

How to View or Update your MDE Account

If you already have an MDE user account, follow these instructions to view or update your 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 **View Account**.

View or Update Your Account

If you already have an MDE user account, start here to view your account details and to make updates to your account:

[> View Account](#) 

[View step-by-step instructions on how to view or update your MDE account](#)

4. 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](#)

5. The **MDE User Account** page displays up to four sections of information:
 - a. **User Information** (e.g. user ID, name, email address, phone number)
 - b. **Authorized Applications** list (only displays applications for which you have been approved access. If you have not been approved to access any authorized applications, then this section will not display.)
 - c. **Public Applications** list (displays applications which any user with an MDE user account can access.)
 - d. **Non-Authorized Applications** (explains why you might not see an application listed on your user account page.)

Once you have finished updating your user account information, you can either **Return to Data Submissions** (retaining your login status) or **Log Out** of your user account.

How to Update Your User Information

The top section of the **MDE User Account** page has three selections available:

1. Select **Update Personal Information** to update your name, email address, and/or phone number.
2. Select **Change Your Password** to update your account password.
3. Select **Change Your Security Question and Answer** to update your security question information.



Authorized Applications Section Overview

The **Authorized Applications** section of the **MDE User Account** page displays the list of applications for which your user account is authorized. If the **Authorized Applications** section does not appear on your **MDE User Account** page, then your user account is not yet approved for any authorized applications. Each authorized application has three selections available:

1. Select **View Access Details** to view your role and the list of organizations for which you are currently authorized to access this application. You may also remove your access for any organization for this application from this page.
2. Select **Modify My Access** to request a new role and/or organization access for this application. NOTE: If you are removing your access for an organization for this application without adding access to another organization, you must do so from **View Access Details**, not **Modify My Access**.
3. Select **Remove My Access** to remove your role and organization access to this application.

How to View Your Application Authorization Details

Authorized Applications:

Web Pages	User Actions
SERVS Financial System	View Access Details Modify My Access Remove My Access
TestWES	View Access Details Modify My Access Remove My Access

Selecting **View Access Details** displays the **Authorization Details** page for that application. This page shows your user role and the list of organizations for which you are currently authorized to access this application.

Authorization Details

Application: SERVS Financial System
Role: AccountRegister
Role Description: Responsible for cash management and designated to submit, delete and correct reimbursement requests.

Organization Id	Organization Name	Sub-Organization Id	Action
0001-01-000-000	0001-01-000-000 AITKIN PUBLIC SCHOOL DISTRICT	ALL	Remove Access to Organization
0011-01-000-000	0011-01-000-000 ANOKA-HENNEPIN PUBLIC SCHOOL DIST.	ALL	Remove Access to Organization
0012-01-000-000	0012-01-000-000 CENTENNIAL PUBLIC SCHOOL DISTRICT	ALL	Remove Access to Organization
0160-70-000-000	0160-70-000-000 MINNESOTA STATE ACADEMIES	ALL	Remove Access to Organization
0920-83-000-000	0920-83-000-000 REGION 11-METRO EDUC. SERVICE UNIT	ALL	Remove Access to Organization

[Modify My Access](#) [Return to View Account](#)

There are three actions available on the Authorization Details page:

1. Select **Remove Access to Organization** to remove your access to the specified organization for this application. Your access to the other organizations for this application will not be affected.
2. Select **Modify My Access** to request a new role and/or organization access for this application. This is the same functionality as the **Modify My Access** selection on the **Authorized Applications** section of the **MDE User Account** page.
3. Select **Return to View Account** to return to the MDE User Account page.

How to Modify Your Application Authorization

Authorized Applications:

Web Pages	User Actions		
SERVS Financial System	View Access Details	Modify My Access	Remove My Access
TestWES	View Access Details	Modify My Access	Remove My Access



Modifying your application authorization is a very similar process to initially requesting authorization to access an application. Select **Modify My Access** from either the **Authorized Applications** section of the **MDE User Account** page or the **Authorization Details** page to begin.

1. 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: SERVS Financial System

Role Name	Description
ApproveApplicationAndBudget	Authority to approve, sign and enter into contracts on behalf of the selected organizations.
AccountRegister	Responsible for cash management and designated to submit, delete and correct reimbursement requests.
ApplicationAndBudget	Responsible to submit applications or create budgets for review. (May NOT submit reimbursement requests.)
ReadOnly	This role is designed for Local Education Agency staff members that have a job-related need to view and track applications, budgets or reimbursement requests. This role may view all aspects of an application and budget but may not edit any of this information.
ReviewCompetitiveGrants	This role is reserved for individuals who have been invited to be part of a grant review team to provide comments upon a specific competitive grant opportunity.

[Cancel my request](#)

NOTES:

- a. 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.
- b. If you are modifying your 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.

2. 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: SERVS Financial System
Role: ApplicationAndBudget

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	Abbott - Northwest Child's Center 0101-75
Ability Building Center 7000-84	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	Agape Halfway House, Inc. 0103-75
Aitkin 0001-91	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

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



3. Review your change selections on the **Confirm Authorization Request** page:
 - a. Review your current role and your requested role.
 - b. If you have requested to drop access to any organizations, they will show up in the **Requested to Drop These Districts** column.
 - c. Any organizations you are keeping or have added will show up in the **Request to Access These Districts** column.
 - d. 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: SERVS Financial System

Current Role	Requested Role
AccountRegister	ApplicationAndBudget

Request to Drop These Districts	Request to Access These Districts
Aitkin Public School District 0001-01	Belle Plaine Public School District 0716-01
Anoka-Hennepin Public School Dist. 0011-01	Minnesota State Academies 0160-70
	Region 11-Metro Educ. Service Unit 0920-83



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.

Authorization Request Submitted

Your request to access the **SERVS Financial System** 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](#)



How to Remove Your Application Authorization

Authorized Applications:

Web Pages

User Actions



[SERVS Financial System](#)

[View Access Details](#)

[Modify My Access](#)

[Remove My Access](#)

[TestWES](#)

[View Access Details](#)

[Modify My Access](#)

[Remove My Access](#)

Selecting **Remove My Access** will completely remove your role and organization access for the selected application. After selecting this option, confirm your request at the prompt and then your access to this application will be removed.

Public Applications Section

Public Applications:

Web Pages

Description

[CELPortfolio-Public](#)

Portfolio Licensing System

[Educator Licensing](#)

Educator Licensing

[MDE File Upload](#)

MDE File Upload

[MDEAnalytics](#)

Data Center Secure Reports

The **Public Applications** section of the **MDE User Account** page displays the list of applications which require an MDE user account but do not require specific user authorization. Any user with an MDE user account is permitted to access these systems.

Non-Authorized Applications Section

Non-Authorized Applications:

If you don't see your desired application, then you don't have the required authorization.

[Return to Data Submissions.](#)

The **Non-Authorized Applications** section of the **MDE User Account** page is for explaining what to do if you do not see your desired application in the list of either **Authorized**

Applications or **Public Applications** on your MDE User Account page. There are several possible reasons for this:

1. You do not have access to this application. If you have requested access this application, it may not yet have been approved. Please allow one to five days for approval.
2. Your desired application does not use the **MDE User Account** system for access control. From the **Data Submissions** page, view the website information page for that application for instructions on how to request access.

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 change 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. 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.

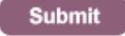
Request Authorization [help](#)

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:

0001-01 AITKIN PUBLIC SCHOOL DISTRICT	 	0011-01 ANOKA-HENNEPIN PUBLIC SCHOOL DIST.
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		

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.

3. 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](#) 