



# Education Identity & Access Management (EDIAM) Help

## How to Create a New EDIAM User Account

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

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)**.

The screenshot shows the Minnesota Department of Education website. The header includes the MDE logo and the text 'DEPARTMENT OF EDUCATION'. A navigation bar contains links for Home, About, Students and Families, Licensing, Districts, Schools and Educators, and Data Center. The main content area is titled 'Data Submissions' and contains several sections: 'The Minnesota Department of Education collects data on a variety of topics. Select the data reporting topic you are interested in to open that page. You will find an overview of the data collection process for that topic, along with user guides or help documents if applicable.', 'A link to the data collection system is also provided on the description page. Most systems require a login and password. Contact information for each system can be found on the lower left side of each page.', 'MDE Identity Management System (MIDMS) User Account Management', 'Reporting Calendar for Districts - 1/8/19', and 'New Education Identity & Access Management (EDIAM) Security System'. A yellow arrow points to the link '> Enter Education Identity & Access Management (EDIAM)' at the bottom of the page.

3. The EDIAM User Account Login page will display. Select **Create Account**.



## Education Identity & Access Management (EDIAM) User Account Login



User ID:

Password:


LOGIN

Don't have an account? [Create Account](#)

Can't access your account? [Get Login Help](#)

The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent to such monitoring and recording. Any illegal or unauthorized use could be subject to federal, civil, criminal sanctions/penalties, disciplinary action, and/or other appropriate action.

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

[Skip navigation](#)

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## Education User Account

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### Acceptable Use Agreement

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

**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 State of Minnesota. All electronic data communications are to be encrypted or encoded at the protocol level as incorporated by the State of Minnesota 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 State of Minnesota Education application(s) system and not authorizing another person to access data using my account.

I agree that my continued access to the State of Minnesota 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.



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.

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## Education User Account

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### 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 phone number: 6515828200 or 651-582-8200 or 651.582.8200.


\* User ID   
Please review 'User Id' errors above.

\* Password   
Must contain at least one of each of these: an upper and lower case character, number and a special character from this set !#\$\*%&)(.:=?@+\_-

\* Re-enter Password

\* Security Question

\* Security Answer

  [Cancel](#)

6. Your user account has been created.

From here you may select the [here](#) link to view the **EDIAM User Profile** page. The **EDIAM User Profile** page is the single launch page to all EDIAM-secured web applications and secure reports to which you have access. For more information on how to view and update your EDIAM user account or access EDIAM-secured applications, please reference the **EDIAM User Profile Guidebook**.

