- 1. To access the Education Data System (EDS) web page, open your browser and enter in the following URL: <u>https://eds.ospi.k12.wa.us</u>
- 2. If you have an existing EDS account, login and skip to step 11 and follow the directions:

Test Web Server		⑦ Help	Feedback
			Logout >
	Sign In Create an Account		
	EDS System Sign In		
	Username: youremail@organization.com		
	Password:		
	Login		
	Forgot your <u>username</u> or <u>password</u> ?		

- 3. If you do not have an EDS account or are not sure, select the *Create an Account* tab from this page.
- 4. Enter in the information requested on this page. It is important that you the directions for creating a password for your NEW EDS account. Click on the *Register* button in the bottom portion of the green area.

Test Web Server	
Sign In Create an Account Image: Create and Comparison of the transformer of transformer o	Logout 🎗

5. A page entitled **My Profile** will appear. Complete the required fields (indicated with an asterisk *). You also have the option to add your Educator Certificate number to your profile, if you choose. Click on the **SAVE** button at the top of the window.

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Middle Name:					🛇 Male 🛛 🔍 Female	Not Provided
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* Primary: sample@organization.org Alternate: Home Information (Information provided here may be used to verify your EDS account and OSPI may send official mail correspondence, such as certificate renewal information, to this address.) * Address Line 1: [000 Address Street * City: * Olympia * State: * Vashington * United States * Phone Number: 222.22.22.22.22 * Phone Number: 222.22.22.22.22.22 * Phone Number: 222.22.22.22.22 * Phone Number: * Zip Code: 222.22.22.22.22 * Fax: * United States * No * Or * First Name * United States </td <th></th> <td>Email Information</td> <td></td> <td></td> <td></td> <td></td>		Email Information				
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6. Once you have saved your new profile information in your EDS account, the system will ask you if you would like to begin working in EDS or if you would like to request a role to access a secure application. Please click on the button called **Request Application Roles (Recommended).**

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	Profile changes have been saved		
as been : lation (I	button below to request access for an EDS application from your		
: F	Alternatively, you may continue editing your profile by clicking the "Not now " button below.	1ale 01/2011	Fe
ation	NOTE: you will not be able to access any EDS application until you are granted an application role.		
-	Request Application Roles (recommended) or Not now	.edu.	
on			
s	ample@organization.org Alternate:		

7. A drop-down list of roles will appear. View the list by selecting the arrow button. The first segment of each role name identifies the application for the role: eVAL and eCOE. Choose a role that starts with the appropriate segment.

		eCert Certification Viewer		
		eCert District Personnel Administrator	^	
		eCert Personnel Viewer		
		eCOEDistrictAdmin		
		eCOEDistrictAssessmentCoordinator		
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		Events Manager Registrar		
		Fingerprint User		
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		Home-Based Report User		
		Homeless Children and Youth User		
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8. Selecting a role will populate a more detailed description of that role in the space below the role name.

t A	ccess		
elow (, plea	Request No	ew Role	ues
•	Use the drop dow	n lists to select a role at an organization.	que
	Role:	eValSchoolTeacher An eVAL Teacher is one who for whom an evaluation is written. He or she engages in the pre-conference process, answers pre and post conference queestions, writes reflections, takes notes, identifies focus areas, conducts self-assessment, uploads artifacts and evidence, participates in post conference, summary review, and participates in calibration activities when invited.	l
	Organization:	Wenatchee School District(04246)	
	School:	Select a school Select a school	
	Cancel 🥥	Abraham Lincoln Elementary(3209) Alt Hi (westside)(4507) Columbia Elementary School(2301) Foothills Middle School(4432)	
		John Newbery Elementary(4423) Lewis And Clark Elementary Sch(2279)	

If you choose a role with the word **School** in the name, the system will ask you to identify the district and then the school in that district for which you need access. If the role you choose a role that has the word **District** in the name, the system will only ask you to choose your district. The access you request is only for the selected school or district.

Please Note: If you need access to more than one school or district, you will have to request access for each organization and role combination needed.

9. Click on the **SAVE** button to make your request. Your request for a role is confirmed and is now awaiting approval by the appointed District Data Security Manager.

t Ao	cess		
elow o , plea	Request No	ew Role	uest a
	Use the drop dow	n lists to select a role at an organization.	quest
	Role:	eValSchoolTeacher An eVAL Teacher is one who for whom an evaluation is written. He or she engages in the pre-conference process, answers pre and post conference questions, writes reflections, takes notes, identifies focus areas, conducts self-assessment, uploads artifacts and evidence, participates in post conference, summary review, and participates in calibration activities when invited.	l
	Organization:	Wenatchee School District(04246)	
	School:	Abraham Lincoln Elementary(3209)	
	Cancel 🤣	Save	

10. You can check the status of a requested role...or...you can request additional access at any time by going to EDS -- >>> Profile (tab at top) - >>> Request Access (menu option on left in green). Selecting the **Add** button on this page will take you back to the page in step 7.

Home My Applic	ations Prof	ile				
					Print Frie	ndly 🖶 🛛 Logout
My Personal Info Change Password	My Profi	le				
Education Directory Request Access Security Manager List	The table be		is of all the EDS Application Roles you have requested to low the table. Description	be granted. To request ad Organization	lditional roles for your Date Requested	organization, Status
			An eVAL Teacher is one who for whom an evaluation is written. He or she engages in the pre-conference process, answers pre and post conference questions, writes reflections, takes notes, identifies focus areas, conducts self-	Elementary	8/14/2012	Request

Please note:

You may have up to three roles, but they must all be at the same organizational level (i.e. the district level or the school level).

11. Once your access has been approved by your District Data Security Manager, you will receive an email message that confirms your access. The next time you login to EDS, you will see the application of eVAL in your list.

Please Note: After you are granted permissions to eVAL by your Security Manager, you must login to eVAL and end up at the eVAL landing page before your evaluator will be able to see you listed.