

ms **WARNS**

The Middle School Washington Assessment of the Risks and Needs of
Students

Portal for Supporting Successful Outcomes

SUPPLEMENTAL USER START-UP GUIDE



Authorship

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ALREADY A WARNS USER: Getting Started with msWARNS

If you are already a WARNS High School user, then this section will help you get started using the middle school WARNS (msWARNS). If you are new to WARNS, please contact WARNS@wsu.edu for guidance on getting started.

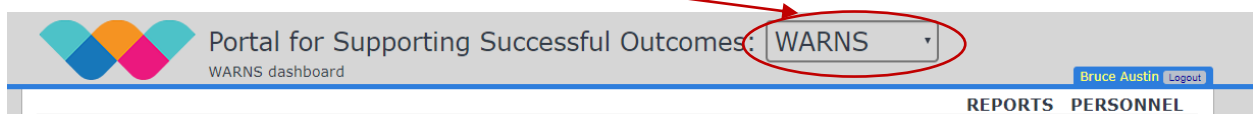
You should be familiar with the **Portal for Supporting Successful Outcomes (PSSO; pronounced pea-so)**, the dynamic reporting and user management system for the delivery of the WARNS system to stakeholders. PSSO for the middle school is designed to operate in the same manner as with the high school.

In order to perform the functions in this supplemental guide, your Primary User must be given permission to access and administer the Middle School WARNS. Please contact WARNS@wsu.edu for that permission.

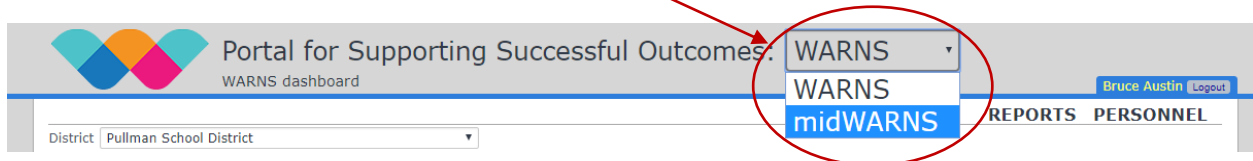
Moving between the HS WARNS and the MS WARNS

The individual who is responsible for managing PSSO and WARNS at your school is responsible for creating new users and establishing user permissions. There is no need to contact WSU for this service, it is easily accomplished by your WARNS manager in a few minutes. Below are the steps for creating a new user.

1. Log in to the PSSO platform (See Logging in to PSSO above).
2. Click on the **WARNS drop-down menu** that now appears in the PSSO Banner.

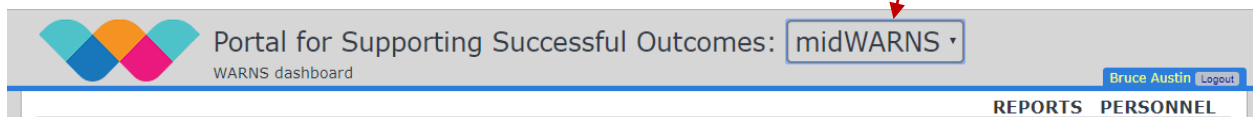


You will then see the following drop-down options:



3. Select **midWARNS**.

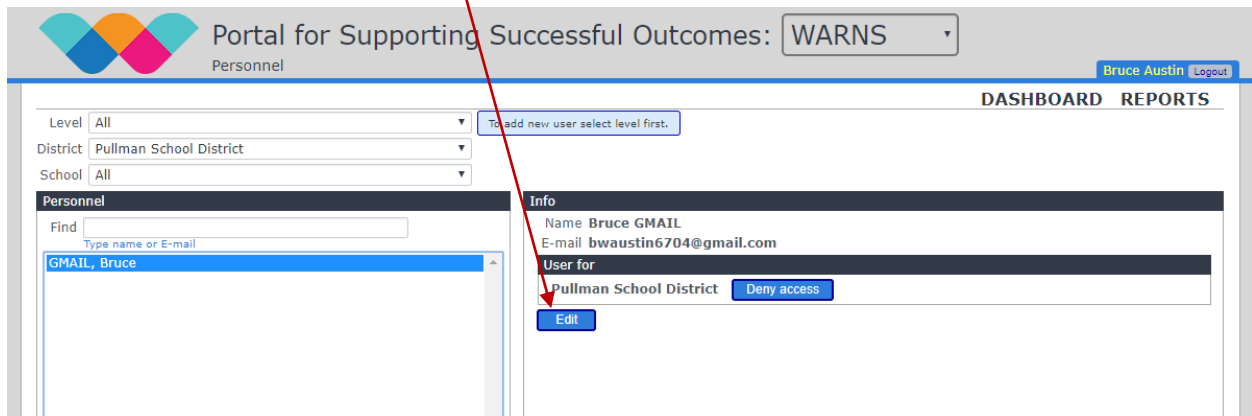
The banner will change to indicate that you are now in the Middle School section of the WARNS.



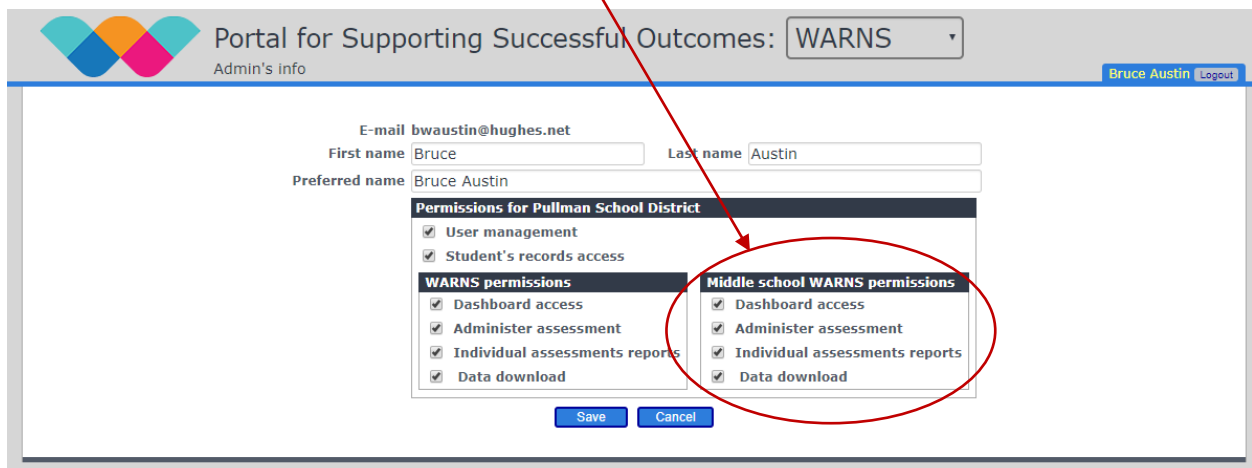
Please see the section on **Access to PSSO for High School and Middle School Users** to learn how login access works for users who have access ONLY to the High School or Middle School assessments and how that access differs for users who have access to BOTH assessments.

Giving Existing WARNS Users Access to msWARNS

Any individual who is defined in the WARNS high school system can be given permission to use the middle school WARNS. Simply go to the Personnel tab in the high school WARNS section of PSSO (see the PSSO user manual), select the individual you wish to grant middle school permissions to and click **Edit**.



The User Permission screen will now display options to provide access to the Middle School assessment and section of PSSO. Select the permissions under Middle School that you need.



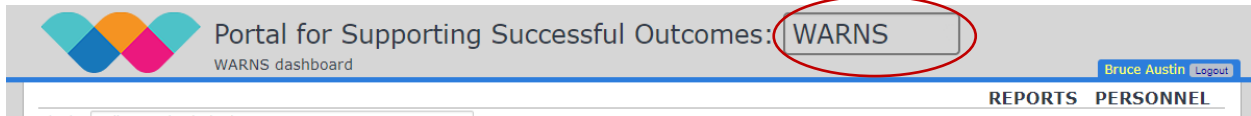
Congratulations! Your user now has access to the Middle School WARNS.

Access to PSSO for High School and Middle School Users

Access to PSSO is determined by how a user is defined in the system.

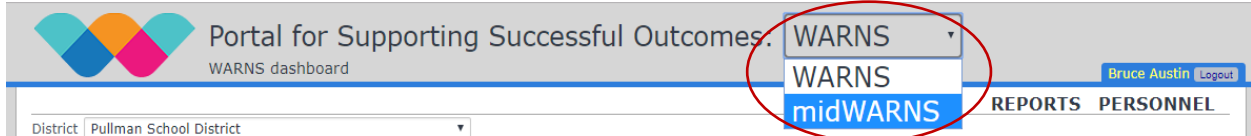
If a user has High School WARNS permissions, then they will log into the High School Section of the WARNS dashboard.

Banner for Users with High School permissions



If a user has High School AND Middle School WARNS permissions, they will also log into the High School Section of the WARNS dashboard. **A user with access to BOTH High School and Middle school will be able to switch between the two available dashboards using the drop-down option in the banner.**

Banner for Users with High School and Middle School permissions with Drop-Down Menu



If a user only has Middle School WARNS permissions, they will log into the Middle School Section of the WARNS dashboard.

Banner for Users with Middle School access only

