EdPortal Profile Set-up

Sign in using your A&A Account Id and password to set up your User Profile within the Iowa Education Portal (EdPortal).

After signing in, the following page will be displayed.

IMPORTANT NOTE:

You cannot edit First Name, Last Name, User ID, or Email fields in your profile. The information for these fields comes from the details you provided when you registered for your A&A account. To edit these fields, you will need to do this in the A&A sign in page. Select "Account Details" on the A&A sign-in page to edit your information.

Administrative Organization

Select an Administrative Organization.

This is the main or 'home base' organization (i.e. school building, school district, or AEA) for your EdPortal Profile.

- To select this organization, use either the organization name dropdown or the organization code dropdown.
- If you make a selection but wish to have it reviewed for accuracy OR cannot find the appropriate administrative organization, please check the box

Quick Tips!

- The 'Administrative Organization' list is in alphabetical order.
- The 'Organization Code' list is in numerical order.

IMPORTANT NOTE: This organization selection process is also repeated when requesting application access. However, applications are assigned 'security organizations' which may or may not be the same as your administrative organization. For example, you may have a school district as your administrative organization but EdInsight access at a school building level.

Address Section

Fill in optional Address Section:

In the Address section of the User Profile screen, enter information into the address and phone fields(optional).

Click the "Save" button. A confirmation page will display.

At this time you can:

- Continue to set up your Portal account (requesting applications and roles) by selecting the "Request Roles" button. (Go to Page 5: Application and Role Request Steps to continue)
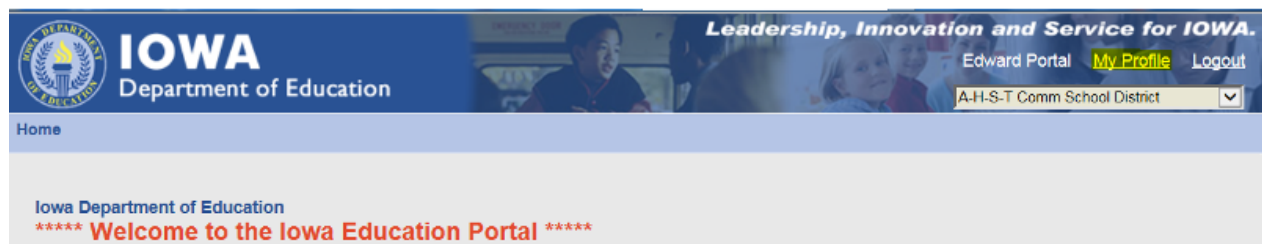
Or

- You can "Exit" to log out of the system and return later to complete the process. (Go to the next page).

Returning to EdPortal: Request Applications and Roles

IMPORTANT NOTE: If you continued directly from the "Create a Profile" section of this tutorial, skip now to the next page, Application and Role Request Steps.

If you logged out of the system and would now like to request a role assignment, sign-in to EdPortal with your A&A account id.

- Click on "My Profile", located in the upper right-hand corner. The "My Profile" page will be displayed.

- Click on the "Edit" button.

- Click on the "Request Role(s)"button at the bottom of the page. If you made changes to the User Information section (including changing you Administrative Organization), make sure you click the "Save" button first.

DE Application and Role Request Steps

You can request access to Iowa Department of Education applications using the Roles Assignment page.

The organization information displays to the default administrative organization of A-H-S-T Community School District. The dropdown menus for Categories, Groups, and Organization Types are required fields to be selected if a different organization is needed.

Role Asignment

Role assignment

* Fields are mandatory

User Name*
Edward Portal

Categories*	Groups*	Organization Types*
Pk-12 Public / Non Public ▼	K12-Public ▼	Public School District ▼

State	AEA/Dioceses	District/System
Iowa State Department of Education ▼	AEA 13 Green Hills AEA ▼	A-H-S-T Comm School District (Avoca) ▼

Organization

[ ]

In the example below, the user is requesting access to the EdInsight application at the High School for the district - note the changes in the dropdown selections.The Organization needs to be highlighted. An application needs to be selected. A role needs to be selected; hovering The EdInsight role selected is "Individual Student Level (ISL) with FRL."

Available applications vary by location. Some applications are needed by districts but not by buildings in district (and vice versa).

User Name*
Edward Portal

Categories*	Groups*	Organization Types*
Pk-12 Public / Non Public ▼	K12-Public ▼	High School ▼

State	AEA/Dioceses	District/System
Iowa State Department of Education ▼	AEA 13 Green Hills AEA ▼	A-H-S-T Comm School District ▼

Organization

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

Application*	Role(s)*
EdInsight ▼	4 - Individual Student Level (ISL) with FR ▼

Application Description :

The Cognos reporting system for the Iowa Department of Education.

Request Role(s)   Done

Assigned Roles

Application	Security Organization	Role	Unassign
Portal	A-H-S-T Comm School District	Portal	Unassign

Important! Click the "Request Role(s)" button at the bottom of the page.

A confirmation page displays.

- Review the request details. Click "Save" to confirm your request or "Change" to update the request form.
- Once a role request is confirmed (by clicking "Save") you will be returned to the Role Assignment page where you may continue to request access to additional applications and roles.

For this example, an EdInfo application is going to be needed so another role request will be made. Note that after EdInfo is chosen from the Application menu, a sub-application menu appears which allows a specific application to be chosen. Please note: most EdInfo applications have two roles, browse and update. Choose one or the other - not both.

Click "Save" on the confirmation page, returning to the Role Assignment page.

- Select "Done" on the Role Assignment page if you have no further requests and you will be directed to the EdPortal home page.

Pending Requests and Email Notification

On the Portal home page, click on "My Profile" to view your pending requests.

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Department of Education

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Edward Portal   My Profile   Logout

A-H-S-T Comm School District

Home

What are Security Organizations?

Each organization in your profile associated with an application and role will be referred to as a Security Organization.

- Each role request will be reviewed by a Security Officer for that organization and application. Security officer information is included in the Assigned Roles section. Security officers can be assigned to buildings, districts, AEAs and at the State level. If there is not a security officer at the organization level of the request, a security officer at the next highest level will review the request.

- Approval is a manual process, not an automated one - please give a reasonable amount of time for your request to be reviewed.

- A request will display a "Pending" status until a Security Officer takes action.

My Profile

My Profile Information

First Name	Last Name	Status
Edward	Portal	Active

Administrative Organization
A-H-S-T Comm School District

Address

Street 1	Street 2	City
State	**Zip**	**Phone**
Extension	**Email** edwardportal@ymail.com	
Notes		

Assigned Roles

Application	Security Organization	Role	Security Officer	Status	Date
EdInsight	A-H-S-T High School	4 - Individual Student Level (ISL) with FRL	SHERRY.HUFFMAN@IOWAID	Pending	
Portal	A-H-S-T Comm School District	Portal		Assigned	
Spring BEDS	A-H-S-T High School	Spring Update		Pending	

Edit   Cancel

You will receive an automated email for each request informing you if the request has been approved or denied by a security officer. The role status in your My Profile will change to Approved or Denied. If a role request has been approved, you will see the application listed in the menu bar after you sign-in to EdPortal.

Important Note: You may also receive an automated email if your profile has been modified by a security officer. The status of the role will appear as 'Assigned' in your profile.

After reviewing your requests, you can:

- Click "Edit" if there are additional roles you need to request or other changes

- Click the "Cancel" button to return to the Portal home page.

- Click the "Logout" link located in the upper right-hand corner.

Next Steps

Additional training:

- Once your access to DE applications through EdPortal has been granted, you may want to view the tutorial, Navigating EdPortal.
- For future reference, tutorials for managing your A&A account information and maintaining your EdPortal Profile are also available.