

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.