

MCESA

Maricopa County Education Service Agency



REILize
Decision Support System

EduAccess User Guide

For Observation Data Capture Tool Users



REILize

Decision Support System

Program: MCESA REILize Decision Support System
Module: EduAccess
Release: ODCT R1V1
Document: EduAccess User Guide for Observation Data Capture Tool (ODCT) R1V1 Users
Version: V1

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Version History

Date	Version	Change Details
2/15/2012	DRAFT v.01	Distributed internally for review
2/22/2012	V1	Released to MCESA
7/11/2012	V2	All references to ODCT access have been modified to indicate navigating via the MCESA Website





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Overview

EduAccess is a complete Identity Management System for educational stakeholders in Arizona, and is managed by the Arizona Department of Education.

An evaluator must have an EduAccess account to access the MCESA REIL ODCT. Evaluators with existing EduAccess accounts may access the MCESA REIL ODCT by visiting <https://www.mcesa.az.gov>, and then clicking on the *Learning Observation Instrument* link. Evaluators without an existing EduAccess account must follow the steps outlined in the first two sections of this guide: *EduAccess Email Invitation* and *EduAccess Registration and Email Confirmation*.

All users may manage their EduAccess account profile information using the *EduAccess Account Management: Manage EduAccess Profile* section of this guide.

Terminology

EduAccess

A complete Identity Management System for educational stakeholders in Arizona, and is managed by the Arizona Department of Education.

ODCT

Observation Data Capture Tool

ADE

Arizona Department of Education

MCESA

Maricopa County Education Service Agency

REIL

Rewarding Excellence and Instruction in Leadership





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EduAccess Email Invitation

All users of the Observation Data Capture Tool will receive an EduAccess Invitation Email. Users who already have an EduAccess account may disregard the invitation email and access the MCESA REIL ODCT by visiting <https://www.mcesa.az.gov>, and then clicking on the *Learning Observation Instrument* link.

EduAccess Email Invitation Template:

Users who already have an EduAccess Account are directed to access the ODCT by visiting <https://www.mcesa.az.gov>, and then clicking on the Learning Observation Instrument link.

Users who do not already have an EduAccess account are directed to register by clicking on the Invite URL.

Users who experience any issues logging into EduAccess or who have questions related to their EduAccess account should email adesupport@azed.gov.

From: [preset by EduAccess process]
Sent: [date stamp]
To: [evaluator email address]
Subject: Invitation to the REIL Learning Observation Instrument Secure Login Registration

[Name],

You are invited to register for an EduAccess user account as part of your participation in Rewarding Excellence in Instruction and Leadership (REIL). EduAccess provides you access to the REIL Learning Observation Instrument.

If you already have an EduAccess secure login go directly to the REIL Learning Observation Instrument Secure Login site: <https://www.mcesa.az.gov>

If you do not currently have an EduAccess login, please click on the link below to create your account:

[\[InviteURL\]](#)

After completing the registration process, you will receive an email confirming that you successfully registered. If you experience any problems or have questions relating to your EduAccess account please email adesupport@azed.gov for support.

Thank you for your participation in Rewarding Excellence in Instruction and Leadership (REIL).

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Once users click on the Invite URL, they will begin the Registration Process outlined in the next section of this guide.





EduAccess Registration and Email Confirmation

An evaluator must have an EduAccess account to access the MCESA REIL ODCT. EduAccess is a complete Identity Management System for educational stakeholders in Arizona, and is managed by the Arizona Department of Education. Evaluators with existing EduAccess accounts may access the tool by visiting <https://www.mcesa.az.gov>, and then clicking on the *Learning Observation Instrument* link, and do not need to follow the steps in this section.

On the EduAccess User Registration site, required information is indicated with a green arrow (➤). Non-editable information is indicated with a padlock (🔒).

1. Navigate to the EduAccess User Registration site by clicking on the invite URL provided in the invitation email. Read the EduAccess user Agreement page and click the **I Agree** button to continue.

2. Registration Code page: The registration code will be populated by default. Click the **Next** button.

3. Personal Information page: Enter a middle name and a preferred name if applicable. Click the **Next** button.





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- 4. Contact Information page: Enter required contact information. Click the **Next** button.

EduAccess - User Registration

Registration Code
Personal Information
Contact Information
Password Recovery
Account Information
Complete

E-Mail Address:

Primary Phone:

Secondary Phone:

Mailing Address (line1):

Mailing Address (line2):

City:

State:

Zip Code:

- 5. Password Recovery page: Enter three secret questions and answers to be used in case of a lost password or username. Click the **Next** button.

EduAccess - User Registration

Registration Code
Personal Information
Contact Information
Password Recovery
Account Information
Complete

Secret Question #1:

Secret Answer #1:

Secret Question #2:

Secret Answer #2:

Secret Question #3:

Secret Answer #3:

- 6. Account Information page: Determine and enter a username and password. Click the **Finish** button to generate a confirmation email to the email address provided in Step 4.

EduAccess - User Registration

Registration Code
Personal Information
Contact Information
Password Recovery
Account Information
Complete

Username:

Password:

Repeat Password:

i Make a mental or temporary physical note of the username and password, as it will be the login used to access the MCESA REIL ODCT.

i Upon clicking **Finish**, users remain on the EduAccess Account Management site. To access the ODCT, they must navigate to <https://www.mcesa.az.gov>, and then click on the *Learning Observation Instrument* link.





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Users must check the email address provided during registration to retrieve the EduAccess Confirmation Email.

EduAccess Confirmation Email Template:

<p>Users are notified that an EduAccess account has been created using this email address, and to contact support at adesupport@azed.gov if it was not expected.</p>	<p>From: [preset by EduAccess process] Sent: [date stamp] To: [evaluator email address] Subject: CONFIRMATION: EduAccess Secure Login to the REIL Learning Observation Instrument</p> <p>[Name],</p> <p>An EduAccess account with the username of [Username] has been created and associated with this email address. If this is not expected, please notify adesupport@azed.gov immediately.</p> <p>Your EduAccess account can now be used to access the REIL Learning Observation Instrument, the first of an ever-expanding suite of educational evaluation and professional enhancement resources provided by MCESA through the Rewarding Excellence in Instruction and Leadership (REIL) Program. Please use this link to proceed directly to the REIL Learning Observation Instrument: https://www.mcesa.az.gov</p> <p>Please visit EduAccess Manager to manage your secure access account profile, including changing your password or recovering a lost password. Any questions or concerns relating to your EduAccess account please should be directed to adesupport@azed.gov for support.</p> <p>Thank you for registering and for your participation in Rewarding Excellence in Instruction and Leadership (REIL).</p> <p>An initiative of</p>  <p>MCESA Maricopa County Education Service Agency</p>
<p>Users are directed to access the ODCT (called the REIL Learning Observation Instrument here) at https://www.mcesa.az.gov.</p>	
<p>Users may manage their EduAccess account by clicking the provided link.</p>	
<p>Any questions or concerns regarding EduAccess can be directed to adesupport@azed.gov.</p>	

Users may click <https://www.mcesa.az.gov>, and then click on the *Learning Observation Instrument* link to log into the Observation Data Capture Tool using their EduAccess Username and Password. Alternatively, users may click on the EduAccess Manager link to manage their EduAccess Account information.



EduAccess Password and Username Retrieval

Users may use the EduAccess Account Manager at <https://www.azed.gov/eduaccessmanager> to reset a forgotten EduAccess password or recover a forgotten EduAccess username. Users may refer to the EduAccess Invitation or Confirmation emails for the EduAccess Account Manager link. Users may also reset forgotten passwords or recover forgotten usernames from the ODCT EduAccess Sign In page by visiting <https://www.mcesa.az.gov>, and then clicking on the *Learning Observation Instrument* link.

1. Click the **I forgot my password or username** link on the EduAccess Sign In page.

2. **Reset Password:**
 - a. Enter the Username for the account in the **Username** field, then click the **Finish** button.
 - b. A simple text email is sent to the EduAccess account's associated email.

- c. Click the link, and then follow the prompts to answer the self-created security questions. Once complete, the page refreshes to the EduAccess Account Management Sign In page.

Completion of the password reset steps will return the user to the EduAccess Account Management Sign In page. To access the ODCT, visit <https://www.mcesa.az.gov>, and then click on the *Learning Observation Instrument* link.





3. Retrieve Username:

- a. After clicking on the **I forgot my password or username** link on the Sign In page, click the **I forgot my Username** link on the Password Reset page.
- b. Enter the email address associated with the EduAccess account in the **Email** field and then click **Finish**.
- c. An email with the Username is sent to the provided email address.

The screenshot shows the 'EduAccess - Password Reset' page. It features a light blue header with the title. Below the header is a light blue box containing the instruction: 'Enter your Username. You will receive an email with password reset instructions'. Underneath this box is a yellow input field labeled 'Username' with a green arrow icon to its left. Below the input field is a link that says 'I forgot my Username'. At the bottom right of the form is a light blue button labeled 'Finish'.

The screenshot shows the 'EduAccess - Username Retrieval' page. It features a light blue header with the title. Below the header is a light blue box containing the instruction: 'Enter your email address. You will receive an email with your Username.'. Underneath this box is a yellow input field labeled 'Email' with a green arrow icon to its left. At the bottom right of the form is a light blue button labeled 'Finish'.

The screenshot shows an email received from EduAccess. The text of the email is as follows:
EduAccess User,
Your Username is [EduAccess Username]
If you have additional questions please contact adesupport@azed.gov
Thank You

Completion of the username retrieval steps will return the user to the EduAccess Account Management Sign In page. To access the ODCT, the user must visit <https://www.mcesa.az.gov>, and then click on the *Learning Observation Instrument* link.





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EduAccess Profile Information Management

The EduAccess Account profile contains all of the information entered by the user during the registration process. The information can be reviewed or modified by the EduAccess user at any time.

Begin by logging into the EduAccess Account Manager at <https://www.azed.gov/eduaccessmanager>.

Click the **View my Profile** link to view personal, contact, or secret question information.
Click the **Edit my Profile** link to edit personal, contact, or secret question information.

Click the **Learn more about EduAccess** link to access an informational page that provides an overview and the benefits of EduAccess, as well as information for educational resource providers.

Click the **Change My Password** link to change the EduAccess password. This will change the password that is used for both EduAccess Account Management and to access the ODCT.

Click the **View My Applications** link to view links to all applications available to the user, as well as a list of the user's role for each application.

The **Account Statistics** section displays:

- the number of times that the user has logged in successfully
- the date and time of the last successful login
- the date and time of the last failed login
- the date and time the password was last changed
- the date and time that the current password expires



REILize

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Release: Release 1 Version 1
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Version: V2

Troubleshooting

EduAccess Login and Account Management

I did not receive an EduAccess Invitation email.

I registered with EduAccess, but I get a message saying I am not authorized to use the program when I attempt to log in.

I have an EduAccess account, but I do not know my password or username.

I logged into EduAccess, but I see the MCESA REIL ODCT, not the EduAccess Account Management options.

Contact your MCESA REIL Field Specialist, or email the MCESA Support Group at MCESAsupportgroup@azed.gov

Click **the I forgot my password or username** link on the EduAccess Sign In page for steps to recover the information.

The EduAccess Confirmation Email provides two URLs: one to manage your EduAccess Account, and one to access the MCESA REIL ODCT. Access the EduAccess Account Management page at <https://www.azed.gov/eduaccessmanager>.

