gender>	<Birthdate>		FALSE	FALSE	FALSE	FALSE	TRUE	FALSE				7700005		<Email>
3																								

Note the first field should contain the numeral 1 (one) indicating the status of the individual in this row is that of a new request. The second field will contain the numeral 1 (one) if the request is for a student and the numeral 2 (two) if the request is for a staff member.

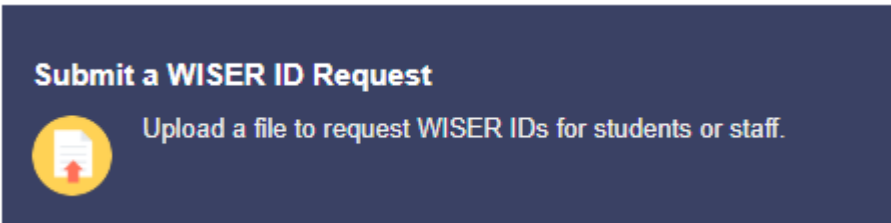
If the second field contains the number 2 (two) then the SSN field (column V) MUST contain a social security number.

ALL race fields as well as the ethnicity field must contain a value of either 'TRUE' or 'FALSE' with at least 1 race being 'TRUE'.

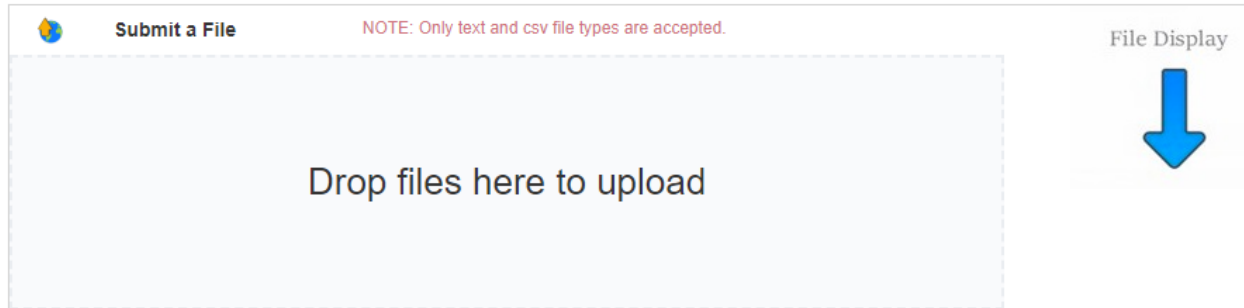
You may enter as many students and/or staff members as you need. One individual record per row. Use extreme caution in spelling etc. Save the template as a .CSV file as well as save the file to a location that will be easy to find and/or remember.

Once you have finished entering all students and/or staff members, it is time to upload them to the WISER ID request system.

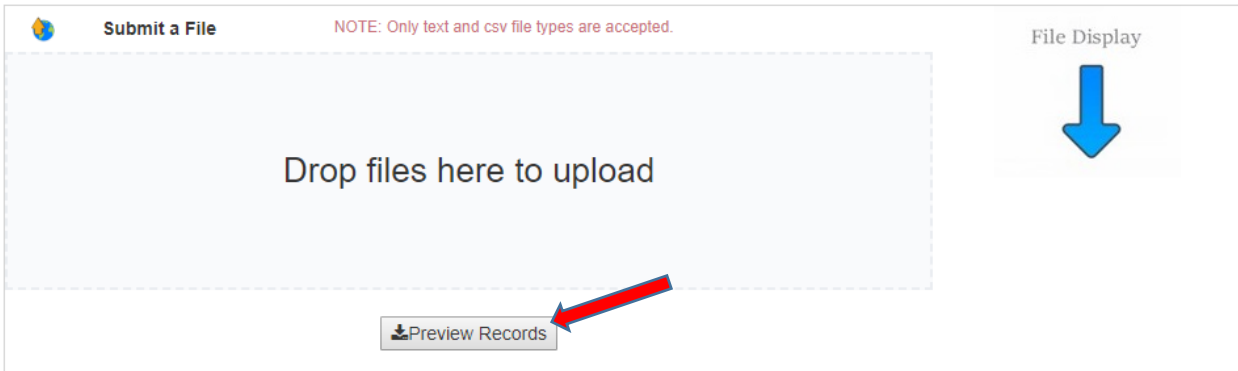
Click on the "Submit a WISER ID Request" card.



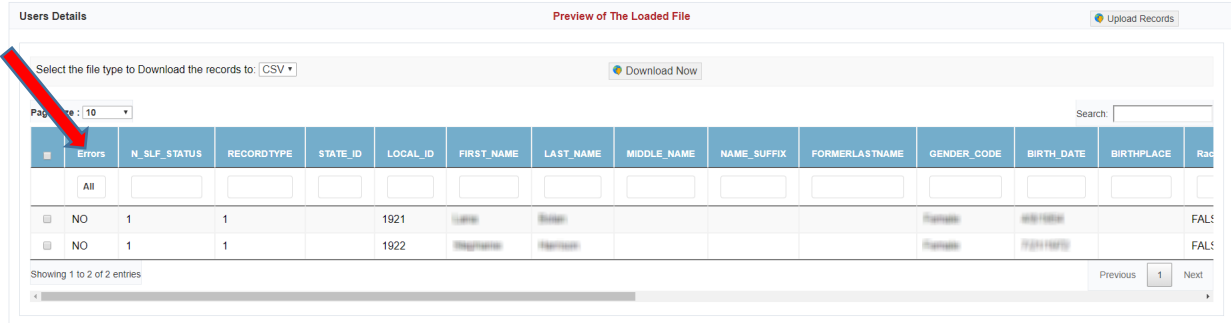
Drag your newly created file into the drop box.



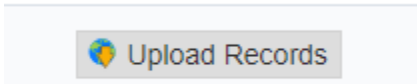
Then click 'Preview Records'.



You will see a list of records to preview. Pay close attention to the error field on the left. If all records are 'NO' you may continue to submit your WISER ID request. If some are marked 'YES' for errors you can still proceed to submit, but only those without errors will be sent.



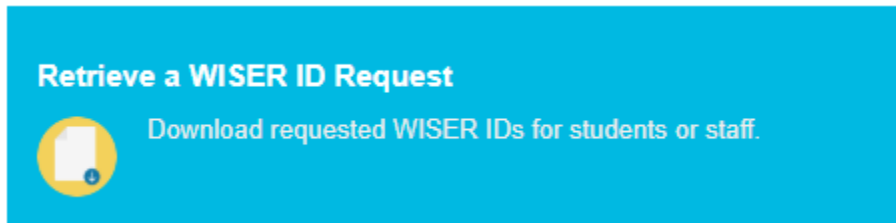
Click the Upload Records Button to upload the new records.



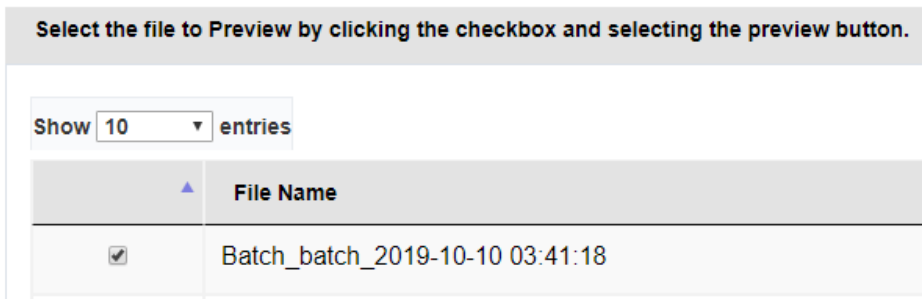
This will take some time to complete; several minutes per individual. A good rule of thumb would be to wait about an hour before checking the status.

Retrieve a WISER ID Request

To check the status and get individual WISER ID's click on the 'Retrieve a WISER ID Request' card.



Locate the name of your file and click the check box to activate the 'Preview Records' button.



File Name	Organization Code	Posted Date	Is Downloaded	Downloaded Date	Preview Date	Action
<input checked="" type="checkbox"/> Batch_batch_2019-10-10 03:41:18	7700005	10/10/2019 3:41:19 PM	<input type="checkbox"/>			

Once the record has been fully processed by the WISER ID system the N_SLF_STATUS will change from 'Request Submitted' to 'System Match' or 'System New' and the State_Id field will be populated with the new WISER ID. The other possible outcome is that the status becomes 'Unresolved'. This means the

individual has resulted in an ambiguous match. In this case, you will first have to go into the WISER ID Registration System and provide resolution before the State_Id field populates. Once you have done so, the status will become 'User Match' or 'User New'.

Page Size : 10 ▼

<input type="checkbox"/>	N_SLF_STATUS	RECORDTYPE	STATE_ID	LOCAL_ID	FIRST_NAME	LAST_NAME
	All					
<input type="checkbox"/>	System Match	Student	1921	1921	John	Smith
<input type="checkbox"/>	System Match	Student	1922	1922	John	Smith

Showing 1 to 2 of 2 entries

If you realize later that you have made a mistake, do not re-upload. Please contact the WDE and together we will work out a solution.

Submitting a Correction to a WISER ID

If you need to correct the information contained within the WISER ID system, you will do so by either utilizing the functionality of your organizations SIS or you can do so manually, if that is warranted.

To correct through your organizations SIS, you will need to contact your SIS vendor to obtain instruction on how their system was designed to allow you to manipulate the information. In most cases, however, this is just a matter of editing the student's information on his or her demographics screen.

To correct the information manually, submit a batch upload with the verified and accurate information and do not forget to include the WISER ID. Doing so will generate an 'Ambiguous Match'. By providing the WISER ID, that indicates to the system that you know the WISER ID and that you are requesting a change in existing data.

Follow the steps outlined above for [Resolving Ambiguous Matches in the WISER ID System](#) as well as the steps outlined in the [Use this UID and Update](#) section. Please ensure that you are updating a staff member or student that you actually have, otherwise you risk stealing an ID or creating errors for another organization or both.

Search for WISER ID

This is the second option for users to search for an individual's WISER ID and is located in the WISER Registration System Wizard.

Search for an Individual WISER ID



Search for a individual student or staff WISER ID.

Though the option presented here does not have all of the functionality as the search features in the SSO Authenticator, it does give you exactly the data you searched for (i.e. the WISER ID).

Search for an Individual WISER ID

Last Name *	<input type="text" value="Last Name"/>
First Name *	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
DOB*	<input type="text" value="Date of Birth"/>
Gender*	<input type="text" value="Please select"/>
Previous Last Name	<input type="text" value="Previous Last Name"/>

* = Required Field

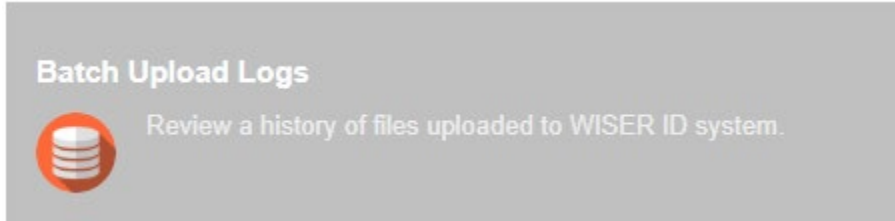
Search Result Message

The WISERID based on the information submitted for this search is "6154 [REDACTED]"

(Note: four digits of the above WISER ID have been obscured for privacy and security reasons.)

Batch Upload Logs

Utilizing this feature will aid in locating a specific 'Batch Upload' file that may have been uploaded during a broad or specific time period, depending on the parameters users provide to the search feature.



After clicking the Batch Upload Logs navigation card, you will be taken to the search page. Enter the date range you wish to view and click 'Submit'.

Select Date Range: >

Once you have submitted, if there is data available for that date range, then you will receive the requested information along with basic details regarding the upload.

Logs List

Select Date Range: >

REFID	OrganizationCode	LogInID	FileName	Action	RecordCount	ActionDate	Message	xdTouchDate	xdOrgId	
<input type="checkbox"/>	F23BE54189F147B4BA6B7F9739854193	7700005	61545783	Batch_batch_2019-11-01 08:59:30	Upload	2	11/01/2019 08:59:31	Success	11/01/2019 08:59:30	WISERID_Upload
<input type="checkbox"/>	D7B3AA08EDCB46009CF643948713411E	7700005	61545783	Double_Batch_2019-11-01 11:16:24	Upload	2	11/01/2019 11:16:24	Success	11/01/2019 11:16:24	WISERID_Upload

Contact

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