

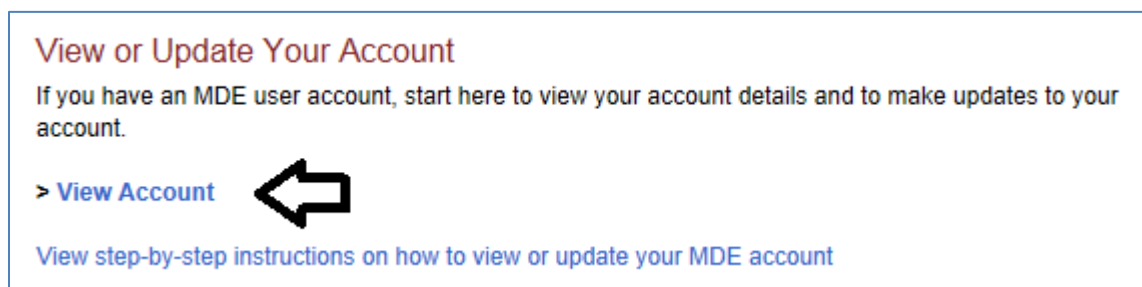
How to View or Update your MDE Account

If you already have an MDE user account, follow these instructions to view or update your 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**.



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




4. 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](#)

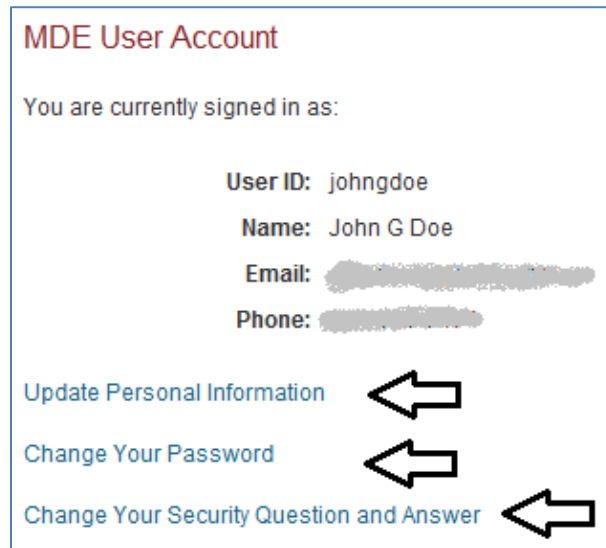
5. The **MDE User Account** page displays two information sections:
 - a. **User Information** (e.g. user ID, name, email address, phone number)
 - b. **Authorized Applications** list displays secure web applications for which you have access.) If you expect to see a secure web application which is not on this list, then you have not been authorized access to that application.

Once you have finished updating your user account information, you can either **Return to Data Submissions** (retaining your login status) or **Log Out** of your user account.

How to Update Your User Information

The top section of the **MDE User Account** page has three selections available:

1. Select **Update Personal Information** to update your name, email address, and/or phone number.
2. Select **Change Your Password** to update your account password.
3. Select **Change Your Security Question and Answer** to update your security question information.



Authorized Applications Section Overview


The **Authorized Applications** section of the **MDE User Account** page displays the list of applications for which your user account is authorized. Most authorized applications have three selections available:

1. Select **View Access Details** to view your role and the list of organizations for which you are currently authorized to access this application. You may also remove your access for any organization for this application from this page.
2. Select **Modify My Access** to request a new role and/or organization access for this application. NOTE: If you are removing your access for an organization for this application without adding access to another organization, you must do so from **View Access Details**, not **Modify My Access**.
3. Select **Remove My Access** to remove your role and organization access to this application.

How to View Your Application Authorization Details

Authorized Applications:

Web Pages	User Actions
Early Education Student	View Access Details Modify My Access Remove My Access
SERVS Financial System	View Access Details Modify My Access Remove My Access
TestWES	View Access Details Modify My Access Remove My Access





If you don't see your desired secured web application in the above list, then you don't have the required authorization. [Return to Data Submissions.](#)

Selecting **View Access Details** displays the **Authorization Details** page for that application. This page shows your user role and the list of organizations for which you are currently authorized to access this application.

Authorization Details

Application: SERVS Financial System
Role: ApplicationAndBudget
Role Description: Responsible to submit applications or create budgets for review. (May NOT submit reimbursement requests.)

District Id	District Name	Action
0001-01	Aitkin Public School District	Remove Access to District
0011-01	Anoka-Hennepin Public School District	Remove Access to District

[Modify My Access](#) 
[Return to View Account](#) 


There are three actions available on the Authorization Details page:

1. Select **Remove Access to District** to remove your access to the specified organization for this application. Your access to the other organizations for this application will not be affected.
2. Select **Modify My Access** to request a new role and/or organization access for this application. This is the same functionality as the **Modify My Access** selection on the **Authorized Applications** section of the **MDE User Account** page.
3. Select **Return to View Account** to return to the MDE User Account page.

How to Modify Your Application Authorization

Authorized Applications:

Web Pages	User Actions		
Early Education Student	View Access Details	Modify My Access	Remove My Access
SERVS Financial System	View Access Details	Modify My Access	Remove My Access
TestWES	View Access Details	Modify My Access	Remove My Access



If you don't see your desired secured web application in the above list, then you don't have the required authorization. [Return to Data Submissions.](#)


Modifying your application authorization is a very similar process to initially requesting authorization to access an application. Select **Modify My Access** from either the **Authorized Applications** section of the **MDE User Account** page or the **Authorization Details** page to begin.

1. 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: SERVS Financial System



Role Name	Description
ApproveApplicationAndBudget	Authority to approve, sign and enter into contracts on behalf of the selected organizations.
AccountRegister	Responsible for cash management and designated to submit, delete and correct reimbursement requests.
ApplicationAndBudget	Responsible to submit applications or create budgets for review. (May NOT submit reimbursement requests.)
ReadOnly	This role is designed for Local Education Agency staff members that have a job-related need to view and track applications, budgets or reimbursement requests. This role may view all aspects of an application and budget but may not edit any of this information.

[Cancel My Request](#)

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.

2. 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: SERVS Financial System

Role: ApplicationAndBudget


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	Abbott - Northwest Child's Center 0101-75
Ability Building Center 7000-84	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	Agape Halfway House, Inc. 0103-75
Aitkin 0001-91	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

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



3. Review your change selections on the **Confirm Authorization Request** page:
 - a. Review your current role and your requested role.
 - b. If you have requested to drop access to any organizations, they will show up in the **Requested to Drop These Districts** column.

- c. Any organizations you are keeping or have added will show up in the **Request to Access These Districts** column.
- d. 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: SERVS Financial System

Current Role	Requested Role
AccountRegister	ApplicationAndBudget

Request to Drop These Districts	Request to Access These Districts
Aitkin Public School District 0001-01	Belle Plaine Public School District 0716-01
Anoka-Hennepin Public School Dist. 0011-01	Minnesota State Academies 0160-70
	Region 11-Metro Educ. Service Unit 0920-83



Submit My Authorization Request

Back to District Selection

Cancel My Request


4. 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 **SERVS Financial System** 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.**

View My Account


Return to Data Submissions



How to Remove Your Application Authorization

Authorized Applications:

Web Pages	User Actions		
Early Education Student	View Access Details	Modify My Access	Remove My Access
SERVS Financial System	View Access Details	Modify My Access	Remove My Access
TestWES	View Access Details	Modify My Access	Remove My Access



If you don't see your desired secured web application in the above list, then you don't have the required authorization.
[Return to Data Submissions.](#)

Selecting **Remove My Access** will completely remove your role and organization access for the selected application. After selecting this option, confirm your request at the prompt and then your access to this application will be removed.