WIDA

Quick-Start Guide for District Level WIDA Logins

The district-level permissions in WIDA allow the ability to…
1) Create new user accounts.
2) Deactivate WIDA access for educators who no longer require it.
3) View the training status for district educators who use WIDA.
4) Add W-APT & WIDA Screener permissions to educators in your district (allows them access the W-APT & WIDA Screener tiles).
5) To access the W-APT materials.

Please refer to the instructions below for information on how to use each tool. For additional assistance, please contact the WIDA Client Services Center at help@wida.us or call 1-866-276-7735 between the hours of 8 a.m. – 5 p.m. Central Time.

Add a new user
1) Select the **Access for ELLs Account Creator** tile.

ACCESS for ELLs
Account Creator

2) Click the [Continue] button (directly above "Forgot Your Password")
3) Enter the new user's information. If the password field is not populated, please create a default password – the recipient will need to create new password.
4) The new user will receive an e-mail with their account information and instructions on how to login.

Download W-APT materials

W-APT
Screener Test
Docs & Webinars

1) Select the **W-APT Screener Test** tile.

2) Choose the desired grade cluster for download.
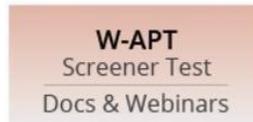
Assign W-APT & Screener Permissions

Account Management & Training Status

1) Select the **Account Management & Training Status** tile.
2) Click on the *User Permissions* button.
3) Click *Search*.
4) After processing, everyone in the district with a WIDA account will be displayed.
5) *Check* the **W-APT and/or Screener box** next to the name of whoever needs access. *Note: there is no "Save" button, this action auto-updates their account*

Training	User Permissions ②
Permissions	
All ▼	
③ Search Clear	
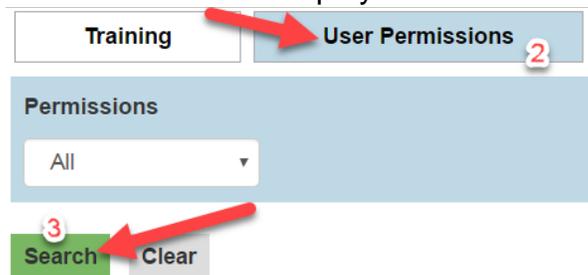
6) For Users who no longer require access to WIDA (left district, changed roles), their access can be deactivated **un**checking all boxes next to their name.
7) *NOTE: **If you oversee multiple districts**, you should select the desired district, as shown here.*
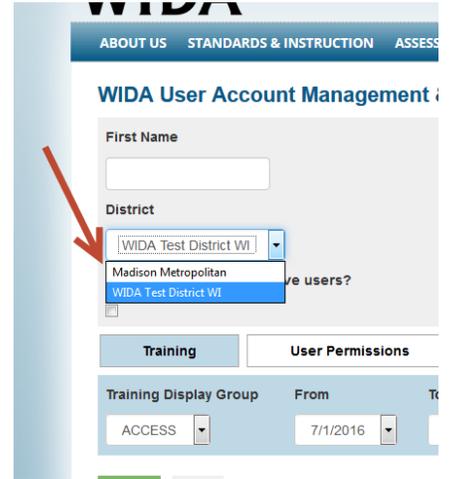
Review Training Scores of Teachers in your District
1) Select the Account Management & Training Status tile
2) Either…
3) Enter the educator's name, Click Search.
4) Click Search w/o typing any information (this returns everyone in the district).
5) The training-score table is displayed.
6) Use filters to narrow your search. By default, only the current year's scores are displayed. If your state doesn't require annual recertification, the From Date can be changed (e.g. 7/1/2008).

How to get a new email with username & password reset link
1) Go to the WIDA Main page: www.wida.us
2) Find Username and Password fields on upper right-hand side.
3) Select **Forgot Username/Password** link below the Password
Field.
4) Follow the instructions on page and type in email address.
5) Open email and click link in email within 24 hours of receiving it.
6) Enter a new password when the link opens.