WyEd Administration
Tips and WISER ID Error Resolution
September 11, 2019
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WyEd User Account

Purpose:

• List People in the Print and Online Directory
  • All Persons in the Directory Must Have a User Account

• Role Based Access to the Confidential Reporting Portal

• Role Based Access to WDE Data Collections and Applications
Print Directory

WyEd User Accounts and Roles:

1) People with the primary contact are listed in the print directory. Like the Highlander, there can be only one for all roles except Principal.
Email Communications

2) People with directory roles, regardless if they are the primary contact will receive email notifications aimed at the role. E.g. assessment coordinator or WISE Coordinator. As many people as you like can have a role except Superintendents and Principals
Authorize Access

3) Roles allow districts to assign user privileges to various data collections, WDE applications, and confidential reports.
Directory Search Tool

- [edu.wyoming.gov](https://portals.edu.wyoming.gov/wyedpro/Pages/OnlineDirectory/OnlineDirectoryIndex.aspx)
  - Click on the Directory Search Link on the homepage of the WDE website
Directory Search Tool

- WDE Search Tool
- School Search
- Directory Search

- https://portals.edu.wyoming.gov/wyedpro/Pages/OnlineDirectory/OnlineDirectoryIndex.aspx
What Roles are Required for Directory Purposes?

Answer: All roles in the WDE609 and listed in the print directory and under the select role drop box in the on line search tool.

Several of the report roles will provide district level access to the confidential portal.

- Superintendent
- Assessment Confidential
- Assessment Coordinator
- Accountability Coordinator
- Sped Coordinator
- EL Coordinator
- Curriculum Coordinator
WyEd User Accounts

These roles provide school level access to the confidential portal.

Principal/Assistant Principal
Assessment Confidential
Roles

• In WyEd under the administration header click on Roles for role definitions

Contact

• Susan Williams
  • susan.williams@wyo.gov
  • 307-777-6252

• John Paul
  • john.paul@wyo.gov
  • 307-777-8771
WISE R ID Errors

- WISER ID Errors on the WISER Error Monitor
WISER ID Errors

- Check Ambiguous Match list in the WISER ID Registration System
Resolving Ambiguous Matches
Resolving Ambiguous Matches

- Submitted Request
- Select Possible Matching Records - if it is a match to the Submitted Request
- Continue and Create a NEW UID – if there are no Possible Matching Records that match the Submitted Request
# Resolving Ambiguous Matches

### Confirm UID 95063234

Please verify the selected UID record is to be used for the resolution of the possible match condition.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Request Data</th>
<th>Existing UID Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>UID</td>
<td>Requested</td>
<td>95063234</td>
</tr>
<tr>
<td>Full Name</td>
<td>Jones, Brian</td>
<td>Wuerth, Brian</td>
</tr>
<tr>
<td>Last Name</td>
<td>Jones</td>
<td>Wuerth</td>
</tr>
<tr>
<td>First Name</td>
<td>Brian</td>
<td>Brian</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOB</td>
<td>7/2/1966</td>
<td>7/2/1966</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>Hispanic Ethnicity</td>
<td>Non-Hispanic</td>
<td>Non-Hispanic</td>
</tr>
<tr>
<td>SSN</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Birth Place</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>LocalId</td>
<td>BW</td>
<td>1212</td>
</tr>
<tr>
<td>Race</td>
<td>000001</td>
<td>000001</td>
</tr>
<tr>
<td>Prior Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WISERID</td>
<td>95063234</td>
<td></td>
</tr>
<tr>
<td>Previous UID</td>
<td>95063234</td>
<td>95063234</td>
</tr>
<tr>
<td>DistrictId</td>
<td>7700005</td>
<td>7700005</td>
</tr>
<tr>
<td>SchoolId</td>
<td>7700005</td>
<td>7700511</td>
</tr>
</tbody>
</table>

- [✓] Use This UID
- [✓] Use This UID And Alias
- [✗] Cancel
“Use This UID”

• Returns the WISER ID (UID) existing in the WISER ID System to your district’s Student Information System (SIS)
• Does NOT update the Existing UID Record
• Last Name in the WISER ID System would remain as Wuerth
• Last Name in the SIS would remain as Jones
“Use This UID And Alias”

- Returns the WISER ID (UID) existing in the WISER ID System to your district’s Student Information System (SIS)
- Updates the fields Last Name, First Name, DOB, and Gender in the WISER ID System
- Last Name in the WISER ID System would be updated to Jones
- Last Name in the SIS would remain as Jones