



# WIDA™

## Secure Portal User Guide

The Secure Portal User Guide provides a quick overview of some of the most frequently used features of the WIDA Secure Portal. On the Secure Portal, you can manage your WIDA account and gain access to resources that are only available to WIDA member users. This guide includes step-by-step instructions on how to

- Manage your WIDA Secure Portal account
- Access WIDA Screener and ACCESS for ELLs training courses and resources
- View your training history and certificate
- Navigate State and District Administrator account features

Feel free to print, copy, and distribute this resource as needed.

### Need More Help?

Contact the WIDA Client Services Center at [help@wida.us](mailto:help@wida.us)  
or call toll free (866) 276-7735.

# My Account & Secure Portal

**A. My Training Certificate** –

Click here for a certificate of training quizzes you have passed.

**B. My Training Quiz History** –

Click here to take ACCESS for ELLs and WIDA Screener training quizzes, sign the Non-Disclosure Agreement (once each year), and see a list of quizzes that you have passed.

**C. Download Library** –

Click here to find resources such as test administration manuals, state/district and Q&A webinars, school reports, tier placement protocol, WIDA AMS user guide and more.

**D. Technology** –

Click here for a one-stop shop for preparing the technology required to administer ACCESS for ELLs and WIDA Screener Online.

**E. Account Creator** –

Click here to create a WIDA Secure Portal Account for an educator and to assign permissions. NOTE: Once created, that person will receive an email from WIDA with a prompt to set a password.

**F. ACCESS for ELLs 2.0 Training Course** – Click on the appropriate tile to access the self-guided training course to prepare you to administer the ACCESS for ELLs assessment(s).

**G. Facilitator Toolkit** – Click here for resources designed for trainers who facilitate face-to-face trainings on WIDA services and products.

**H. Screener Test Materials & Training** – Click here to access WIDA Screener Test materials and training.

**I. Free eWorkshops** – Click here to access free online professional development.

**J. Account Management & Training Status (District Test Coordinators only)** – Click here to see if teachers have completed trainings and to manage user accounts and permissions.

**K. DRC WIDA AMS** – Click here to access WIDA AMS for administering ACCESS for ELLs and WIDA Screener Online.

**L. My Account Info** – Edit fields to update your personal information.

## My Account & Secure Portal

The screenshot shows a dashboard titled "My Account & Secure Portal" with several sections and tiles:

- Section A:** My Training CERTIFICATE, My Training & Quiz HISTORY, Download LIBRARY, TECHNOLOGY Coordinators.
- Section E:** Account Creator.
- Section F:** ACCESS for ELLs Training Courses, including Kindergarten, Alternate ACCESS Grades 1-12, PAPER-BASED Grades 1-12, and ONLINE Grades 1-12.
- Section G:** Facilitator Toolkit Training Materials.
- Section H:** Screener Test Materials & Training, including WIDA SCREENER Online, WIDA SCREENER Paper, and Kindergarten W-APT Screener Test.
- Section I:** Professional Learning, including FREE eWORKSHOPS.
- Section J:** State or District Administrator Resources, including Account Management & Training Status.
- Section K:** Assessment/Data Links, including DRC WIDA AMS For Help: 855-787-9615.

The "My Account Info" form includes the following fields:

- Username:** bbadger (with a "Change Password" link)
- First Name:** Bucky
- Last Name:** Badger
- Email:** bbadger@wisc.edu
- State:** Wisconsin (dropdown menu)
- District:** WIDA Test District WI
- School:** Search For School
- Position Title:** ESL Teacher (dropdown menu)
- Buttons:** Manage Subscriptions, Save



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# Most Commonly Used Areas of the Portal

Quizzes results and training certificates are at the end of each training module. Or, you can find them by selecting the “My Training & Quiz History” tile at the top of the “My Account & Secure Portal Page.”



## Quizzes for Bucky Badger (bbadger)

**ACCESS  
KINDERGARTEN  
Quiz**

**ACCESS & Screener  
SPEAKING Quiz  
Grades 1-5**

**ACCESS & Screener  
SPEAKING Quiz  
Grades 6-12**

**ALTERNATE ACCESS  
for ELLs Quiz**

**ACCESS PAPER  
Administration Quiz  
Grades 1-12**

**ACCESS ONLINE  
Administration Quiz  
Grades 1-12**

**Screener  
WRITING Quiz  
Grades 1-5**

**Screener  
WRITING Quiz  
Grades 6-12**

## ACCESS for ELLs 2.0 Training Completion

Academic Year	Kindergarten	Speaking 1-5	Speaking 6-12	Online Admin	Paper Admin	Alternate
2018-2019						
2017-2018						
2016-2017						
2015-2016				✓	✓	
<b>2005 - Sept. 2015</b>	ACCESS for ELLs 2.0 was launched in fall 2015. Therefore, some certifications from prior to Sept. 2015 are no longer valid and do not appear in this table. To view your obsolete training history from prior to Sept. 2015, click the link below this table.					
2014-2015						
2013-2014						
2012-2013						
2011-2012						
2010-2011						
2009-2010						
2008-2009						

## WIDA Screener Training Completion

Speaking Test certification is shared between ACCESS for ELLs 2.0 and WIDA Screener. Completing either Speaking Test quiz will result in both certifications.

Academic Year	Speaking 1-5	Speaking 6-12	Writing 1-5	Writing 6-12	W-APT Speaking
2018-2019					
2017-2018					
2016-2017					
2015-2016					



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Click on "My Training Certificate" for a certificate of trainings you have completed.



This certificate is awarded to

*Bucky Badger*

For successful completion of the following trainings in the WIDA secure portal, and the above named individual may administer the indicated WIDA assessments during the same academic year.

**ACCESS for ELLs 2.0**

**Online Administration (XX/XX/XXXX)**

**Paper Administration (XX/XX/XXXX)**

Speaking Test certification is shared between ACCESS for ELLs 2.0 and WIDA Screener. Completing either Speaking Test quiz will result in both certifications.

The dates listed next to each training component indicate that the above named individual may coordinate or administer the corresponding section of the ACCESS for ELLs, WIDA Screener, or the W-APT during the same academic year. Please note that individual states within the WIDA Consortium may or may not require individuals to recertify as Test Coordinators or Administrators each academic year.

For more information, please contact your state's education agency or visit [wida.wisc.edu/](http://wida.wisc.edu/).



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# State or District Administrator Resources

“The Account Management & Training Status” tile allows District Test Coordinators to do a few important tasks:

## Assigning Permissions

1. Log into portal.wida.us and select the orange button at the top right corner of the screen titled “My Account & Secure Portal.”
2. Click on “Account Management & Training Status” tile.
3. To find an individual account, follow the steps below:
  - a. Fill in the School and/or Name boxes. (Note: if you oversee multiple districts you see a district drop- down and all fields can be left blank to view all employees in your district).
  - b. Select the “User Permissions” tab above the blue bar.
  - c. Click “Search” below the blue bar.



### WIDA User Account Management & Training Status Lookup

First Name  Last Name  Email Address

School

Include results from inactive users?

Training  User Permissions

Training Display Group: ACCESS From: 7/1/2018 To: 6/30/2019 Training: All

First Name	Last Name	Email	District or School	ACCESS	WAPT	Screening
John	Smith	jsmith@wida.us	WIDA Test District WI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John	Smith	jsmith@wida.us	WIDA Test District WI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John	Smith	jsmith@wida.us	WIDA Test District WI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. To add permissions to an account, simply check the box next to the individual’s name. Note: this page automatically saves, so once a box has been checked, that individual immediately has access on their account.

## Inactivating User Accounts

If you want to search for and export a list of users but do not want to include the inactive accounts, make sure the checkbox next to “Include results from inactive users” is not checked. If you want to include inactive users, check that box.

You can inactivate a WIDA user account for educators you know have retired or are no longer teaching. If the educator has simply moved to another district or Consortium-member state, they will still need a user account and their account should not be inactivated. To inactivate a user account, check the “Inactivate” box in the user lookup field.

### WIDA User Account Management & Training Status Lookup

First Name  Last Name  Email Address

School

Include results from inactive users?

Training  User Permissions

Permissions: All

First Name	Last Name	Email	District or School	ACCESS	WAPT	Screening	Creating Users	Inactive
Todd	Amundson	tamundson@datarecognitioncorp.com	WIDA Test School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traele	Bangert	tbangert@datarecognitioncorp.com	WIDA Test School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine	Bellfield	kbellfield@datarecognitioncorp.com	WIDA Test School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian	Biele	bbiele@datarecognitioncorp.com	WIDA Test School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Beatrice	Blackshear	bblackshear@datarecognitioncorp.com	WIDA Test School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nuwah	Boye-Hayes	nhayes@datarecognitioncorp.com	WIDA Test School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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## Reviewing Administrator Training Scores

1. To see who has completed or not completed training, follow the steps below:

- a. Fill in the Name and School boxes to narrow the search. (Note: These can be left blank to see all district employees)
- b. Make sure the view is set to "Training" (blue tab above the blue bar).
- c. Select either ACCESS or Screener from the Training Display Group.
- d. If annual recertification is not required, you can change the date in the "From" drop down menu to include a broader range of years.
- e. Select the training you want to see completed or not completed (e.g., Paper Administration Grades 1-12, Online Administration Grades 1-12, Speaking Test Grades 1-5).
- f. Click "Search" below the blue bar
- g. **Note:** Yellow scores indicate that the individual scored below 80% and is therefore not certified to administer the test.

### WIDA User Account Management & Training Status Lookup

Teacher Name	District or School	Kindergarten Quiz	Speaking Quiz Grades 1-5
[Redacted]	WIDA Test District WI	-	-
[Redacted]	WIDA Test District WI	-	-
[Redacted]	WIDA Test District WI	95% (4) 2016-2017	50% (1) 2016-2017



2. Click the green button to download a CSV file of results in order to view and sort user information.



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