WIDA User Accounts for Access to Secure Materials

Information for SEAs and District Test Coordinators August 4, 2014

As the 2014-2015 school year approaches, WIDA is launching a more flexible, secure, and efficient user account process, which was discussed at the board meeting. These changes will be implemented starting on August 18, 2014. This document provides details about the new procedures as grouped into four main areas:

1. WIDA User Accounts Overview
2. Updating WIDA User Accounts
3. Creating New WIDA User Accounts
4. Monitoring/Managing WIDA User Accounts

1. **WIDA User Accounts Overview**

Many of the pages on the WIDA website are open and freely available to visitors. However, some parts of the website are reserved for access by WIDA Consortium members only. Three types of WIDA user accounts allow access to secure materials on the website. The basic account is the Test Administrator, or TA, account which allows access to the ACCESS for ELLs training test. The next level up is the District Test Coordinator (DTC) account; it provides greater access and management over district-level user accounts. The highest account is the State Education Activity, or SEA, account which grants full access and management over state-level user accounts.

To gain entry to the secure materials, users may either log in to the WIDA website from the home page or any other page with the log in window in the upper right corner of the page (Figure 1). If users have not logged into the WIDA website, and attempt to access secure materials, a different log in window pops up on screen (Figure 2). Both of these log in options offer users the ability to reset their password by clicking on the **Forgot Password?** link which takes them to the Password Reset Tool shown in Figure 3 where they are asked to enter the email address linked to their account.

![Figure 1. Log In and Password Reset - WIDA Website](http://wida.us)  
**Figure 1. Log In and Password Reset - WIDA Website**  
![Figure 2. Log In and Password Reset - popup](http://wida.us)  
**Figure 2. Log In and Password Reset - popup**

[http://wida.us](http://wida.us)
2. **Updating WIDA User Accounts**

In most cases, states will NOT have to create new user accounts in the new system. All current accounts remain active. Once users have a WIDA account, they keep that same account forever and can update information without the need to create a new account. Except for the account user name, users may update their own information whenever they have changes (see Figure 4 “My Account Info”). This includes name changes, email changes, school changes, district changes, and state changes. If users need to change their account type from Test Administrator to District Test Coordinator, or from District Test Coordinator to SEA, they can use the new account management options that are described later in this document.
3. Creating New WIDA User Accounts

Here are three ways to create a new WIDA user account:

1. DTCs and SEAs can use the Account Creator Tool to set up new accounts in their district or state.
2. DTCs and SEAs can send a list of approved users that includes first and last names plus email addresses, to the WIDA Client Services Center. (The template will be distributed with this document and is available from WIDA.)
3. WIDA can provide states with temporary account credentials so that users can go directly to the Account Creator Tool to set up their own accounts.

As the name suggests, the Account Creator Tool has one purpose: to create an account for an individual user. The process involves two main steps:

1. Setup of basic account information such as the user’s name, state, school district, school, position type, email address, and new account password (see Figure 5).
2. Receipt of a confirmation email message and log in to the WIDA website using the new account credentials.

The system is designed to allow only one user account per email address. If someone tries to set up a duplicate account with an email address already in the system, he or she will be directed to reset the account password instead. Remember, individual users can update their own information whenever they log in to the WIDA website. So if a user moves to a different school, district, or state they can log in using their current credentials and then update their account with the new information. The only thing they cannot change is their account user name because it is assigned by the system as a unique ID.

http://wida.us
4. Monitoring/Managing WIDA User Accounts

District Test Coordinators may monitor and manage WIDA user account roles within their assigned district while SEAs may monitor and manage WIDA user account roles within their state. DTCs and SEAs will be able to monitor and manage user accounts using the WIDA user account Role Management Tool as displayed in Figure 6.

Begin with a user search and then manage user roles by clicking on the appropriate box to either allow permission (checked box) or rescind permission (unchecked box) for the various roles: ACCESS Training, W-APT Test Forms, District Test Coordinator account, Data Dashboard, etc.

Teacher Role Search - Please enter search criteria

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>District</th>
<th>ACCESS Training</th>
<th>WAPT Test Form</th>
<th>District Test Coordinator</th>
<th>Data Dashboard</th>
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</tr>
</tbody>
</table>

Figure 6. WIDA User Account Role Management Tool

DTCs and SEAs will continue to be able to monitor WIDA user account quiz scores using the different viewing options as displayed in Figure 7.

Figure 7. Quiz Scores in District View (DTCs and SEAs) and State View (SEAs only)

Questions? Please contact Scott Gomer at WIDA: sjgomer@wisc.edu or 608-265-4791.

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