

# Education Data System (EDS) Administration Manual

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# Using Education Data System (EDS) Administration

## Introduction

Welcome to the OSPI Education Data System (EDS) Administration System. EDS is a centralized suite of web-based applications involving Washington educational data. It is used by: state agencies, educational service districts (ESDs), school districts, local education agencies (LEAs), schools, teachers, teaching certificate applicants, non-profit organizations, and businesses for a variety of purposes relating to education. EDS is maintained by the Office of Superintendent of Public Instruction (OSPI) for only authorized and official uses as described in the EDS Security Management Policy contained in this document and separately available on the public K12 website [EDS Administration](#) page.

EDS uses a single sign-on system to provide access to allowed data. As a Data Security Administrator, you will be responsible for managing the information and security for your organization. The EDS Administration application enables you to collect, submit, review, and change information (directory data) for your organization that is maintained in EDS, as well as manage user security access. It is important to maintain your directory data so all reports required by Federal and state law will be accurate for your schools and district. Your role is very important.

Accounts may be created by individuals or Data Security Managers. Roles applied to an EDS account give the user of that account access to the allowed data for that organization. The addition of a role to a user's account may only be performed by an authorized Data Security Manager. Some EDS roles may be requested by the user but are only applied when approval by the authorized Data Security Manager is given.

Upon logging into the EDS system, all users will be prompted with the following notice once a day, every day. Users must click the I AGREE button in order to access EDS. If a user selects I DO NOT AGREE, they will be taken back to the log in screen.

### \* \* \* \* \* NOTICE \* \* \* \* \*

EDS is maintained by the Office of Superintendent of Public Instruction (OSPI) for only authorized and official uses as described in the EDS Security Management Policy (<http://www.k12.wa.us/EDS/default.aspx>).

All system activity is monitored and logged by OSPI. Since this system contains sensitive and confidential data, users must take the necessary precautions to prevent unauthorized disclosure of data. By continuing to use this system you indicate your awareness of and consent to these conditions of use.

Please report violations to your District Data Security Manager or [OSPI Customer Support](#).

I AGREE

I DO NOT AGREE

This manual was written to assist users who have been assigned the role of District Data Security Manager (DDSM) in the EDS system. It will also provide information helpful to users who are EDS ESD/District Managers and EDS School Managers, although not all sections covered in this manual will be applicable.

## ***Overview of EDS Administration***

### **Roles of DDSMs in EDS Administration**

- Manage people
  - Create new user
  - Activate an existing certificate record
  - Edit user account and profile information
  - Reset password
  - Add/edit roles in your organization
- Manage Organizations
  - Edit organizations
  - Edit contact information
  - Edit administrator
  - Request new schools
- Report problems with EDS to OSPI Customer Support

### **Role of OSPI Customer Support**

- Merge user accounts
- Support DDSMs

This manual will provide you with step-by-step instructions on how to use the EDS Admin functions once you have logged in. The menus you will see are dependent on your type of admin access. You will only be able to work with your organization's information.

## ***Help for EDS Administration***

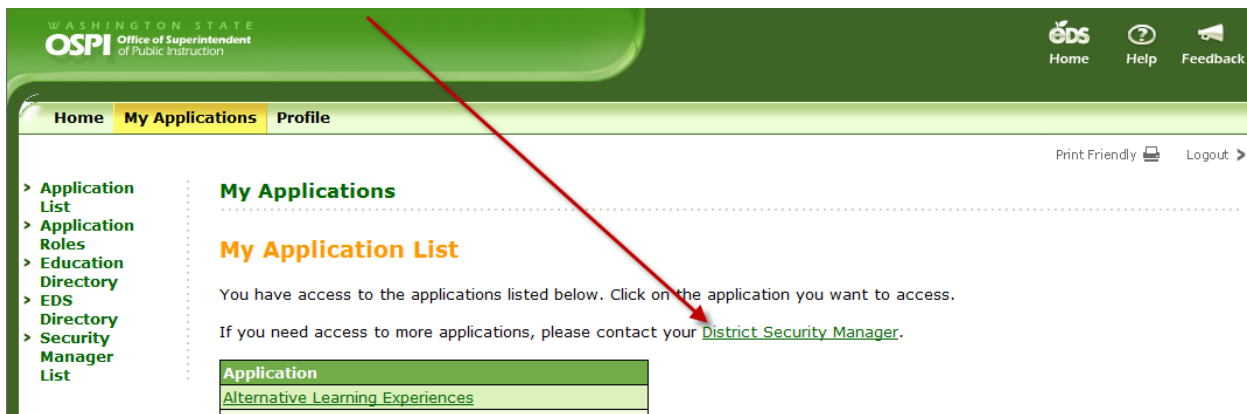
If you need assistance, please contact OSPI Customer Support at 1-800-725-4311 option 7 or [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us). This contact information is also available in the *Help* icon which is located in the upper right-hand corner of each page within EDS Administration.

## ***Roles for the EDS Admin***

The level of access you have, to perform tasks as an administrator, is called a role. Roles may be assigned at the ESD, district, or school organization level.

### **District Data Security Manager Role**

The District Data Security Manager (DDSM) role is a high-level role that allows a user to assign roles to other users. As a DDSM, you are tasked with maintaining the accounts of users within your organization. Everyone with this role in your organization appears on the list of DDSMs at the top of the "My Applications" page in EDS:



The DDSM role is not merely an assignment of access, but also an assignment of the responsibilities for the organization's EDS data. If you have received the DDSM role, please review the [Policy section](#) of this document.

To be assigned this role, your district Superintendent must submit the [Appointment of DDSM Form](#) to OSPI Customer Support. This form is attached to this document.

## Other EDS Admin Roles

There are three roles in the EDS system that a District Data Security Manager (DDSM) can assign to other users that allow access to the EDS Admin application:

Role	Appropriate Organization	Documentation for DDSMs
<b>EDS School Manager</b>	School	Allows user to access EDS Administration application to modify directory information for the assigned school.
<b>Directory Manager</b>	District	Allows user to manage directory information for the organization and all child organizations.

## Selecting EDS Admin from the My Applications Screen

When you are logged in to EDS, select My Applications to see the list of applications you can access. To manage your organization or create/edit EDS user accounts, select the *Education Data System Administration* link:

WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

Home My Applications Profile

- > Application List
- > Application Roles
- > Education Directory
- > EDS Directory
- > Security Manager List

### My Applications

#### My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

Application
<a href="#">Alternative Learning Experiences</a>
<a href="#">Ask HYS</a>
<a href="#">Attendance And Weapons</a>
<a href="#">AYP Preview</a>
<a href="#">CAA/CIA Database</a>
<a href="#">Career and Technical Education</a>
<a href="#">CEDARS</a>
<a href="#">CEDARS Non-Standard Submission</a>
<a href="#">Contrasting Groups Study (PLD)</a>
<a href="#">Core Student Record System</a>
<a href="#">Data File Metadata</a>
<a href="#">Direct Certification Free Lunch</a>
<a href="#">Direct Verification</a>
<a href="#">Education Data System</a>
<a href="#">Education Data System Administration</a>
<a href="#">Electronic Certification</a>
<a href="#">Events Manager</a>
<a href="#">Grants Claim System</a>
<a href="#">Home-Based Report</a>
<a href="#">Homeless Children and Youth Data Collection Form</a>

## EDS Administration System Welcome Screen

This is the first screen in the EDS Admin System. The menu on the left side of the screen provides you with a list of tasks that you can perform and shows you where you can go (navigate) within the system. You will see the menu options that match your assigned admin role.

The upper right hand side of the screen has links to the EDS *Home* page, the *Help* menu, and a *Feedback* link to report questions or comments to OSPI Customer Support. The name of your organization is also displayed on the upper right-hand corner.

To select an item, point and click on your choice:

WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

eds Home ? Help Feedback

Print Friendly Logout

Aberdeen School District

**EDS Administration**

**Welcome to the EDS Administration System.**

This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.

- > **Select Organization**
- > **Manage People**
  - > Create New Person
  - > Edit Person
  - > Requested Roles
  - > Bulk Account Uploads
- > **Manage Organizations**
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Contract Schools
  - > New Schools Requested
- > **Reports**
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > User Roles by Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > **Info Center**



## Manage People

EDS is a single sign on system; each user should only have one account. Account sharing is prohibited. The Manage People section allows you to create or edit user profiles in EDS. An EDS account is required to access the EDS system. This section is where you can assist users in creating, managing, editing, and assigning security to their EDS accounts.

The main EDS login page also allows new users to create or claim an EDS account and allows existing users to login, look up their username, and reset their password.

New users can create an account from the [EDS System Sign In](#) page by selecting the *Create an Account* tab:

The screenshot shows the 'Create an Account' form on the EDS system. The form is titled 'eDS Create an Account' and includes instructions for creating a new account. It features two main sections: 'Required Login Information' and 'Data for Linking to a Certificate'. The 'Required Login Information' section includes fields for First Name, Last Name, Birthdate (with a format hint MM/DD/YYYY), Username, Password, and Verify Password. The 'Data for Linking to a Certificate' section includes radio buttons for Gender (Male, Female, Not Specified), a Certificate field, SSN (last four), and a Contact Email field. A 'Register' button is located at the bottom of the form. The page header includes the Washington State OSPI logo and links for Help, Feedback, and Logout.

WASHINGTON STATE  
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of Public Instruction

Help Feedback Logout

Sign In Create an Account

### eDS Create an Account

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.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

**Required Login Information**

First Name:

Last Name:

Birthdate:  ( format: MM/DD/YYYY )

Username:

Password:

Verify Password:

**Data for Linking to a Certificate**

Gender: ☐ Male ☐ Female ☒ Not Specified

Certificate:

SSN (last four):

Contact Email:


**Register**

After entering the Required Login Information and Data for Linking to a Washington Teaching Certificate (if applicable), users select the Register button and are directed to input their personal information in the My Profile section.


This profile page asks for their contact information as well as demographic information that will be used to verify their account or send official business correspondence by mail to their home address.

## My Profile

### My Personal Information



- Please enter a valid recovery email address.
- Please enter a Phone Number.



Please verify or correct the personal information about you on the next page and then click the "Create Account" button.

You must select the "Create Account" button to complete your registration for access to OSPI's Education Data System.

All fields marked with an asterisk (\*) must be completed. You may edit your personal information on this page, including the email address used for your username, at any time. The information on this page is secure and OSPI will not share it. We will use the information on this page to contact you with official OSPI business only.

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

Create Account

**Personal Information** (Information provided here may be used to verify your EDS account)  
\* **First Name:**   
\* **Middle Name:**   
\* **Last Name:**   
**Race:**   
**Gender:** ☐ Male ☐ Female ☒ Not Provided  
\* **Birth Date:**  (mm/dd/yyyy)  
**Ethnicity:**

**Teaching Certificate Information**  
**Cert Number:** -No Certificate-

**Account Information**  
\* **Username:**   
**Active:** ☒  
*Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.*

**Email Information**  
\* **Primary:**   
\* **Recovery:**

**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:**   
**City:**   
**Zip Code:**   
\* **Phone Number:**   
**Address Line 2:**   
**State:**   
**Country:**   
**Fax:**

**Business Information**  
**Address Line 1:**   
**City:**   
**Zip Code:**   
**Phone Number:**   
**Address Line 2:**   
**State:**   
**Country:**   
**Fax:**

Create Account

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It is possible for some of the user's information to match information in other existing EDS accounts. In this case, after selecting the Register button on the Create an Account page, the user will be directed to a page showing the First Name, Last Name, Birth Date, Gender, Certificate Number, Login name, Primary Email, and the Last Log in Date of the account(s) with partially matching information.

We have identified the following accounts that *may* belong to you.

Selecting the "This is me" button will prompt you to provide additional demographic information to verify your account. Selecting, "None of these are me" will create a brand new account to the Education Data System (EDS).

	First Name	Last Name	BirthDate	Gender	Certificate Number	Login Name	Primary Email	LastLoginDate
<a href="#">This is me</a>	Test	Account	1/1/1990	Not Provided		texxxxxxxxxnt@k12.wa.us	texxxxxxxxxnt@k12.wa.us	7/27/2015

[None of these are me](#)

The user can claim their account or select "None of these are me" to continue creating a new account.



To claim their account, the user will click "This is me" next to the account they are trying to claim. If the account already has a Login Name and Primary Email, the user will be prompted with a Reset Password message. They can either reset their password to gain access to their existing account or select "Nevermind" to be taken back to the prior screen. The password reset email will be sent to their Primary and Alternate Emails. If the user no longer has access to the listed Primary or Alternate Email address, they can contact their DDSM to:

- Update their Login Name and Primary Email in their account so they can reset their password.
- Request a system-generated temporary password be sent to user's Primary and Alternate email addresses.

If the account does not contain enough identifiable information, and the user selects "This is me," the user will either be prompted with a message stating "Account Missing Identifiable Information" or be prompted to verify their account information.

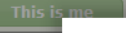
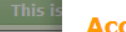
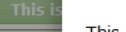
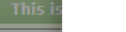
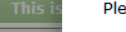



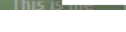
We have identified the following accounts that *may* belong to you.

Selecting the "This is me" button will prompt you to provide additional demographic information to verify your account. Selecting, "None of these are me" will create a brand new account to the Education Data System (EDS).

	First Name	Last Name	BirthDate	Gender	Certificate Number	Login Name	Primary Email	LastLoginDate
		SMITH		Male				1/1/0001
		Smith		Male		Jxxxxxxxxh5@ospi.wednet.edu	Jxxxxxxxxh5@ospi.wednet.edu	1/1/0001

We have identified the following accounts that *may* belong to you.

Selecting the "This is me" button will prompt you to provide additional demographic information to verify your account. Selecting, "None of these are me" will create a brand new account to the Education Data System (EDS).

	First Name	Last Name	Certificate Number	Login Name	Primary Email
					
					
					
					
					
					
					
					
					

### Account Missing Identifiable Information

This account does not have enough identifiable information to be claimed online.

Please contact OSPI Customer Support, 1 (800) 725-4311 or [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us), to claim this account.

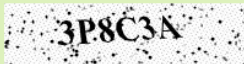
Okay

This account is linked with a teaching certificate. Please enter the last four of your social security number for verification.

If you are unable to verify this account online, you will need to contact OSPI's [Customer Support](#) to make your account available.

**Verification****Name:****Certificate:****SSN (Last Four):****Birthdate:**

( format: MM/DD/YYYY )

**Verification  
Image:**[Reset Image](#)**Verification Code:**[Claim Account](#)

Users are allowed three attempts to verify their information.

## Create New Account

District Data Security Managers can also create EDS user accounts from within the EDS Administration application. Creating EDS user accounts requires the user's first name, last name, birth date, email address to be used as the username, and a temporary password.

### Step 1

Enter account information for this user. Click Next.

## EDS Administration

School District

### Create Person



- Please enter a first name.
- Please enter a Birth date.
- Please enter a last name.
- Please enter a username.
- Please enter a password.
- Please verify the password.

Please complete all required fields marked with the asterisk (\*). When finished, click the **Next** button.

#### User Information

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

#### Account Information

** Username:	<input type="text"/>	** Verify Password:	<input type="text"/>
** Password:	<input type="text"/>		

Next >




### Step 2

If there are users with similar names in the system, you will see a list of potential matches. Please review the users returned to ensure that you are not creating a duplicate account for this person. You can see more information about the potential match by clicking the View button next to the returned possible matches:

## Create Person

There appear to be users in the system whose names are similar to the user you are creating. Please make sure that the user is not already in the system by reviewing the users listed below. Click the **Create User** button to create the account.



	Last Name	First Name	Middle Name	User Name	Teacher Certificate
<a href="#">View</a>	Person	Sample		sampleperson@example.com	

☒ = has an active role for your organization or a child organization

**First Name:** Sample      **Gender:**  
**Middle Name:**      **Birth Date:**  
**Last Name:** Person      **SSN:**  
  
**Username:** sampleperson2@example.com      **Teacher Certificate:**

[Back](#)[Create User](#)

### Step 3a

Review the users returned in Step 2 to make sure none of them are an account for the person you are trying to create.

If a match is found, select *Yes* to go to the Edit Person screen for that user. Otherwise, select *No* to go back to the list of potential matches.

If you have determined that there is not an existing account for this user, click the Create User button and proceed to step 4.

Personal Information	
First Name:	Sample
Middle Name:	
Last Name:	Person
Username:	sampleperson@example.com
Certificate:	

Organization Roles
No organization roles found

Requestor Information
Addresses: No addresses found      Phone Numbers: No phone numbers found

**Is this user the same one you were trying to create?**

☐ Yes

☐ No

[Next >](#)

### Step 3b

You may come across a match with the email address being used as the username.

### Create Person

Please complete all required fields marked with the asterisk (\*). When finished, click the **Next** button.

**A profile already exists with the email address provided. You may [login](#) or contact [Customer Support](#) for assistance.**

User Information	
* First Name:	<input type="text" value="Sample"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="Person"/>
* Username:	<input type="text" value="test@ospi.wednet.edu"/>
* Password:	<input type="password"/>
* Verify Password:	<input type="password"/>

If this happens, please return to the Edit Person screen and search for the email address in the username field. If no results are returned, search for the email address in the primary email field. Make sure the “Only show users with roles in my organization” box is unchecked. This box is unchecked by default.



## Edit Person

- To find a person's record you wish to edit or add, use the fields below.
- To perform a partial name search, enter one or more letters into any number of the name fields and click the **Search** button.
- Click **Show All** to view all people.

First Name:	<input type="text"/>	Birth Date:	<input type="text"/>
Middle Name:	<input type="text"/>	Username:	<input type="text"/>
Last Name:	<input type="text"/>	Primary Email:	<input type="text"/>
Certification Number:	<input type="text"/>		

 ☐ Only show users with roles in my organization

☐ Include merged people

### Step 4

The account for this user has been created. Click the Manage Roles button to assign organization roles for this person. Organization roles determine the applications the user has access to and their permissions within them.

### Edit Person

Editing an EDS user account is where you can activate existing person records, change profile information, manage user roles, and reset passwords.

The links on the search results page allow you to edit a person's information (including activation), edit their organization roles, or reset their password.

**First Name:** 
**Gender:** ☐ Male ☐ Female ☐ Not Provided  
**Middle Name:**   
**Last Name:** 
**Birth Date:**   
**Certification Number:** 
**Username:**

☒ Show only accessible people

Search

Show All

Clear

Edit		Cert Number	Last Name	First Name	Middle Name	User Name
<a href="#">Edit Info</a>	<a href="#">View/Edit Roles</a>	<a href="#">Reset Password</a>	Person	Sample		sampleperson@example.com

☒ = has an active role for your organization or a child organization

*Edit Info* takes you to the user's profile where you can edit the user account including name, address, username, primary email address, etc. Please note, the username is the email address a user logs into EDS with. The Primary email address is the email address any communication will be sent to for the user. EDS will recommend these two fields match, but it is not required.

New: You now have the ability to activate accounts. There are existing person records in EDS Administration that are not active but have Certificate Numbers associated with the account. Activating an account is the DDSMs version of a user claiming their account through the Create an Account Process.

You can see the active status of an account by searching for a user in Edit Person, click on Edit Info, and look at the Active check box under Account Information. In order to activate an account, the account must be inactive, cannot contain a username, and cannot be a merged account.

To activate the account:

1. Check very carefully that the account you are activating actually belongs to your employee. Double check birthdate and Certificate number.
2. Fill in the Username and Primary email fields. You can also add other information at this time.
3. Click on the Active check box to check it.
4. Click save.

To update information, complete all required fields marked with the asterisk (\*). When finished, click the **Save** button.

**User Information**

First Name:

Middle Name:

Last Name:

Race:

\*

(mm/dd/yyyy)

(no hyphens)

Unknown / Not Provided

**Account Information**

\* Username:

Active:

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

**Email Information**

\* Primary:

Recovery:

\*Please note, you must activate an account at the same time you add a username and primary email address.

*If you navigate away from the page before checking the Active box and clicking save, you will be unable to later.*

The user's account is now active and you can generate a temporary password by using the Reset Password function.

*View/Edit Roles* will display options for adding, editing, or inactivating user roles at your organization or child organization.

*Reset Password* allows you to request a temporary password be generated for the user's account. When you click on Reset Password, you will be taken to the Manage Person Password page. To have the system reset the user's password and send them an email with the temporary password, fill in the Verification Code and click Submit.

## Manage Person Password

User Login:

Verification Code:

1H2A2N

Verification Code

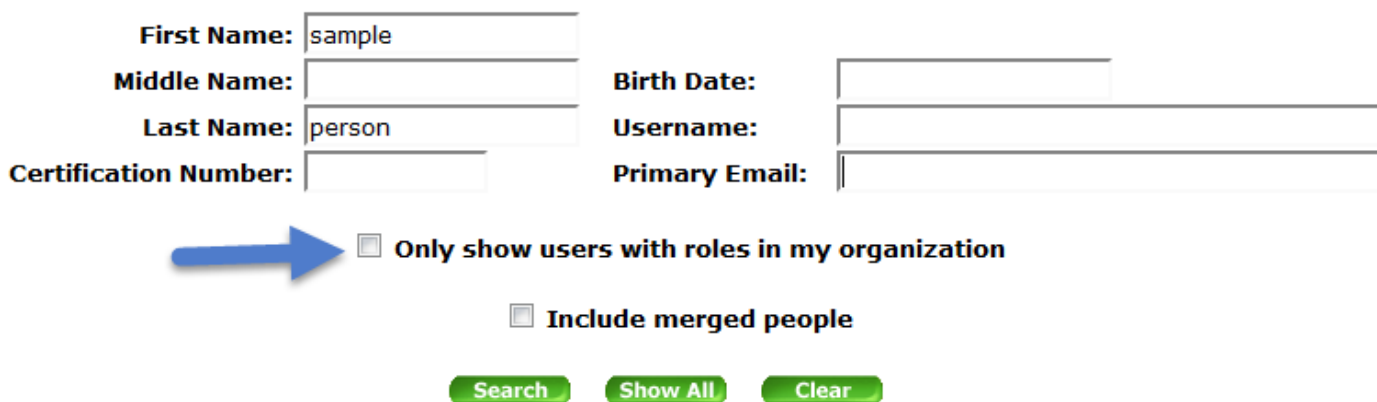
Back

Submit

Passwords must be changed every 90 days. Users will be prompted by EDS upon logging in with an expired password to change their password.

You are able to edit users' information (names, usernames, etc.), assign them organization roles, and edit their contact information. Users may edit their own contact information within the EDS system as well.

Under Manage People, use the Edit Person search screen to search for the user you wish to edit. The "Only show users with roles in my organization" is unchecked by default. The checkbox should be checked if you only wish to search for accounts who already have active EDS roles in your district; otherwise, all EDS users will be searched.



First Name: sample

Middle Name:

Last Name: person

Certification Number:

Birth Date:

Username:

Primary Email:

☐ Only show users with roles in my organization

☐ Include merged people

Search Show All Clear

You may come across a user who has multiple EDS accounts. If this occurs, confirm that the multiple accounts do belong to the user. Then, send an email to [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) with the first and last name of the user and the Person ID of each account. If there is a username in each account, please let us know which username needs to be kept.

## Edit Info

To update information on the Edit Info screen, edit the text fields and click Save. Note the buttons near the top of the page which take you to screens where you may edit a person's organization roles, change their name, or reset their password.

### Personal Information

[Reset Password](#) [Manage Roles](#) [Change Person Name](#)

To update information, complete all required fields marked with the asterisk (\*). When finished, click the **Save** button.

#### User Information

<b>First Name:</b>	<input type="text"/>	<b>Gender:</b>	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Not Provided
<b>Middle Name:</b>	<input type="text"/>	<b>* Birth Date:</b>	<input type="text"/> (mm/dd/yyyy)
<b>Last Name:</b>	<input type="text"/>	<b>SSN:</b>	<input type="text"/> (no hyphens)
<b>Race:</b>	<input type="text"/>	<b>Ethnicity:</b>	<input type="text"/> Unknown / Not Provided <input type="button" value="v"/>

#### Account Information

<b>* Username:</b>	<input type="text" value="test.account@k12.wa.us"/>	<b>Active:</b>	<input checked="" type="checkbox"/>
--------------------	---	----------------	-------------------------------------

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

#### Email Information

<b>* Primary:</b>	<input type="text" value="test.account@k12.wa.us"/>	<b>Recovery:</b>	<input type="text"/>
-------------------	---	------------------	----------------------

#### Home Information

<b>Address Line 1:</b>	<input type="text"/>	<b>Address Line 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>	<b>Country:</b>	<input type="text" value="Please Select"/> <input type="button" value="v"/>
<b>Zip Code:</b>	<input type="text"/>	<b>Fax:</b>	<input type="text"/>
<b>* Phone Number:</b>	<input type="text"/>		

#### Business Information

<b>Address Line 1:</b>	<input type="text"/>	<b>Address Line 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>	<b>Country:</b>	<input type="text" value="Please Select"/> <input type="button" value="v"/>
<b>Zip Code:</b>	<input type="text"/>	<b>Fax:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>		

#### Teaching Certificate Information

**Cert Number:** -No Certificate-

[Save](#) 

## View/Edit Roles

The View/Edit Roles screen allows you to add or edit existing organization roles for the user.

To add a role for an organization that is already listed on the screen, click the Add Role button in the appropriate row.

To add a role for an organization that is not listed, click the Add New Org button.

Organization Name	Organization Roles	
Springfield School District	EDS ESD/District Manager 9/8/2011 - Present <a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Add Role</a>

[Back](#) [Add New Org](#)

Then, use this screen to search for the organization. Click on the link of the organization you wish to select.

Please search for and select the organization you wish to assign a role for.

**Organization Type:**

**Organization Name:**

[Search](#) [Clear](#)

Organization	Code	Status
<a href="#">Springfield Elementary</a>	7909	Open
<a href="#">Springfield School District</a>	90909	Open

Select the role you wish to assign. When finished, click the Save button to save your changes.

Person: Sample Person  
 Organization: Springfield School District  
 Organization Role: Please Select  
 Title: (optional)  
 Status:  
 Date Active:

BusDriverCert User  
 CAA Options OSPI Administrator  
 CAA Options User  
 CAA/CIA User  
 CEDARS Direct Entry User  
 CEDARS District Administrator  
**CEDARS District User**  
 CEDARS OSPI Viewer  
 CEDARS Report Viewer  
 CEDARS School Administrator  
 CEDARS Search User  
 Community Data Security Manager  
 Contrasting Groups Study (PLD) User  
 CSRS District Administrator  
 CSRS District User  
 CSRS Information  
 CSRS OSPI Viewer  
 CSRS P210Voc User  
 CSRS Report Viewer  
 CSRS School Administrator  
 CSRS Search User  
 CTE CIPCode Admin  
 CTE Director  
 CTE Maint Admin  
 CTE Online Provider  
 CTE Pathway Supervisor  
 Data File Metadata Admin

For a list of roles and their descriptions, please see the [EDS User Role Matrix](#) posted on the K-12 website.

### Remove User Role Access

To remove access to one user role: When a user no longer needs a role, please use the Edit button to inactivate the role.

Organization Name	Organization Roles			
Aberdeen School District	AttendanceAndWeapons Attendance User	7/20/2012 - Present	Edit	Add Role
	CEDARS Direct Entry User	7/20/2012 - Present	Edit	
	iGrants User	6/20/2011 - 7/20/2012	Edit	
	Student Record Data Exchange User	7/20/2012 - Present	Edit	
	Washington Assessment Management User	7/20/2012 - Present	Edit	

Select Inactive for the Status, then the Save button.

Person: Sample Person  
 Organization: Aberdeen School District  
 Organization Role: **iGrants User**  
 Title: (optional)  
 Status: ☐ Active ☒ Inactive  
 Date Active: 6/20/2012 mm/dd/yyyy  
 Date Inactive: 7/20/2012 mm/dd/yyyy  
 Save

The user role will still be displayed along with a start and end date.

Organization Name	Organization Roles	
Aberdeen School District	AttendanceAndWeapons Attendance User	7/20/2012 - Present <a href="#">Edit</a>
	CEDARS Direct Entry User	7/20/2012 - Present <a href="#">Edit</a>
	<b>iGrants User</b>	<b>6/20/2011 - 7/20/2012</b> <a href="#">Edit</a>
	Student Record Data Exchange User	7/20/2012 - Present <a href="#">Edit</a>
	Washington Assessment Management User	7/20/2012 - Present <a href="#">Edit</a>
		<a href="#">Add Role</a>

When a district employee leaves:

1. To remove access to all user roles at an organization, click the Inactivate button under the All Roles column. This will end date all the roles at that organization, removing access and will leave a historical record of what roles the user used to have.


Organization Name	Organization Roles		All Roles
School District (23311)	AttendanceAndWeapons Attendance User	7/22/2011 - Present <a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Add Role</a> <a href="#">Inactivate</a>
	AttendanceAndWeapons District Administrator	7/5/2012 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	CAA/CIA User	2/24/2012 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	CEDARS District Administrator	8/8/2012 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	CEDARS District User	7/22/2011 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	CEDARS Report Viewer	7/22/2011 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	CEDARS School Administrator	7/22/2011 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	CEDARS School Administrator	7/22/2011 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	CEDARS Search User	7/22/2011 - Present <a href="#">Edit</a> <a href="#">Delete</a>	
	Choice Transfer Coordinator	8/14/2014 - Present <a href="#">Edit</a> <a href="#">Delete</a>	



Select Ok to inactivate all user roles.

Organization Name	Organization Roles		All Roles
School District (23311)	AttendanceAndWeapons Attendance User 7/22/2011 - Present	Edit Delete Add Role Inactivate	
CEDARS School	7/22/2011 - Present	Edit Delete	




Are you sure you want to inactivate all the roles?





## Requested Roles

EDS users may request application roles be applied to their accounts. When a user requests access to an EDS application, they associate their request with a school or district. Once the user requests a role, it will be displayed in the “Requested Roles” report for the District Data Security Manager on the left navigation under Manage People. On this page, District Data Security Managers may review, approve, and deny roles requested by users for access to an EDS application within their organization. Requested roles are listed by the date they are requested, showing oldest requests first.

Test Web Server

 Home  Help  Feedback

Print Friendly  Logout 

- > Select Organization
- > Manage People
  - > Create New Person
  - > Edit Person
  - > Requested Roles
  - > Bulk Account Uploads
- > Manage Organizations
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Contract Schools
  - > New Schools Requested
- > Reports
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > Info Center

### EDS Administration

#### Requested Roles

Below is a list of all the users who have requested roles as part of your organization. You can use this form to Approve or Deny these requested roles. To do so, you will need to check the box for each user role you wish to approve or deny, and click the associated button. You can also check the box in the header row to select all records on the screen. Use the Search Filters box to limit the number of roles returned.

**Search Filters**  
 Role:   
 Organization:

1 pending requests returned.

Edit Record	<input type="checkbox"/>	Date of Request	Role	Description	Name	UserName	Primary Email	Certificate Number	DOB	Gender	Organization Name
<a href="#">Edit</a>	<input type="checkbox"/>	8/19/2016	Choice Transfer Coordinator	Choice Transfer Coordinator	Test,	test@k12.wa.us	test@k12.wa.us		7/28/2016	Not Provided	Elementary (2)

The search filters on the screen can be used by selecting either a role or an organization to limit the number of requests returned on the screen.

Checking the box in the green header will select all users on the page. Once selected, you can approve or deny all selected requests at once.

Users will get an email notification once you approve or deny a role. Users can also check the status of their requested roles by logging into their EDS account, clicking on the Profile tab, and selecting Request Access on the left.

Home My Applications **Profile**

Print Friendly Logout

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

### My Profile

#### Request Access

The table below displays the status of all the EDS Application Roles you have requested to be granted. To request additional roles for your organization, please click on the **Add button** below the table.

	Role	Description	Organization	Date Requested	Status
Delete	CEDARS Report Viewer	Allows a user to run reports in CEDARS.	School District (14005)	8/19/2016	Request Pending

Add Role

You may also delete a requested role, however, this does not get communicated to the user. We only recommend this if the request is a duplicate (the user already has the role assigned).

## Manage Organizations

As a District Data Security Manager, you can edit information about your Organization and each one of your schools. This is known as the directory information. OSPI assumes that as your organization directory information changes throughout the year, it is continually updated. OSPI routinely pulls information from this system for a variety of purposes, including posting to the public [K12 website](#), bulletin and memorandum correspondence, displaying on the public [Report Card website](#), and for all other directory inquiries.

- > **Select Organization**
- > **Manage People**
  - > Create New Person
  - > Edit Person
- > **Manage Organizations**
  - > Create New Organization
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Edit Contract Schools
  - > Contract Schools
  - > New Schools Requested
- > **Reports**
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > **Manage Security Policy**
- > **Send E-mail**
- > **Info Center**

## EDS Administration

### Manage Organizations

This section allows you to edit information about organizations.

Information about an organization includes:

- Organization information -- Name, Acronym
- Organization parents -- Parent organizations
- Contact information -- Address, phone numbers, email addresses, URLs

What would you like to do?

- [Create a new organization](#)
- [Edit an existing organization](#)

You can edit your assigned organizations from the Manage Organization Menu by selecting *Edit Organization* and choosing from the list, the organization that you want to edit. The status column lets you know whether an organization is *Open* (active) or *Closed* (inactive).

**WASHINGTON STATE OSPI**  
Office of Superintendent of Public Instruction

**EDS Administration**

- > Select Organization
- > Manage People
  - > Create New Person
  - > Edit Person
- > Manage Organizations
  - > Create New Organization
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Edit Contract Schools
  - > Contract Schools
  - > New Schools Requested
- > Reports
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > Manage Security Policy
- > Send E-mail
- > Info Center

**Edit Organization**

Select an Organization Category and input Organization Name, or click "Search" button to display the entire list of organizations you have authority to administrate.

Organization Type:

Organization Name:

Code:

District:

Organization	Code	Status
10th Street School	1656	Open
19-21 Transition Academy	1976	Open
A G West Black Hills High School	4500	Open
A J West Elementary	2834	Open
A-1 School	3862	Closed
A-I High School	4862	Open
A.C.E	3967	Closed
Abraham Lincoln Elementary	3209	Open
Academy of Citizenship and Empowerment	5063	Open
Academy of Const and Engineering	5209	Open
Ace - Daybreak Star	1666	Closed
ACES High School	4247	Open
Acme Elementary	2585	Open
Adams Elementary	2156	Open

## Edit Organizations

The organization profile is where information such as organization name, facility, and additional information can be edited. This is also where you can view the school code, grade span, and NCES numbers.

Test Web Server

EDS Home Help Feedback

Print Friendly Logout

School District

> Select Organization

> Manage People

> Create New Person

> Edit Person

> Requested Roles

> Bulk Account Uploads

> Manage Organizations

> Edit Organization

> Edit Contact Info

> Edit Directory Info

> Contract Schools

> New Schools Requested

> Reports

> Organization Hierarchy

> Security By Role

> Security By Organization

> Contract List

> School Profile Data

> Education Directory

> Info Center

EDS Administration

Organization Information

Edit the organization as needed. When finished, click the **Save** button.

Click the **Back** button to return to the list of organizations.

Organization Profile

Common Name:Elementary

Legal Name:Elementary

Acronym:

School Code:

NCES LEA Number:

NCES LEA Name:SCHOOL DISTRICT

NCES School Number:

Grade Span:Pre-school - 6

School Authorized To Issue High School Diploma:  
☐ Yes ☒ No

Status:Open View/Edit Operational History

Date Effective:1/1/1990

Primary School District:School District

School Districts:School District

Category:Public School,Regular School

School Type:Regular School

County:Mason

Facilities

Facilities:

☐ Adult Jail☐ Postsecondary Institution

☐ Correction or Detention Facility☐ Residential Facility

☐ Hospital☒ School Building

☐ Other☐ Vocational Training Facility

Additional Information

Fire Protection Code:  
U - School is located in an unincorporated area and is served by a fire protection district

Locale:Rural, Outside of CBSA

In And Out Code:  
☐ Incorporated ☒ Unincorporated

Special Program Emphasis School:  
☐ Yes ☒ No

Save

Back

If you need to edit a read-only record, please contact customer support at [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us).

> Privacy Policy

> Disclaimer

> Customer Support: 1.800.725.4311

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In an effort to mitigate issues and provide a process for investigating, resolving questions, approving and making these changes, OSPI has adopted the following schedule and set of practices for directory information:

- Districts are to notify OSPI of any directory changes (listed below), no later than July 1 prior to the school year.
- OSPI will communicate any questions or concerns regarding the district request by August 1.
- OSPI will process all changes and in the case of new school requests, communicate the new OSPI School Code by August 15.

Directory data updates required to be requested by July 1 include:

- Opening a new school (see New Schools Requested section of this document)
- Re-opening a school
- Closing a school
- Grade span changes
- School category changes
- School type changes
- Schools association from one district to another
- Graduating status
- School facility changes

**A Bulletin is sent each year in May regarding directory data changes for the following school year. Please review the most recent Bulletin for more information. Please note that any directory data change requests outside the timeframe outlined above will not be accepted until the following school year.** See the [Directory Data District Tip Sheet](#) for background information, resources, tips, and definitions.

District Data Security Managers can make the following directory data changes in EDS Admin at any time:

- Name Change
- Contact Information Changes
- Superintendent Changes
- Principal Changes
- New School requests
- Fire Protection Code
- Locale
- In and Out Code

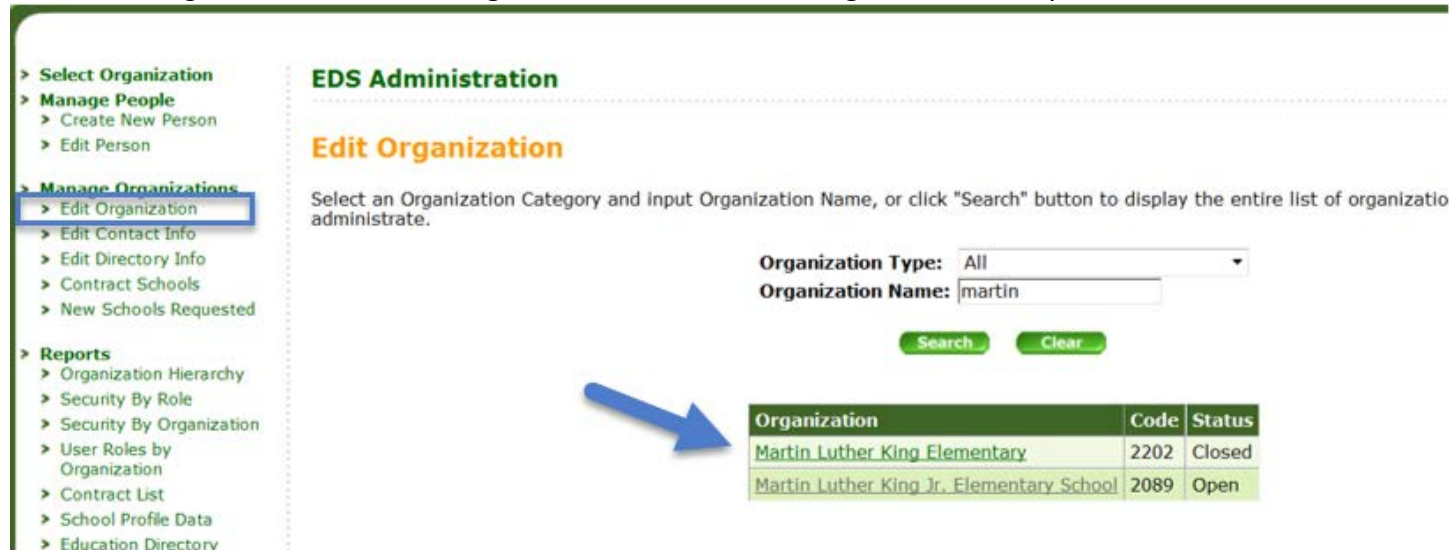
OSPI does not need to approve/edit changes to school name, address, or principal.

## Edit Contact Information

Contact information has fields for physical and mailing addresses of the organization, along with an administrative email account and web address.

Contact information includes the physical address, fax, phone, email address, and Web address (URL). If you have an additional address, use the Mailing Address section below the Physical Address section. To use the same address, check the checkbox next to Mailing Address title.

Select *Edit Organization* and choosing from the list, select the organization that you want to edit.



**EDS Administration**

**Edit Organization**

Select an Organization Category and Input Organization Name, or click "Search" button to display the entire list of organization administrate.

Organization Type: All  
Organization Name: martin

Organization	Code	Status
<a href="#">Martin Luther King Elementary</a>	2202	Closed
<a href="#">Martin Luther King Jr. Elementary School</a>	2089	Open

*Organization Info* page opens

## Select Edit Contact Info

WASHINGTON STATE  
**OSPI** Office of Superintendent of Public Instruction

- › Select Organization
- › Manage People
  - › Create New Person
  - › Edit Person
- › Manage Organizations
  - › Edit Organization
  - › Edit Contact Info
  - › Edit Directory Info
  - › Contract Schools
  - › New Schools Requested
- › Reports
  - › Organization Hierarchy
  - › Security By Role
  - › Security By Organization
  - › User Roles by Organization
  - › Contract List
  - › School Profile Data
  - › Education Directory
- › Info Center

### EDS Administration

#### Organization Information

• Edit the organization as needed. When finished, click the **Save** button.  
• Click the **Back** button to return to the list of organizations.

#### Organization Profile

Common Name:	Martin Luther King Jr. Elementary School
Legal Name:	Martin Luther King Jr. Elementary School
Acronym:	
School Code:	2089
NCES LEA Number:	17001
NCES LEA Name:	5307710
NCES School Number:	01143
Grade Span:	Pre-school - 5
School Authorized To Issue High School Diploma:	<input type="radio"/> Yes <input checked="" type="radio"/> No



To save changes, select the *Save* button; to cancel changes, select the *Cancel* button.

**WASHINGTON STATE**  
**OSPI** Office of Superintendent of Public Instruction

**EDS Administration**

**Contact Info for Martin Luther King Jr. Elementary School**

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

**Physical Address**

Address Line 1: 6725 45 AVE S Address Line 2:   
City: SEATTLE State: Washington  
Zip Code: 98126-3503 Country: United States  
Phone Number: 206.252.6770 Fax:   
(123.123.1234 ext. 1234) (123.123.1234 ext. 1234)  
Email Address: clmcillian@seattleschools.org  
Web Address:

**Mailing Address** ☐ Use same address as above

Address Line 1: 7740 34 AVE SW Address Line 2:   
City: SEATTLE State: Washington  
Zip Code: 98126-3503 Country: Please Select

**Cancel** **Save**

## Edit Administrator

The District Data Security Manager is responsible for updating superintendent and principal contact information in EDS. Their contact information is displayed on the OPSI public websites and should be updated regularly.

## Edit Directory Info for an Organization

Here you can add three types of contacts: Superintendent, Counselor, and Teaching and Learning. If more than one superintendent is added to the directory, only one superintendent can have the Include in Directory option set to "Yes." Include in Directory means the superintendent will be listed on the public [EDS Directory page](#) and the [State Report Card page](#) as the superintendent. They will also receive superintendent communications from OSPI.

## IMPORTANT!

Make sure you inactivate an outgoing superintendent/principal BEFORE you add a new superintendent or principal. EDS Administration will give you a warning message if you try to add a superintendent/principal and one is already included in the directory.

You can view inactive contacts by selecting Active & Inactive in the Displayed Contacts drop down menu.

To add a superintendent or contact:

- Select *Edit Directory Info* on the left
- Click Add Superintendent, Add Counselor, or Add Teaching and Learning button
- Add information (fields with asterisks are required)
- Click Save

The form is titled 'Add Superintendent' and is set against a light green background. It contains the following fields and options:

- Title:** Superintendent
- \*\* First Name:** [Text input field]
- Middle Name:** [Text input field]
- \*\* Last Name:** [Text input field]
- \*\* Phone:** [Text input field]
- Fax:** [Text input field]
- \*\* Email:** [Text input field]
- Status:** ☒ Active ☐ Inactive
- \*\* Date Active:** [Text input field] (mm/dd/yyyy)  
\*Date this person assumed the role
- Include in Directory:** ☒ Yes ☐ No

At the bottom are two buttons: 'Cancel' and 'Save' (with a floppy disk icon).

To edit or remove a superintendent or contact:

- Click Edit
- Select Status – Inactive
- Enter the date when the status of the current superintendent changed
- Click Save

Displayed Contacts: Active Only

[Add Superintendent](#)

[Add Counselor](#)

[Add Teaching and Learning](#)

Title	First Name	Middle Name	Last Name	Phone	Fax	Email	Date Active	Listed in Directory	Active Record	
Superintendent					-			Yes	Yes	<a href="#">Edit</a>

**Title:** Superintendent

**\* First Name:**

**Middle Name:**

**\* Last Name:**

**\* Phone:**

**Fax:**

**\* Email:**

**Status:** ☐ Active ☒ Inactive

**\* Date Active:**  (mm/dd/yyyy)  
\*Date this person assumed the role

**Date Inactive:**  (mm/dd/yyyy)

**Include in Directory:** ☒ Yes ☐ No

To replace a superintendent or contact:

- Follow steps (above) to inactivate superintendent
- Click Add Superintendent
- Enter the contact information for new superintendent
- Click Save

Displayed Contacts:

Title	First Name	Middle Name	Last Name	Phone	Fax	Email	Date Active	Listed in Directory	Active Record	
Superintendent					-			Yes	Yes	<input type="button" value="Edit"/>



### Edit Directory Info for a School

Here you can add three types of contacts: Principal, Counselor, and Teaching and Learning. If more than one principal is added to the directory, only one principal can have the Include in Directory option set to “Yes.” Include in Directory means the principal will be listed on the public [EDS Directory page](#) and the [State Report Card page](#) as the principal. They will also receive principal communications from OSPI.

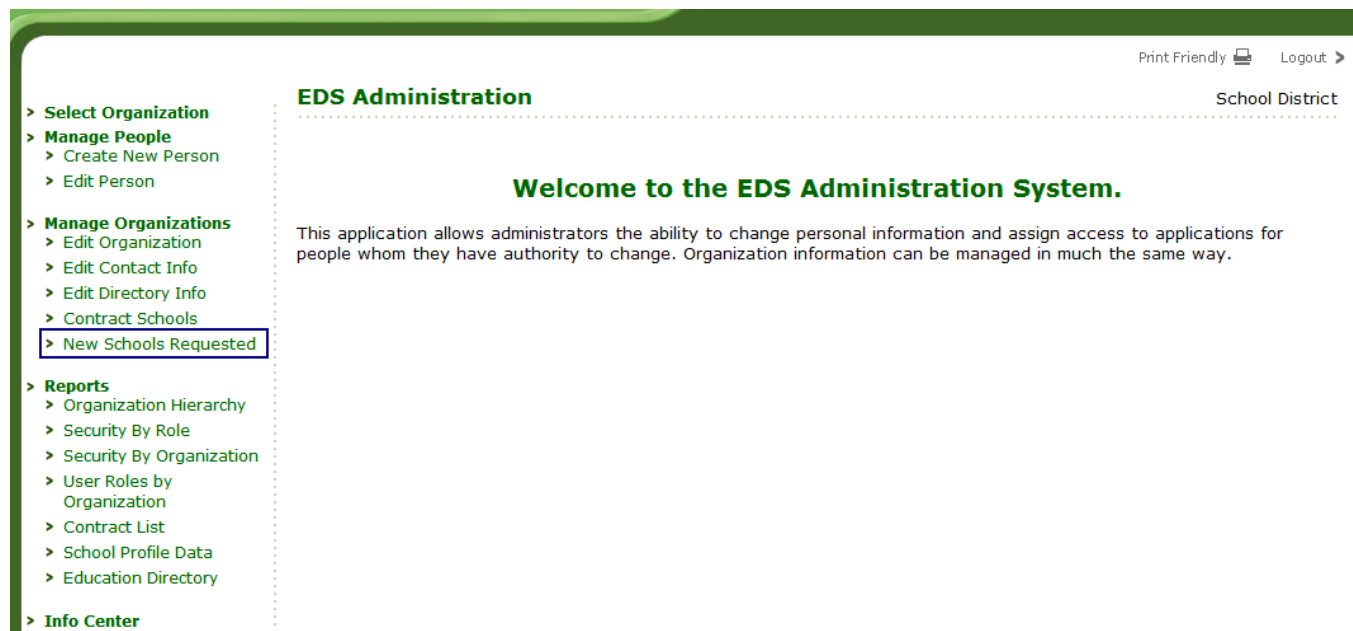
To add/edit/remove a principal:



- Select *Edit Organization* on the left
- Enter and select the organization you wish to edit
- *Organization Info* page pops up
- Select *Edit Directory Info*
- Follow same steps above for adding/editing/removing a superintendent

## Request a New School

For additional information on requesting a new school, please see the Directory Data Tip Sheet found on our public K12 website [EDS Administration page](#).

Select **New Schools Requested** from menu.



Print Friendly  Logout 

School District

**EDS Administration**

**Welcome to the EDS Administration System.**

This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.

- > **Select Organization**
- > **Manage People**
  - > Create New Person
  - > Edit Person
- > **Manage Organizations**
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Contract Schools
  - > **New Schools Requested**
- > **Reports**
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > User Roles by Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > **Info Center**

Select from the drop down menu the school year the new school will first open and then select the *Add School* button.

- > **Select Organization**
- > **Manage People**
  - > Create New Person
  - > Edit Person
  - > Requested Roles
  - > Bulk Account Uploads
- > **Manage Organizations**
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Contract Schools
  - > New Schools Requested
- > **Reports**
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > **Info Center**

## EDS Administration

### New Schools

For procedures, definitions and considerations in determining whether to request a new school please see our [OSPI Procedure for Identifying New Schools](#) document.


To request a new school for the selected school year, click the Add School button.

● **School requested in school year:**

2015-2016	▼
2006-2007	
2007-2008	
2008-2009	
2010-2011	
2011-2012	
2012-2013	
2013-2014	
2014-2015	
2015-2016	
2016-2017	
2017-2018	
2018-2019	

**Add School**

No new schools requested for the school year 2015-2016.



Enter **School Information**, then select Next button.

## EDS Administration

### New School: Step 1 of 4

#### Common Name

School Name:

Legal Name:

Acronym:

#### Date of Opening

Date of Opening:

 (mm/dd/yyyy)

#### Organization Categories

Organization Category  
(select one):

- ☐ Contract School ☐ Public School  
☐ Institution ☐ Tribal School  
☐ Private School

School Type  
(select one):

- ☐ Affiliated With District ☐ Re-Engagement School  
☐ Alternative School ☐ Regular School  
☐ Not Affiliated With District ☐ Special Education School  
☐ Preschool ☐ Vocational/technical school  
☐ Private School Type

#### Special Program Emphasis School Status

Is this school designed to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language):

- ☐ Yes ☐ No

#### Facilities

- ☐ Adult Jail ☐ Postsecondary Institution  
☐ Correction or Detention Facility ☐ Residential Facility  
☐ Hospital ☐ School Building  
☐ Other ☐ Vocational Training Facility

#### Grade Span

Grade Span:

 Please Select  -  Please Select

Authorized To Graduate:

- ☐ Yes ☐ No



Enter **Principal Information**. Include in Directory means the principal will be listed on the public [EDS Directory](#) page.

## EDS Administration

### New School: Step 2 of 4

Please enter principal information for this school. For private schools, the principal may be called by a different title, e.g., chief administrator or executive.

#### Principal Info

<b>Title:</b>	<input type="text" value="Principal"/>
<b>First Name:</b>	<input type="text"/>
<b>Middle Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Date Active:</b>	<input type="text"/> (mm/dd/yyyy)
<b>Include In Directory:</b>	<input type="radio"/> Yes <input type="radio"/> No

[Back](#)[Next ▶](#)



Enter **Address Information**.

## EDS Administration

School District

### New School: Step 3 of 4

#### Physical Address

<b>Address Line 1:</b>	<input type="text"/>	<b>Address Line 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text" value="Washington"/>
<b>Zip Code:</b>	<input type="text"/>	<b>Nation:</b>	<input type="text" value="United States"/>
<b>Phone Number:</b>	<input type="text"/>		
<b>Email Address:</b>	<input type="text"/>		
<b>Web Site URL:</b>	<input type="text"/>		

#### Mailing Address

☐ Same as physical address

<b>Address Line 1:</b>	<input type="text"/>	<b>Address Line 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text" value="Washington"/>
<b>Zip Code:</b>	<input type="text"/>	<b>Nation:</b>	<input type="text" value="United States"/>

[Back](#)

[Next >](#)

Enter **Comments** that describe the type of educational services the school will provide and any additional information you would like OSPI to have about your school request.

## EDS Administration

### New School: Step 4 of 4

Please enter any comments you have about this school.

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[Submit](#)

The request can be viewed from the New Schools Requested page by selecting the appropriate school year from the drop down menu. This request cannot be edited once submitted.

Print Friendly Logout >

School District

**EDS Administration**

**Welcome to the EDS Administration System.**

This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.

- > **Select Organization**
- > **Manage People**
  - > Create New Person
  - > Edit Person
- > **Manage Organizations**
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Contract Schools
  - > **New Schools Requested**
- > **Reports**
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > User Roles by Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > **Info Center**

## Reports

Under the Reports link is a list of reports based on your role. Click on the link to generate the report you want.

Test Web Server

Print Friendly Logout >

School District

**EDS Administration**

**Welcome to the EDS Administration System.**

This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change. Organization information can be managed in much the same way.

- > **Select Organization**
- > **Manage People**
  - > Create New Person
  - > Edit Person
  - > Requested Roles
  - > Bulk Account Uploads
- > **Manage Organizations**
  - > Edit Organization
  - > Edit Contact Info
  - > Edit Directory Info
  - > Contract Schools
  - > New Schools Requested
- > **Reports**
  - > Organization Hierarchy
  - > Security By Role
  - > Security By Organization
  - > Contract List
  - > School Profile Data
  - > Education Directory
- > **Info Center**

## Organization Hierarchy

This report allows you to see how organizations belong to other organizations. Search for an organization by typing in its name and/or selecting its type, then click on the organization in the search results. If “parents” is selected, you will see the organizations that the searched-for organization belongs to, whereas if “children” is selected, you will see the organizations that belong to the organization you searched for.

## Security by Role

This report allows you to view a list of all the users that have a particular role in your organization. This report is typically available only to the District Data Security Manager (DDSM).

## Security by Organization

This report allows you to search for all users with roles at a particular organization. It displays a list sorted by organization. This report is typically available only to the DDSM.

## School Profile Data

This report provides school profile data on each one of the organizations you have the authority to administrate in a spreadsheet style report. This report can be exported as well.

## Education Directory

This report allows you to select or review different lists of all organizations either by searching by category, name, or code. This information can also be exported.

## “Access Denied”

If you select an organization that you do not have the authority to administer, a message will display indicating that you are not able to access that organization's information.

## *EDS Administration Info Center*

The Info Center displays contact information for OSPI Customer Support and a link to the public K12 [EDS Administration](#) page where this document can be found.

### EDS Administration

School District

#### Info Center

##### Who should I contact for questions about the EDS Administration application?

Please contact OSPI Customer Support at [Customersupport@k12.wa.us](mailto:Customersupport@k12.wa.us) or by calling (360) 725-6371 or the toll-free number at 1-800-725-4311.

##### Where can I find additional information about how to use this application?

Visit the EDS web site at <http://www.k12.wa.us/EDS/> for the latest version of the EDS Administration Manual and Policy.

For information on requesting a new school in EDS Administration, please visit the same web site, <http://www.k12.wa.us/EDS/>. See the EDS Administration Manual and Policy for instructions and the Directory Data Tip Sheet for additional information on Directory Changes.

Remember, if you need assistance; please contact your District Data Security Manager or OSPI Customer Support at 1-800-725-4311 option 7 or [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us). The contact information is also available in the *Help* icon.

## EDS User Role Matrix

The EDS User Role Matrix and eCert User Role Matrix are available on the public K12 website [EDS Administration](#) page. These show the user roles available in EDS Administration along with the role's assignment level, description, and EDS application(s) the role gives access to.

## Glossary of Terms

Administrator (Admin) - A person authorized to make changes to information stored in the system.

Cancel - Cancels any changes made and go back to the previous screen.

Checkbox - A square box beside an option. To select it, you click it. If it has been selected it has a checkmark in the box, if not the box is empty. To deselect a checked box, click it.

Child Organization - An organization that is sub-ordinate to a parent organization. Example: An elementary school is the child organization of a school district (parent).

District Data Security Manager (DDSM) - The person(s) assigned by each organization to maintain system security, data integrity, and privacy by preventing unauthorized access to data and misuse of data. Requires a form to be filed by the district's Superintendent and submitted to OSPI before this role will be added to any EDS account.

Drop down menu - Allows you to select pre-entered data from a list.

EDS – Education Data System, the name of the OSPI hosted suite of applications.

Field - An input area for typing data into the system.

Form - A web screen that is used to enter information.

Hierarchy - A system of ranking and organizing things or people, where each element of the system (except for the top element) is subordinate to a single other element.

LEA - Local Education Agency.

Link - Allows you to navigate to a specific part of the system with a single mouse click. In this manual links are underlined. Example: [Public K12 website](#)

NCES - The National Center for Education Statistics. For more information, see the [NCES website](#).

Organization - Usually refers to a school, a school district/LEA, an Educational Service District (ESD), or a college.

Parent Organization - The organization with authority over child organizations. For instance, a school district/LEA is the parent organization to a school.

Child Organization – An organization that is listed in EDS under a Parent Organization. For instance: A school is a child organization of a district.

Role - The specific type of access granted to an individual to access applications in EDS. For example, there are four levels of roles in the EDS Admin System: EDS ESD/District Manager, EDS School Manager, Organization Administrator, and District Data Security Manager (DDSM).

URL -The code used to identify a web address. Example: <http://reportcard.ospi.k12.wa.us/>