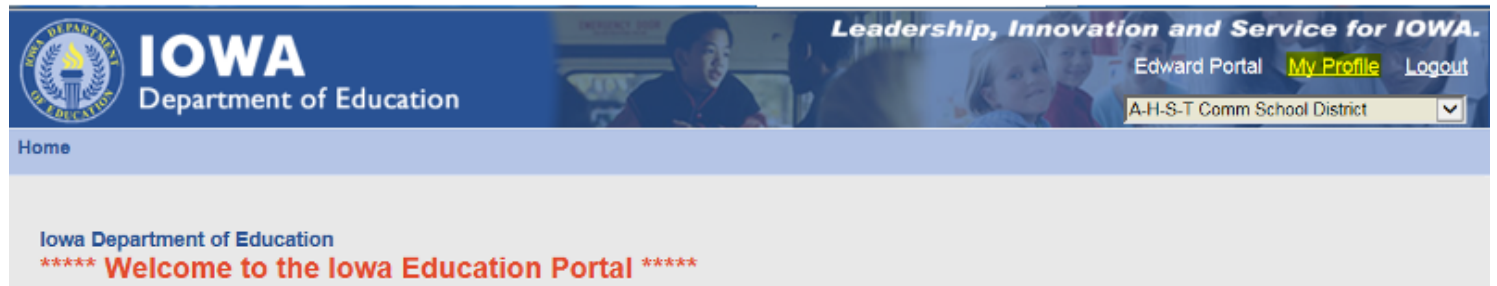


## Maintaining Your EdPortal Account

# Update EdPortal Profile

Sign-in to the Portal with your A&A account id. Click on the "My Profile link", located in the upper right-hand corner.



The My Profile page will be displayed.

Click the "Edit" button.

**My Profile**

My Profile Information

|  |                            |                         |
|--|----------------------------|-------------------------|
| <b>First Name</b><br>Edward  | <b>Last Name</b><br>Portal | <b>Status</b><br>Active |
| <b>Administrative Organization</b><br>A-H-S-T Comm School District |                            |                         |

Address

|                  |  |              |
|------------------|--|--------------|
| <b>Street 1</b>  | <b>Street 2</b>                        | <b>City</b>  |
| <b>State</b>     | <b>Zip</b>                             | <b>Phone</b> |
| <b>Extension</b> | <b>Email</b><br>edwardportal@ymail.com |              |

Notes

Assigned Roles

| Application | Security Organization        | Role   | Security Officer | Status   | Date |
|-------------|------------------------------|--------|------------------|----------|------|
| Portal      | A-H-S-T Comm School District | Portal |                  | Assigned |      |

Edit

Cancel

On the next screen, your address and phone information can be added or changed.

You can only change First Name, Last Name, and email address through the Enterprise A&A System.

You can also change your administrative organization. Click "Save."

If you did not make changes to this information, you may click the "Request Roles" button to continue.

**Users**

User Information

**My Profile**

First Name\*

Edward

Last Name\*

Portal

Email\*

edwardportal@gmail.com

Street 1

Street 2

City

Phone [Ex:xxx-xxx-xxxx]

Zip

State

-Select-

Extension

Administrative Organization\*

A-H-S-T Comm School District (

Organization Code

0441-0000 (A-H-S-T Comm Sch

☐ Check the box

- if you could not find your administrative organization

- if you would like your selection for administrative organization reviewed

Notes

Save

Cancel

• Click the "Save" button above if you changed your administrative organization.You will see a confirmation screen on the next page.

• Do not need to change your administrative organization? Click the "Request Roles" button below if you need to request applications and roles.

Request Role(s)

Information about editing roles and applications is on the next page.

## Change Applications and Role Assignments in EdPortal

On the My Profile page, click the "Request Role(s)" button if modifications are needed to assigned applications, organizations, or roles. If you have multiple organizations in you organization menu, you may choose a different location, as the organization information for the current location loads into the Role assignment page.

Users

User Information

My Profile

First Name\*

Edward

Last Name\*

Portal

Email\*

edwardportal@gmail.com

Street 1

Street 2

City

Phone [Ex:xxx-xxx-xxxx]

Zip

State

-Select-

Extension

Administrative Organization\*

A-H-S-T Comm School District (▼)

Organization Code

0441-0000 (A-H-S-T Comm Sch (▼)

☐ Check the box

- if you could not find your administrative organization

- if you would like your selection for administrative organization reviewed

Notes

Save

Cancel

• Click the "Save" button above if you changed your administrative organization.You will see a confirmation screen on the next page.

• Do not need to change your administrative organization? Click the "Request Roles" button below if you need to request applications and roles.

Request Role(s)

Note: for this example, the user changed his location to AHST High School, so the information in the menus' defaults to that information.

Role Assignment

Role assignment

\* Fields are mandatory

User Name\*

Edward Portal

Categories\*

PK-12 Public / Non Public

Groups\*

K12-Public

Organization Types\*

High School

State

Iowa State Department of Education

AEA/Diocese

AEA 13 Green Hills AEA

District/System

A-H-S-T Comm School District

Organization

A-H-S-T High School (Avoca)

Application\*

---Select Application---

Role(s)\*

---Select Roles---

Request Role(s)

Done

Assigned Roles

| Application | Security Organization        | Role  | Unassign |
|-------------|------------------------------|---|----------|
| EdInsight   | A-H-S-T High School          | 4 - Individual Student Level (ISL) with FRL | Unassign |
| Portal      | A-H-S-T Comm School District | Portal                                      | Unassign |
| Spring BEDS | A-H-S-T High School          | Spring Update                               | Unassign |

- You will be able to see role(s), application(s), and security organization(s)
- New role requests in the queue will be listed as Pending (except for the Portal role which is a default role assigned to your profile).
- Each time you make a request, you will be returned to the [Role Assignment](#) page. When finished making requests or changes, click "Done" at the bottom of the page.

A security officer will be notified of your request for each role.

- You will receive an email for each request informing you if the request has been approved or denied.
- The status column in the Assigned Roles section of the [My Profile](#) page will update to Assigned, Approved, or Denied as changes are made to your account.

## Unassign Roles and Applications in EdPortal

To unassign a role, go to the [My Profile](#) page and click the "Edit" button. After clicking on the "Request Roles: button at the bottom of the page, you will see the current list of applications, security organizations, and roles. Click on the "Unassign" link of the role(s) you wish to remove.

## Role Assignment

### Role assignment

\* Fields are mandatory

User Name\*  
Edward Portal

Categories\*

Pk-12 Public / Non Public ▼

Groups\*

K12-Public ▼

Organization Types\*

High School ▼

State

Iowa State Department of Education ▼

AEA/Diocese

AEA 13 Green Hills AEA ▼

District/System

A-H-S-T Comm School District ▼

Organization

A-H-S-T High School (Avoca) ▲

Application\*

---Select Application---

Role(s)\*

---Select Roles---

Request Role(s)

Done

Assigned Roles

| Application | Security Organization        | Role  | Unassign |
|-------------|------------------------------|---|----------|
| EdInsight   | A-H-S-T High School          | 4 - Individual Student Level (ISL) with FRL | Unassign |
| Portal      | A-H-S-T Comm School District | Portal                                      | Unassign |
| Spring BEDS | A-H-S-T High School          | Spring Update                               | Unassign |

**Important Note - Do not unassign the Portal role! This role gives you access to your Profile and application menu.**

Click the "Done" button when finished making changes to return to the Portal home page.