The Basics

This document describes how to use your EDIAM User Profile page.

There are three sections to this document:

I. Getting Started
II. Accessing Your Authorized Applications
III. Updating Your EDIAM User Account Information

I. Getting Started

You will need an EDIAM user account to continue. If you don’t have an EDIAM user account, follow the directions in the help document How to Create a New EDIAM User Account. If you already have an EDIAM user account, follow the instructions below to login and display the EDIAM User Profile page.

1. Go to the Data Submissions page on the Minnesota Department of Education (MDE) web site: https://education.mn.gov/MDE/dse/datasub/
2. On the Data Submissions page, select **Enter Education Identity & Access Management (EDIAM)**.
3. The EDIAM user account login page will display. Enter your User ID, Password, and select LOGIN.

4. The **EDIAM User Profile** home page is displayed for your EDIAM user account. When you first create your EDIAM user account, you will not have any authorized applications or secure reports yet, so your EDIAM User Profile home page will look like this:
5. The **EDIAM User Profile** home page is composed of the following sections, from top to bottom:

   a. **EDIAM User Profile Menu Bar**
      
      i. **Home** menu returns to the EDIAM User Profile home page.
      
      ii. **Actions** menu has options to update your contact information, change your password, and update the security challenge question for your EDIAM user account.
      
      iii. **Instructions** menu has options which link to additional EDIAM documentation.
      
      iv. **User ID** menu has options to view your user profile (same as the Home menu) or to log out of your EDIAM user account.
      
      *NOTE: Eventually Education applications are expected to implement this User ID menu as a standard means of either returning to your EDIAM user profile or logging out of your EDIAM user account.*

   b. **Announcements** Section
      
      i. This section will display alerts about your current EDIAM access authorization status (such as if your access authorization expiration date is near) and the status of your EDIAM user account.

   c. **Authorized Applications** Section
      
      i. This section lists the applications and secure report groups for which you have been authorized access.
      
      ii. **Application Link** for each application will allow you to enter that application. If the row represents a secure report, then there will not be an application link. Instead, the links to the secure reports included in this secure report group will be displayed in the Authorized Secure Reports section.
      
      iii. **View Access Details** will provide more detailed information about the application role and organization(s) for which you are authorized access for this application or secure report group.

   d. **Authorized Secure Reports** Section
      
      i. This section lists the secure reports for which you have been approved access, organized by secure report group.

   e. **Help** Section
      
      i. To request access to an application or secure report, contact the Identified Official with Authority (IOwA) for your organization. This section includes a link to [Find the IOwA for your organization](#).
      
      ii. **Ask For Help** displays a form asking for your contact information, a one-line summary of your question, and a description to help us assist you. When you have completed this form, select the Send button to submit your question.
Ask For Help

Please fill in the information below to help us in assisting you. Thank you.

Fields with an "*" are required

* Your Name: 
We may need to contact you for further information.

* Phone Number: 

* Your Email Address: 

* Summary: 

* Description
DO NOT include your password or other private information.

Send  Cancel
II. Accessing Your Authorized Applications

The Authorized Applications section of the EDIAM User Profile page displays the applications that the Identified Official with Authority (IOwA) for your organizations has authorized access to your EDIAM user account. If you have not been approved to access any authorized applications, then no applications will display in this section.

Accessing Your Authorized Applications

1. To access an authorized application, select an application link under the Application Link column to open the application.

Viewing Your Application’s Access Details

1. To view more information about your access to an application, select View Access Details.
2. Your application access details include the application role and the organization(s) for which your user account is authorized.

**All access authorized in EDIAM has an expiration date** (typically 365 days after the authorization date). Your access details includes the number of days until expiration for each role authorization.

Removing Your Own Application Access

1. If you no longer need access to the application, you may choose to remove your access authorization to that application. To remove your access to the application, select **Remove My Access** from the View Access Details page.
2. A pop up message will request confirmation to continue or cancel the action. Select **Cancel** if you want to maintain your access to the application or select **OK** to continue with removing the application access from your **Authorized Applications** list.

![Message from webpage](image1)

3. If **OK** is selected, a confirmation message will display acknowledging your access authorization to that application has been removed.

![EDIAM User Profile](image2)
III. Updating Your EDIAM User Account Information

1. To update your contact information, select **Update Personal Information** from the **Actions** menu.

2. Update your name, email address, and/or phone number and select **Save Changes**.
3. To change your EDIAM user account password, select **Change Password** from the **Actions** menu.

4. Enter your current password and your new password, confirm your password, and then select **Change My Password**.
5. To update the security challenge question and answer for your EDIAMuser account, select **Update Challenge Question** from the **Actions** menu.

6. Select a security question from the **Security Question** drop down list, enter your answer in the **Security Answer** field, and then select **Save Changes**.