How to Create a New MDE Account

If you don’t already have an MDE user account, follow these instructions to create a new account:

1. Go to the Minnesota Department of Education (MDE) home page: http://education.state.mn.us
2. From the School Support menu, select Data Submissions.
3. On the Data Submissions page, select Create Account.
4. Read the **Acceptable Use Agreement** and the **Privacy Policy** for the MDE website. Select the **I Accept** button to proceed.

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**Acceptable Use Agreement**

Prior to accepting this agreement, please read the **Privacy Policy**.

MDE Web Site

Acceptable Use Agreement

I agree to restrict access to my authorized application(s) to myself. Data within applications may uniquely identify individuals and my access is for the sole purpose of entering required data for state reporting, communication exchanges, business transactions, or any other necessary transactional operation needed to fulfill state requirements.

I agree to abide by the provisions of Minnesota Statutes Chapter 13 (Data Practices Act); the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; and any other applicable statutes and regulations on confidentiality of data and information. No private or confidential data accessed in the course of the performance of this agreement shall be duplicated, used, or disseminated except as authorized by statute or this agreement, either during the period of this agreement or hereafter.

I agree to abide by the security standards prescribed by the Minnesota Department of Education. All electronic data communications are to be encrypted or encoded at the protocol level as incorporated by the Minnesota Department of Education application(s) using security standards developed by the Internet Engineering Task Force (IETF) and the IP (IPSec) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Data Practices Act and FERPA.

I agree and understand that any sign-on or password instructions issued are for my exclusive use pursuant to this agreement and are not to be shared with or delegated to others. I further agree to maintain procedures within my office, which safeguard the confidentiality of data. This includes not leaving my computer unattended while it is logged onto the Minnesota Department of Education application(s) system and not authorizing another person to access data using my account.

I agree that my continued access to the Minnesota Department of Education application website depends upon my compliance with the procedures and data practices policies outlined in this agreement.

I agree that failure to abide by this agreement will result in my access rights being discontinued. You must accept to be granted access.

I Accept
5. Complete all required fields of the **Create User Account** page. Please note specific field requirements where specified. Select the **Create Account** button to submit your request. Any missing or invalid values will be indicated and must be corrected before the data can be submitted successfully.

6. Review the **User Account Created** confirmation page. From here, you may return to the **Data Submissions** page.