New SDE Applications User

IDAHO STATE DEPARTMENT OF EDUCATION

TECHNOLOGY SERVICES | ISEE

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WWW.SDE.IDAHO.GOV

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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

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

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

- 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"

Registration Page

**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
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