

Instructions for Accessing 2017-18 School Report Card Secure Site

Please see the instructions below to help your school and district staff access the 2017-18 School Report Card. Work directly with your District Assessment Coordinator (DAC) 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 2017-2018 School Report Card is managed through Web Security Administrator (WSA) application (sometimes called People Manager), the same as prior versions of School Report Card. To make changes, log into at <https://applications.education.ky.gov/login/> then select the Web Security Administrator –WSA (aka People Manager) link.

Please note: Changes to access (group and role membership) made in WSA will NOT take effect within the School Report Card until the following day.

District-Level Users - The three roles/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 the 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 & Accountability data, until it is publicly released.
- *District Assessment Coordinator (DAC) Role* – Users with the DAC role for a district will be able to do everything that the first set of users can and will be able to see Assessment & Accountability data for the district and all its schools during Quality Control Day and the pre-release embargo period.
- *School District Superintendent Role* – Users with the Superintendent role for a district will be able to do everything that the first set of users can, and like the DAC role will also be able to see Assessment & Accountability data for the district and all its schools during Quality Control Day and the pre-release embargo period.

School-Level Users - The two roles/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 & Accountability data, until it is publicly released.
- *School Principal Role* – Users with the Principal role for a school will be able to do everything that the first set of users can and will be able to see Assessment & Accountability data for the school during the pre-release embargo period.

Please note that, within the Web Security Administrator application, “School Report Card (SECURE) District User” and “School Report Card (SECURE) School User” are managed as User Groups, while “District Assessment Coordinator”, “School District Superintendent” and “School Principal” are managed as User Roles.

Please note that, unlike with prior versions of School Report Card, 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 or roles listed above.

Please keep in mind that users entered into the District Assessment Coordinator, School District Superintendent and School Principal roles display in the online School directory in [Open House](#). There should not be more than one superintendent at the district level or principal role at the school level. **Please remember to end date individuals that are no longer with the district and update email addresses for individuals that transfer into the district.**

You can see all roles for your districts and schools through the [Open House Online directory](#). It is important to ensure that all roles within the Web Security Administrator application (People Manager) are kept up-to-date. These are used for communication purposes as well as access to applications like School Report Card.

If you have questions about updating roles 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 (<https://kysrc.clarity.brightbytes.net/tools/>) using their school district email address and their Windows/Office365 password. This will NOT be the same user name and password that is created and updated in WSA.

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 access is based on role, the role Status must be Active, any Role Begin Date must be in the past, and any Role End Date must be in the future; correct any errors in Edit User Roles
- 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 School District Superintendent role will be treated as a School District Superintendent)
- The user's Login Status must be Enabled (User Profile)
- A WAAPOC does NOT automatically have access to School Report Card and will need to also have one of the security groups or roles listed above
- Any changes made in WSA will NOT take effect within School Report Card until the following day