



DMS Quick Start Guide

1 Account Setup

- Users will receive a series of 3 emails that contain detailed instructions of establishing an account, including a temporary password. This password expires in **48 hours** if no action is taken to set up the account. In case of password timeout, contact PSC.
- Follow the email instructions to set up your account.
- A password reset option is on the DMS login screen, if needed.

2 DMS Landing Page Overview

- Use the tabs on the top of the landing page to select system functions.
- Stay on the homepage to get an overview of error reports, including the number of errors by issue level and by data file, submission date, and file submission history.

3 Error Reports

View Errors (two ways to view error reports)

- Click the “Errors” icon on top of the homepage to get a dropdown menu of error reports OR
- Click the error reports link from the landing page for a specific data group

Resolving Errors

- Add comments to each error by clicking the  icon on the far left column of an error report. Input the explanations and post.
- Add multiple comments by checking the box of “Add multiple comments and resolution” at the bottom of error reports. Insert comments the same way as above.
- All error reports can be exported to Excel. Click the “Create Excel Report” icon once.

4 User Support

- DMS State User Guide
- DMS Business Rules
- Contact PSC using one of the following options (M-F 8AM-6PM EST, excluding federal holidays) :

Toll Free: 877-457-3336 (877-HLP-EDEN)
Fax: 888-329-3336 (888-FAX-EDEN)
TTY: 888-403-3336 (888-403-EDEN)
E-mail: EDEN_SS@ed.gov

Helpful Navigation Tips

In Data View, Commits, and Error Report page, users can use following functions to customize view:

- **Sort:** Sort data in ascending/descending order.
- **Show entries:** Show up to 100 entries per page.
- **Search:** Filter results by keywords or error level.
- **Open new windows:** Use CTRL + click to open a webpage in a new tab in order to avoid using back button on your browser to return to a previous page.