SAS® EVAAS

USER GUIDANCE

How Superintendents and CEOs Update District Admin Accounts

EVAAS district admin is a role in the Ohio Educational Directory System (OEDS). The EVAAS district admin account can be held by the superintendent or by a designee. Within EVAAS, the district admin account must be assigned to the person who has this role in OEDS.

These instructions describe how superintendents assign the EVAAS district admin account to a superintendent, CEO, or designee.

1. The Superintendent/CEO determines who will hold the EVAAS district admin account in EVAAS.

2. The district OEDS organization administrator updates OEDS role of EVAAS district admin to the SAFE account of the person who will hold the EVAAS district admin account.

3. The Superintendent/CEO clicks Contact Us in the upper-right corner of EVAAS or sends an email to evaas_support@sas.com. **The email address that you contact us from must be the same email address listed in OEDS.** This email address must be made public in OEDS so that EVAAS can verify it.

   The email must state:

   I have updated my EVAAS district admin information in the OEDS and hereby request the EVAAS district admin account for the following person:
   a. Name:
   b. Email address:
   c. Educator State ID:
   d. District name and IRN:

In addition, state whether this person should or should not be given access to the District Teacher Summary. **Grant this access with caution because users with access to the District Teacher Summary receive access to ALL individual Teacher Value-Added reports.**

4. An EVAAS technical support team member will contact you by email if additional information is required. If not, the new account credentials will be sent to the EVAAS district admin within five business days.