

Accessing Your District Profile Report

DPI has developed a new delivery method for secure reports such as the Annual Measurable Achievement Objectives (AMAOs) *District Profile Report*. This new delivery method is through an online application called SAFE, the Secure Access File Exchange. SAFE is an application developed by DPI's Longitudinal Data System (LDS) team, and is *only* available to districts that are authorized to use secure LDS applications, i.e. districts that are authorized to use Access Manager, application that regulates who in a district has access to secure LDS applications. **To ensure that you are able to access your district's reports in a timely manner, please read the steps below carefully.**

Determine whether your district is already authorized to use secure LDS applications by checking this link: <https://wlds.dpi.wi.gov/ldsutil/admin/lookup>.

If your district IS on the list provided...

According to our records, your district is authorized by DPI to use secure LDS applications. As such, you or your designated District LDS Security Administrator will need to provide access to the AMAO reports for yourself, your assessment coordinator, and your ELL coordinator.

1. You will only be able to provide access to SAFE to individuals with a WAMS ID. This statewide identifier allows users to log in to a variety of state applications. For more information about WAMS and how you and your staff can obtain a WAMS ID: <https://on.wisconsin.gov/WAMS/home>.
Important: Having a WAMS ID does not guarantee access to LDS applications. Users must also complete the steps below.
2. Log in to LDS Secure Login (from the LDS homepage: <http://dpi.wi.gov/lds>). Select *LDS Access Manager* and use the tool to add the appropriate users to the SAFE application.
3. Once authorized by you or your District Security Administrator, the appropriate users will be able to log in to the LDS Secure Login with their WAMS ID and view your District's AMAO Profile.

If your district IS NOT on the list provided...

According to our records, **your district has not yet taken steps to use Access Manager**, the security application that regulates who in your district has access to secure LDS applications, such as SAFE. Gaining use of Access Manager involves just a few steps:

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Important: Having a WAMS ID does not guarantee access to LDS applications. Users must also complete the steps below.

2. District Superintendents complete a District LDS Authorization Form, downloadable from our LDS webpage: <http://dpi.wi.gov/lds/ldstools.html#LDSAM>.
3. On the form, Superintendents may choose to delegate a *District LDS Security Administrator* for the district; this person would manage who has access to secure applications, and what data they can view within those applications.
4. Completed forms may be submitted to LDShelp@dpi.wi.gov.
5. Once your district is notified that you are authorized to use secure LDS applications, you or District Security Administrator (if you choose to assign one) may log in to Secure Login (from the LDS homepage: <http://dpi.wi.gov/lds>), select *LDS Access Manager* and provide the appropriate personnel with access to AMAO reports in SAFE. AMAO reports should be made available to district superintendents, assessment coordinators, and ELL coordinators.

Thank you for your attention to these matters. If you have any questions, please feel free to contact us at LDShelp@dpi.wi.gov.