Instructions for New Applications

Public Portal Link: https://essprivateedp.azed.gov/home

- Click on "New User Registration" at the top of the page.
- Enter **User Email Address** and choose **Security Questions/Responses** that only you will know.
- When complete, an email will be sent to the "**User Email Address**" you provided with a link to move forward in the application process.

Section I

- After clicking the link, you MUST complete ALL required fields in Section I (The application will not allow you to move forward with missing fields).

  All required documents are located at:
  https://cms.azed.gov/home/GetDocumentFile?id=5e0f626603e2b32330255410

  Private Day Information, ED-P Information, and ED-P Criteria located at:
  http://www.azed.gov/specialeducation/schools/ click Private Placement

- When finished uploading all required fields/documents, you can move forward to Section II.

Section II

- Section II is where you can "Add/Edit" Instructional staff. Click the green button in the left-hand corner to complete this section.
- Enter the details of the staff member and click save. You can then upload documentation related to that staff member.

Section III

- When uploading instructional staff is complete, you can move forward to Section III. Section III is where you enter your site(s) information.
  - Contact information, address, district(s) in which your site resides, disability categories, grade-level, assigned instructional staff, and site type

When complete, you may finalize your application.