

How to Request Access to an Application

If you already have an MDE user account, follow these instructions to request access to an application:

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 website navigation menu with four main categories: Students and Families, Licensing, Districts, Schools and Educators, and Data Center. The 'Data Submissions' link is highlighted with a white arrow.

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 the application you want to access from the list on the left-hand side of the page. This will launch the website information page for the selected application.

Minnesota Department of
Education

↓

0-4 Census Data Reporting

ADM/LEP (EDRS)

Alternative Facilities System

Assurance of Compliance

Athletics Data Reporting

Career and Technical Education
Levy Recalculation Web-Based
Reporting System

Carl Perkins

CLiCS Program Administration

Compulsory Instruction

Compliance Data Reporting

Continuing Education Clock Hour
Reporting

Disciplinary Incident Reporting
System

District and School Web
Collection

District and School Site
Verification

Early Childhood Special
Education Outcomes

Early Education Student

Early Learning Services Data
Reporting

scroll down for more
applications...

↓

NOTE: The **Data Submissions** page has a long list of applications ordered alphabetically by name. Scroll down the page to find the desired application.

4. On the website information page for this application, select the entry link to enter this application.

Early Education Student

The Minnesota Department of Education (MDE) is introducing new student identification process for children registered in Early Childhood Family Education and School Readiness (ECFE/SR). The purpose of the new system is to better understand children's experiences prior to kindergarten.

The benefits to this work include extending existing practices in K-12, Early Childhood Screening, Early Intervention and Early Childhood Special Education to families registered in ECFE/SR. This will lead to improved policies at the national, state and local levels for children and families. New, secured web resources are available to assist organizations submitting student data.

The following pilot districts are working with the system from now through May 2013: Fosston, Mounds View, Rosemount-Apple Valley-Eagan, St. Michael-Albertville, St. Paul, and West St. Paul-Mendota Heights-Eagan. Information for these districts on using the system and reporting specifications is available below.

[> Enter Early Education Student System](#) 

NOTE: Not all applications on the **Data Submissions** page use the **MDE User Account** system. If the entry link shows a different login page than shown below, view the website information page for that application for instructions on how to request access.

5. 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](#)

6. If this is your first time launching this application with your MDE user account, then the **Authorization Required** page will display explaining that you must first request access to the application.

Authorization Required

Hello John G Doe (johngdoe)

Our system recognizes that you have a valid User Account, but this account has not been granted access to the **Early Education Program Registration**. This is due to one of the following reasons:

1. You have not requested access for the **Early Education Program Registration** application. You may now request access by selecting the button shown here

2. You have made a request for the **Early Education Program Registration** application access, but it has not yet been approved. Please allow from **1 to 5** business days for approval.



NOTES:

- a. If you already requested access to this application with your MDE user account and you still see the **Authorization Required** page when you login, then your initial access request has not yet been approved. Please allow from one to five business days for approval.
7. 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: Early Education Program Registration

Role Name	Description
	Official district user submits Early Education Program Registration data to the state.



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.

8. 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: Early Education Program Registration
Role: StudentCoordinator

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	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	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
Annandale Public School District 0876-01	Anoka-Hennepin Public School Dist. 0011-01
Arcadia Charter School 4091-07	Ashby Public School District 0261-01
Aspen Academy 4184-07	Augsburg Fairview Academy 4111-07

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



9. Review your selections on the **Confirm Authorization Request** page. 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: Early Education Program Registration
Role: StudentCoordinator
Organizations: Aitkin Public School District 0001-01
Anoka-Hennepin Public School Dist. 0011-01



10. 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 **Early Education Program Registration** 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.**

