

# **ON-LINE EDUCATION DIRECTORY INSTRUCTIONS**



***State Department of Education***



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## Section 1 – System Overview

- The Education Directory application allows superintendents, principals, and private school headmasters to edit and review site information. Sites include both schools and district offices.
- To access the site open your web browser and go to <https://schools.alsde.edu/eddir>.

The following web pages are available (bold entries are only visible by personnel with the appropriate access):

- Home – This web page is used to guide a user through the process of creating his/her login account and displays general information about the application.
  - For more detailed information please refer to Section 2 Login Instructions
- Look up – This web page is used to look up current and historical education employees by the following attributes:
  - First name.
  - Last name.
  - Email Address.
  - County.
  - School.
- **Site Info** – This web page is to update school and district site information.
  - For detailed information please refer to the Section 3 Site information.
- **School Staffing** – This web page is to update school staffing information. It is intended for use by principals, vocational directors, and private school administrators.
  - Principals and vocational directors may be assigned for state-supported schools.
  - Teachers and private school administrators may be assigned for non-state-supported schools.
  - For detailed information please refer to Section 4 School Staffing.
- **District Staffing** – This web page is to update district staffing. It is intended for use by superintendents and administrators.
  - For detailed information please refer to Section 5 District Staffing.
  - Please Note: You will only see this section if you are a superintendent.

- **Site Sign-Off** – This web page allows those with access to sign off on multiple sites from one place.
  - For detailed information please refer to Section 5 Site Sign Off.
- **Account** – This web page allows the user to perform the following actions:
  - Login.
  - Change his or her password.
  - Edit his or her personal profile.
  - For more detail information please refer to Section 2 Login Instructions.

## Section 2 - Login Instructions

### 2.1 – Login

- Click “Account” on the left-hand menu.
- Enter your username and password.
  - Your username is the email address you used to register your account in the Education Directory application.
- Click the Login button.

### 2.2 – How do I create a new user?

- Please Note: Only superintendents, principals, private school administrators and vocational directors will be able to login and update data within their applicable districts and schools
- You will have five days to activate your user. If you have not completed the registration process within five days of initially creating your account you will have to start the registration process over from the first step.
  - Go to: <https://schools.alsde.edu/eddir>
  - On the left side, click “Account”
  - Click the “Register New Account” tab.
  - Enter your email address.
  - You will receive an email containing your username, temporary password, and a link to activate your account.
  - Follow the link within the email to activate your account.
    - **You must follow this link to activate your account.** Your account will not be activated if you go straight to the main login web page to login.
  - Enter your user name and password.
    - Please note: You can copy your password from the email by highlighting the password, right clicking the highlighted area, and selecting copy or by hitting ctrl-c. From there click in the password box, right click on the web page, and select paste or hit ctrl-v.

- Once you have successfully entered your username and password, you will be taken back to the Home web page.
  - The Home web page contains a list of items that must be completed before you can use the Education Directory application. Follow the steps shown on the web page in order to fully activate your account.
    - If you see a green check next to the step, that step has been completed.
    - If you see a yellow triangle, you still need to complete that step in order to continue with the activation process.
  - The steps are as follows:
    - Follow the link in the email to activate your account.
    - Change your password.
    - Update your profile.
    - Contact the appropriate person per the instructions on the web page to gain access to your system.

### 2.3 – What is my password?

- The Information Systems staff cannot access passwords in plain text. Passwords are encrypted for your protection.
- If you do not remember your password, please go to the recover password section 2.6 of this document and follow the instructions there.

### 2.4 – I never received my username or password.

- Please contact our Helpdesk by calling 334-353-1250.
- You can also email our Helpdesk at [helpdesk@alsde.edu](mailto:helpdesk@alsde.edu).

### 2.5 – How do I recover my password?

- Open your web browser and go to <https://schools.alsde.edu/eddir>.
- Click the “Account” menu item on the left.
- Click the “Recover Password” tab.
- Enter your email address.
- Click “Submit.”
- You will receive a new password via email shortly.

### 2.6 – How do I change my password?

- Login to Education Directory by following the instructions above in Section 2.1.
- Click the “Account” menu item on the left.
- Click the “Change Password” tab.
- Enter your current password.
- Type your desired new password.

- Confirm your password by re-typing it.
- Click the “Change Password” button.

## Section 3 - Site Information

### 3.1 – Overview

- After successfully logging in, you will be able to edit information pertaining to your school or the schools within your district.
- If you are a principal, private school headmaster, or vocational director, you will only be able to view your school.
- If you are a superintendent, you will be able to view all the schools within your district.
- The items that you cannot change will be disabled but visible.

### 3.2 – Site Information Section

- If you are a superintendent, you will be able to view all of your schools in the drop-down list on the top of the web page.
- This section displays the 4-digit site code, site name, site open date, and the site status.
- Only the site name can be changed in this section.

### 3.3 – Site Contact Section

- This section displays the contact information for the site.
- To change this information, click the “edit” link to update the site contact or edit the contact person’s information.
  - You may also click the “School Staffing” or “District staffing” menu item on the left, whichever is applicable, to update this information. See Sections 4 and 5 for details on updating staffing information.
- To return to the Site Information page, click the Site Info menu item.

### 3.4 - Address Information Section

- This section displays the mailing, shipping, and physical address; phone; fax; school email address; and school web address.
- This information is may be edited.

### 3.5 – SDE Administration Only Section

- This section displays the site’s grade configuration, Title-1 status, and school type.
- The items in this section can only be changed by SDE personnel.

### 3.6 – Save Your Changes

- To save your changes, click the “Update Site” button at the bottom of the web page.



## Section 4 – School Staffing

### 4.1 – Overview

- After successfully logging in, you will be able to edit school staffing information. This includes:
  - State-supported schools
  - Non-state-supported schools
- If you are a superintendent, you will be able to view all of your schools in a drop-down list on the top of the web page.
- If you are a principal, you will only be able to view your school.

### 4.2 – Adding/Updating Staff for Sites

- From the “Make Selection” box at the top of the Staffing web page, click the drop-down arrow to select from a list of schools that you have permission to update. The school(s) you are able to edit are dependent on your Department of Education position.
  - Principals, private school administrators and vocational directors will be able to view and edit the school to which they have been assigned.
  - Superintendents will be able to view and edit the schools within their district
- If staff members have been assigned to the site, the staff currently assigned will be shown.
  - See Section 4.3 for information on updating a staff record.

### 4.3 – Add New Staff to School

- Click the “Add New Staff” link to add a person that has already been added to the system.
- Provide at least the first three letters of the first name and last name of the desired person you would like added as a staff member.
  - If the search does not find the person you are looking for, the user will need to create a profile or provide you with the exact name used when their account was created.
- Click on the name of the person you would like to add as a new staff member.
- From the drop-down box at the bottom of the staffing page, click on the box and choose the desired staff position for the person you are adding.
- Click the Save Button.
- If the new staff person has been added, you will see a message stating that the staff record was added successfully. Click on this message to close the “Add New Staff” web page.

### 4.4 – Updating Staff

- From the “Make Selection” box at the top of the School Staffing web page, click the drop-down arrow to select from a list of schools that you have permission to update. The school(s) you are able to edit are dependent on your Department of Education position.
  - Principals, private school administrators and vocational directors will be able to view and edit the school to which they have been assigned.

- Superintendents will be able to view and edit the schools within their district
- Click on the Edit link next to the person you would like to update. You may either update the person’s contact information or the position information.
  - Select Contact Information to update the person’s name, phone or fax number.
  - Select Position Information to change the person’s position or update the information pertinent to the position where applicable. An example of this would be updating bonded dates for Superintendents and Chief School Financial Officers. Bonded dates can only be updated by administrators.

#### 4.5 – Remove Staff from Sites

- From the “Make Selection” box at the top of the School Staffing web page, click the drop-down arrow to select from a list of schools that you have permission to update. The school(s) you are able to edit are dependent on your Department of Education position.
  - Principals, private school administrators and vocational directors will be able to view and edit the school to which they have been assigned.
  - Superintendents will be able to view and edit the schools within their district
- Click on the Edit Link Next to the person you would like to remove and click the “Remove Person” selection. You will then be asked to confirm that you would like to remove this staff member. If you do not want the record removed, click the small “x” at the top of the confirm box. If you would like to confirm removal of the staff person, click the remove link.

## Section 5 – District Staffing

### 5.1 – Overview

- After successfully logging in, you will be able to edit district staffing information.
  - Please Note: You will only see this section if you are a superintendent.

### 5.2 – Adding/Updating Staff for Sites

- From the “Make Selection” box at the top of the staffing page, click the drop-down arrow to select from a list of schools that you have been given access to update. The school(s) you are able to update are dependent on your Department of Education position.
  - Principals, private school administrators and vocational directors will see the school to which they have been assigned.
  - Superintendents will see the schools within their district.
- If staff members have been assigned to the site, the staff currently assigned will be shown.
  - See section 5.4 for information on updating a staff record.

### 5.3 – Add New Staff to District

- Click the “Add New Staff” link to add a person that has already been added to the system.
  - This link will show up at the end of the list of staff currently assigned to the site.
- Provide at least the first three letters of the first name and last name of the desired person you would like added as a staff member.
- If the person has not been added to the system, they must create a profile before you can add them as staff.
- Click on the name of the person you would like to add as a new staff member
- From the drop down box at the bottom of the staffing page, click on the box and choose the desired staff position for the person you are adding.
- Click the Save Button.
- If the new staff person has been added, you will see a message stating that the staff record was added successfully. Click on this message to close the add staff web page.

### 5.4 – Update staff

- From the “Make Selection” box at the top of the District Staffing web page, click the drop-down arrow to select from a list of schools that you have permission to update. The school(s) you are able to edit are dependent on your Department of Education position.
  - Superintendents will be able to view and edit the schools within their district
- Click on the Edit link next to the person you would like to update. You may either update the person’s contact information or the position information.
  - Select Contact Information to update the person’s name, phone or fax number.
  - Select Position Information to change the person’s position or update the information pertinent to the position where applicable. An example of this would be updating bonded dates for Superintendents and Chief School Financial Officers. Bonded dates can only be updated by administrators.

### 5.5 – Remove Staff from District

- From the “Make Selection” box at the top of the District Staffing web page, click the drop-down arrow to select from a list of schools that you have permission to update. The school(s) you are able to edit are dependent on your Department of Education position.
  - Superintendents will be able to view and edit the schools within their district
- Click on the Edit Link Next to the person you would like to remove and click the “Remove Person” selection. You will then be asked to confirm that you would like to remove this staff member. If you do not want the record removed, click the small “x” at the top of the confirm box. If you would like to confirm removal of the staff person, click the remove link.

## Section 6 – Logout Procedure

- Click the “Account” menu item on the left.
- Click the “Status” tab.
- Click the “Logout” link.

## Section 7 – System and School Sign-off

### 7.1 – Principal Sign-off

- Before the specified signoff date, return to the website and sign off on the information for your system.
- See Section 3 – Site Information for instructions on reviewing your site.

### 7.2 – Superintendent Sign-off

- Before the specified signoff date, return to the website and sign-off on the information for each school in your system.
- See Section 3 – Site Information for instructions on reviewing your sites.

### 7.3 – Site Sign-Off

- This web page can be used to sign off on multiple sites within a district.
- Click on the Site drop-down list to select the appropriate system.
- Once the system has been selected
  - Click the “signed off” check box. - This will cause the site information to expand and allow site status to be updated:
    - To change the status of a site to “signed off”, click the signed off check box and click the “Update” link.
    - Click cancel to exit the site with no changes made to the status.