## *Wonde Guide: FFT Aspire Data Exchange - Updated Security Documents*

FFT Education has made some changes to their Data Sharing Agreement stored within your Wonde portal. The amendments have been made to reflect changes to FFT Aspire including a new Attendance Tracker system for secondary schools.

This guide will take you through the required steps to review & approve FFT's updated Data Sharing Agreement.

1. The process of approving the FFT data sharing agreement is very similar to that of approving permission changes. First you must log into your Wonde portal by going to <u>edu.wonde.com/login</u>. Once logged in you will be taken through to your Wonde dashboard:

Dashboa	ard <sup>1</sup> Manage settings Notifications	Discover Getting star	rted Polly Bentley Larsen Secondary School
Dashboard			
		🥂 schoolvo	uchers Get started
<b>FFF</b> E			

2. Once on your dashboard click on the FFT icon. This will take you to the application management page as seen below:

Dashboard >	FFT Aspire Data Exchange
<b>ԲԲ</b> է	<b>FFT Aspire Data Exchange</b> FFT Aspire & FFT Aspire Pupil Tracking – Bringing real time assessment data to life.
<	Permissions Manage what data this application is able to access from your school. Documents View and download legal documents.
<b>Ľ</b> ×	Access Control Manage what users this application can access from your school

- 3. You will then be presented with 3 options to click on:
  - Documents
  - Permissions
  - Access Control

To view the new FFT data sharing agreement click on the box titled "Documents". You will then be presented with numerous links to documents which you can view online and download as a PDF. These include Wonde's Data Breach Policy, Wonde's Data Protection Policy, Wonde's Data Handling Agreement and FFT Education's new Data Sharing Agreement. It is important that this is read & understood.

Dashboard > FFT Aspire Data Exchange > Do	ocuments	
	×	Wonde - Data Breach Policy
	2	Wonde - Data Protection Policy
	2	Wonde - Data Handling Agreement
	×	FFT Education - Data Sharing Agreement

4. Next, we will need to go back to the previous page and view the new permissions. To do this, click on 'FFT Aspire Data Exchange' at the top of the page. This will then take you to the previous page with the 3 options. Now click on the Permissions option. Here you will see the list of permissions FFT requires - if there are any changes here, please also take a moment to review these before proceeding.

5. To approve, simply click the green button at the top - which says "save changes".

Dashboard > FFT Aspire Data Exchange > Permissions	Save changes	Revoke access
<b>Permissions</b> These are the permissions that the application is requesting to access the school's data.		
Student		>
Groups, Classes & Subjects		>
Timetable		>
Attendance		$\sim$
Permission	Optional	Enabled
Attendance read	_	New
Attendance summary read	_	New
Attendance summary student content read	_	New
Attendance summary authorised absences content read	_	New

Congratulations! You have successfully approved FFT's new updated Data Sharing Agreement. You will now receive an updated permissions approval receipt & any newly approved data will now automatically sync from your MIS to your FFT platform.

For any other questions around updating your permissions or around the Wonde dashboard, please contact <a href="mailto:support@wonde.com">support@wonde.com</a>.