

How to Switch Access

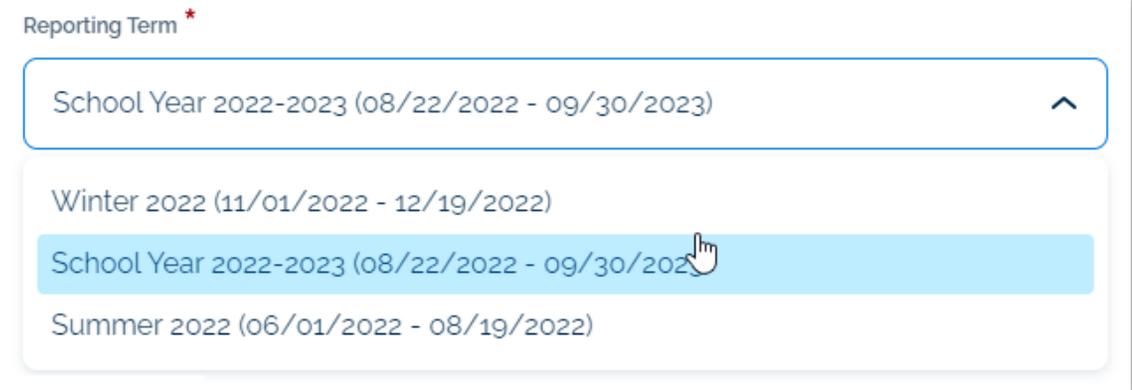
Switch Access allows a user to change the global filter on your application.

Locate the *“Switch Access”* link in the top lefthand part of the screen. Click on the *“Switch Access”* link.



Use the menu option to select the appropriate items from the dropdown menu.

Reporting Term: This is the date range for current or past programs.



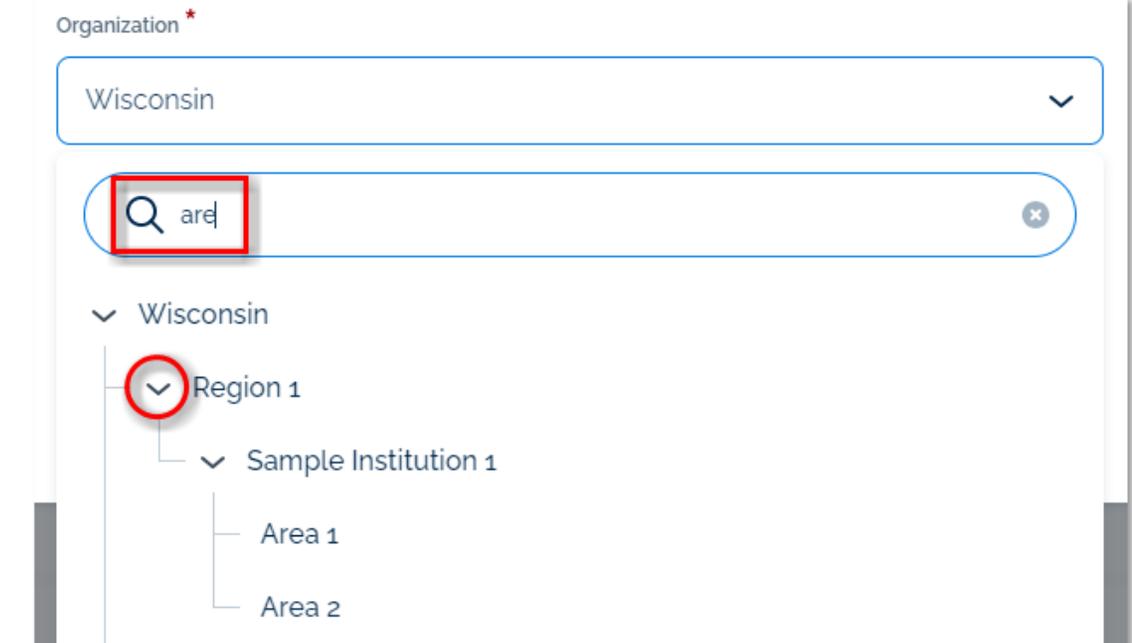
Organization:

Any entity that is involved in providing services to individuals.

You can use the search bar to locate a specific organization by typing all or part of the name.

The drop-down arrows to the left of organization names expand the list to reflect how your organization tree is built. You can see data from all organizations below your chosen organization. For example, if you choose Region 1, you will see all data for all organizations that are part of Region 1 per the Organization tree.

When selecting the organization, if an institution or site is inactive in the selected reporting term, it may not be available in the organization drop-down, or you may receive an error message when trying to select it.



Security Role:

The role chosen here determines the user's access level to the data in the selected organization.

Security Role *

State Administrator

- State Administrator
- District Administrator
- Site Coordinator
- Data Entry

Once you've selected the appropriate option, click "Switch Access."

Switch Access



Reporting Term *

School Year 2022-2023 (08/22/2022 - 09/30/2023)

Organization *

Wisconsin

Security Role *

State Administrator

Switch Access