

TRAINING MANUAL

New SDE Applications User



IDAHO STATE DEPARTMENT OF EDUCATION
TECHNOLOGY SERVICES | ISEE

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WHAT IS ADFS?

Active Directory Federation Services (**ADFS**) is a software component developed by Microsoft Corporation that provides users with single sign-on access to systems and applications located across organizational boundaries. That means that the same login information (name and password) will be used to access district applications and State Department of Education (SDE) applications. It also means that the district manages account logins and passwords for access to the SDE applications rather than the SDE.

Users in Districts with ADFS will access the SDE Applications Portal differently than users in districts that do not, hence a separate checklist for each scenario.

REGISTERING FOR THE SDE APPLICATIONS PORTAL

Navigate to the SDE Applications Portal:

- Click this link (or copy and paste in your browser): www.sde.idaho.gov
- Click on the ISEE button
- Click on the SDE Applications Portal button

ISEE Homepage

The screenshot shows the ISEE homepage. At the top left is the Idaho State Department of Education logo. To its right is the text "IDAHO STATE DEPARTMENT OF EDUCATION". On the top right, there are links for "Menu", "Search", and "Language". Below the header is a navigation breadcrumb: "Home / Departments / Technology Services / Idaho System for Educational Excellence (ISEE)". The main content area features a large banner with the text "ISEE Idaho System for Educational Excellence" and a background of binary code. Below the banner, a paragraph explains that the Idaho State Department of Education has created the ISEE, a K-12 Longitudinal Data System, which supports budgeting processes, data submissions, and delivers information to educational stakeholders. A blue button labeled "SDE Applications Portal" with a right-pointing arrow is shown, with a red arrow pointing to it from the right. Below this are three highlight boxes: "GETTING STARTED WITH ISEE", "DATA MONTHLY SUBMISSION SCHEDULES", and "EVENT INFORMATION". On the right side, there is a sidebar with sections: "Technology Services" (listing ISEE, Broadband Program, High School Wireless Project, and E-rate), "Events", "Contact Details" (listing Support Desk with phone number (208) 332-6987 and email support@sde.idaho.gov), and "Staff".

From the SDE Log On Screen, select the appropriate Organization from the drop down list.

- ADFS districts, select the district name
- Non-ADFS districts, select Other
- Click “Continue to Sign In”

SDE Log On Welcome Page



Welcome to the Idaho State Department of Education Log On Screen

Please select your appropriate organization from the drop down list, per the instructions below.

- Employees of the State Dept. of Education – select “SDE”
- District users – select your respective District name
- If your District name is not present – select “Other”
- All other users (including non-District) – select “Other”

A screenshot of a web browser's dropdown menu for selecting an organization. The menu is open, showing a list of options. The top option is "-- Select Organization --" with a downward arrow. Below it is another "-- Select Organization --" option, which is highlighted in blue. The rest of the list includes "SDE", "- Other", and several district names with their respective IDs: Anser Charter (492), Buhl Joint District (412), Caldwell District (132), Coeur d'Alene School District (271), Idaho Falls (091), Joint School District No. 2 (002), Kuna Joint School District (003), Lakeland District (272), Melba Joint District (136), Minidoka County Joint School District (331), and Nampa School District (131).

ADFS DISTRICTS

- On the Log On screen, enter your district email address and password
- Click “Continue”
- Although you will not yet have access to SDE applications, this step is necessary to map your email address to your SDE account.
- Notify the district Superintendent, Delegate to the Superintendent or Technology Director to assign roles in the Admin Tool as needed

NON-ADFS DISTRICTS

- On the Log On screen, click on the Registration link as shown below.

Log On Page



Sign In

Please enter your username and password

Email

Password

Sign In

If you don't have an account and require access, you may create your account on the [Registration](#) page.

There is also a page to assist you if you [lost your password](#).

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

- Enter your district email address
- Enter your first and last name
- Start typing your district name then select your district from the drop down list
- Enter a password that is at least 6 characters in length and contains an uppercase letter, lowercase letter, a digit and a symbol
- Enter your new password again for confirmation
- Type the security words in the box.
- Click on "Register"



Register


Email

Name

Organization

Password

Confirm Password

I'm not a robot  reCAPTCHA
Privacy - Terms

Registration Requirements

You must register with your official organizational email address.

You must select your primary district/organization

Passwords must meet the following complexity requirements:

- Must be a minimum of 6 characters
- Cannot contain 3 or more consecutive characters from your Email
- Must contain three of the following elements:
 - Lowercase letter
 - Uppercase letter
 - Digit
 - Symbol (#,\$,&,ect..)

****Be sure to note the password requirements.**

An email will be sent to your district email account with the information needed to complete the registration process. Once your email address has been verified, you will be able to logon to the SDE Applications Portal.

- Notify the district Superintendent, Delegate to the Superintendent or Technology Director to assign roles in the Admin Tool as needed.

ASSISTANCE

SDE Tech Support
Support@sde.idaho.gov
208.332.6987