

Wisconsin's Longitudinal Data System

Quick Start Guide

This document explains how to get started using the Longitudinal Data System secure tools: MDAT and SAFE.

Before you Begin: Wisconsin User ID (WAMS ID)

Who needs a WAMS ID? Everyone! You can't proceed without one. If you are not sure if you have one or need more information about getting one, visit [WAMS Information](#).

For additional resources and detailed information please visit the [LDS Homepage](#) or email ldshelp@dpi.wi.gov.

I am a District Superintendent and I want to...

Gain access to the LDS for the first time.

- 1) Get a WAMS ID (see above).
- 2) Request access from DPI to use Application Security Manager
 - a. Complete and submit the [District Superintendent Authorization Form](#).
 - b. Submit the form through DPI's [Help Desk](#).
- 3) Once the form is received and processed, you will receive an email with further instructions.

Delegate LDS administrative responsibilities to someone else in my district.

- 1) You can identify an *initial* delegate on the Superintendent Authorization Form when you request access to LDS (see above).
- 2) Otherwise, you need to use the DPI Application Security Manager to delegate administration. Please review the [Application Security Manager Step-by-Step Guide](#) before using the tool.
- 3) Log in to LDS Secure Home using your WAMS ID and select *DPI Application Security Manager (ASM)*.
- 4) Click on *Add/Edit* on the top right of the screen.
- 5) Follow the steps to give the selected user access to the application ASM for the role of ASM Administrator, MDAT Administrator, or SAFE Administrator as necessary. The [ASM Roles Document](#) has descriptions of the different roles in ASM.

Revoke LDS administrative responsibilities from someone else in my district.

- 1) Use the DPI Application Security Manager to revoke delegated administration. Please review the [Application Security Manager Step-by-Step Guide](#) before using the tool.
- 2) Log in to LDS Secure Home using your WAMS ID and select *DPI Application Security Manager (ASM)*.
- 3) Find the user on the "By User," "By Application," or "By Organization" tab. Search for a user with the tab of your preference; they all include the same information.

- 4) Click the *Revoke* box next to the administrator you wish to remove, then click *Revoke Selected* and follow the remaining steps to finalize and confirm the change in access for the selected user.

Try out an LDS Secure Tool (Multi-Dimensional Analytic Tool (MDAT) or Secure Access File Exchange (SAFE)) myself.

- 1) Give yourself access to MDAT or SAFE using DPI Application Security Manager (or ask your [District ASM MDAT Application Administrator](#) to do this for you).
- 2) Log in to LDS Secure Home using your WAMS ID and select *DPI Application Security Manager (ASM)*.
- 3) Click on *Add/Edit* on the top right of the screen.
- 4) Search for yourself using in the screen that appears.
- 5) Click *Select* next to your name (or another new user's name) in the results.
- 6) Select the application (MDAT or SAFE) you need to use, and then select the school(s)—or All Schools—for which you require access. Assign yourself a role appropriate for the data you have a legitimate educational need to view for each school, or for the district.
- 7) Follow the remaining steps to confirm and finalize your new access.

Allow others to use MDAT or SAFE to access LDS data and/or reports for my district.

The steps you follow are the same as explained below for the District ASM Security Administrator.

I am a District Application Security Manager (ASM) Administrator, and I want to...

Allow others to use MDAT or SAFE to access LDS data and/or reports for my district.

- 1) The use of MDAT and SAFE is controlled using the DPI Application Security Manager. Please review the [Application Security Manager Step-by-Step Guide](#) before using the tool.
- 2) In order to delegate access to MDAT or SAFE, you need first to have the ASM role of Application Administrator (for the appropriate application(s)). The [list of ASM Application Administrators](#) specifies who in your district has this role. If no one has the role, you may give yourself access to the ASM Application for the role if MDAT Administrator or SAFE Administrator, as appropriate.
- 3) Log in to LDS Secure Home using your WAMS ID and select *DPI Application Security Manager (ASM)*.
- 4) Click on *Add/Edit* on the top right of the screen.
- 5) Search for the new user using in the screen that appears. Select the appropriate user in the resulting list.
- 6) Select the application (MDAT or SAFE) the selected user needs to use, and then select the school(s)—or All Schools—for which he/she requires access. Assign the user a role appropriate for the data he/she has a legitimate educational need to view for each school, or for the district.
- 7) Follow the remaining steps to confirm and finalize the new access.

Allow others to use MDAT Training to practice using the tool.

- 1) Use of MDAT Training is controlled using the DPI Application Security Manager by your district's [MDAT Training Application Administrator](#). If you are your district's MDAT Training Application Administrator, please review the [Application Security Manager Step-by-Step Guide](#) before using the tool.
- 2) Follow the instructions above for allowing others to access MDAT. When assigning access to an application, select the application MDAT Training instead of MDAT.
- 3) Begin using MDAT Training. Note that the data used is not for your district and are not actual students. Tier assignments vary among the fictitious districts and schools.

Try out an LDS Secure Tool (Multi-Dimensional Analytics Tool (MDAT) or Secure Access File Exchange (SAFE)) myself.

The steps are the same as for the District Superintendent (see above).

I am a district user (principal, teacher, others) and I want to use MDAT to analyze my student's achievements...

Request access to MDAT.

- 1) Interested district personnel with a legitimate educational need to access and analyze confidential, secured student data can request access to use MDAT.
- 2) If you don't already have one, get a WAMS ID (see above).
- 3) After you receive your WAMS ID, contact your [District ASM MDAT Administrator](#) or Superintendent explaining your need.

Begin using MDAT.

- 1) It is important to have an understanding of the purpose and basic functionality of MDAT prior to using the application. Please review [MDAT Information](#) before using the tool.
- 2) Log in to LDS Secure Home and select *MDAT*.
- 3) Review the privacy information. If you agree to the confidentiality commitment, you may...
- 4) Begin using MDAT!

Help others learn to use MDAT.

- 1) Contact your [District ASM MDAT Administrator](#) or Superintendent and request access to MDAT Training.
- 2) Once access has been given, log in to LDS Secure Home and select *MDAT Training*.
- 3) Review the privacy information. If you agree to the confidentiality commitment, you may...
Begin using MDAT Training! Note that the fictitious data used is not specifically for your district and are not actual students. Tier assignments vary among the fictitious districts and schools.

I am a district user (principal, teacher, others) and I want to use SAFE to access my district AMAO Report...

Request access to SAFE.

- 1) Interested district personnel with a legitimate educational need to access and analyze confidential, secured student data can request access to use SAFE.
- 2) If you don't already have one, get a WAMS ID (see above).
- 3) After you receive your WAMS ID, contact your [District ASM SAFE Administrator](#) or Superintendent explaining your need.

Begin using SAFE.

- 1) It is important to have an understanding of the purpose and basic functionality of SAFE prior to using the application. Please review [SAFE Information](#) before using the tool.
- 2) Log in to LDS Secure Home and select *SAFE*.
- 3) Begin using SAFE!