

## 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:

Sign In Create an Account

**eDS System Sign In**

**Username**

**Password**

Login

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:

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

<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Birthdate:</b>	<input type="text"/> ( format: MM/DD/YYYY )
<b>Username:</b>	<input type="text"/>
<b>Password:</b>	<input type="text"/>
<b>Verify Password:</b>	<input type="text"/>

## Data for Linking to a Certificate

<b>Gender:</b>	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Not Specified
<b>Certificate:</b>	<input type="text"/>
<b>SSN (last four):</b>	<input type="text"/>
<b>Contact Email:</b>	<input type="text"/>

**Register**

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."

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:  Gender:  Male  Female  Not Provided  
 Middle Name:  \* Birth Date:  (mm/dd/yyyy)  
 \* Last Name:  Race:  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:  Address Line 2:   
 City:  State:   
 Zip Code:  Country:   
 \* \* Phone Number:  Fax:

Business Information

Address Line 1:  Address Line 2:   
 City:  State:   
 Zip Code:  Country:   
 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

Test Web Server

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="#">Education Data System</a>
<a href="#">Events Manager</a>
<a href="#">NBPTS Scholarship</a>
<a href="#">pdEnroller</a>

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

Test Web Server

Home My Applications Profile

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

### My Profile

#### My Personal Information

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. 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 **Save** button.

**Save**

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

\* **First Name:**  **Gender:**  Male  Female  Not Provided

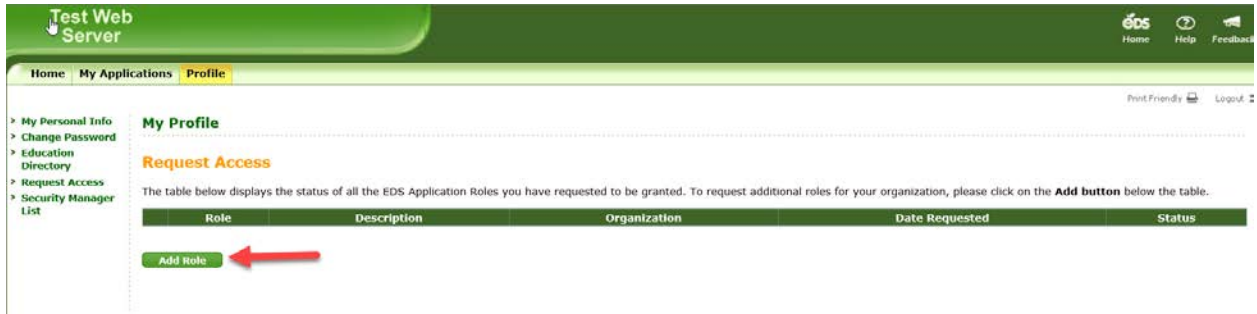
**Middle Name:**

\* **Birth Date:**  (mm/dd/yyyy)

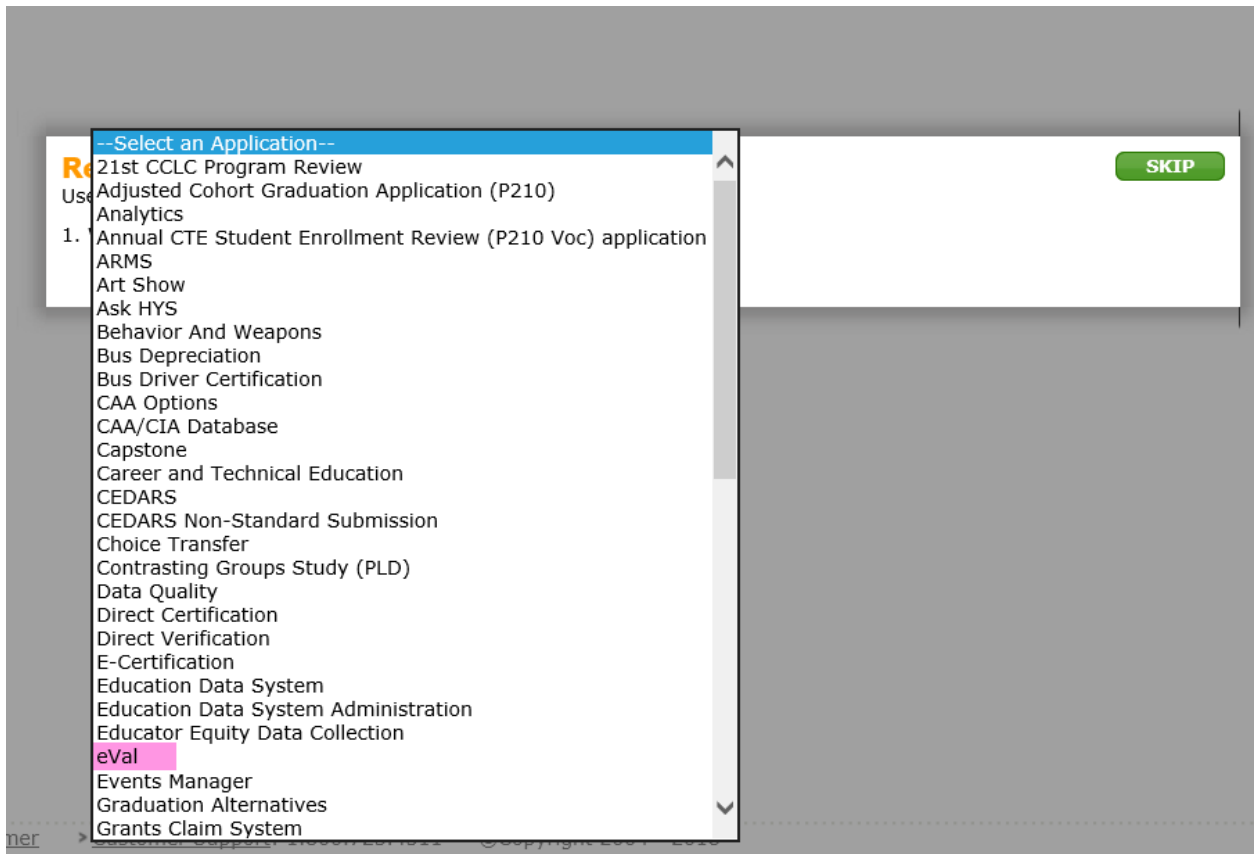
\* **Last Name:**  **Ethnicity:**

**Race:**

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.

**Request New Application Role** SKIP

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

1. What tool do you want to use?  
eVal

2. What role do you want in that application?  
eValDistrictAdmin

An eVAL District Admin is responsible for administration of the application throughout all the schools in the district. Sets up calibration sessions, adds district specific resources, assigns linkage between building admin and teacher, submits final report to OSPI, and reviews data and reports for informed system-wide decisions.

3. What organization do you want to associate with the selected tool and role?  
Olympic Educational Service District 114 (18801 - Office of Superintendent of Public Instruction)

Save

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

#### 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	eValDistrictAdmin	An eVAL District Admin is responsible for administration of the application throughout all the schools in the district. Sets up calibration sessions, adds district specific resources, assigns linkage between building admin and teacher, submits final report to OSPI, and reviews data and reports for informed system-wide decisions.	Olympic Educational Service District 114 (18801)	6/11/2018	Request Pending

Add Role

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.