

OSPI

EDS Account Creation

Using the Education Data System to Create an Account and Claim a Certificate

Customer Support
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Introduction

Welcome to the OSPI Education Data System (EDS). EDS is a centralized suite of web-based applications involving Washington educational data. It is used by state agencies, educational service districts (ESDs), local education agencies (LEAs), schools, teachers, teaching certificate applicants, non-profit organizations, and businesses for a variety of purposes relating to education.

EDS uses a single sign-on system to provide access to allowed data. Accounts may be created by individuals or [District 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 District Data Security Manager.

This manual was written to assist users with account creation. Users with an existing teaching certificate already have an EDS account, but will need to claim this account.

Creating an EDS Account

In order to access EDS, you must first create an account. To create an account, open a web browser and navigate to <https://eds.ospi.k12.wa.us>. Click on the “Create an Account” tab.

Please note, if you have a Teaching Certificate, you already have an existing EDS account. Please see “Claiming an Account and Linking to a Certificate”.

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

Enter the Required Login Information and Data for Linking to a Certificate (if applicable) and click “Register”.

If you already have an account, or if you are a Certificated Teacher, the information you enter will match an existing EDS account. If so, you will be directed to a page showing the First Name, Last Name, Birth Date, Gender, Certificate Number, Login name, and 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
<input type="radio"/> This is me	ELVIS	TEST	1/8/1935	Male	504673E			5/13/2014
<input type="radio"/> This is me		TEST	1/1/0001	Not Provided				1/1/0001


None of these are me

If an account on this page is yours, please continue on to the “Claiming an Account and Linking to a Certificate” section of this guide. If not, select “None of these are me” to continue creating a new account.

You will now be taken to a page titled “My Personal Information” to fill in contact and demographic information.

My Personal Information

 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:	<input type="text" value="elvis"/>	Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Provided
Middle Name:	<input type="text"/>	* Birth Date:	<input type="text" value="01/08/1935"/> (mm/dd/yyyy)
* Last Name:	<input type="text" value="test"/>	Race:	<input type="text" value="Not Provided"/>
Race:	<input type="text" value="Not Provided"/>	Ethnicity:	<input type="text" value="Unknown / Not Provided"/>

Teaching Certificate Information

Cert Number: -No Certificate-

Account Information

* Username:	<input type="text" value="elvis.test@test.com"/>	Active:	<input checked="" type="checkbox"/>
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Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.

Email Information

* Primary:	<input type="text" value="elvis.test@test.com"/>	Alternate:	<input type="text"/>
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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.)

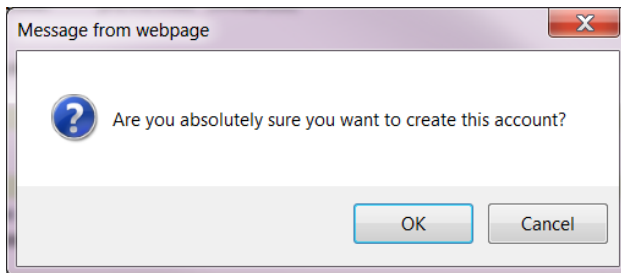
Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="Washington"/>
Zip Code:	<input type="text"/>	Country:	<input type="text" value="United States"/>
* Phone Number:	<input type="text"/>	Fax:	<input type="text"/>

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"/>	Fax:	<input type="text"/>

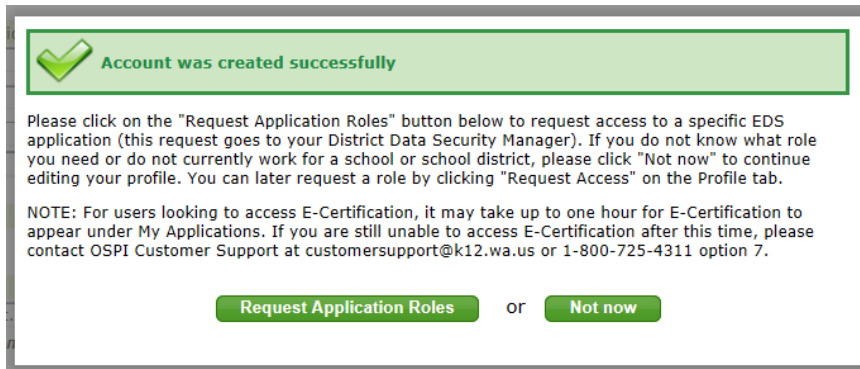
Create Account


Once you have entered the required fields and any other information, click “Create Account” You will be prompted to confirm creation of your account.



After clicking “OK”, your account has been created. A screen will pop up confirming the account creation and the opportunity to request EDS Application Roles.

Please note: If you do not know what role you need, or do not work for a school or district, please click “Not now” to continue editing your profile. The E-Certification Application role will be assigned to your account automatically within one hour of account creation.



 **Account was created successfully**

Please click on the "Request Application Roles" button below to request access to a specific EDS application (this request goes to your District Data Security Manager). If you do not know what role you need or do not currently work for a school or school district, please click "Not now" to continue editing your profile. You can later request a role by clicking "Request Access" on the Profile tab.

NOTE: For users looking to access E-Certification, it may take up to one hour for E-Certification to appear under My Applications. If you are still unable to access E-Certification after this time, please contact OSPI Customer Support at customersupport@k12.wa.us or 1-800-725-4311 option 7.

or

Claiming an Account and Linking to a Certificate

If you are a Certificated Teacher, or already have an account, EDS will use the information provided on the “Create an Account” page to provide a list of accounts that may belong to you.

After entering your information on the “Create an Account” page, click the Register button.

[Sign In](#) [Create an Account](#)

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: x

[Register](#)

You will be taken to a page that lists 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 information that matches what you entered.

To claim an account, select “This is me” next to the account you would like to claim.

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
This is me	ELVIS	TEST	1/8/1935	Male	504673E			5/13/2014
This is me		TEST	1/1/0001	Not Provided				1/1/0001

None of these are me

You will then be taken to a screen to verify your identity.

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.

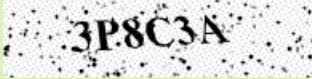
Verification

Name:

Certificate:

SSN (Last Four):

Birthdate: (format: MM/DD/YYYY)

Verification Image: 

Verification Code:

You are allowed three attempts to verify your information. If the data you entered does not match the data in the account you are trying to claim, you will get the following message.

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: 

Verification Code:

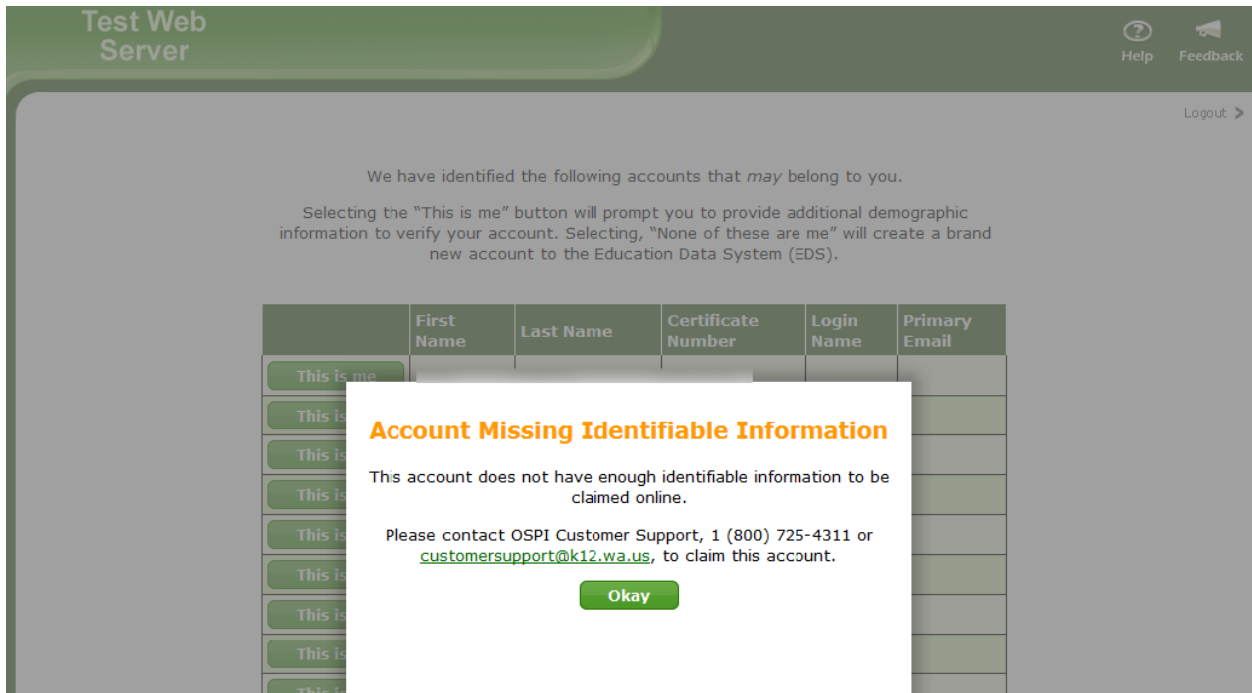
The data you entered does not match the account that we have on record.

1 out of 3 attempts used.

If you believe that the data you entered is correct and you are having difficulties claiming this account then please contact Customer Support at 1.800.725.4311 or CustomerSupport@k12.wa.us

Please note: It is possible that the data you entered is correct but the data in the account is not. The OSPI Certification Office creates EDS accounts when Teaching Certificates are issued. On rare occurrences, when a SSN is not provided, an account will be created with a filler Social Security Number. If you have entered your information correctly on the verification screen but continue to get an error, this may be the cause. Please contact OSPI Customer Support at 1-800-725-4311 or CustomerSupport@k12.wa.us to assist with claiming your account.

If the account you are trying to claim does not contain enough identifiable information to verify, you will be prompted with a message stating "Account Missing Identifiable Information" and you will need to contact OSPI Customer Support.



If your account already has a Login Name and Primary Email, select "This is me" and you will be taken to a page in which you can choose to reset your password.

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
<input type="button" value="This is me"/>	ELVIS	TEST	1/8/1935	Male	504673E	ecxxxxxxxxng@k12.wa.us	ecxxxxxxxxng@k12.wa.us	5/13/2014
<input type="button" value="This is me"/>		TEST	1/1/0001	Not Provided				1/1/0001

Reset Password

This record has an existing login account, to claim it we will need to reset the existing account's password. If you would like to continue and access this account then click the "Reset My Password" button below. Afterwards you will need to access the email account ecert-testing@k12.wa.us and click the reset link provided to verify that you are this person.

After returning to EDS and entering a new password you can visit your profile page and change the unlocked account's login name to any email account, so long as it's not already in use as a login in the EDS system.

If for some reason you are unable to access your old email (@k12.wa.us) account:

If you currently work for a school district, please contact your [District Data Security Manager](#)

If you do not currently work for a district, please contact OSPI Customer Support at 1.800.725.4311 or CustomerSupport@k12.wa.us

Nevermind

Reset My Password

Password Reset

We have sent an email containing your temporary password to the following email address: @k12.wa.us

Please visit the email account listed above and find the email sent to you by OSPI. Follow the information provided in the email to reset and claim this account.

If you are not able to access this email account, you will need to contact OSPI's Customer Support team for further assistance: 1-800-725-4311

If you no longer have access to the email address, and work for a School District, please click "Nevermind" and contact your [District Data Security Manager](#) to update your Login Name.

If you do not work for a school district, please contact OSPI Customer Support at 1-800-725-4311 or CustomerSupport@k12.wa.us.