

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 a few hours after the change.

Key SRC roles default access to the appropriate user groups as indicated below by role. 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 School Report Card Contacts (SRCC) 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 have this security group will NOT be able to see assessment and accountability data, until it is released for embargo period just prior to public release. Persons designated in the roles of assistant superintendent, school report card coordinator, district-level KSIS and data points of contact, district safe schools administrator, director of finance and business, director of pupil personnel, WAAPOC, district technology coordinator, , CTE coordinator, 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. They will also have access to unsuppressed assessment and accountability data. Users with the district assessment coordinator and superintendent person role will automatically default for this level of access; the role is limited to these roles and should not be assigned.

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 have this security group will NOT be able to see assessment and accountability data until it is publicly released, and they will not be able to see unsuppressed assessment and accountability data. Persons designated in the role of school-level SRC, Data, KSIS and CTE coordinator, 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 (School User Group) can do and also see assessment and accountability data for the school during embargo

period just prior to public release and unsuppressed assessment and accountability data after public release... Users designated with the school principal, vice principal role or counselor will default to this level of access.

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

To be updated when new site url is available.

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).
- Any changes made in WSA will **NOT** take effect within School Report Card until five hours after the change.