

# Creating Accounts and Adding Permissions on the WIDA Secure Portal

**District Learning Coordinators** can follow these directions to create accounts on the WIDA Secure Portal. If you need to create large numbers of accounts, follow the directions for Method #1. If you only need to create a few accounts, follow the directions in Method #2.

The steps in this guide also explain how to add permissions to already existing Secure Portal accounts.

## Creating WIDA Secure Portal Accounts – Method #1 (Best used for large numbers of accounts)

1. Gather the names and email addresses of educators in your district who need to have access to the WIDA eLearning Center in the WIDA Secure Portal.
2. Enter these names into an Excel spreadsheet, with each email address in a separate row and no extra spaces. Double check that email addresses are accurate.

	A	B
1	<b><u>Name (First, Last)</u></b>	<b><u>Email Address</u></b>
2	Daffy Duck	<a href="mailto:dduck@disney.edu">dduck@disney.edu</a>
3	Mickey Mouse	<a href="mailto:mmouse@disney.edu">mmouse@disney.edu</a>
4	Goofy Dog	<a href="mailto:gdog@disney.edu">gdog@disney.edu</a>
5	Scrooge McDuck	<a href="mailto:smcduck@disney.edu">smcduck@disney.edu</a>
6		
7		

3. Send your Excel file to [help@wida.us](mailto:help@wida.us) with the subject line “eLearning Account Request.”
4. WIDA will confirm that you have been authorized by your state to provide us with the list. We will then send out account creation invitations to the individuals provided in your file. WIDA Client Services will send you confirmation once this is done.
5. Notify your educators to be on the lookout for this email message so they can complete the account creation process.

*\*\* Note: Existing account holders will receive a message that permissions have been added to their account. They will not be prompted to create a new account.*



## Creating WIDA Secure Portal Accounts – Method #2 (Best used for small numbers of accounts)

1. Gather the names and email addresses of educators in your district who need to have access to the WIDA eLearning Center in the WIDA Secure Portal.

2. Log in to your [WIDA Secure Portal Account](#).

3. Click the blue “Account Creator” tile. On the following screen, click “Continue.”

4. Enter the educator’s name, email address, and position title. Begin typing your district’s name in the district field and select it once it appears in the list. Do the same for the school field.

5. Make sure that the role “eLearning” is checked. Do not check “Creating Users.” Note: If you are also the District Test Coordinator, you will have the full range of roles to choose from when creating the account.



6. Click “Create My Account.” You will see a message at the bottom of the screen indicating that the account was created. The user will receive an email message with their username and a link to set their password.

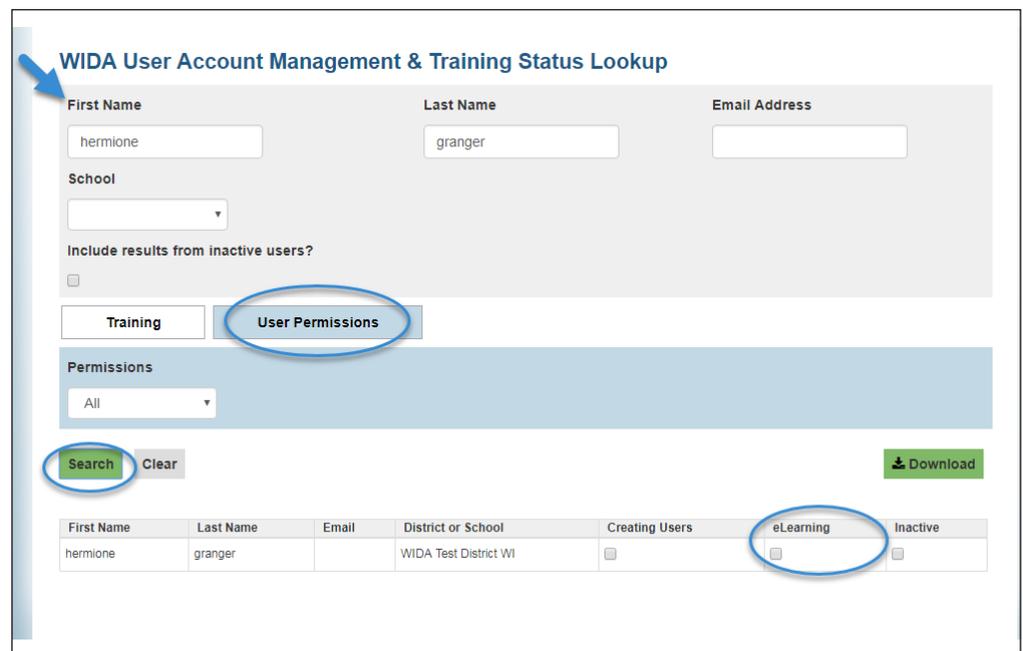
## Adding eLearning Permissions to Existing Secure Portal Accounts

1. Log in to your [WIDA Secure Portal Account](#).

2. Click the green “Account Management & Training Status” tile.

3. If desired, filter your search by name, email address, or school at the top of the screen. Select “User Permissions” (it will turn blue when selected). Click “Search.”

4. You will see a list of users with columns indicating permissions that have been assigned (checked) or are available to assign (unchecked). Check the eLearning box in that user’s row to provide access to the eLearning Center. Do not check “Creating Users.” Checking “Inactive” will deactivate or reactivate the user’s account. Note: If you are also the District Test Coordinator, you will see additional permissions available to assign.



5. Notify your educator that their permissions have been updated. They will not receive any notification from WIDA when permissions are changed.

Questions? Experiencing issues? Contact the WIDA Client Services Center at [help@wida.us](mailto:help@wida.us) or (866) 276-7735.