

Instructions for Accessing School Report Card Secure Site

Please see the instructions below to help your school and district staff access the School Report Card. Work directly with your School Report Card Contact (SRCC) to ensure the appropriate individuals will be able to access the School Report Card (Secure) Site.

Instructions for WAAPOCs (Web App Admin Point of Contact)

Access to the School Report Card is managed through the Web Security Administrator (WSA) application (sometimes called People Manager), the same as prior versions of School Report Card. To make changes, log into the [Web Application tool](#) then select the Web Security Administrator –WSA (aka People Manager) link.

Please note: Changes to access (group membership) made in WSA will NOT take effect within the School Report Card until 5 hours after the change.

Key SRC roles default access to the appropriate user groups. These roles include superintendents, district assessment coordinators, district safe school's administrators, directors of finance and business, directors of pupil personnel, directors of special education and principals. It is important to ensure all contacts are current to avoid delays in access to the School Report Card; the [online school directory](#) can be used to quickly verify district and school-level contacts.

Individuals that need permissions beyond these roles will need to be assigned to the appropriate SRC User Group. Please work with SRCCs if there are questions on what level of access is appropriate.

District-Level Users – The two groups that apply to these users are:

- *School Report Card (SECURE) District User Group* – Users with the District User security group will be able to view and sign off on most district-level and school-level data for their associated district and will be able to enter data for the data elements for which entry is required/permitted. Users who only have this security group will NOT be able to see assessment and accountability data, until it is publicly released. Persons designated in the roles of superintendent, district assessment coordinator, district safe schools administrator, director of finance and business, director of pupil personnel or director of special education for a district will have automatic access to the District User Group.
- *School Report Card (SECURE) District Accountability Data User Group* – Users with the District Accountability Data User security group will be able to do everything that the first set of users (District User Group) can do and will be able to see assessment and accountability data for the district and all its schools during Quality Control Day and the pre-release embargo period. Users with the district assessment coordinator or superintendent person role for a district will have the same access as those in the District Accountability Data User Group.

School-Level Users – The two groups that apply to these users are:

- *School Report Card (SECURE) School User Group* – Users with the School User security group will be able to view and sign off on most school-level data for the associated school and will be able to enter data for the data elements for which entry is required/permitted. Users who only have this security group will NOT be able to see assessment and accountability data until it is publicly released. Persons designated in the role of school principal will have automatic access to the School User Group.
- *School Report Card (SECURE) School Accountability Data User Group* – Users with the School Accountability Data User security group will be able to do everything that the first set of users (District User Group) can do and, like the district accountability data user group, also will be able to see assessment and accountability data for the school during Quality Control Day and the pre-release embargo period. Users with the school principal person role for a school will have the same access as those with the school accountability data user group.

Please note that, a WAAPOC will NOT have access to School Report Card solely based on their WAAPOC role. A WAAPOC that needs access to School Report Card can assign themselves one of the security groups listed above.

If you have questions about updating security groups through the Web Security Administrator application, please contact the [KETS Service Desk](#).

Accessing the School Report Card Platform

Users will log into the [Kentucky School Report Card Data Approval Tool](#) using their school district email address and their Windows/Office365 password.

Troubleshooting

If a user is having trouble accessing School Report Card or doesn't have the correct level of access, look for the following:

- The user MUST log in with the district email address and Windows/Office365 password.
- The email address recorded in WSA (User Profile->Demographics) for the user MUST match the user's school district email address (ending in kyschools.us).
- Only one user/person record in WSA should have the email address that the user is trying to use. The Search by email address feature can help you find any duplicate or erroneous records.
- If the user has both levels of access to the same district or school, the higher level of access will be effective. (For instance, a central office person who has both the District User security group and District Accountability Data User group will be treated as a District Accountability Data User)
- The user's Login Status must be Enabled in WSA (User Profile).
- A WAAPOC does NOT automatically have access to School Report Card and also will need to have one of the security groups or roles listed above to access SRC.
- Any changes made in WSA will NOT take effect within School Report Card until five hours after the change.