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 C	create an Account
Č DS	System Sign In
Username	
Password	Password
	Login
Forgot your u	isername 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
Č DS Cr	eate an Account
Enter desired usernan email address. Passwo uppercase letter, one	ne and password in the boxes below. Username must be a valid ords must be at least <u>8 characters long</u> , contain at least: one lowercase letter, one number, and one symbol.
Optional demographic new account to an exi	information can be entered below for the purpose of linking a sting teacher certificate.
Required Login I	nformation
First Name:	
Last Name:	
Birthdate:	(format: MM/DD/YYYY)
licomamo	
Dassword:	
Verify Password:	
Data for Linking t	to a Certificate
Gender:	○ Male ○ Female ● Not Specified
Certificate:	
SSN (last four):	
Contact Email:	
	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."

Test Web Server		/		éDS Home	⑦ Help
My Profile				L	Logout >
My Personal Inf	ormation				
Please er	ter a valid recovery email address. ter a Phone Number.				
Please verify You must sele	or correct the personal information about you ect the "Create Account" button to complete yo	on the next page a our registration for	nd then click the "Create Account" button. access to OSPI's Education Data System.		
All fields marked with an	asterisk (*) must be completed. You may edit your	personal information	n on this page, including the email address used for your username, at any time. The information on this page is secure	e and Of	SPI
Please complete all requ	ired fields. When finished, click the Create Account	t button.	35 only.		
Personal Informatio	Create Account	vour EDS account)			
* First Name:	John	Gender:	○ Male ○ Female		
Middle Name:		Birth Date:	5/5/1955 (mm/(d//oov)		
* Last Names	Produline	* Dirtir Dutter	01.01.7.2.0. (numbed) 33331		
Race:	Not Provided	Ethnicity:	Unknown / Not Provided		
Teaching Certificate	Information				
Cert Number:	-No Certificate-				
Account Information	I. Constant and the second				
* Username:	John.Q.Public@test.com	Active:			
	Note: Username must be an e-mail address, e	.g., jsmith@mysch	ool.edu.		
Email Information					
* Primary:	John.Q.Public@test.com	* Recovery:			
Home Information (information provided here may be used to verify you	IF EDS account and C	DSPI 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 Informatio	n				
Address Line 1:		Address Line 2:			
City:		State:	Washington V		
Zip Code:		Country:	United States		
Phone Number:		Fax:			
	Create Account				
			0.0		

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 Appli	cations Profile
Application ListApplication Roles	My Applications
 > Education Directory > EDS Directory > Security Manager 	My Application List You have access to the applications listed below. Click on the application you want to access.
List	If you need access to more applications, please contact your <u>District Security Manager</u> . Application Education
	Events Manager NBPTS Scholarship pdEnroller

7. Select "Request Access" along the left hand side.

•	Test Web Server						
H	lome My Applic	ations Profile					
> My	Personal Info	My Profile					
> Edu Dir	ucation	My Personal Inf	ormation				
> Re > Sec Lis	quest Access curity Manager t	All fields marked with ar page is secure and OSPI	asterisk (*) must be co will not share it. We wil	mpleted. You may edit yo use the information on t	our personal informati this page to contact yo	on on this page, including th ou with official OSPI busines	ne email address used for your username, at any time. s only.
		Please complete all requ	ired fields. When finished	d, click the Save button.			
			Save Save				
		Personal Informatio	n (Information provided	here may be used to ver	ify your EDS account)		
		* First Name:	John		Gender:	⊖ Male ○ Female	Not Provided
		Middle Name:			* Birth Date:	05/05/1955 (mm/dd/yyyy)	
		* Last Name:	Public				
		Race:	Not Provided	\checkmark	Ethnicity:	Unknown / Not Provided	~

8. Click on "Add Role"

Test Web Server					ÖDS Home	() Help	Feedbas
Home My Applie	cations Profile				27.000		
> My Personal Info	My Profile				Print Pri	ondiy 🖶	Logout
Change Password Education Directory Request Access Security Manager	Request Access The table below displays the	status of all the EDS Application Roles yo	a have requested to be granted. To request additi	anal roles for your organization, please click on the ${f A}$	dd button below	he tabl	e.
List	Role	Description	Organization	Date Requested		Status	
List	Role	Description	Organization	Date Requested		Status	

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

	Select an Application		
Re	21st CCLC Program Review	^	SKIP
Use	Adjusted Cohort Graduation Application (P210)		
	Analytics		
1.	Annual CTE Student Enrollment Review (P210 Voc) application		
	ARMS		
	Art Show		
_	Ask HYS		
	Behavior And Weapons		
	Bus Depreciation		
	Bus Driver Certification		
	CAA Options		
	CAA/CIA Database		
	Capstone		
	Career and Technical Education		
	CEDARS		
	CEDARS Non-Standard Submission		
	Choice Transfer		
	Contrasting Groups Study (PLD)		
	Data Quality		
	Direct Certification		
	Direct Verification		
	E-Certification		
	Education Data System		
	Education Data System Administration		
	Educator Equity Data Collection		
	eVal		
	Events Manager		
	Graduation Alternatives	~	
- >	Grants Claim System		

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

Request New Ap	plication Role to select a role at an organization.	SKIP
1. What tool do you want eVal	t to use?	
2. What role do you want eValDistrictAdmin An eVAL District Admin is resp district specific resources, ass system-wide decisions.	t in that application? ponsible for administration of the application throughout all the schools in the district. Sets up calibration signs linkage between building admin and teacher, submits final report to OSPI, and reviews data and report	sessions, adds rrts for informed
3. What organization do y Olympic Educational S Save	you want to associate with the selected tool and role? Service District 114 (18801 - Office of Superintendent of Public Instruction)	

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 th	e EDS Application Roles you have requested to be gr	anted. To request additional roles for your organization, please cl	ick 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.