Creating a WAVE Account for Report Reviews

Please read and carefully follow the instructions below.

Step 1

Have your district superintendent or district SSO logon admin grant you permission to access the WAVE in SSO and to review the October 1 Consolidated Report. You may also consider access to other reports (such as graduates and dropout) if you and your superintendent believe it would be helpful.

➤ Under "Links And Docs" see "District Superintendent SSO Manual (pdf)." This will help with assigning permissions to applications and the appropriate role for each application.

Step 2 (can happen simultaneously with Step 1)

Email the OMES Service Desk at servicedesk@omes.ok.gov.

Subject: WAVE Access – SDE – Special Education Division

In the email body please include:

SSO account Username

SSO account First Name

SSO account Last Name

SSO account Primary Email Address **This is the email address used to reset your password as required for the first log in.**

Log in to SSO to obtain and verify the information you are sending. Open "Your Account" and review the "Profile" section in the center of the page.

Step 3

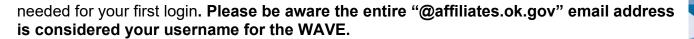
Once OMES receives your email, they will begin the process of creating your "@affiliates.ok.gov" email address that will be used as your login for accessing the WAVE.

➤ Be advised that due to the number of steps and security screening required, it could take up to a month for your account to be created.

Step 4

Once your "@affiliates.ok.gov" account is created you will receive an email from the automated service desk account with your username and password reset instructions





EXAMPLE:

SSO account username: johndoe SSO account First Name: John SSO account Last Name: Doe

SSO account Primary Email Address: john.doe@okps.org

NEW WAVE username: jdoe@affiliates.ok.gov

Step 5

After you receive your WAVE username, follow these instructions to log in the first time:

- 1. Log into SSO as normal.
- 2. Click the WAVE application. (This will bring up the Zscaler/Microsoft portal for you to login.)
- 3. Enter your newly provided Zscaler/Microsoft username: providedname@affiliates.ok.gov
 - Do not copy and paste your username. It must be typed into field.
 - Check for correct spelling and ensure there are no spaces.
 - ➤ You will need to enter your WAVE username multiple times in a row and select your WAVE username as your Microsoft account.
- 4. When you reach the page requesting a password, click the "forget password button."
- 5. Enter your WAVE username into the field and click "Reset Password."
- 6. Follow the instructions provided on the password reset email that is sent to the original primary email address you provided ("SSO account Primary Email Address").
- 7. Change your password and log in.
 - > A password reset will only be required the first time you login, unless you forget the password you create.

Step 6

If you struggle to log on or change a password, follow the steps in the detailed login guide: https://sde.ok.gov/sites/default/files/documents/files/WaveLoginGuidance.pdf

Step 7

- 1. If you were successful, respond to the automated email sent from the ServiceDesk to let OMES know that you have successfully logged in so they can close your ticket.
- 2. If you are not successful, respond to the automated email to let OMES know you need additional assistance and someone will be in contact to assist.

