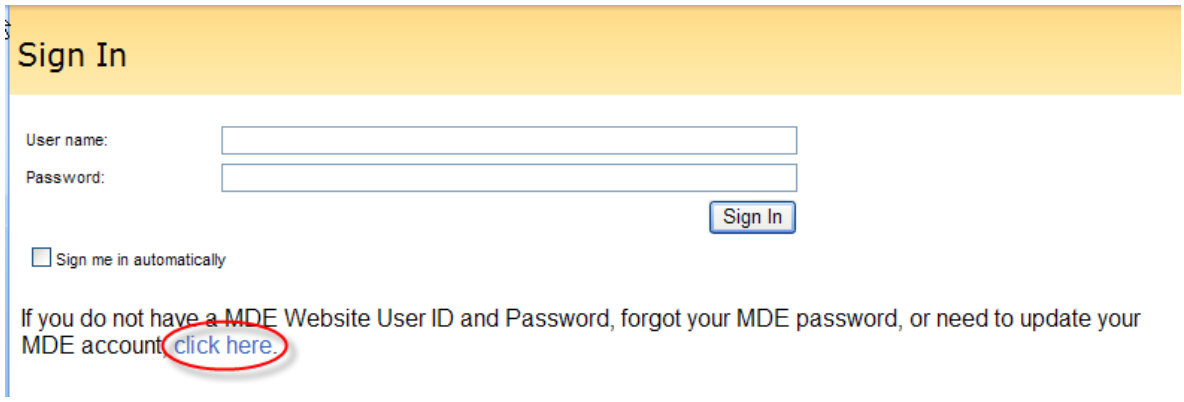
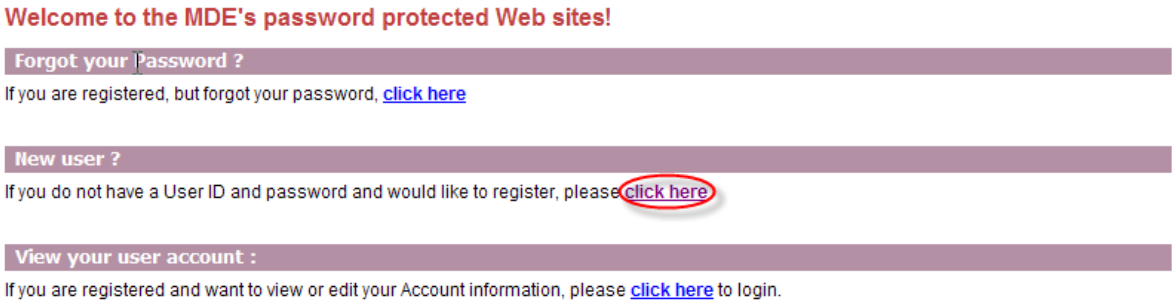
Instructions to access:
https://collaboration.education.state.mn.us/ARRA_Jobs_Reporting/default.aspx

1. Create an MDE Website account

a. If you have a MDE Website user ID and password proceed to step 2. To setup an account proceed with the next few steps.
b. Click on : https://collaboration.education.state.mn.us/ARRA_Jobs_Reporting/default.aspx
c. On the login page click on the ***click here*** at the bottom of the page:

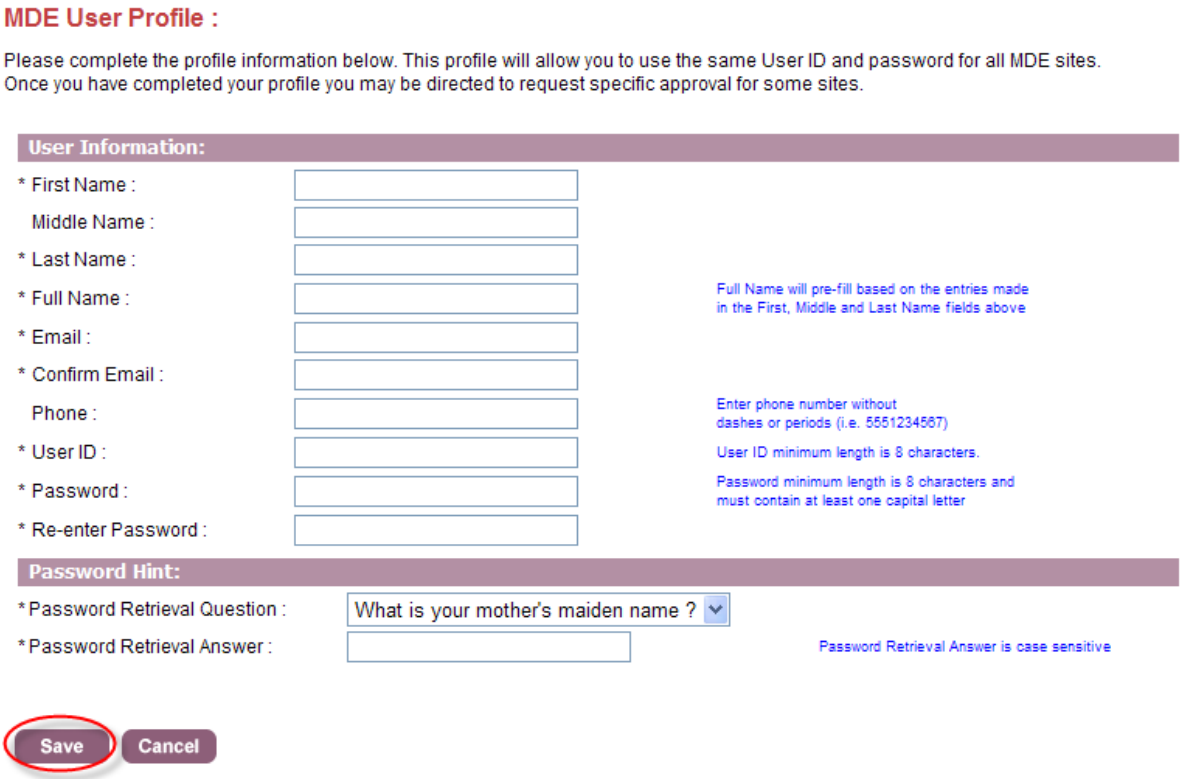


d. On the ***Welcome to the MDE's password protected Web sites*** page click on the ***click here*** under the ***New user ?*** option:



e. On the ***User Authorization Agreement*** page click the ***I Accept*** button.

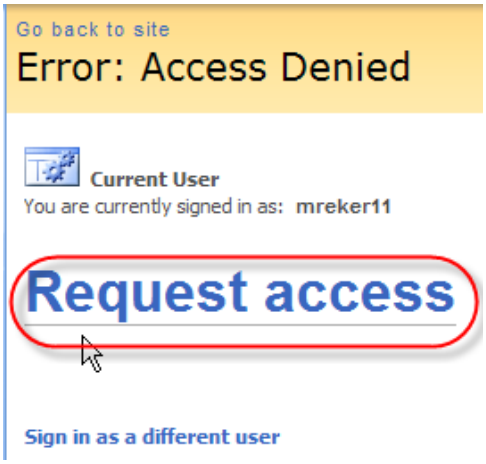
f. On the ***MDE User Profile*** page fill in the required fields to setup your MDE Website account and click the ***Save*** button. Note the field requirements in blue to the right of the respective fields. **Please note that the User ID minimum length is 8 characters. Password minimum length is 8 characters and must contain at least one capital letter.**



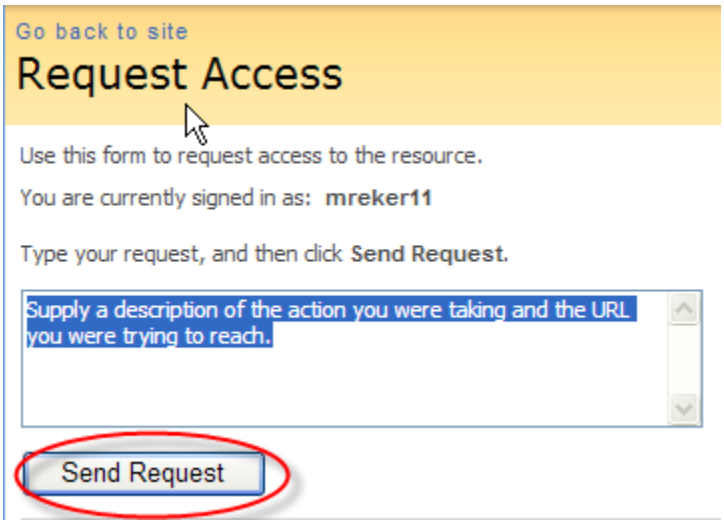
2. Request access to the site

a. Go to: https://collaboration.education.state.mn.us/ARRA_Jobs_Reporting/default.aspx in your browser.

b. An ***Error: Access Denied*** page will be displayed. At the bottom of that message is a ***Request Access*** link. Click this link.



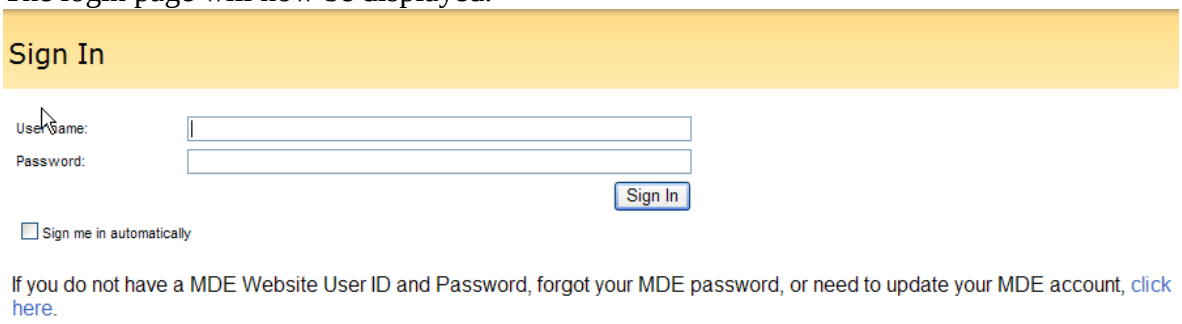
c. A ***Request Access*** page will be displayed. Enter a brief message in the text box along with your name to simplify associating your name to a User ID or who is making the request. Click the ***Send Request*** button which will send an email message to the site administrator to request your User ID to be permitted access to this site. You will receive a reply email once your User ID is validated for access to the site.



3. Login to the site

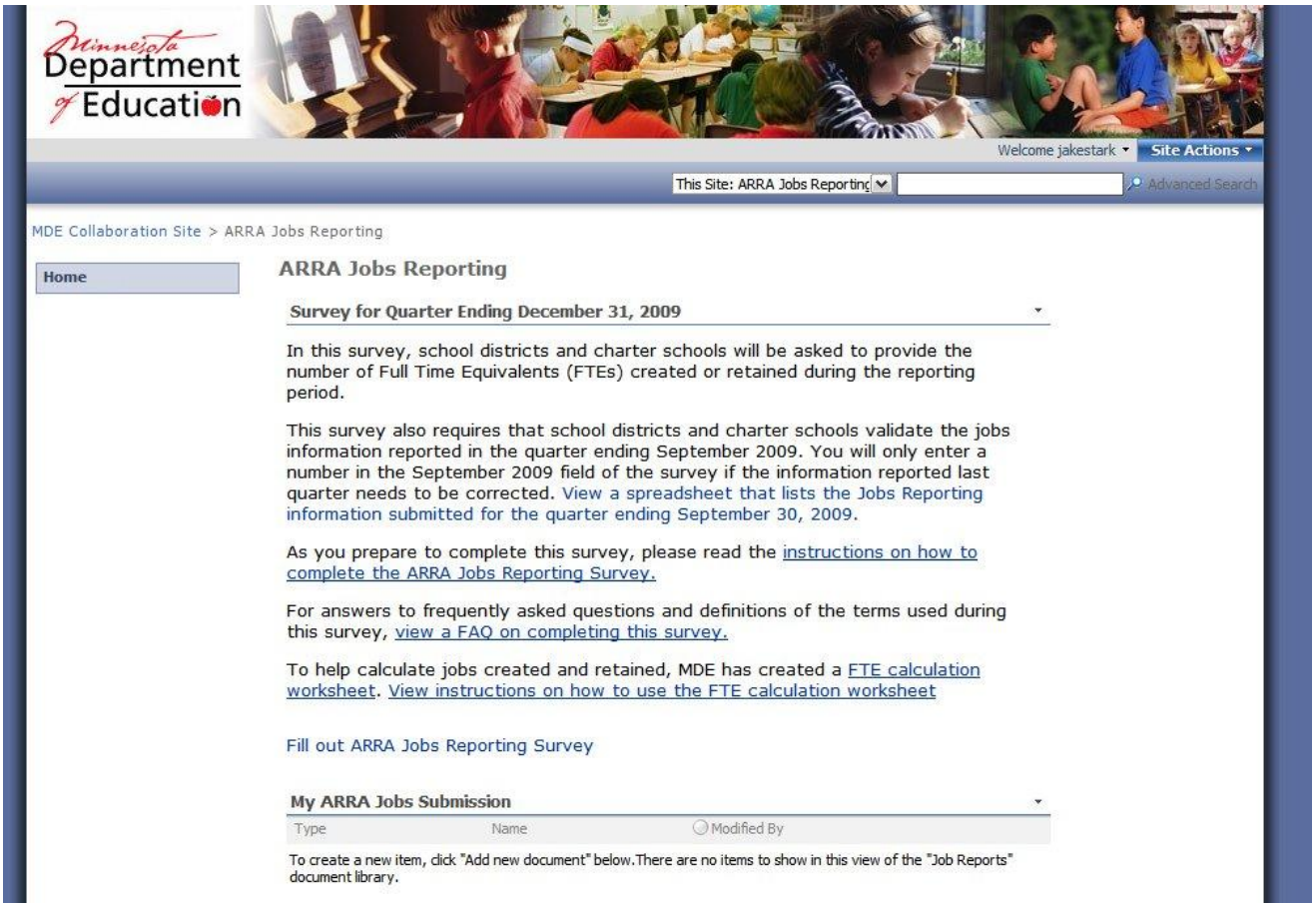
a. Go to: **https://collaboration.education.state.mn.us/ARRA_Jobs_Reporting/default.aspx**

b. The login page will now be displayed.



c. Enter your user name and password, and click the ***Sign In*** button.

d. You will now be at the main page of the site:



e. If you have need assistance or have suggestions for this site please send them to mde.it-helpdesk@state.mn.us.