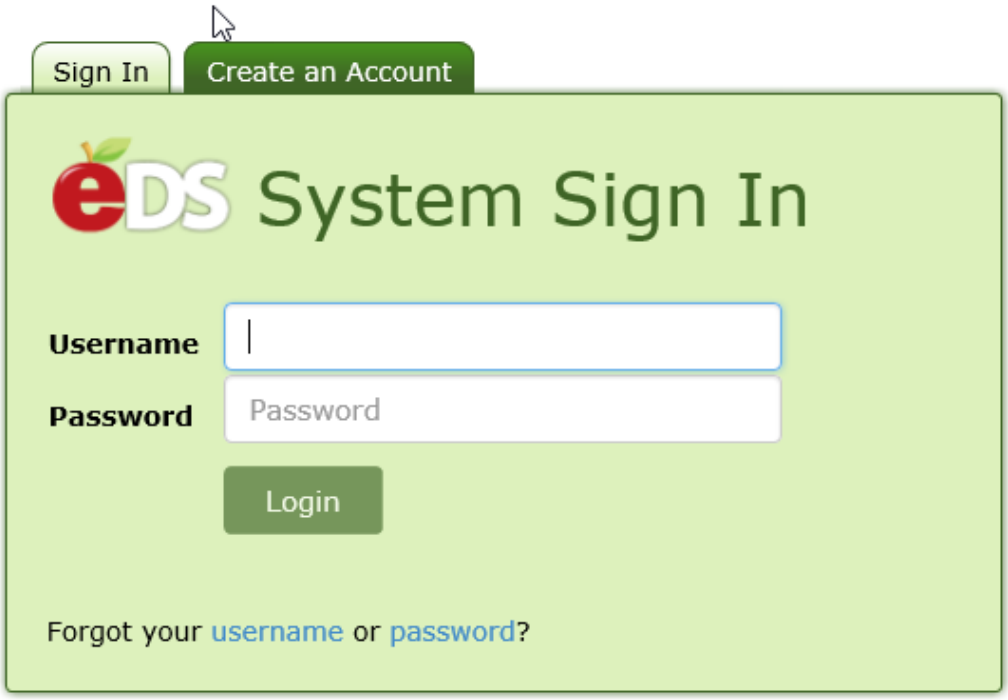
How to Request Access to eVal

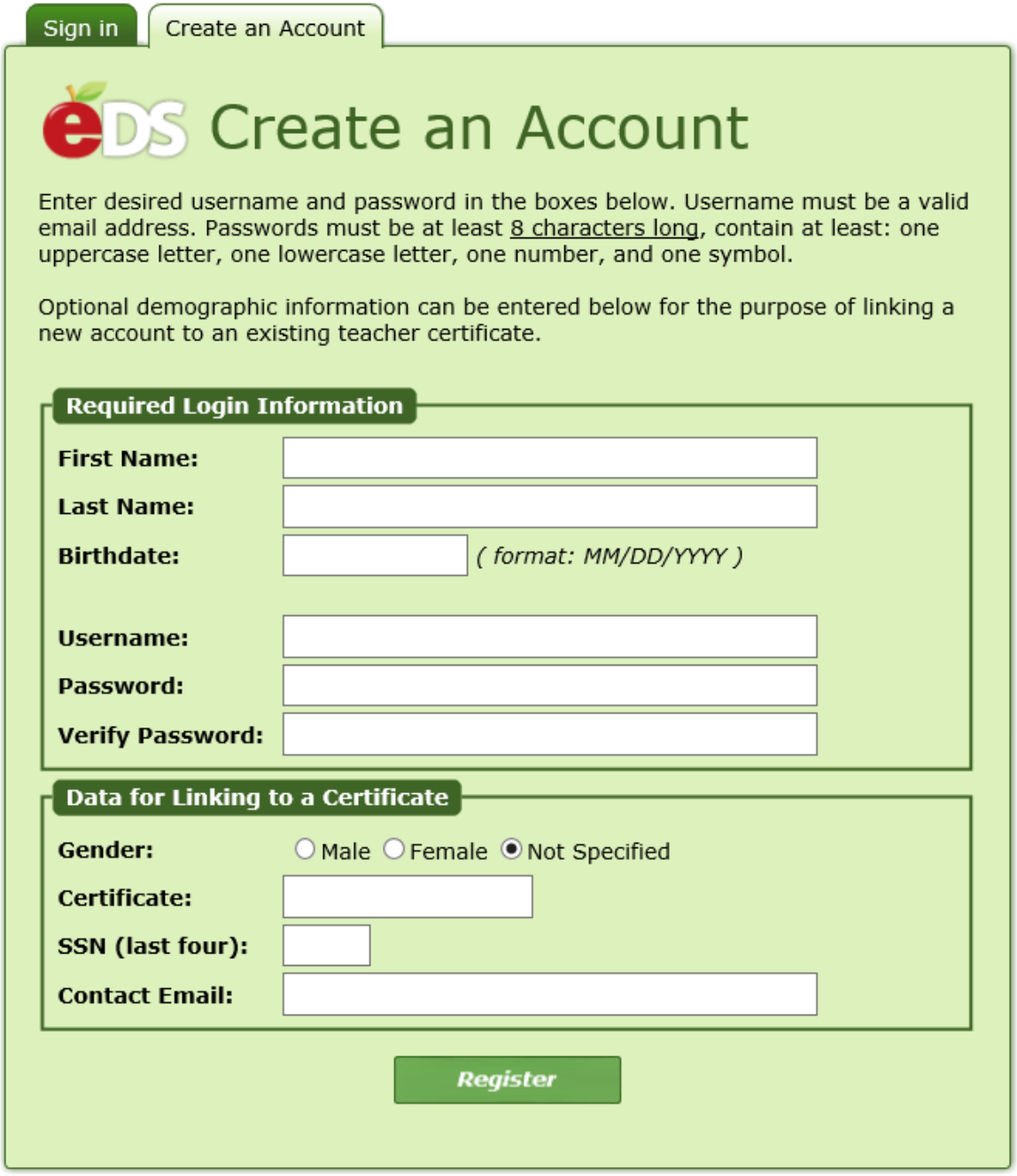
1. Go to the internet and enter in the Education Data System (EDS) web address: EDS Login

2. If you have an existing EDS account, login and skip to step 12 and follow the directions:

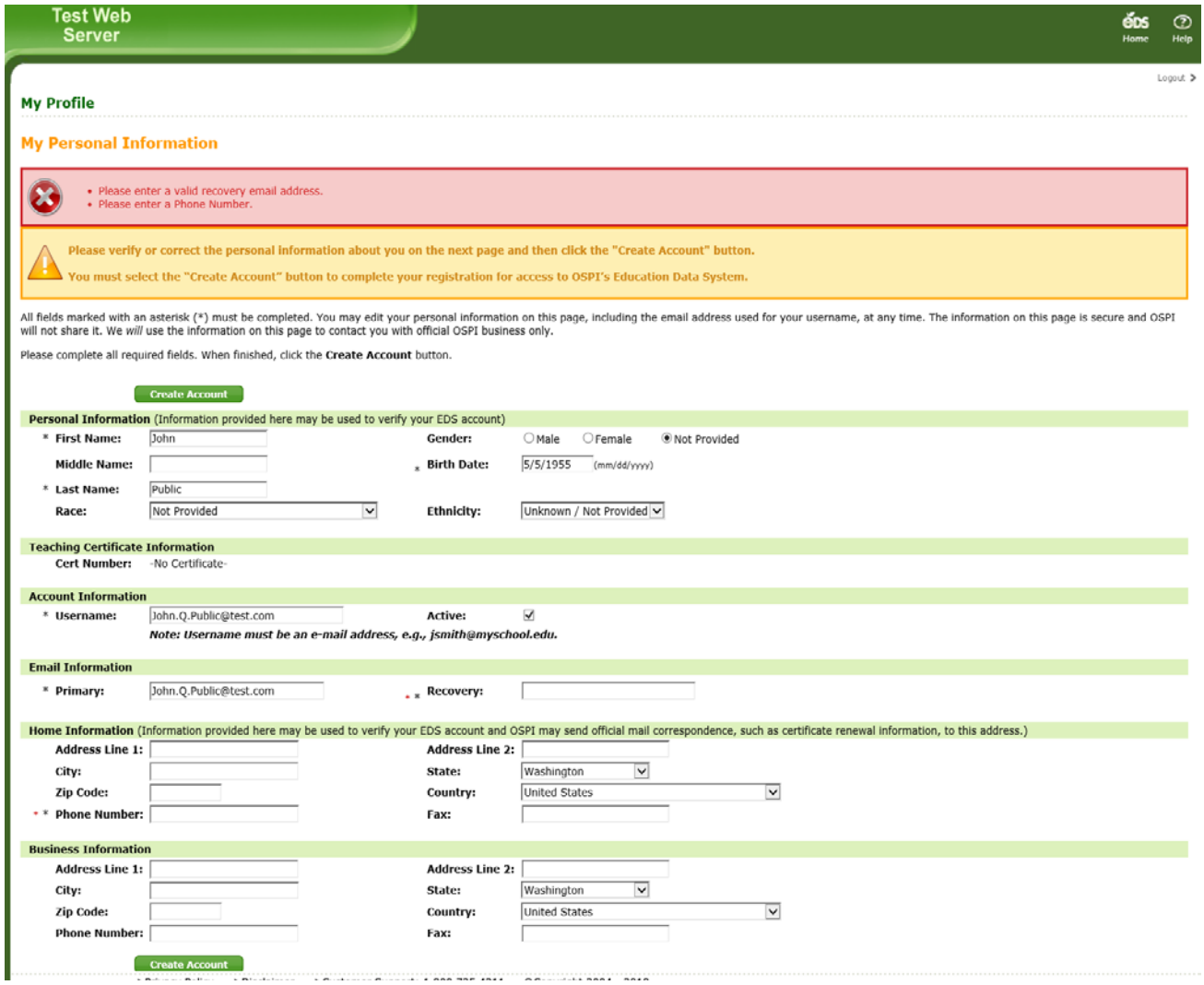


3. If you do not have an EDS account or are not sure, select the "Create an Account" tab from this page.

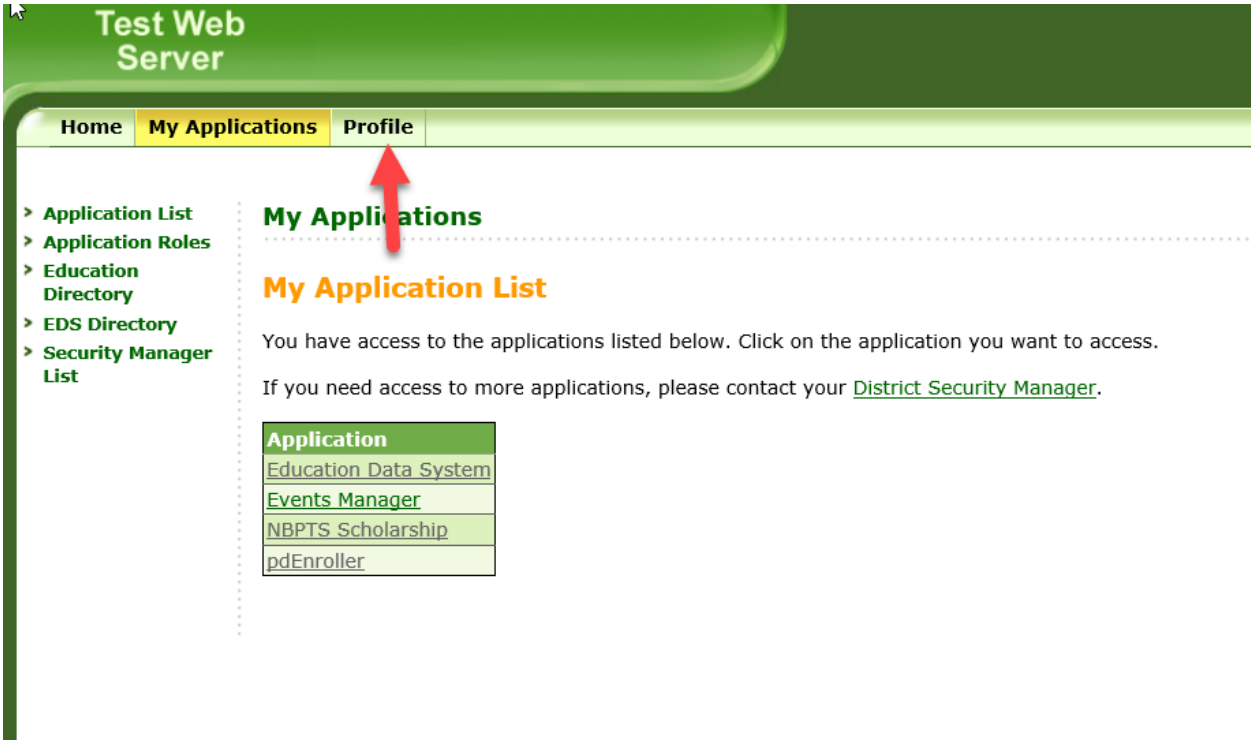
4. Enter in the information requested on this page. Be sure to follow the directions for creating a password for your NEW EDS account:



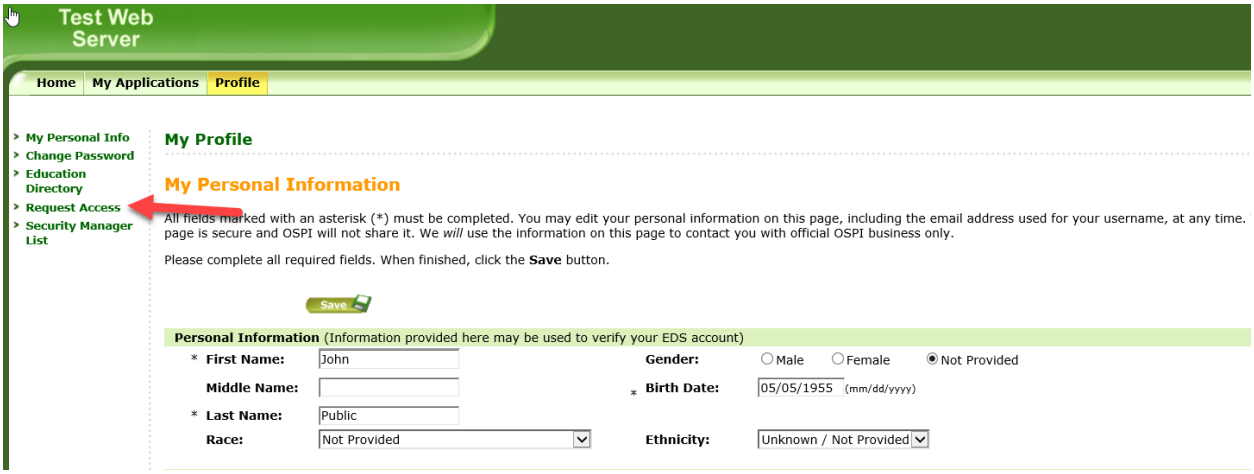
5. Select “Register” to begin creating your account. This will take you to the profile page: Here you will have to enter in a phone number and your Recovery email address. Complete the required fields (indicated with an asterisk *) and select “Create Account.”


Test Web Server
Home
Help
Logout
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: John
Middle Name:
* Last Name: Public
Race: Not Provided
Gender: Male Female Not Provided
* Birth Date: 5/5/1955 (mm/dd/yyyy)
Ethnicity: Unknown / Not Provided
Teaching Certificate Information
Cert Number: -No Certificate-
Account Information
* Username: John.Q.Public@test.com
Active:
Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.
Email Information
* Primary: John.Q.Public@test.com
* 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:
Address Line 2:
City:
State: Washington
Zip Code:
Country: United States
* Phone Number:
Fax:
Business Information
Address Line 1:
Address Line 2:
City:
State: Washington
Zip Code:
Country: United States
Phone Number:
Fax:
Create Account

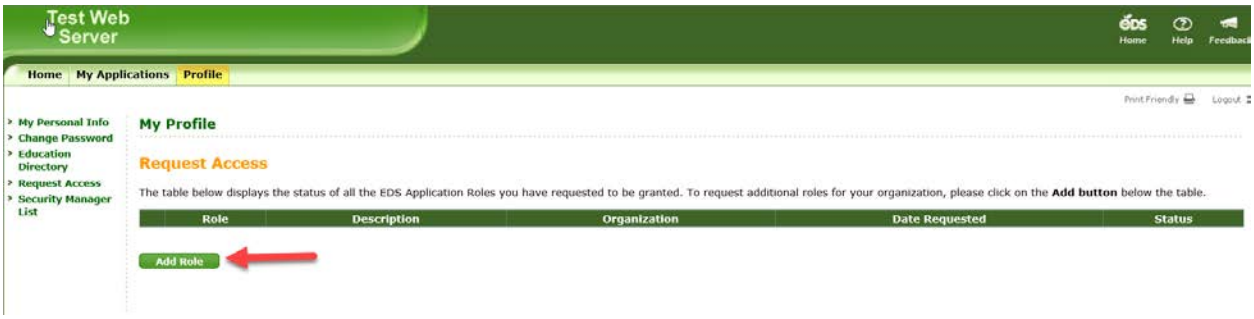
6. Once you have created your new profile information in your EDS account, the system will take you to your list of applications. Please select the “Profile” tab along the top



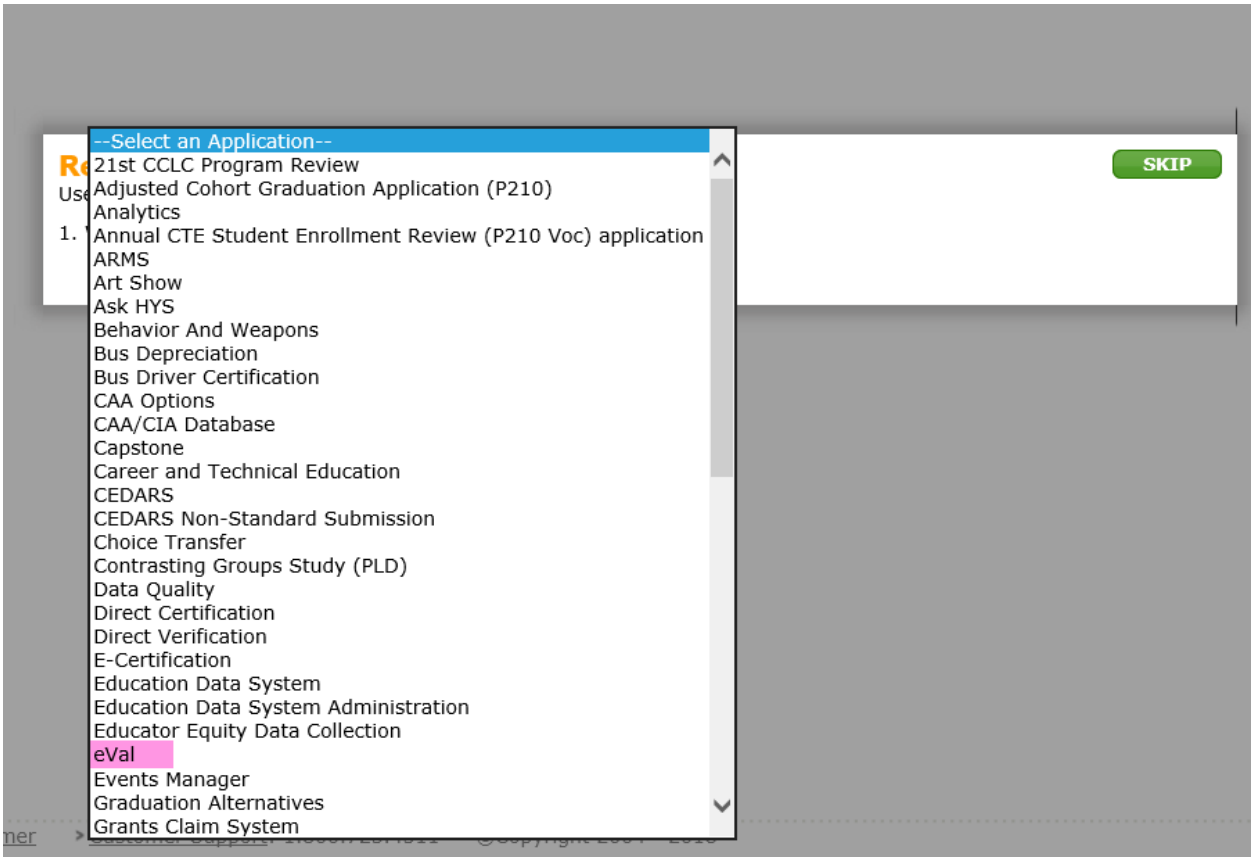
7. Select “Request Access” along the left hand side.



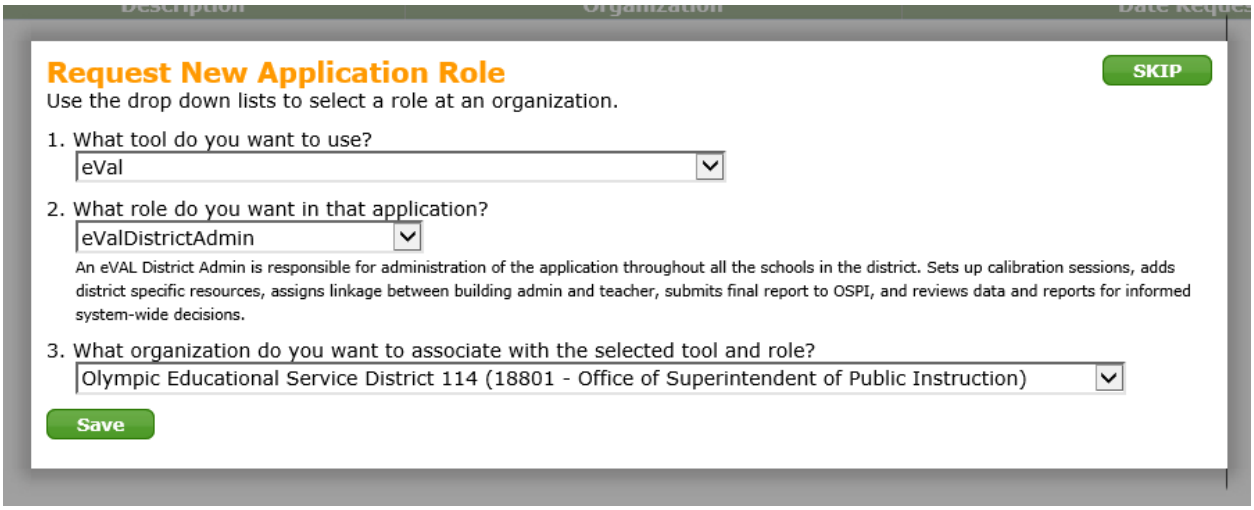
8. Click on “Add Role”



9. Choose the role you wish to gain access to, in this example, eVal.



10. Select from the drop down menu for question 1, 2 and 3.



11. Select SAVE to make your request

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

13. 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 Role” button on this page will take you back to the page in step 9.

14. 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 application of eVal in your list.