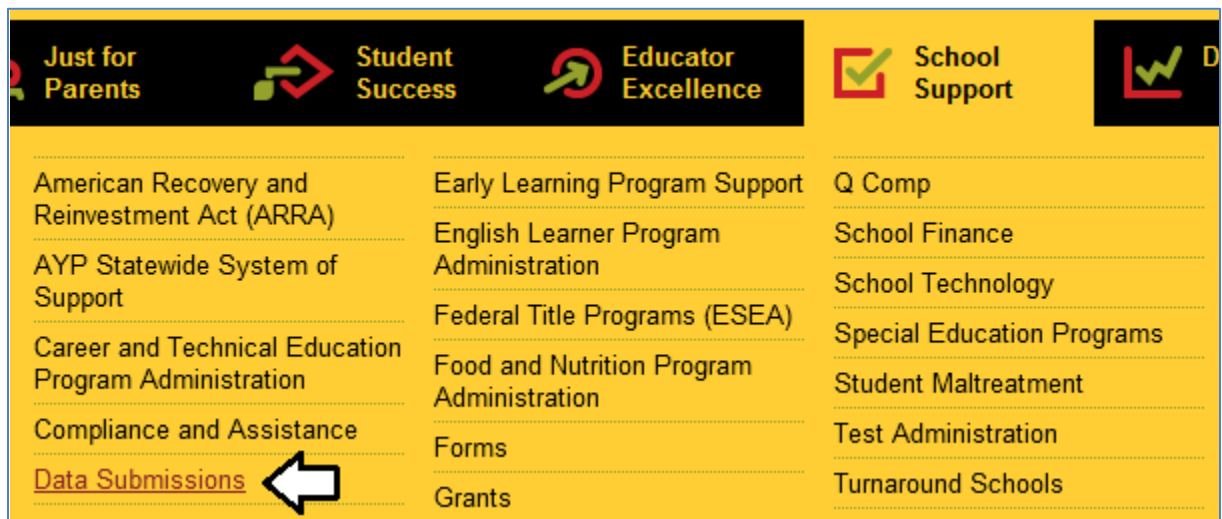


How to Request Access to an Application

If you already have an MDE user account, follow these instructions to request access to an application:

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 the application you want to access from the list on the left-hand side of the page. This will launch the website information page for the selected application.

Minnesota Department of
Education

↓

0-4 Census Data Reporting

ADM/LEP (EDRS)

Alternative Facilities System

Assurance of Compliance

Athletics Data Reporting

Career and Technical Education
Levy Recalculation Web-Based
Reporting System

Carl Perkins

CLiCS Program Administration

Compulsory Instruction

Compliance Data Reporting

Continuing Education Clock Hour
Reporting

Disciplinary Incident Reporting
System

District and School Web
Collection

District and School Site
Verification

Early Childhood Special
Education Outcomes

Early Education Student

Early Learning Services Data
Reporting

scroll down for more
applications... ↓

NOTE: The **Data Submissions** page has a long list of applications ordered alphabetically by name. Scroll down the page to find the desired application.


4. On the website information page for this application, select the entry link to enter this application.

Early Education Student

The Minnesota Department of Education (MDE) is introducing new student identification process for children registered in Early Childhood Family Education and School Readiness (ECFE/SR). The purpose of the new system is to better understand children's experiences prior to kindergarten.

The benefits to this work include extending existing practices in K-12, Early Childhood Screening, Early Intervention and Early Childhood Special Education to families registered in ECFE/SR. This will lead to improved policies at the national, state and local levels for children and families. New, secured web resources are available to assist organizations submitting student data.

The following pilot districts are working with the system from now through May 2013: Fosston, Mounds View, Rosemount-Apple Valley-Eagan, St. Michael-Albertville, St. Paul, and West St. Paul-Mendota Heights-Eagan. Information for these districts on using the system and reporting specifications is available below.

[> Enter Early Education Student System](#) 


NOTE: Not all applications on the **Data Submissions** page use the **MDE User Account** system. If the entry link shows a different login page than shown below, view the website information page for that application for instructions on how to request access.

5. Login to your MDE user account.

Please Login With Your MDE User Account

User ID:

Password:

[Login](#) 

Don't Have an Account? [Create Account](#)


Can't Access Your Account? [Get Login Help](#)

6. If this is your first time launching this application with your MDE user account, then the **Authorization Required** page will display explaining that you must first request access to the application.

Authorization Required

Hello John G Doe (johngdoe)

Our system recognizes that you have a valid User Account, but this account has not been granted access to the **Early Education Program Registration**. This is due to one of the following reasons:

1. You have not requested access for the **Early Education Program Registration** application. You may now request access by selecting the button shown here

2. You have made a request for the **Early Education Program Registration** application access, but it has not yet been approved. Please allow from **1 to 5** business days for approval.

[Return to Data Submissions Page](#)

NOTES:

- a. If you already requested access to this application with your MDE user account and you still see the **Authorization Required** page when you login, then your initial access request has not yet been approved. Please allow from one to five business days for approval.
- b. If you are requesting access to an application which uses the old **MDE User Account** request access system, then this process will look somewhat different (although the functionality is mostly the same). At the bottom of this document, **Appendix A: Old Request Access Pages** describes the old **MDE User Account** request access system.

7. The **Choose Role** page displays a list of available user role names and descriptions for this application. Choose the user role that you are requesting.

Choose Role

You are requesting authorization as:

User ID: johngdoe
Full Name: John G Doe
For Application: Early Education Program Registration

↓

Role Name	Description
StudentCoordinator	Official district user submits Early Education Program Registration data to the state.

[Cancel My Request](#)

NOTE: Some applications have only one user role option; some applications have several user role options. Your superintendent/director who submitted authorization documentation to MDE on your behalf should provide you with the role name to select.

8. The **Choose District** page displays the list of school districts (as well as charter schools and other organizations if applicable) from which you must choose the organization which you are representing. If you represent a single organization, select the name of that organization.

Choose District

You are requesting authorization as:

User ID: johngdoe
Full Name: John G Doe
For Application: Early Education Program Registration
Role: StudentCoordinator

Select the district for which you would like to request authorization:

I need access to more than one district

District	District
A.C.G.C. 2396-01	Academia Cesar Chavez Charter Sch. 4073-07
Academic Arts High School 4119-07	Achieve Language Academy 4018-07
Ada-Borup Public School District 2854-01	Adrian Public School District 0511-01
AFSA High School 4074-07	Aitkin Public School District 0001-01
Albany Public School District 0745-01	Albert Lea Public School District 0241-01
Alden-Conger Public School District 0242-01	Alexandria Public School District 0206-01
Annandale Public School District 0876-01	Anoka-Hennepin Public School Dist. 0011-01
Arcadia Charter School 4091-07	Ashby Public School District 0261-01
Aspen Academy 4184-07	Augsburg Fairview Academy 4111-07

If you represent multiple organizations, select **I need access to more than one district**. The page will reload with checkboxes next to each organization name. Choose each organization name you represent and select **Submit My Districts**.

<input type="checkbox"/> Winona Area Public School District 0861-01	<input type="checkbox"/> Woodson Institute For Excellence Ch 4086-07
<input type="checkbox"/> World Learner Charter School 4016-07	<input type="checkbox"/> Worthington Public School District 0518-01
<input type="checkbox"/> Wrenshall Public School District 0100-01	<input type="checkbox"/> Yellow Medicine East 2190-01
<input type="checkbox"/> Yinghua Academy 4140-07	<input type="checkbox"/> Zumbrota-Mazeppa School District 2805-01

Submit My Districts

Back to Role Selection

Cancel My Request

- Review your selections on the **Confirm Authorization Request** page. If you find any errors, select the appropriate button to go back. Otherwise, select **Submit My Authorization Request** to complete your access request.

Confirm Authorization Request

You are requesting authorization as:

User ID: johngdoe
Full Name: John G Doe
For Application: Early Education Program Registration
Role: StudentCoordinator
Organizations: Aitkin Public School District 0001-01
Anoka-Hennepin Public School Dist. 0011-01




[Submit My Authorization Request](#) [Back to District Selection](#) [Cancel My Request](#)

- The **Authorization Request Submitted** page confirms that your access request was submitted successfully. Please allow one to five days for approval. From here, you may return to the **Data Submissions** page or view your **MDE User Account** page.

Authorization Request Submitted

Your request to access the **Early Education Program Registration** application has been submitted for review. Requests are reviewed in the order received.
Please allow from **1 to 5** business days for approval. Do not submit more than one request.

[View My Account](#) [Return to Data Submissions](#) 

Appendix A: Old Request Access Pages


Applications which use the old version of the **MDE User Account** system will show the old request access pages. The old version of the **MDE User Account** uses the same data as the new version, so an approved access request which was created using the old request access pages will appear in the new **MDE User Account** page. The **MDE User Account** system will continue to support the old request access pages until all **MDE User Account**-enabled applications have been updated to use the new **MDE User Account** request access system.

1. If this is your first time launching this application with your MDE user account, then the **Authorization Required** page will display explaining that you must first request access to the application.

Additional Authorization Required

Hello johngdoe,

Our system recognizes that you have a valid MDE-Account, but this account **has not been granted access to the 'TestWES' web pages**. This is due to one of the following reasons:

(1) You have not requested access for the 'TestWES' application. You may now request access by clicking the button shown here >> [Request Application Access](#) 

(2) You have made a request for the 'TestWES' application access, but it has not yet been approved. Requests are usually processed within 24 hours.

NOTE: If you already requested access to this application with your MDE user account and you still see the **Authorization Required** page when you login, then your initial access request has not yet been approved. Please allow from one to five business days for approval.

2. The **Choose Role** section of the **Request Authorization** page displays a list of available user role names for this application. Choose the user role that you are requesting.

Request Authorization [help](#)

Select a user role and choose your district and/or school. This request will be reviewed, and you will be notified of the decision (approval or denial) via email. You will not be able to access the requested Web pages until you are approved.



Authorization Detail:		Explain Roles
User ID	johngdoe	
Program Name	TestWES	
Choose the Role	<input type="radio"/> TWES-DistrictUserReadWrite	
	<input type="radio"/> TWES-SchoolUserReadWrite	←
	<input type="radio"/> TWES-DistrictUserReadOnly	
	<input type="radio"/> TWES-AuthorizerReadWrite	

NOTE: Some applications have only one user role option; some applications have several user role options. Your superintendent/director who submitted authorization documentation to MDE on your behalf should provide you with the role name to select.

- Once you have selected a role name, the **Choose District** section of the **Request Authorization** page displays the list of school districts (as well as charter schools and other organizations if applicable) from which you must choose the organization which you are representing. Select each organization for which you are requesting access for this application and use the right-arrow button to move that organization into the selection list. Once you have completed your selection list, select the **Submit** button to continue.

Request Authorization [help](#)

Select a user role and choose your district and/or school. This request will be reviewed, and you will be notified of the decision (approval or denial) via email. You will not be able to access the requested Web pages until you are approved.

Authorization Detail:	Explain Roles
User ID johngdoe	
Program Name TestWES	
Choose the Role	
<input checked="" type="radio"/> TWES-DistrictUserReadWrite	
<input type="radio"/> TWES-SchoolUserReadWrite	
<input type="radio"/> TWES-DistrictUserReadOnly	
<input type="radio"/> TWES-AuthorizerReadWrite	
Choose the District:	
<div style="border: 1px solid gray; padding: 5px;"><p>0001-01 AITKIN PUBLIC SCHOOL DISTRICT 0001-03 MINNEAPOLIS PUBLIC SCHOOL DIST. 0002-01 HILL CITY PUBLIC SCHOOL DISTRICT 0004-01 MCGREGOR PUBLIC SCHOOL DISTRICT 0006-03 SOUTH ST. PAUL PUBLIC SCHOOL DIST. 0012-01 CENTENNIAL PUBLIC SCHOOL DISTRICT 0013-01 COLUMBIA HEIGHTS PUBLIC SCHOOL DIST 0014-01 FRIDLEY PUBLIC SCHOOL DISTRICT 0015-01 ST. FRANCIS PUBLIC SCHOOL DISTRICT 0016-01 SPRING LAKE PARK PUBLIC SCHOOLS</p></div>	<div style="border: 1px solid gray; padding: 5px;"><p>0011-01 ANOKA-HENNEPIN PUBLIC SCHOOL DIST.</p></div>
<div style="text-align: center;"> Submit</div>	<div style="text-align: center;"> >> <<</div>
<div style="text-align: center;">Cancel</div>	

NOTE: If you select a role which allows multiple-level organization selection (e.g. both district and school selection), then the organization selection section will include a list for each organization.

4. The **Authorization Request Submitted** page confirms that your access request was submitted successfully. Please allow one to five days for approval. From here, you may return to the **Data Submissions** page or view your **MDE User Account** page.

Request Submitted Successfully !

Your request to access the 'TestWES' application Web pages has been submitted. Please be aware approval for access is not immediate. We will review your request for access in the order it was received. Please allow from **1 to 5** business days for approval. **Please do not submit more than one request.**

[View Account](#) [MDE Home Page](#) 