

Education Identity & Access Management (EDIAM) Help

User Profile Guidebook

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)**.

m DEPARTMENT OF EDUCATION

Home About ▾ Students and Families ▾ Licensing ▾ Districts, Schools and Educators ▾ Data Center ▾

MDE > Districts, Schools and Educators > Data Submissions

Data Submissions

0-4 Census Data Reporting

Access to Career Technical Education for Students with a Disability (ACTE-SPED)

ADM Web Estimates (ADMWE)

Assessment Secure Reports

Assurance of Compliance and Mandated Reporting

Athletics Data Reporting

Career and Technical Education Levy 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 Site Verification

Early Childhood Education Outcomes

Early Education Student

Early Learning Scholarship Administration System (ELSA)

The Minnesota Department of Education (MDE) 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.

[Submission Calendar for Districts - 7/15/20](#)

List of reporting and data entry periods of importance to districts and schools, including a brief description of each.

— Education Identity and Access Management (EDIAM) Security System

The EDIAM Security system manages user accounts and authorization to secure website systems for the Minnesota Department of Education (MDE), Professional Educator Licensing and Standards Board (PELSB), and P2OW (SLEDS and ECLDS).

> [Enter Education Identity & Access Management \(EDIAM\)](#)

+ Creating a New EDIAM User Account

+ Accessing Applications From Your EDIAM User Profile

+ Identified Official with Authority (IOwA) Setup Process

3. The EDIAM user account login page will display. Enter your User ID, Password, and select LOGIN.

m1 MINNESOTA

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. 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:

m1 MINNESOTA [Skip navigation](#)

Home ▾ Actions ▾ Instructions ▾ ediamuser ▾

EDIAM User Profile - STAGING

Announcements
No Current announcements

Authorized Applications:
No authorized applications

Authorized Secure Reports:
No authorized Secure Reports

If you need access to an application or secure report which is not listed above, contact the designated Identified Official with Authority for your organization. [Find the Identified Official with Authority for your organization.](#)

If the selected authorized application or secure report is not launching successfully: [Ask For Help](#)

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

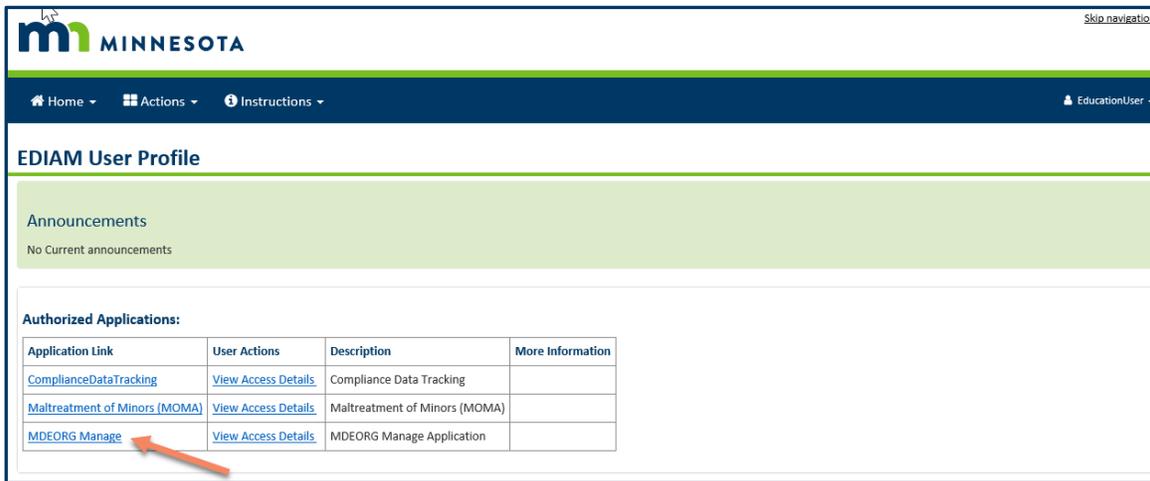
Cancel

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.



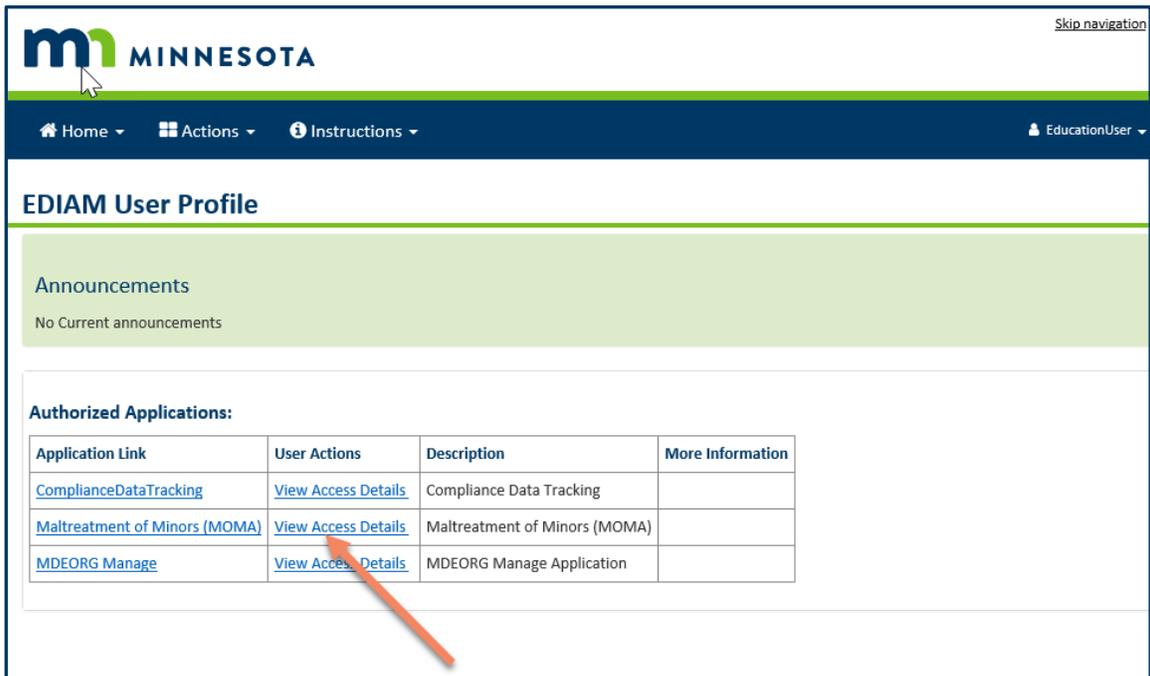
The screenshot shows the EDIAM User Profile page. At the top, there is a navigation bar with the Minnesota logo and 'MINNESOTA' text. Below the navigation bar, there are tabs for 'Home', 'Actions', and 'Instructions'. The user is logged in as 'EducationUser'. The main content area is titled 'EDIAM User Profile' and contains an 'Announcements' section with 'No Current announcements'. Below this is the 'Authorized Applications' section, which contains a table with the following data:

Application Link	User Actions	Description	More Information
ComplianceDataTracking	View Access Details	Compliance Data Tracking	
Maltreatment of Minors (MOMA)	View Access Details	Maltreatment of Minors (MOMA)	
MDEORG Manage	View Access Details	MDEORG Manage Application	

An orange arrow points to the 'MDEORG Manage' application link in the 'Application Link' column.

Viewing Your Application's Access Details

1. To view more information about your access to an application, select **View Access Details**.

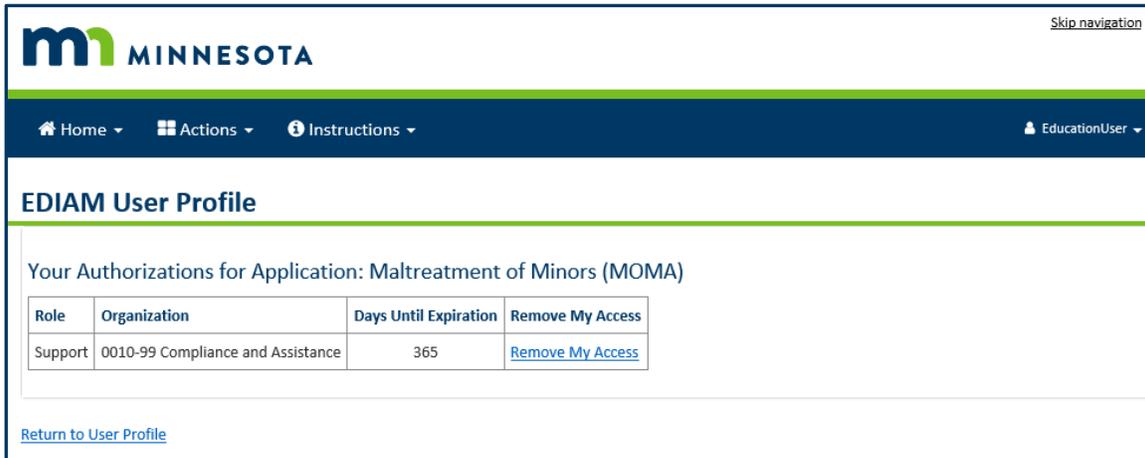


The screenshot shows the EDIAM User Profile page, identical to the previous one. The 'Authorized Applications' table is shown again, but this time an orange arrow points to the 'View Access Details' link in the 'User Actions' column for the 'MDEORG Manage' application.

Application Link	User Actions	Description	More Information
ComplianceDataTracking	View Access Details	Compliance Data Tracking	
Maltreatment of Minors (MOMA)	View Access Details	Maltreatment of Minors (MOMA)	
MDEORG Manage	View Access Details	MDEORG Manage Application	

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.



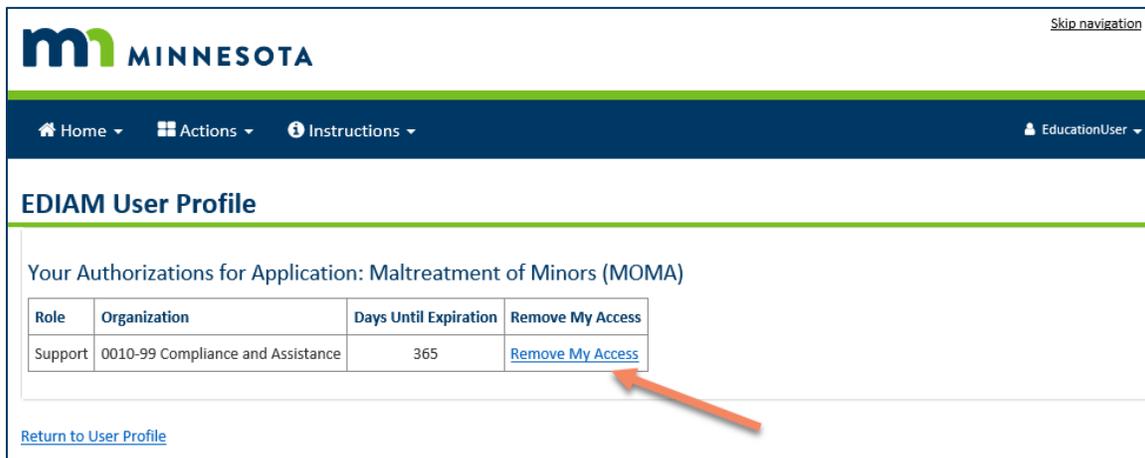
The screenshot shows the EDIAM User Profile page. At the top, there is a navigation bar with the Minnesota logo and the text "MINNESOTA". Below the navigation bar, there are several menu items: Home, Actions, and Instructions. The user's name, EducationUser, is displayed in the top right corner. The main content area is titled "EDIAM User Profile" and contains a section for "Your Authorizations for Application: Maltreatment of Minors (MOMA)". This section contains a table with the following data:

Role	Organization	Days Until Expiration	Remove My Access
Support	0010-99 Compliance and Assistance	365	Remove My Access

Below the table, there is a link labeled "Return to User Profile".

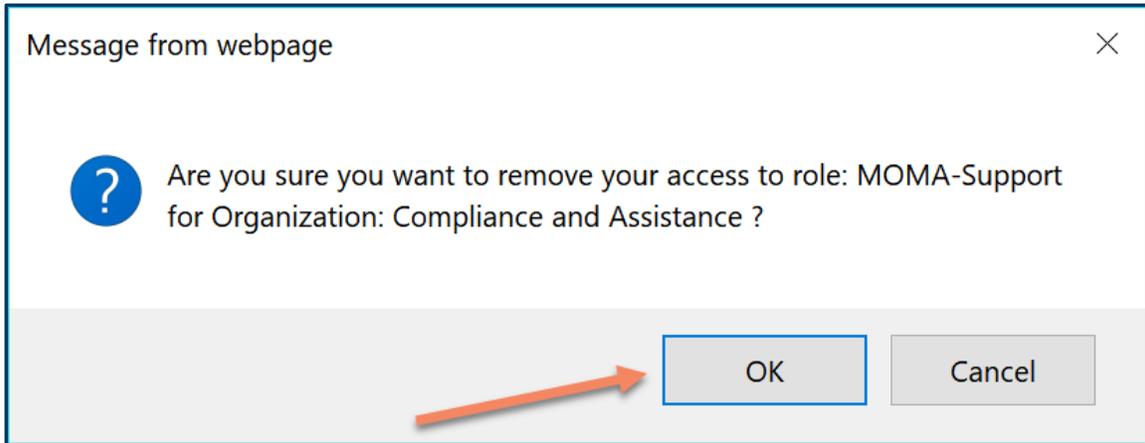
Removing Your Own Application Access

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.

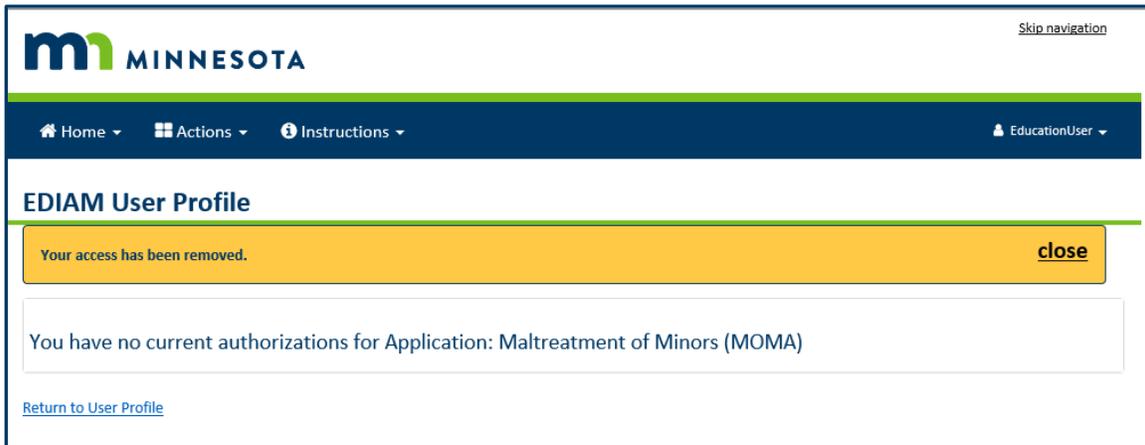


This screenshot is identical to the one above, but with an orange arrow pointing to the "Remove My Access" link in the table.

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.

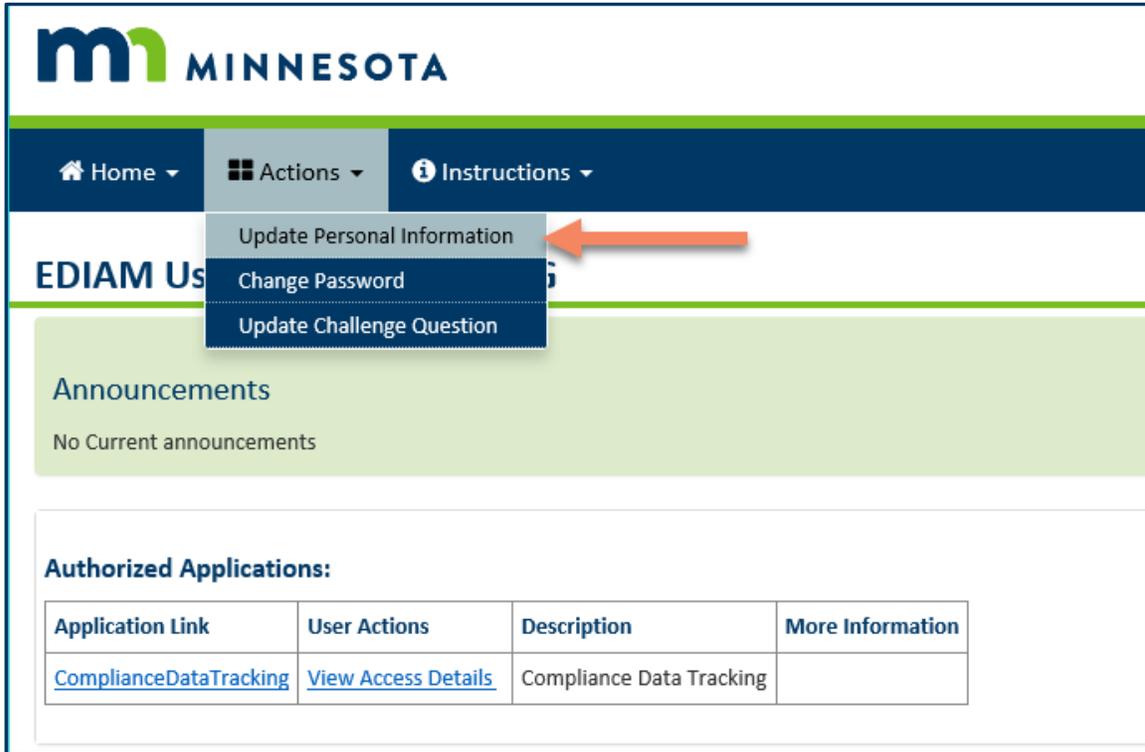


3. If OK is selected, a confirmation message will display acknowledging your access authorization to that application has been removed.

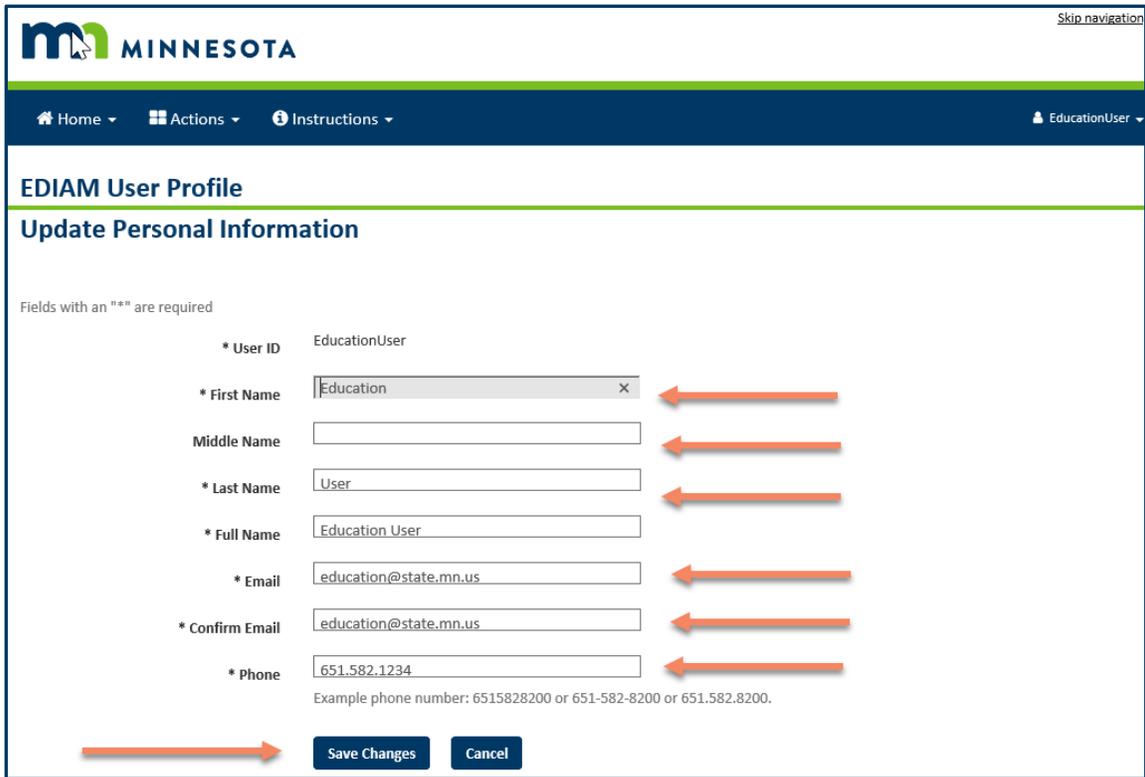


III. Updating Your EDIAM User Account Information

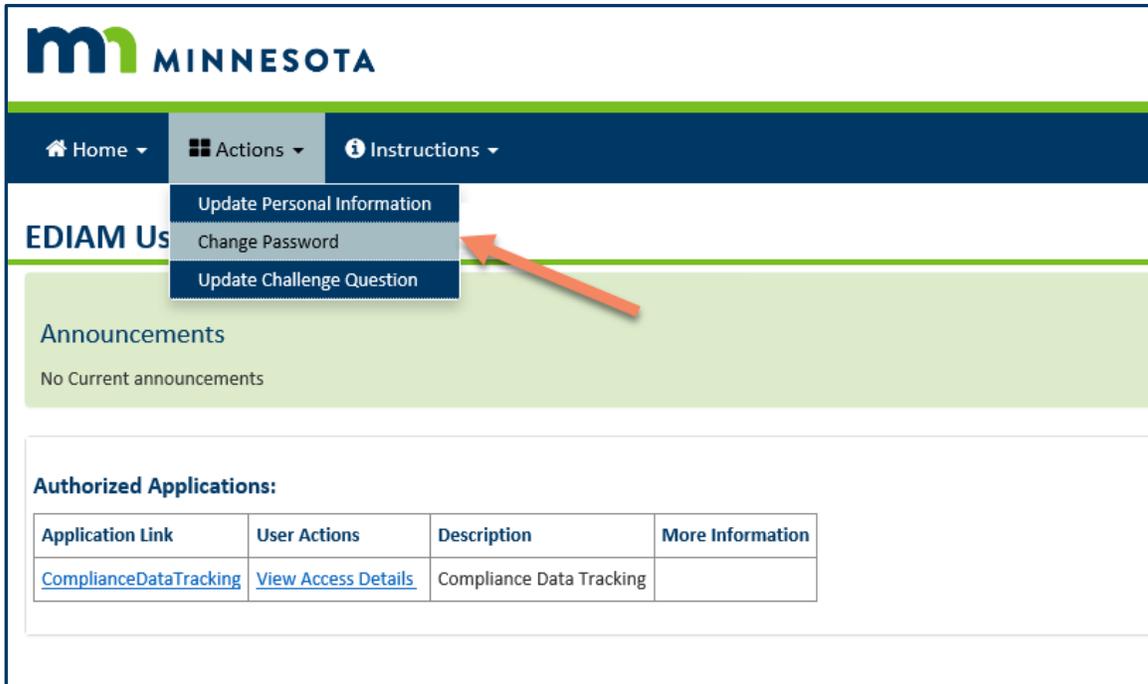
1. To update your contact information, select **Update Personal Information** from the **Actions** menu.



2. Update your name, email address, and/or phone number and select **Save Changes**.



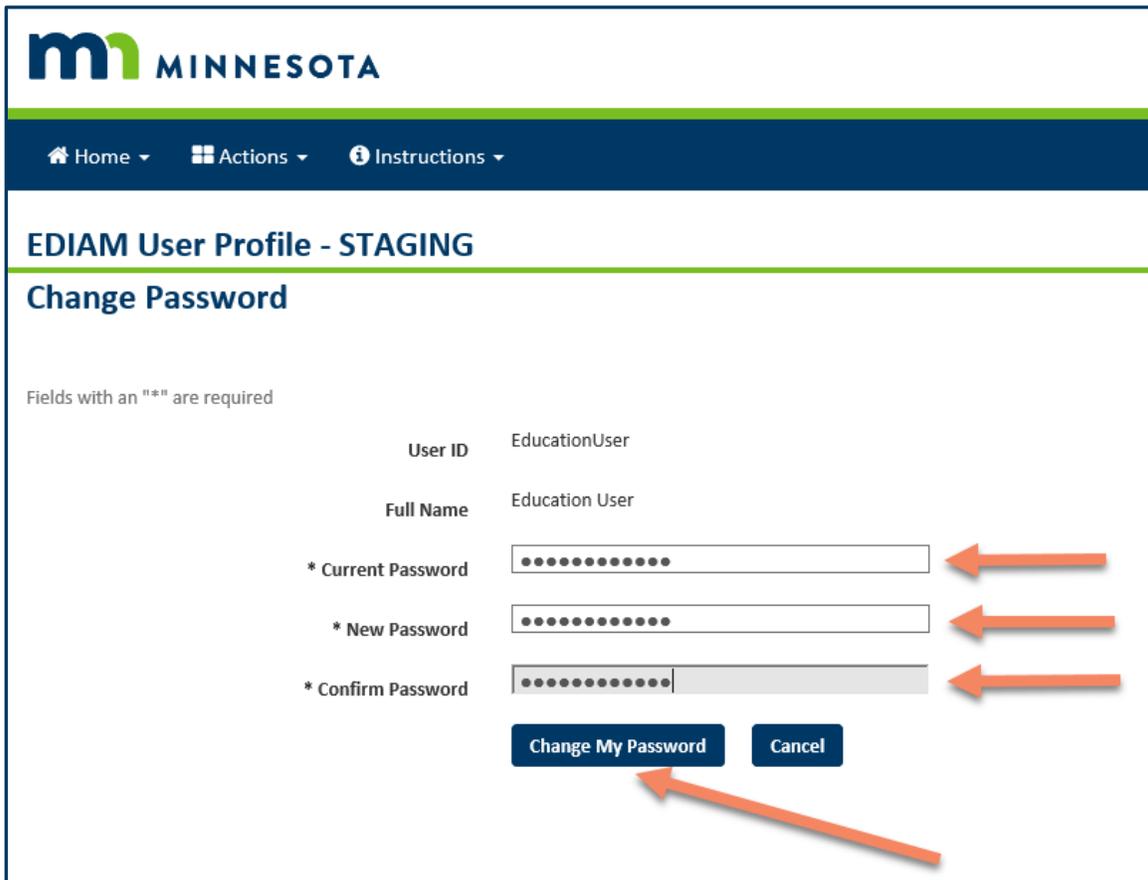
- To change your EDIAM user account password, select **Change Password** from the **Actions** menu.



The screenshot shows the top navigation bar with the Minnesota logo and 'MINNESOTA' text. Below the navigation bar, there are three dropdown menus: 'Home', 'Actions', and 'Instructions'. The 'Actions' menu is open, showing three options: 'Update Personal Information', 'Change Password', and 'Update Challenge Question'. An orange arrow points to the 'Change Password' option. Below the navigation bar, there is a section for 'Announcements' with the text 'No Current announcements'. Below that, there is a section for 'Authorized Applications:' with a table.

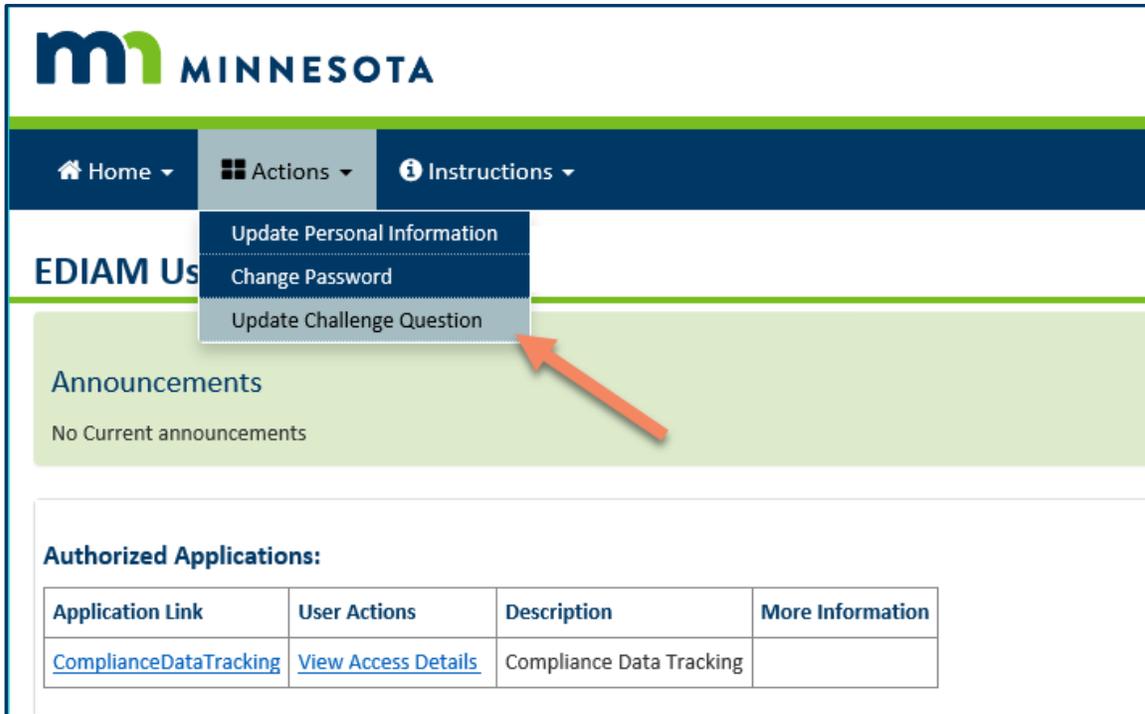
Application Link	User Actions	Description	More Information
ComplianceDataTracking	View Access Details	Compliance Data Tracking	

- Enter your current password and your new password, confirm your password, and then select **Change My Password**.



The screenshot shows the 'EDIAM User Profile - STAGING' page with the 'Change Password' form. The form includes fields for 'User ID' (EducationUser), 'Full Name' (Education User), '* Current Password', '* New Password', and '* Confirm Password'. There are three orange arrows pointing to the password input fields. At the bottom of the form, there are two buttons: 'Change My Password' and 'Cancel'. An orange arrow points to the 'Change My Password' button.

- To update the security challenge question and answer for your EDIAMuser account, select **Update Challenge Question** from the **Actions** menu.



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

