Tutorial Overview

This tutorial explains Iowa Education Portal (EdPortal) functionality. View this tutorial if:

- You have already created an A&A Account

  AND

- You have access to Department of Education application(s) through the Iowa Education Portal (EdPortal) through one of two ways:

  1. You created a Portal User Profile; roles and organizations have been approved or assigned by a Security Officer.
  2. Your application permissions and administrative/security organizations were pre-loaded into the Portal.

If you have not created an A&A account, please click here for a tutorial on how to quickly create one in order to sign into EdPortal.

If you do not have access to Department of Education applications, please click here for a tutorial to learn how to request access.
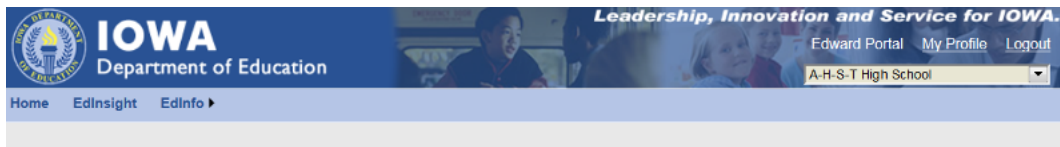
EdPortal Home Page

Sign in to your A&A Account - Go to https://portal.ed.iowa.gov

Highlight "A&A Account" and click on the "Sign-In" link.

The A&A sign-in page appears. You will enter your A&A account ID and password then click "Sign In."

The EdPortal home page will appear. Note the descriptions of the home page regions below.

- Session Details: User information including the logged-in user's username, a link to the user's profile, and a Logout button that ends the user's session.
- Organization Menu: A drop down menu that allows you to choose between different security organizations (if applicable) and view accessible information and applications (based on your role within each application) for that organization only. This example account has two orgazations: the District is the adminstrative organization and the High School is the security organization for two applications.
- Global Navigation Menu: A list of links to Portal and Iowa Department of Education applications. The items in this menu may be different, based on your user permissions and/or the selected organization (chosen from the organization menu). Located in the blue bar next to "Home" link.
- Application Submenu: An application in this menu that that has an arrow next to the link will contain a submenu, which will contain links to additional topics or pages relevant to the application. For example, EdInfo applications are located in a submenu.

Accessing Applications

Applications, roles, and organization information can be found in the My Profile section of EdPortal. Assigned applications appear in the navigation menu bar; changing the organization listed in the organization menu may change the application names displayed.

In this example, a user has EdInsight and Spring BEDS at the High School.

Click the application name in the navigation menu bar to open an application. In the example below, Edward Portal is going to access EdInsight.

Important Note - The first time you access EdInsight or State ID via the Portal you will need to sign the Confidentiality Agreement. Read the agreement, check the box, and click Continue. You will need to sign this agreement annually.

Portal Banner

EdInsight will open within a Portal Banner (the blue region with the User ID, Portal link and Logout Link.)
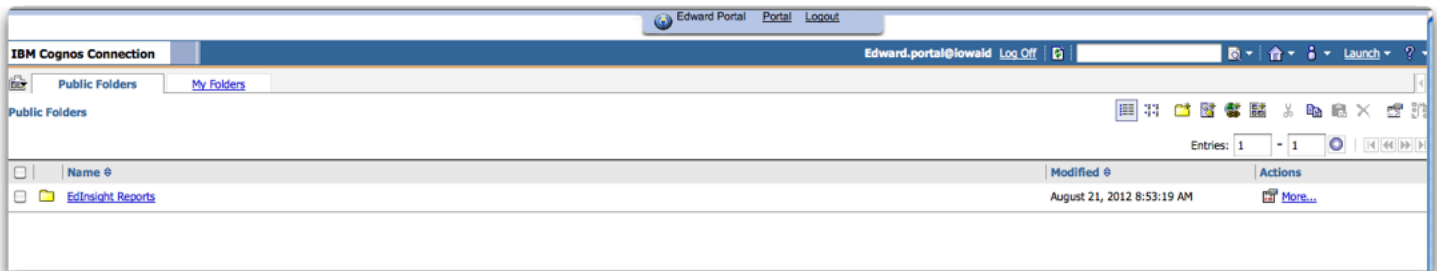
If you have previously used EdInsight or other DE applications, the functionality of the applications remains the same. Accessibility depends upon your assigned permissions and organization(s) in EdPortal. There may be a slight variation from application to application regarding the look and feel to return to Portal and/or logout capabilities.
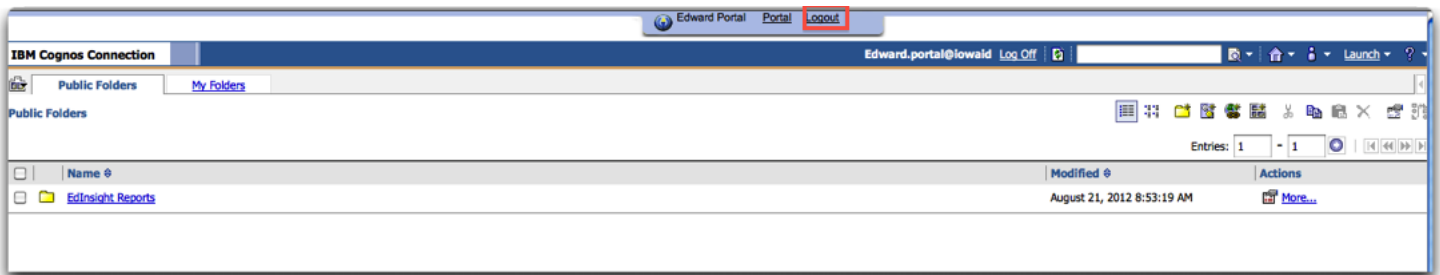
Changing Security Organizations or Applications

You may be assigned applications for multiple organizations. To change organizations, return to Portal via the banner link and select a different organization from the drop down menu (top right hand corner of EdPortal home page). In the example, changing the security organization also changed the available applications for Edward Portal.

Logging out of EdPortal

To log out, there are two options:

1. While active in EdInsight or other applications, click the Logout ink in the Portal banner.

Edward Portal   Portal   Logout

IBM Cognos Connection		Edward.portal@iowaid Log Off		Launch ▾	? ▾

Public Folders	My Folders			

Public Folders

Entries: 1 — 1

		Name ⬦	Modified ⬦	Actions
☐	📁	EdInsight Reports	August 21, 2012 8:53:19 AM	🗗 More...

2. In EdPortal, click the Logout link in the upper right hand corner.

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