

How to Request Access to eVAL

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

The screenshot shows a web browser window titled "Test Web Server". The page has a green header with "Test Web Server" on the left and "Help" and "Feedback" icons on the right. A "Logout" link is visible in the top right corner. The main content area features a green box with the "eDS System Sign In" title. At the top of this box are two tabs: "Sign In" (selected) and "Create an Account". Below the title are two input fields: "Username:" with the placeholder "youremail@organization.com" and "Password:". A green "Login" button is positioned below the password field. At the bottom of the green box, there is a link: "Forgot your [username](#) or [password](#)?"

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.

The screenshot shows a web browser window titled "Test Web Server". The page has a green header with "Test Web Server" on the left and "Help" and "Feedback" icons on the right. A "Logout" link is visible in the top right corner. The main content area features a green box with the "eDS Create an Account" title. At the top of this box are two tabs: "Sign In" and "Create an Account" (selected). Below the title is a paragraph of instructions: "Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol." Below this text are three input fields: "Username:" with the placeholder "youremail@organization.com", "Password:", and "Verify Password:". A green "Register" button is positioned below the "Verify Password" field. At the bottom of the page, there is a footer with links: "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2004 - 2007".

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.

Test Web Server

 Home
 Help
 Feedback

Home | My Applications | **Profile**
Print Friendly Logout

- > My Personal Info
- > Change Password
- > Education Directory
- > Request Access
- > Security Manager List

My Profile

My Personal Information

Please complete all required fields. When finished, click the **Save** button.

Personal Information (Information provided here may be used to verify your EDS account)

* First Name:	<input type="text" value="FirstName"/>	* Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not Provided
Middle Name:	<input type="text"/>	* Birth Date:	<input type="text" value="01/01/2011"/> (mm/dd/yyyy)
* Last Name:	<input type="text" value="LastName"/>	SSN:	<input type="text"/> (no hyphens)

Account Information

*** Username:**
Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.

Email Information

*** Primary:** **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:	<input type="text" value="600 Address Street"/>	Address Line 2:	<input type="text"/>
* City:	<input type="text" value="Olympia"/>	* State:	<input type="text" value="Washington"/>
* Zip Code:	<input type="text" value="22222"/>	Country:	<input type="text" value="United States"/>
* Phone Number:	<input type="text" value="222.222.2222"/> (123.123.1234)	Fax:	<input type="text"/> (123.123.1234)

Business Information

Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="Washington"/>
Zip Code:	<input type="text"/>	Country:	<input type="text" value="United States"/>
Phone Number:	<input type="text"/> (123.123.1234)	Fax:	<input type="text"/> (123.123.1234)

Teaching Certificate Information

Cert Number: -No Certificate-

Search By

Certificate Number:

Or

First Name:

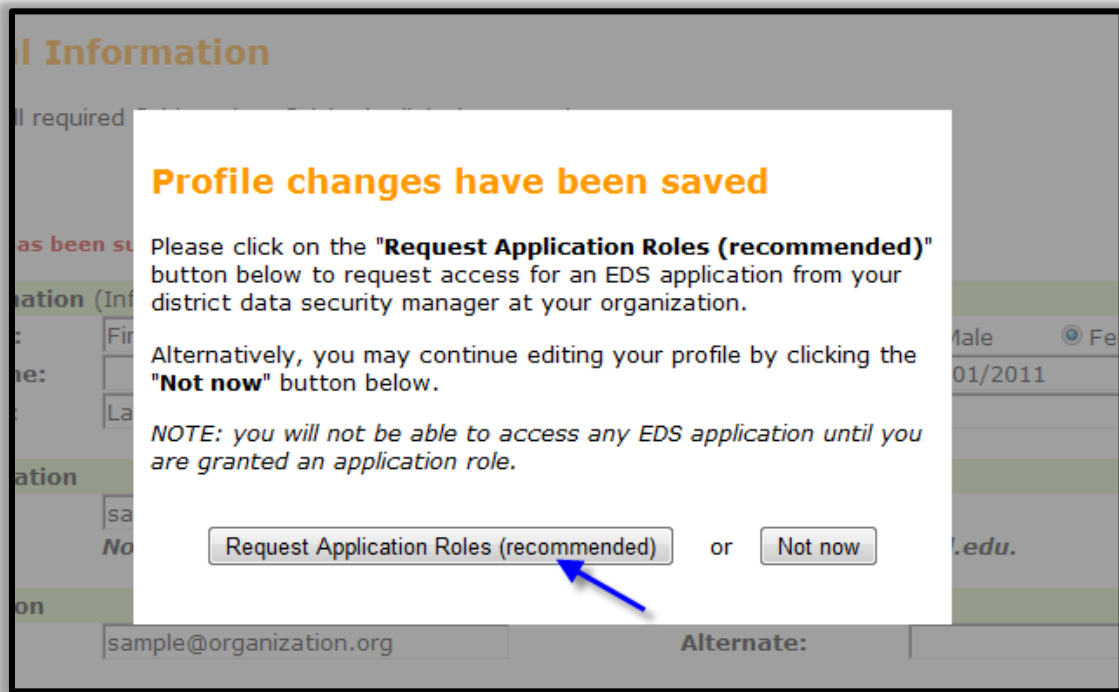
Last Name:

Cancel
Search

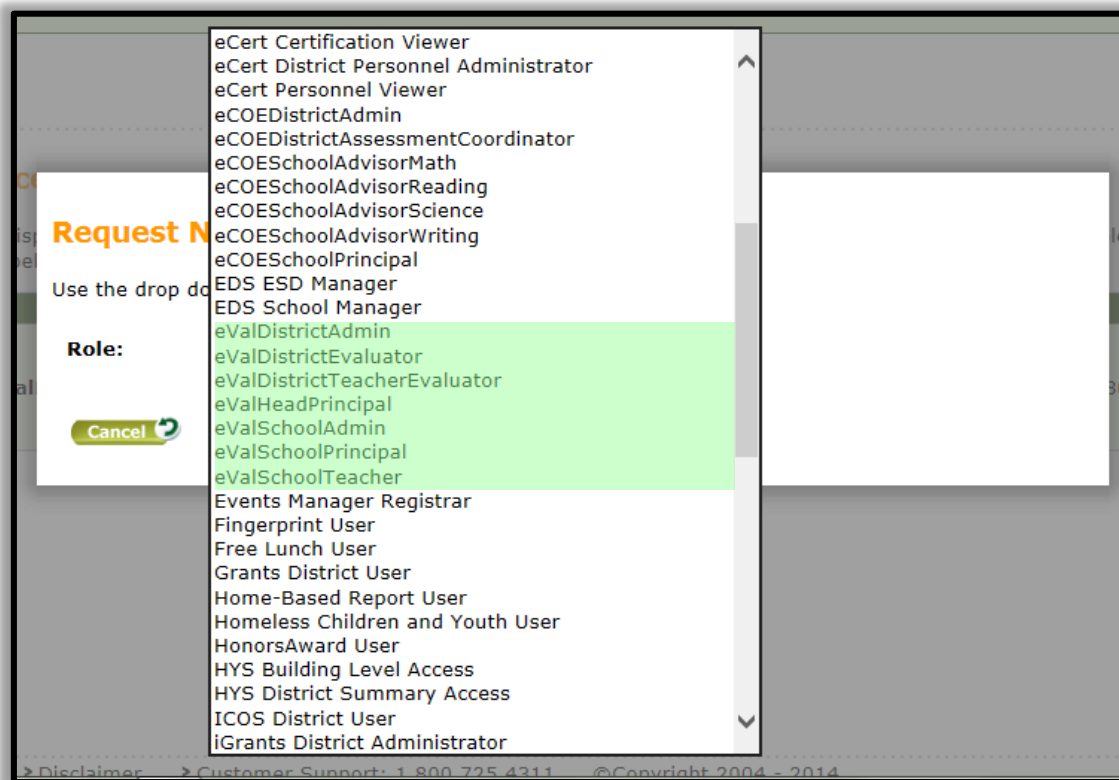
	First Name	Middle Name	Last Name	Certificate	Birth Date	Is Claimed
	John		Smith	123456789	01/01/1970	No

[Privacy Policy](#) |
 [Disclaimer](#) |
 [Customer Support: 1.800.725.4311](#) |
 ©Copyright 2004 - 2007

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)**.



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.



8. Selecting a role will populate a more detailed description of that role in the space below the role name.

Request New Role

Use the drop down lists to select a role at an organization.

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.

Organization: Wenatchee School District(04246)

School: -- Select a school --
-- Select a school --
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)

Cancel

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.

Request New Role

Use the drop down lists to select a role at an organization.

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.

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.

The screenshot shows the 'Test Web Server' interface. The top navigation bar includes 'Home', 'My Applications', and 'Profile'. The left sidebar menu has 'Request Access' highlighted. The main content area is titled 'My Profile' and features a 'Request Access' section. Below this section is a table with the following data:

Role	Description	Organization	Date Requested	Status
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.	Elementary	8/14/2012	Request Pending

There is a 'Delete' button next to the role name and an 'Add' button at the bottom of the table.

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.