



WISEid

Uploading a File from SIS/HR System

Download a File

Prior to uploading your file into WISEid, first log into your source system. This will be either your Human Resources system or your Student Information system.

- Save this file on your machine.
- Note the location.
- Ensure that the file is saved in a CSV format.



Navigating to Secure Home

<http://dpi.wi.gov/wise/secure-home-info>



The screenshot shows the Wisconsin Department of Public Instruction website. The header features the DPI logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". A navigation bar includes links for Home, Families & Students, Schools & Educators, Libraries, and Data & Media, along with a search box. The main content area is titled "DPI's Secure Home Information Page" and contains a breadcrumb trail "Wise » DPI's Secure Home Information Page". The page is divided into two columns. The left column has a sidebar with links: WISE Overview, Data Privacy, Data Request, Secure Home, ASM, WAMS (highlighted), Secure Home Detailed Information, Agreement to Protect Student Privacy, Secure Home, ASM, WAMS help ticket, and Federal Reporting. The right column has two sections: "What is Secure Home?" and "How do I get access to Secure Home?".

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home Families & Students Schools & Educators Libraries Data & Media Search site

Wise » DPI's Secure Home Information Page

DPI's Secure Home Information Page

What is Secure Home?


 Secure  Home  is a secure webpage, similar to a user portal, used by authorized users to access secure applications and tools in one location. In order to access Secure Home , you need a personal WAMS ID and have someone grant you access to a Secure Home Application through the DPI Application Security Manager (ASM) application. Once you login to Secure Home  with your WAMS ID, the applications you have access to will be listed.

How do I get access to Secure Home?

In order to gain access to a Secure Home application, you will need to contact the Application Administrator for the application you want access to. To view a list of Application Administrators, [click here](#)  and select your district. If an Application Administrator is not listed for the application you want access to, contact your District Security Administrator to have an Application Administrator assigned for the application.



Sign in to Secure Home



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION


WAMS User ID:
Case insensitive

Password:
Case sensitive

[Need help with your WAMS account?](#)
[Do not have a WAMS account?](#)
[Are you unable to access your application\(s\)?](#)

Please do not bookmark this page.

WARNING: You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.



Choose the WISEid Application



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Welcome Logout

SH Secure Home

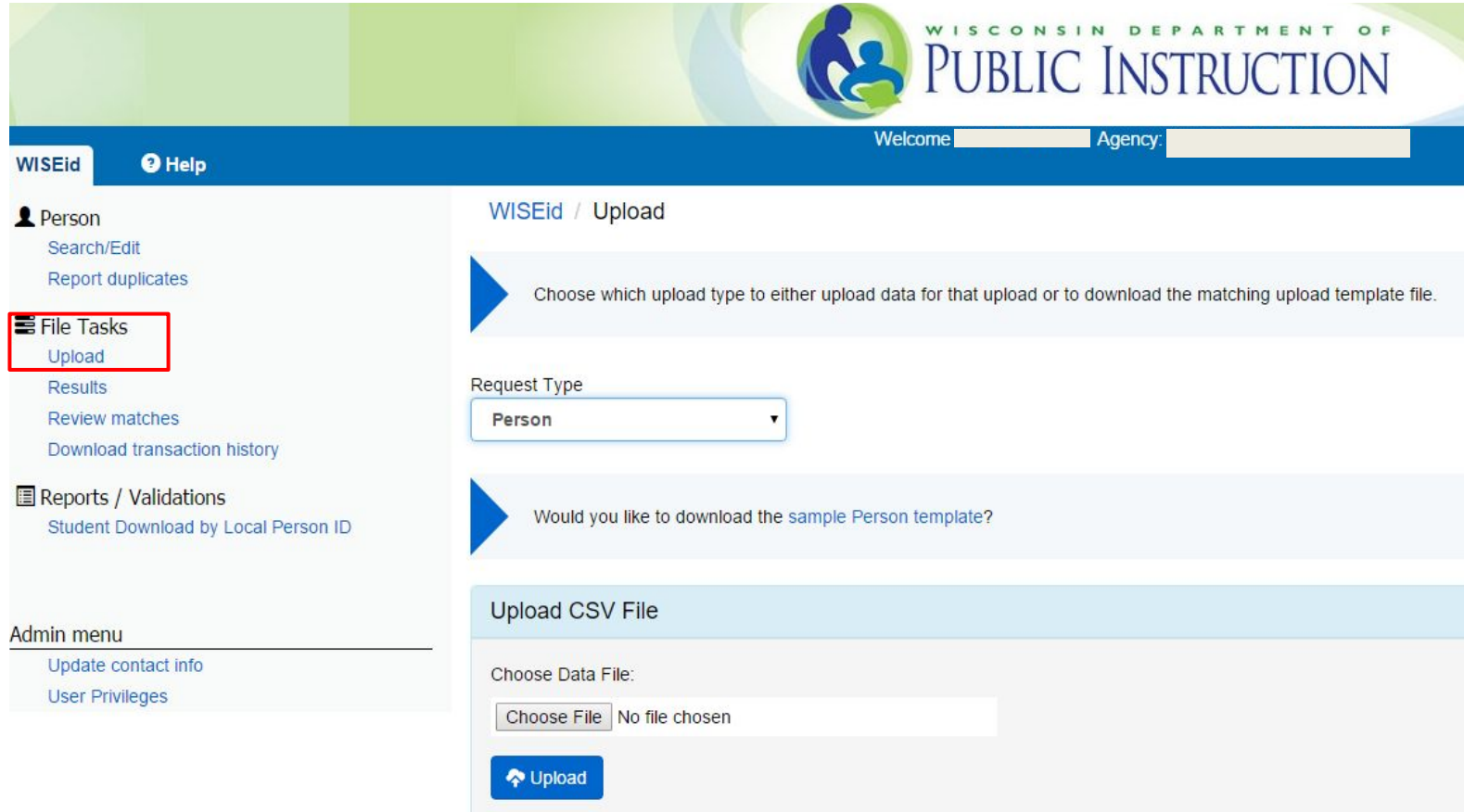
Users of secure tools have access to confidential information about students. Protecting student privacy is required by law and is the highest priority of the Department of Public Instruction. Resources regarding protecting student privacy in Wisconsin are provided at <http://dpi.wi.gov/wise/data-privacy>.

Details: [More](#) | [Less](#)

-  **WISEid** ?
-  **DPI Application Security Manager (ASM)** ?
-  **Secure Access File Exchange (SAFE)** ?
-  **Wisconsin Information System for Education Dashboard (WISEdash)** ?



Starting the Upload Process



The screenshot shows the WISEid web application interface. At the top, there is a header with the Wisconsin Department of Public Instruction logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the header, there is a navigation bar with "WISEid" and "Help" links. The main content area is divided into a left sidebar and a main panel. The sidebar contains a "Person" section with links for "Search/Edit" and "Report duplicates", a "File Tasks" section (highlighted with a red box) with a link for "Upload", and a "Reports / Validations" section with a link for "Student Download by Local Person ID". The main panel shows the "WISEid / Upload" page. It features a blue arrow pointing right with the text "Choose which upload type to either upload data for that upload or to download the matching upload template file." Below this is a "Request Type" dropdown menu set to "Person". Another blue arrow points right with the text "Would you like to download the sample Person template?". At the bottom, there is a section titled "Upload CSV File" with a "Choose Data File:" label, a "Choose File" button, and a text box containing "No file chosen". A blue "Upload" button is located at the bottom of this section.

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Welcome Agency:

WISEid [Help](#)

Person
[Search/Edit](#)
[Report duplicates](#)

File Tasks
[Upload](#)
[Results](#)
[Review matches](#)
[Download transaction history](#)

Reports / Validations
[Student Download by Local Person ID](#)

Admin menu
[Update contact info](#)
[User Privileges](#)

WISEid / Upload

Choose which upload type to either upload data for that upload or to download the matching upload template file.

Request Type
Person

Would you like to download the sample Person template?

Upload CSV File

Choose Data File:
Choose File No file chosen

Upload

Starting the Upload Process

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Search/Edit
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WISEid / Upload

Choose which upload type to either upload data for that upload or to download the matching upload template file.

Request Type
Person

Would you like to download the sample Person template?

Upload CSV File

Choose Data File:
Choose File No file chosen

Upload

Open
This PC > Documents
Search Documents

Organize New folder

Name	Date modified	Type
Bluetooth Exchange Folder	11/4/2014 10:41 AM	File folder
My Articulate Projects	12/3/2015 11:47 AM	File folder
My Data Sources	6/12/2015 3:16 PM	File folder
ProPCCleaner	1/15/2015 2:43 PM	File folder
SQL Server Management Studio	12/21/2015 3:12 PM	File folder
Visual Studio 2010	7/14/2015 1:30 PM	File folder
Zoom	12/15/2015 9:51 AM	File folder

Locate the file you saved on your computer



Upload Complete

WISEid / Results

File queue of all file uploads types and their status is located here. Shows status while files are not yet complete and also after completion. When file processing is complete you can drill into errors for causes and drill into potential matches to be resolved. Downloads provide an upload results file including results and any errors.

File Name Status Upload Date User ID

Request Type

Search

Result Files

Type	File name	Status	Errors	Potential matches	Committed	Upload date	User ID	
P	WISEid Persons_New.csv	Completed	1	0	0	01/08/2016 10:43:37 AM		Download
P	wiseids.csv	Completed	0	0	315	05/13/2015 01:59:08 PM		Download

- Person
 - Search/Edit
 - Report duplicates
- File Tasks
 - Upload
 - Results
 - Review matches
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- Reports / Validations
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Upload Outcomes

WISEid / Results

File queue of all file uploads types and their status is located here. Shows status while files are not yet complete and also after completion. When file processing is complete you can drill into errors for causes and drill into potential matches to be resolved. Downloads provide an upload results file including results and any errors.

File Name

Status

Select Status...

Upload Date

User ID

Request Type

Person

Search

Type	File name	Status	Errors	Potential matches	Committed	Upload date	User ID	
P	WISEid Persons_New.csv	Completed	1	0	0	01/08/2016 10:43:37 AM		Download
P	wiseids.csv	Completed	0	0	315	05/13/2015 01:59:08 PM		Download



File Faults

Type	File name	Status	Errors	Potential matches
P	WISEid Persons_New.csv	Completed	1	0

ERROR

<http://dpi.wi.gov/wisedata/help>



Errors in the File

Type	File name	Status	Errors	Potential matches
P	WISEid Persons_New.csv	Completed	1	0

Person

Search/Edit
Report duplicates

File Tasks

Upload
Results
Review matches
Download transaction history

Reports / Validations

Student Download by Local
Person ID

WISEid / Results / Person Error Review

Row Number In File	Local Person Id	First Name	Last Name
2	Staff - 000507		

Column	Value	Error Message
LocalPersonIdKeyType	000507	Local Person ID Key Type must be either 'Staff' or 'Student' and is required.
RaceKey		Required field is missing, Race Key. Race Key must be a valid a value from the defined list.

Navigation: << 1 >>



Errors in the File

<http://dpi.wi.gov/wisedata/help>

Type	File name	Status	Errors	Potential matches
P	WISEid Persons_New.csv	Completed	1	0

Some common errors include:

- Race key missing or invalid
- Gender must be 'M' or 'F'
- Duplicate entity IDs
- Missing required fields (e.g., local person ID, gender, birthdate)





WISEid

Uploading a File from SIS/HR System