SAS® EVAAS
USER GUIDANCE

How Superintendents and CEOs Update District Admin Accounts

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

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

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

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

3. 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 Administrator information in the OEDS and hereby request the EVAAS District Administrator 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 Administrator within 5 business days.