



U.S. DEPARTMENT OF EDUCATION

EDPass

EDPass Account Management Guide

Version 2.0

April 2024

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PREFACE

This user guide assists SEAs in managing their user accounts in EDPass.

This guide will be updated annually and when major system modifications impact account management.

EDPass is used by state education agencies (SEAs) to submit data to *EDFacts*. *EDFacts* is a collaborative effort among the U.S. Department of Education (ED), SEAs, and industry partners to improve the quality and timeliness of education information. *EDFacts* is the foundation and primary collection system for elementary and secondary education data, and a centralized information management tool for ED and SEAs. By centralizing ED's data collection and business intelligence capabilities within one repository, *EDFacts* brings a critical level of coordination and efficiency among Program Offices within ED, and reduces the burden put upon states to report data to ED.

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1.0 Introduction

EDPass is a federal information system belonging to the U.S. Department of Education (ED). EDPass is used to collect data for ED Facts.

Individuals designated by the SEA have been delegated authority by ED to manage the EDPass user accounts for their SEA. Through the SEA-defined roles and other means, each SEA establishes the responsibilities for their EDPass users.

1.1 Purpose

This guide provides the process and requirements for each SEA in managing users, access, and assignment of roles and permissions to the EDPass system.

1.2 Technological Requirements

EDPass is designed to work on Google Chrome and Microsoft Edge versions released in 2022 and later.

Note! EDPass is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

1.3 Partner Support Center (PSC)

The PSC is available for technical assistance between 8:00 a.m. – 6:00 p.m. Eastern Time (ET) Monday through Friday, excluding federal holidays. The PSC contact information can be located on the [ED Facts Initiative Contact Us](#) page and below:

Telephone: 877-457-3336 (877-HLP-EDEN)

Telecommunication Relay Services (TRS): *If deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.*

Email: EDFacts@ed.gov

Website: [PSC Self-Service Center](#)

1.4 Reminders and Warnings

All users must accept the terms of service to access EDPass. The terms of service are:

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18.U.S.C. 1030, and other applicable statutes, which may

result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

Figure 1.1: ED Terms of Service

2.0 Getting Started - Overview

This section provides an overview of the steps SEA EDPass Managers must take when setting up a new user with EDPass access. The rest of the document provides details and step-by-step instructions on each step.

Step 1 – Determine the SEA EDPass Manager

Each SEA designates two (2) staff members (a primary and a backup) to be assigned the SEA EDPass Manager role. The SEA EDPass Managers manage all activities related to SEA user accounts. The SEA EDPass Managers can perform all the functions for all data areas.

The current EDPass Coordinator must send an email to PSC to set up or change SEA EDPass Manager accounts.

Step 2 – Determine who will need access

SEA users use Login.gov to access EDPass. Each SEA staff must create their own Login.gov user accounts.

The link to Login.gov is: <https://login.gov/>. Section [8.0 Appendix](#) of this document includes information to assist users with Login.gov accounts.

State Points of Contract are determined by ED Program Offices.

Step 3 – Define SEA-Specific Roles

SEAs determine the roles needed in EDPass. Roles are defined by one or more **functions** for one or more **data areas**. Roles can have different functions for different data areas. Assigning a **function** along with a **data area** to a role means the user can perform the selected functions for all the file specifications and metadata surveys in that data area. Each SEA user can only be assigned one role.

Example! Multiple roles can be created for a specific data area with different functions. For example, if there are two users who need access to EDPass to perform two different functions for the Migrant data area (one user will upload the data files and another user will resolve data quality errors), create two separate roles that include the Migrant data area for these functions to be assigned to each user. These roles can also include functions for other data areas specific to the access needed for a particular user or group of users. See [Section 6.0](#) for guidance on roles.

Functions are listed in [Section 6.1.1](#). Data areas are listed in [Section 6.1.2](#). Each role will require a state defined name and description.

Step 4 – Confirm all data areas and functions are covered

Use the *Verification Grid* in [Section 10.1](#) to confirm at least one role includes the required functions for **each** data area. View access is not automatically assigned when a function is selected; ED highly encourages assigning View access for data areas in each role. For example, when assigning a function to a data area when defining a role, check the View option (in addition to other functions) for the user to be able to do the following for that specific data area:

- State Submission Plan (SSP) comments
- Metadata responses
- Data by file specification (FS)
- Data quality (DQ) reports and associated data notes

Step 5 – Create an SEA-defined Role in EDPass

[Section 6.0](#) explains how to create roles in EDPass.

Step 6 – Create an EDPass User Account and Assign Role

[Section 7.0](#) explains how to add users in EDPass and assign them to roles.

3.0 Role-Based Access Control

EDPass uses role-based access control (RBAC), which means users are assigned to roles and each role has an assigned set of functions and a range of access to data.

There are two types of SEA roles: SEA EDPass Manager and SEA-defined.

Reminder! Each user can be assigned to only one role.

3.1 SEA EDPass Manager Role

Each SEA must designate two (2) staff members (a primary and a backup) to be assigned the SEA EDPass Manager role. Users with the SEA EDPass Manager role will manage all activities for SEA user accounts. SEA EDPass Managers can also perform all the functions for all the data areas. ED recommends the *EDFacts* Coordinator be one of the two users assigned the SEA EDPass Manager role. Only PSC can set up the SEA EDPass Manager role.

Users with the SEA EDPass Manager role have been delegated authority to create and assign SEA-defined roles and create SEA user accounts.

The SEA EDPass Manager assumes the following responsibilities:

- Defining roles and setting up user accounts for staff in their SEA who have a legitimate business purpose to obtain and use EDPass on behalf of the SEA
- Distributing the ED*Facts* 2.0 Privacy Notice to users upon account creation (11.0 [Appendix](#))
- Conducting the annual review of all SEA user accounts

3.2 SEA-defined Roles

EDPass users, other than the SEA EDPass Manager, have access to SEA functions for data and metadata as set up by the SEA EDPass Manager. This is done by applying a role to each user's account. These users can view, but cannot change, their EDPass user account information.

4.0 SEA EDPass Manager

PSC creates and maintains the SEA EDPass Manager accounts. Each SEA needs to identify an individual as the primary (preferably the ED*Facts* Coordinator) and another individual as the backup.

4.1 Requesting SEA EDPass Manager Access

Requests for a user to be assigned the SEA EDPass Manager role must come from the current ED*Facts* Coordinator.

1. The current ED*Facts* Coordinator sends PSC an email with:
 - Role Designation: Primary or backup
 - First and last name
 - Official SEA title
 - SEA-assigned phone number
 - SEA-assigned email address
 - Login.gov username (SEA-assigned email address)
2. PSC creates a new EDPass user account using the Login.gov username provided.
3. EDPass sends an automated link to the new user to activate the account. (Please check your SPAM folder.)
4. PSC sends an acknowledgement to the SEA EDPass Manager using the SEA-assigned email address with the Privacy Notice.

5.0 Account Administration for SEA Users

The SEA EDPass Manager maintains the SEA-defined roles and user accounts for their SEA. The user must be assigned a role with all the functions and data areas needed to perform their responsibilities. This can vary from user to user.

The SEA EDPass Manager creates and maintains SEA-defined roles to assign to SEA user accounts. Section 6.0 explains how SEA-defined roles are managed in EDPass.

Roles are defined by one or more functions for one or more data areas. There can be multiple roles for a data area with different levels of functions.

5.1 Getting Started – New User

The SEA EDPass Manager manages all other SEA users by first confirming that an SEA-defined role exists with the permissions that the user needs to carry out their responsibilities in EDPass. If a role does not exist, a new SEA-defined role must be created.

Roles define a user's permissions. [Section 7.0](#) explains how user accounts are managed in EDPass.

On behalf of ED, the SEA EDPass Manager has been delegated the authority to manage user accounts for their SEA. The SEA EDPass Manager is responsible for ensuring that access is granted only to SEA users with a legitimate business purpose to obtain and use EDPass on behalf of the SEA.

The user must first create a Login.gov account. Once the Login.gov account is established, the following information is needed for an account to be created in EDPass:

- First and last name
- SEA issued email address
- SEA issued phone number
- Login.gov username (SEA issued email address)
- Assigned SEA-defined role (Reminder – Each user can be assigned to only one role.)

See 12.0 [Appendix - Login.gov](#) for guidance on troubleshooting Login.gov user account issues.

6.0 SEA-defined Roles

Once an SEA-defined role has been determined, the SEA EDPass Manager can create the role in EDPass. This section explains how the SEA EDPass Manager adds, modifies, and archives SEA-defined roles.

From the landing page in EDPass, click **Administration** from the top menu bar, followed by **Roles Management** (see fig. 6.1).

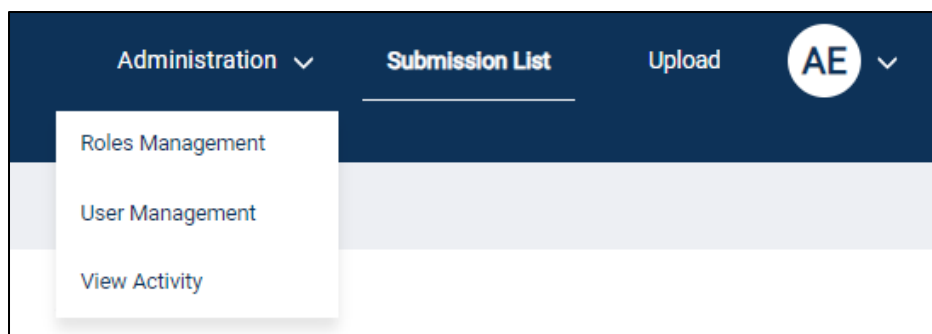


Figure 6.1: Accessing Rules Management page from Administration dropdown

6.1 Creating SEA-defined Roles

Before beginning, the SEA EDPass Manager will need the following information:

1. Role Name – defined by the SEA
2. Role Description – defined by the SEA
3. Data areas and associated functions for each data area
 - 9.0 [Appendix](#) lists the data areas
 - The functions are listed in [Section 6.1.1](#)

Note! The role name and description are defined by the state. There are no criteria for creating or defining these elements other than a maximum of 50 characters allowed.

After those steps are completed, click **ADD NEW ROLE**:

1. Type the *Role Name*, *Role Description*, and leave the status as “Active”
2. Select the data areas and the functions for the role
 - **Important!** EDPass will not automatically assign View access to the FS029 – Directory and FS039 – Grades Offered files. The View permission for *Directory and Grades Offered* data area **must be assigned to every role created.**
 - At the very least, the View permission must be assigned to each data area given role access.
3. Click **SAVE** (scroll to bottom of screen)
4. A green notification will appear at the top of the screen showing *Data Saved*.

Figure 6.2 shows the 'Role Details' page in the EDPass system. The page has a header with 'Texas', 'Roles Management', and 'Role Details'. Below this is a search bar and a table with columns: Data Area, View, Upload, Metadata, SSP, Resolve DQ Rule Failures, and Submit. The table lists various data areas with checkboxes for each function. At the bottom, there are 'BACK', 'CANCEL', and 'SAVE' buttons.

Data Area	View	Upload	Metadata	SSP	Resolve DQ Rule Failures	Submit
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Directory and Grades Offered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACGR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD Non-Fiscal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EL Program (Title III)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gun Free Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 6.2: Select role functions and data areas. Select SAVE

6.1.1 Functions

The table below explains the functions assigned to the roles by data area.

Update! A user must have both the *View* and *Upload* permissions assigned to a data area to successfully upload data files.

Function	Allows the user to:
View	View the File Specification List and the file upload list. For each data area, view and download: <ul style="list-style-type: none"> SSP Comments Metadata Survey responses Data by FS DQ Reports and associated data notes
Upload	Upload files into EDPass (Add <i>View</i> permission to users who will be uploading data files for that particular data area)
Metadata	Add or edit responses to metadata collections
State Submission Plan	Add or edit comments to the SSP
Resolve DQ rule failures	Add or edit data notes to DQ rule failures
Submit	Submit FS and metadata responses to ED

For example

- A role could have all functions for the Migrant data area and view only functions for the Homeless data area.

- If a user will be entering and submitting metadata, they must be assigned a role that has both the *Metadata* and *Submit* functionalities assigned for that particular data area.

6.1.2 Data Areas

A role can be assigned one or multiple functions for one or multiple data areas. Users can only be assigned to one role. ED recommends that all roles be assigned View access to the Directory (FS029), Grades Offered (FS039), and Grades Offered metadata (FS5017) .

The 9.0 [Appendix](#) lists all available data areas with file specification and metadata assignments.

6.2 Modifying SEA-defined Roles

Use the same web page to make updates to a role.

- Search for the role using the *Search* box in the top right or scroll the page
- Click **VIEW DETAILS** to open the role
- Select **EDIT** to enable editing on the page
- Make updates
- Click **SAVE** (scroll to bottom of screen)

6.3 Inactivating an SEA-defined Role

The SEA EDPass Manager can archive a role if the role has no active staff assigned to it. To inactivate a role:

1. Search for the role using the *Search* box in the top right or scroll the page
2. Click **VIEW DETAILS** to open the role
3. Click **EDIT** to make updates
4. Change the Status to **Inactive** using the dropdown
5. Click **SAVE** (scroll to bottom of screen)

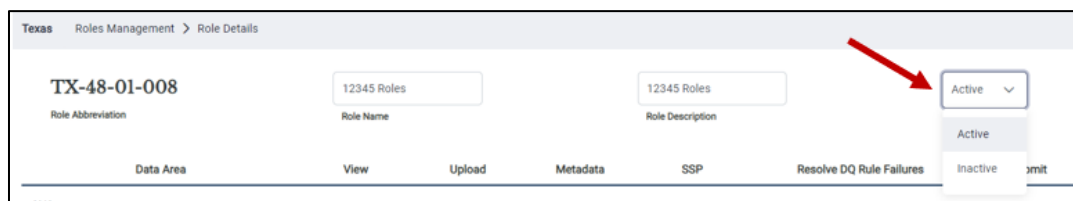


Figure 6.3: Choosing a role to archive. Select SAVE

7.0 EDPass User Accounts

This section explains how an SEA EDPass Manager adds, manages, and deactivates user accounts in EDPass.

To access the account administration functions, from the landing page in EDPass, click **Administration**, followed by **User Management** (see fig. 6.1).

7.1 Adding User Accounts

Before adding a new user to EDPass, the SEA EDPass Manager determines that:

- The individual has a legitimate business reason to have and use an EDPass account
- The user has a Login.gov account
- There is an appropriate role for the individual defined in EDPass

After those steps are completed, click **Add New User** to add a user:

1. Enter the user's Last Name, First Name, work email address (SEA issued email address¹) and phone number
2. Identity Provider = Login.gov
3. Username = email address used to create Login.gov account
 - The email address must be entered as it was entered during the Login.gov account creation. Otherwise, the user will receive an error when attempting to log into EDPass
4. User Type = SEA User (prefilled and cannot change)
5. SEA = SEA Name (prefilled and cannot change)
6. Assign a pre-defined role to the user
 - Roles must be created before a user's account can be completed
7. Select **SAVE** (see fig. 7.1)
8. Provide the user with the Privacy Notice (11.0 [Appendix](#))

The SEA EDPass Manager must email the user notifying them that their account is active, attaching the privacy notice to the email.

Note! A user will not be able to successfully log into EDPass if their Login.gov account has not yet been established.

¹ The SEA issued email address will be used for notifications from EDPass.

Massachusetts Users > User Account

Last Name: Lastname

First Name: Firstname

Work Email Address: first.last@sea.org

Phone Number: 123-456-7890

Identity Provider: Login.gov

Username: first.last@sea.org

User Type: State Agency User

State Agency: DEPARTMENT OF EDUCATION

Role Name: MA All Access

On behalf of the U.S. Department of Education, you are granting an individual access to and privilege to EDPass which is a U.S. Department of Education IT system. By clicking Save, you affirm that this individual has a legitimate business reason to obtain and use this account on behalf of the State Education Agency.

BACK CANCEL SAVE

Figure 7.1 - New User Account creation screen. Note language at the bottom for acknowledgement

7.2 Managing User Accounts

Use the same web page to make updates to user accounts.

1. Search for the user
2. Click **VIEW DETAILS** to open user's account
3. Click **EDIT** to make updates
4. Select **SAVE**

7.3 Deactivating User Accounts

The SEA EDPass Manager can deactivate a user by accessing a user's account. To deactivate a user:

1. Search for the user using the Search box in the top right or scroll the page(s)
2. Click **VIEW DETAILS** to open the user's account
3. Click **DEACTIVATE USER**

The user's status will now reflect **Inactive** on the User Management page.

To make the user active again, follow steps 1 and 2, then click **ACTIVATE USER**.

8.0 Appendix - EDPass User Account Review

8.1 Annual User Account Reviews by SEA EDPass Manager

The SEA EDPass Manager(s) must conduct an annual review of all SEA EDPass users. PSC will send a reminder to the SEA EDPass Managers to conduct the review. The SEA EDPass Manager(s) will update user access based on their review. The SEA EDPass Manager must respond to the PSC communication confirming the annual review has been conducted.

8.2 Quarterly User Account Reviews by the Department of ED

The Department will also conduct a quarterly access check of all personnel with the SEA EDPass Manager role. To assist with this, PSC will request that the current *EDFacts* Coordinator verify the staff with the SEA EDPass Manager role.

9.0 Appendix - Data Areas for Setting up SEA-defined Roles

Each FS and each metadata collection are assigned to a data area. Creating SEA-defined roles allows access to data for one, multiple, or all data areas.

All SEA-defined roles should include *View Access* at a minimum for the following data area:

Data Area	FS ID	FS Name
Directory	029	Directory
Directory	039	Grades Offered
Directory	5017	Grades Offered metadata

The table below lists the file specifications and metadata collections by Data Area. The Data Areas are listed alphabetically. The metadata collections are listed first in each area.

Data Area	FS ID	FS or Metadata Collection Title
Accountability	TBD	Accountability
Accountability	132	Section 1003 Funds
Accountability	160	High School Graduates Postsecondary Enrollment
Accountability	193	Title I Allocations
Accountability	199	Graduation Rate Indicator Status
Accountability	200	Academic Achievement Indicator Status
Accountability	201	Other Academic Indicator Status
Accountability	202	School Quality or Student Success Indicator Status

Data Area	FS ID	FS or Metadata Collection Title
Accountability	205	Progress Achieving English Language Proficiency Indicator Status
Accountability	206	School Support and Improvement
Accountability	212	Identification School Support and Improvement
ACGR	5011 ²	Extended-year ACGR metadata
ACGR	150	Adjusted Cohort Graduation Rate
ACGR	151	Cohorts for Adjusted Cohort Graduation Rate
Assessment	5005	Assessment metadata – General
Assessment	5006	Assessment metadata - Math
Assessment	5007	Assessment metadata - Reading/Language Arts
Assessment	5008	Assessment metadata - Science
Assessment	175	Academic Achievement in Mathematics
Assessment	178	Academic Achievement in Reading/Language Arts
Assessment	179	Academic Achievement in Science
Assessment	185	Assessment Participation in Mathematics
Assessment	188	Assessment Participation in Reading/Language Arts
Assessment	189	Assessment Participation in Science
CCD Non-Fiscal	FS5015	Dropouts
CCD Non-Fiscal	FS5016	Graduates/Completers metadata
CCD Non-Fiscal	FS5017	Grades Offered metadata
CCD Non-Fiscal	FS5018	Staff FTE metadata
CCD Non-Fiscal	FS5024	CCD Membership metadata
CCD Non-Fiscal	032	Dropouts
CCD Non-Fiscal	033	Free and Reduced Price Lunch
CCD Non-Fiscal	040	Graduates/Completers
CCD Non-Fiscal	052	Membership
CCD Non-Fiscal	059	Staff FTE
CCD Non-Fiscal	129	CCD School

² The Extended year ACGR is the list of expected cohort years from the SEA's ESEA State Plan. This metadata is loaded into EDPass by ED. View access to FS5011 allows the SEA to see this metadata.

Data Area	FS ID	FS or Metadata Collection Title
Charter	190	Charter Authorizer Directory
Charter	196	Management Organization for Charter Schools Roster
Charter	197	Crosswalk of Charter Schools to Management Organizations
Charter	198	Charter Contracts
Charter	207	State Appropriations for Charter Schools
EL Programs (Title III)	5009 ³	Statewide English Language Proficiency Assessments metadata
EL Programs (Title III)	045	Immigrant
EL Programs (Title III)	050	Title III English Language Proficiency Results
EL Programs (Title III)	067	Title III Teachers
EL Programs (Title III)	116	Title III Students Served
EL Programs (Title III)	126	Title III Former EL Students
EL Programs (Title III)	137	English Language Proficiency Test
EL Programs (Title III)	138	Title III English Language Proficiency Test
EL Programs (Title III)	139	English Language Proficiency Results
EL Programs (Title III)	141	EL Enrolled
EL Programs (Title III)	210	Title III English Learner Five Years
EL Programs (Title III)	211	Title III English Learner Exited
GEPA	035	Federal Programs
Gun Free Schools	5010	Gun Free Schools Act (GFSA) Metadata
Gun Free Schools	086	Students Involved with Firearms
Gun Free Schools	130	ESEA Status
Gun Free Schools	163	Discipline Data
Homeless	118	Homeless Students Enrolled
Homeless	170	LEA Subgrant Status
Homeless	194	Young Homeless Children Served (McKinney-Vento)
Homeless	195	Chronic Absenteeism
IDEA	5002	IDEA Part B Child Count Metadata

³ There is a flaw with access to this metadata which will be fixed for SY 2023-24.

Data Area	FS ID	FS or Metadata Collection Title
IDEA	5003	IDEA Environments – School Age metadata
IDEA	5004	IDEA Environments – Early Childhood metadata
IDEA	002	Children with Disabilities (IDEA) School Age
IDEA	005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting
IDEA	006	Children with Disabilities (IDEA) Suspensions/Expulsions
IDEA	007	Children with Disabilities (IDEA) Reasons for Unilateral Removal
IDEA	009	Children with Disabilities (IDEA) Exiting Special Education
IDEA	070	Special Education Teachers (FTE)
IDEA	088	Children with Disabilities (IDEA) Disciplinary Removals
IDEA	089	Children with Disabilities (IDEA) Early Childhood
IDEA	099	Special Education Related Services Personnel
IDEA	112	Special Education Paraprofessionals
IDEA	143	Children with Disabilities (IDEA) Total Disciplinary Removals
IDEA	144	Educational Services During Expulsion
IDEA	5012	IDEA Discipline metadata
IDEA	5013	IDEA Staffing metadata
IDEA	5014	IDEA Staffing metadata
Migrant (Title I Part C)	054	MEP Students Served – 12 Months
Migrant (Title I Part C)	121	Migratory Students Eligible – 12 Months
Migrant (Title I Part C)	145	MEP Services
Migrant (Title I Part C)	165	Migratory Data
N or D (Title I Part D)	113	N or D Academic Achievement – State Agency
N or D (Title I Part D)	119	N or D Participation – State Agency
N or D (Title I Part D)	125	N or D Academic Achievement – LEA
N or D (Title I Part D)	127	N or D Participation – LEA
N or D (Title I Part D)	218	N or D In Program Outcomes – State Agency
N or D (Title I Part D)	219	N or D In Program Outcomes – LEA

Data Area	FS ID	FS or Metadata Collection Title
N or D (Title I Part D)	220	N or D Exited Program Outcomes – State Agency
N or D (Title I Part D)	221	N or D Exited Program Outcomes – LEA
N or D (Title I Part D)	224	N or D Assessment Proficiency – State Agency
N or D (Title I Part D)	225	N or D Assessment Proficiency – LEA
REAP	131	LEA End of School Year Status
SSP Sex Question	5001	Sex Collection metadata
Teacher Programs (Title II)	203	Teachers
Title I Part A	037	Title I Part A SWP/TAS Participation
Title I Part A	134	Title I Part A Participation
Title I Part A	222	Foster Care Enrolled
Title I Part A	223	Title I School Status
Title I Part A	226	Economically Disadvantaged Students

10.0 Appendix – Suggested Prototypes for SEA-defined Roles

Role prototypes have been created to assist SEAs in defining roles. ***SEAs are not required to use these prototypes.*** SEA EDPass Managers must define roles based on data governance within their own state.

Roles may include multiple functions for multiple data areas to allow current staff to complete all responsibilities related to submitting accurate and complete data to the Department.

Note! These prototypes do not cover all the required functions or data areas.

Role Name	Role Description	Data Access	Functions
Accountability Contact	Reviews Data Quality feedback	Directory Accountability	View Metadata Resolve DQ rule failures
Assessment Director	Responds to Assessment Metadata Survey Reviews Data Quality Feedback	Directory Assessment	View Metadata Resolve DQ rule failures
CCD Non-Fiscal Coordinator	Responsible for Non-Fiscal Common Core of Data	Directory CCD Non-Fiscal	Metadata Resolve DQ rule failures
Federal Programs Lead and/or CSPR Coordinator	Reviews Data Quality feedback	Directory Assessment ACRG EL Programs (Title III)	View Resolve DQ rule failures

Role Name	Role Description	Data Access	Functions
		Homeless Migrant (Title I Part C) N or D (Title I Part D) Title I Part A	
Gun-Free Schools Coordinator	Responds to the GFSA Survey and DMS for GFSA	Directory Gun-Free Schools	View Metadata Resolve DQ rule failures
Homeless Coordinators	Reviews Data Quality feedback	Directory Homeless	View Resolve DQ rule failures
IDEA Part B Data Manager	Responds to the IDEA SSS	Directory IDEA	View Metadata SSP Resolve DQ rule failures
Migrant Contact	Reviews Data Quality feedback	Directory Title I Part C	View Resolve DQ rule failures
Neglected or Delinquent Coordinators	Reviews Data Quality feedback	Directory N or D (Title I Part D)	View Resolve DQ rule failures
Title I Contact	Reviews Data Quality feedback	Directory Title I Part A	View Resolve DQ rule failures
Title III Contact	Reviews Data Quality feedback	Directory EL Programs (Title III)	View Resolve DQ rule failures

10.1 Verification Grid

Use the grid below to ensure that each function for all data areas are covered by at least one SEA-defined role. The grid below is filled in for the prototypes above as examples.

Data Area	View	Upload	Metadata	SSP	Resolve DQ Rule Failures	Submit
Directory and Grades Offered			CCD Non-Fiscal Coordinator		CCD Non-Fiscal Coordinator	
Accountability			Accountability Contact		Accountability Contact	
ACGR			Federal Programs Lead and/or CSPR Coordinator		Federal Programs Lead and/or CSPR Coordinator	
Assessment			Assessment Director		Assessment Director Federal Programs Lead and/or CSPR Coordinator	
CCD Non-Fiscal			CCD Non-Fiscal Coordinator		CCD Non-Fiscal Coordinator	
Charter						
EL Program (Title III)			Title III Contact Federal Programs		Title III Contact Federal Programs Lead and/or CSPR Coordinator	

Data Area	View	Upload	Metadata	SSP	Resolve DQ Rule Failures	Submit
			Lead and/or CSPR Coordinator			
GEPA						
Gun-Free Schools			Gun-Free Schools Coordinator		Gun-Free Schools Coordinator	
Homeless					Homeless Coordinators, Federal Programs Lead and/or CSPR Coordinator	
IDEA			IDEA Part B Data Manager		IDEA Part B Data Manager	
Migrant (Title I Part C)					Migrant Contact Federal Programs Lead and/or CSPR Coordinator	
N or D (Title I Part D)					Neglected or Delinquent Coordinators, Federal Programs Lead and/or CSPR Coordinator	
REAP						
Teacher Programs (Title II)						
Title I Part A					Title I Contact Federal Programs Lead and/or CSPR Coordinator	

11.0 Appendix – EDFacts Privacy Notice

Revised! EDFacts Privacy Notice

Authorities: The following authorities authorize the collection of this information: 34 CFR § 76.720 – State reporting requirements. Under that section at © (1) a State must submit reports required under 2 CFR 200.327 (Financial reporting) and 2 CFR 200.328 (Monitoring and reporting program performance), and other reports required by the Secretary and approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995, 44 U.S.C. 3501-3520 in the manner prescribed by the Secretary, including submitting any of these reports electronically and at the quality level specified in the data collection instrument.

Information Collected: For State users, EDFacts will collect the name, work phone number, and work email address in order to set up an account for that person in the system. The system collects and maintains usernames and passwords for these users.

Purpose: The purpose of collecting this information is to establish access credentials and maintain audit trails for State users and distribute information.

Disclosures: While information on State users will generally not be disclosed outside of the Institute of Education Sciences (IES), there may be circumstances where information may be shared with a third party, such as a Freedom of Information Act request, court orders or subpoena, or if a breach or security incident occurs affecting the system.

Consequences of Failure to Provide information: Individuals representing the States are required to provide the information identified above to attain an *EDFacts* account. Failure to do so may result in not receiving an account. Additional information about this system can be found in the Privacy Impact Assessment.

12.0 Appendix – Login.Gov

SEA users will need to create a Login.gov account to access EDPass. SEA staff must set up their own Login.gov user account and notify the SEA EDPass Manager that the account has been established.

The email address used to create the Login.gov account (SEA-assigned email address) will be used in the creation of the EDPass user account.

12.1 Login.gov Account Creation

Where should I go to create a Login.gov account?

To create a Login.gov account using your SEA-assigned work email address, visit: <https://www.login.gov/create-an-account/>. A secure password and an authentication method will be required to complete the account creation.

12.2 Troubleshooting Login.gov Accounts

What if I forgot my password to Login.gov?

If you do not remember your Login.gov password, visit the <https://www.login.gov/help/> website for assistance.

What happens if I enter my password incorrectly?

If an incorrect password has been entered multiple times, users are unable to login for 10 minutes if they have:

- Incorrectly entered a password 6 times
- Incorrectly entered a security code 3 times
- Requested more than 10 security codes in a 5-minute time period

After several unsuccessful attempts, a user will be locked out of their account for 24 hours. Visit <https://www.login.gov/help/> for additional assistance if this occurs.

What happens if I enter a Multi-Factor Authentication (MFA) option incorrectly multiple times when logging in?

After three (3) incorrect MFA authentication attempts, a user will be locked out for 10 minutes. Lockout time may depend on the authentication app being used. After the lockout period, attempt to log in again.



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