

# 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](mailto: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



needed for your first login. **Please be aware the entire “@affiliates.ok.gov” email address is considered your username for the WAVE.**

**EXAMPLE:**

SSO account username: johndoe  
SSO account First Name: John  
SSO account Last Name: Doe  
SSO account Primary Email Address: [john.doe@okps.org](mailto:john.doe@okps.org)  
NEW WAVE username: [jdoe@affiliates.ok.gov](mailto: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](mailto: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.

