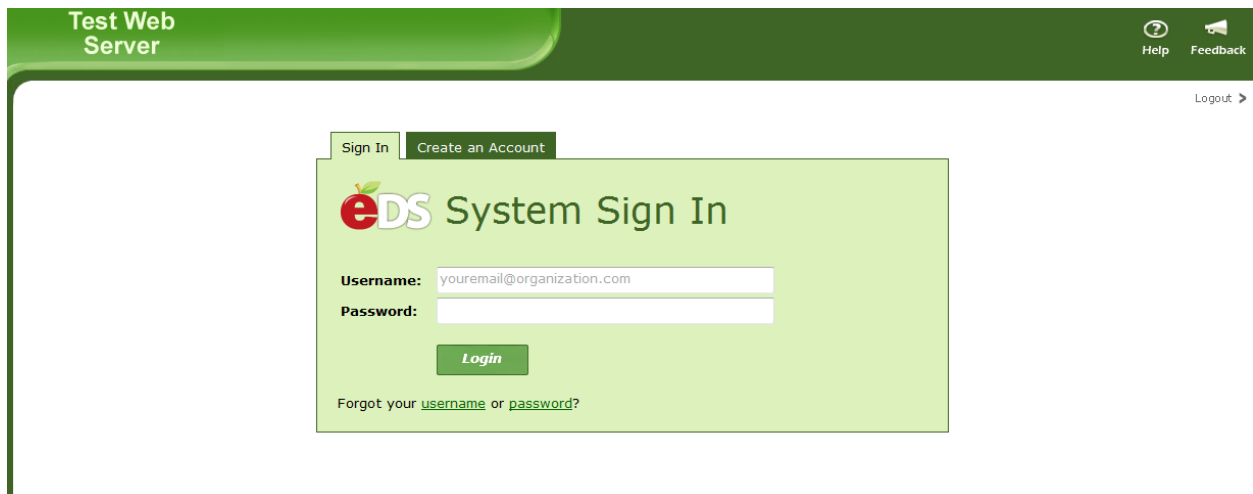


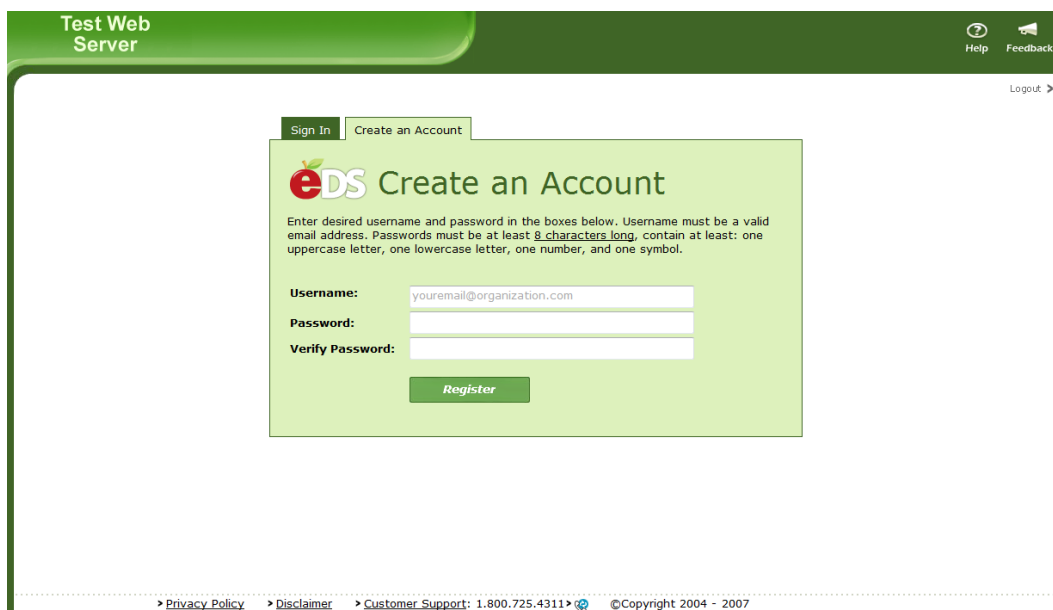
# How to Request Access to eVAL

1. Go to the internet and enter in the Education Data System (EDS) web address:  
<https://eds.ospi.k12.wa.us>
2. If you have an existing EDS account, login and skip to step 12 and follow the directions:



The screenshot shows the 'Test Web Server' interface with a green header. In the top right corner, there are links for 'Help' and 'Feedback', and a 'Logout >' link. The main content area features two tabs: 'Sign In' (selected) and 'Create an Account'. Below the tabs is a light green box titled 'eDS System Sign In'. It contains a 'Username:' field with the placeholder 'youremail@organization.com', a 'Password:' field, and a green 'Login' button. At the bottom of the 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. Be sure to follow the directions for creating a password for your NEW EDS account:



The screenshot shows the 'Test Web Server' interface with a green header. In the top right corner, there are links for 'Help' and 'Feedback', and a 'Logout >' link. The main content area features two tabs: 'Sign In' and 'Create an Account' (selected). Below the tabs is a light green box titled 'eDS Create an Account'. It contains the following text: '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 located at the bottom of the box. 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. Select “Register” to begin creating your account. This will take you to the profile page:

- > 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"/>	* 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)

#### 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"/>	* 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)

#### 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:      



6. Complete the required fields (indicated with an asterisk \*) and select "SAVE." You also have the option to add your Educator Certificate number to your profile, if you choose:

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)

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

<p>* <b>Address Line 1:</b> <input type="text" value="600 Address Street"/></p> <p>* <b>City:</b> <input type="text" value="Olympia"/></p> <p>* <b>Zip Code:</b> <input type="text" value="22222"/></p> <p>* <b>Phone Number:</b> <input type="text" value="222.222.2222"/> (123.123.1234)</p>	<p><b>Address Line 2:</b> <input type="text"/></p> <p>* <b>State:</b> <input type="text" value="Washington"/></p> <p>* <b>Country:</b> <input type="text" value="United States"/></p> <p><b>Fax:</b> <input type="text"/> (123.123.1234)</p>
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**Business Information**

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

**Teaching Certificate Information**

**Cert Number:** -No Certificate-

Search By

Certificate Number:

Or

First Name:

Last Name:

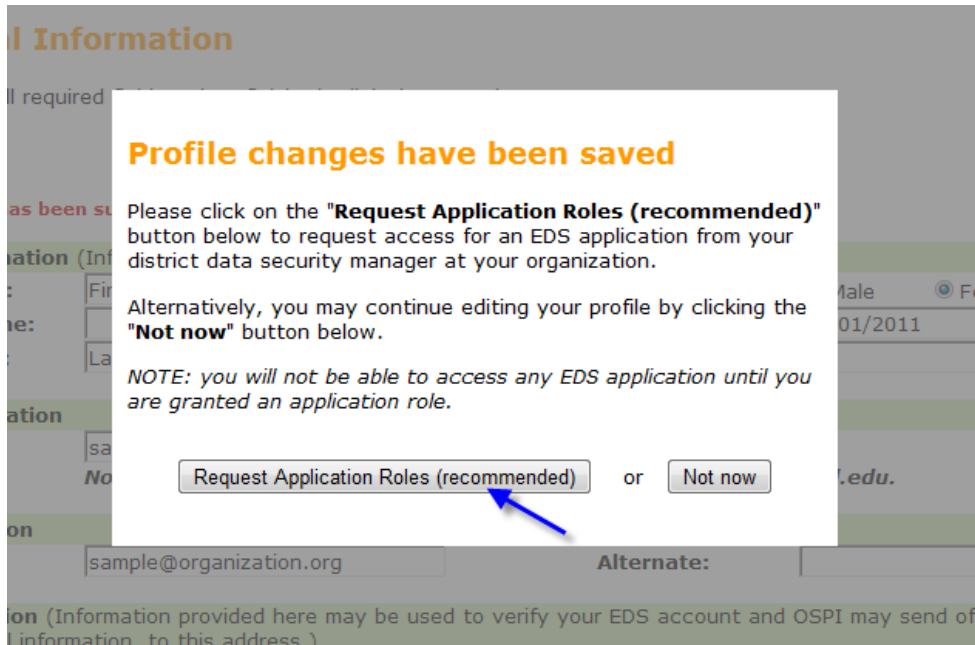
Cancel
Search

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

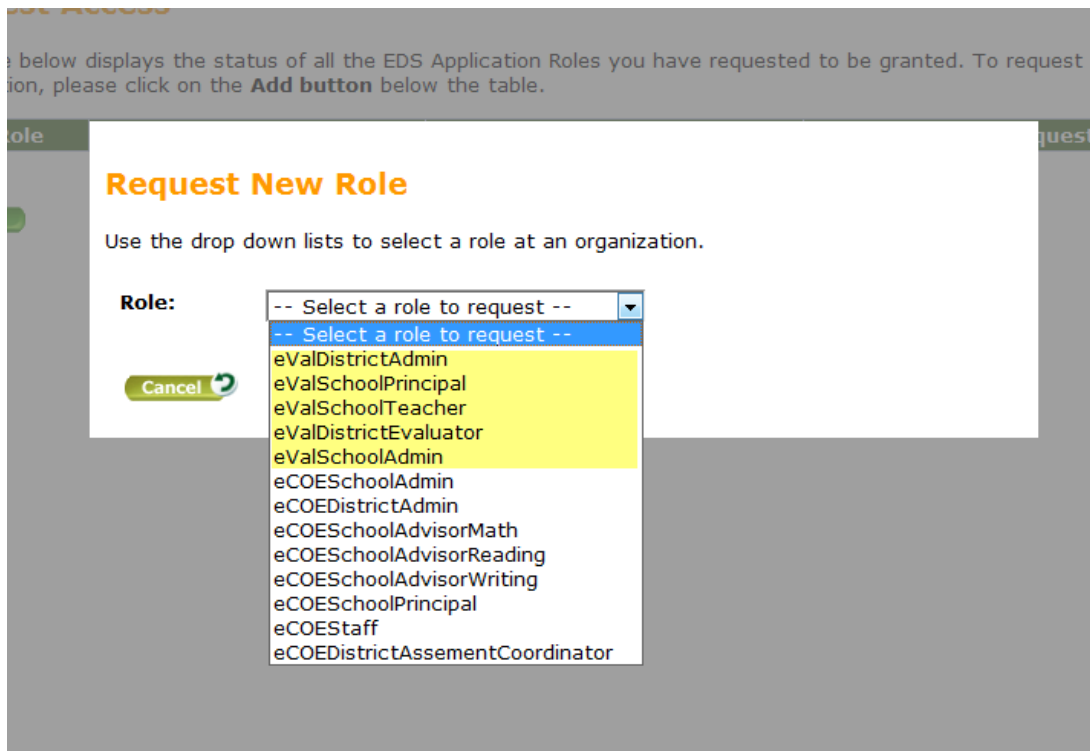
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> Privacy Policy
> Disclaimer
> Customer Support: 1.800.725.4311 >
©Copyright 2004 - 2007

7. 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 select "Request Application Roles (Recommended)":



8. Choose a role from the dropdown list by selecting the arrow button to see the list of choices:



9. Each role title describes a little bit about the role. The first part names the application for the role. On the list in step 8, there are only two applications: eVal and eCOE. 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 which district and then which school in that district you need your access. If the role you choose has the word *District* in the name, the system will only ask you to choose your school district. The access you are requesting is only for the selected school or district.

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

10. Select SAVE to make your request:

**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

11. Your request for a role is confirmed and is now awaiting approval by the appointed District Data Security Manager:

**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**

**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	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

Add

12. You can check the status of a requested role or 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 8.

13. Once your access has been approved by your District Data Security Manager, you will receive an email confirming your access and the next time you login to EDS, you will see the eVAL application in your list.