

How to Create a New MDE Account

If you don't already have an MDE user account, follow these instructions to create a new account:

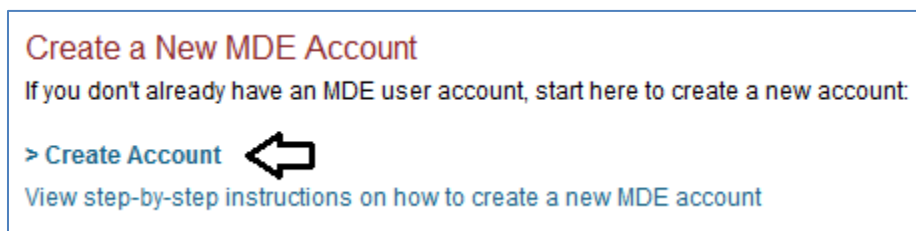
1. Go to the Minnesota Department of Education (MDE) home page:
<http://education.state.mn.us>
2. From the **Districts, Schools, and Educators** menu, select **Data Submissions**.



The screenshot shows the MDE navigation menu with four main categories: Students and Families, Licensing, Districts, Schools and Educators, and Data Center. The 'Data Center' category is expanded, showing a list of sub-items. A white arrow points to 'Data Submissions' under the 'Business and Finance' section.

Students and Families	Licensing	Districts, Schools and Educators	Data Center
School Achievement	Educators, Administrators and Staff	Early Learning	
Achievement and Integration Program	Civil Rights Compliance	Every Student Succeeds Act (ESSA)	
Continuous Improvement in Districts and Schools	Paraprofessionals	Elementary and Secondary Education Act (ESEA)/Federal Title Programs	
Regional Centers of Excellence	Principal Development and Evaluation	English Learner Education	
School Recognition Programs	Q Comp	Ensuring Safe and Supportive Schools	
Business and Finance	Student Maltreatment	Gifted Education	
Data Submissions ←	Superintendents	Graduation Requirements	
Forms	Teacher Development and Evaluation	Indian Education	
Grants	Teacher Programs	Kindergarten	

3. On the **Data Submissions** page, select **Create Account**.



The screenshot shows the 'Create a New MDE Account' page. It includes a heading, a sub-heading, and a link to create an account. A white arrow points to the '> Create Account' link.

Create a New MDE Account
If you don't already have an MDE user account, start here to create a new account.

[> Create Account](#) ←
[View step-by-step instructions on how to create a new MDE account](#)

4. Read the **Acceptable Use Agreement** and the **Privacy Policy** for the MDE web site. Select the **I Accept** button to proceed.

Acceptable Use Agreement

Prior to accepting this agreement, please read the [Privacy Policy](#).

MDE Web Site
Acceptable Use Agreement

I agree to restrict access to my authorized application(s) to myself. Data within applications may uniquely identify individuals and my access is for the sole purpose of entering required data for state reporting, communication exchanges, business transactions, or any other necessary transactional operation needed to fulfill state requirements.

I agree to abide by the provisions of Minnesota Statutes Chapter 13 (Data Practices Act); the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; and any other applicable statutes and regulations on confidentiality of data and information. No private or confidential data accessed in the course of the performance of this agreement shall be duplicated, used, or disseminated except as authorized by statute or this agreement, either during the period of this agreement or hereafter.

I agree to abide by the security standards prescribed by the Minnesota Department of Education. All electronic data communications are to be encrypted or encoded at the protocol level as incorporated by the Minnesota Department of Education application(s) using security standards developed by the Internet Engineering Task Force (IETF) and the IP (IPSec) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Data Practices Act and FERPA.

I agree and understand that any sign-on or password instructions issued are for my exclusive use pursuant to this agreement and are not to be shared with or delegated to others. I further agree to maintain procedures within my office, which safeguard the confidentiality of data. This includes not leaving my computer unattended while it is logged onto the Minnesota Department of Education application(s) system and not authorizing another person to access data using my account.

I agree that my continued access to the Minnesota Department of Education application web site depends upon my compliance with the procedures and data practices policies outlined in this agreement.

I agree that failure to abide by this agreement will result in my access rights being discontinued.

You must accept to be granted access.

I Accept 

5. Complete all required fields of the **Create User Account** page. Please note specific field requirements where specified. Select the **Create Account** button to submit your request. Any missing or invalid values will be indicated and must be corrected before the data can be submitted successfully.

Create User Account

Please complete your user account information.

Fields with an "*" are required

* First Name

Middle Name

* Last Name

Full Name

* Email

* Confirm Email

* Phone

Example: 6515828200 or 651-582-8200 or 651.582.8200 .

* User ID


Must be at least 8 characters long.

* Password

Your password must be at least 8 characters long and include at least one upper case character.

* Re-enter Password

* Security Question

 * Security Answer

6. Review the **User Account Created** confirmation page. From here, you may return to the **Data Submissions** page.

User Account Created

[Return to Data Submissions page.](#) 