

# My Data Dashboard Access User Guide

**This User Guide will provide steps and resources needed to successfully access My Data Dashboard (MDD) housed within MyIRC. Due to the protected nature of the data contained within MDD, gaining access requires several steps.**

JULY 2023

WELCOME

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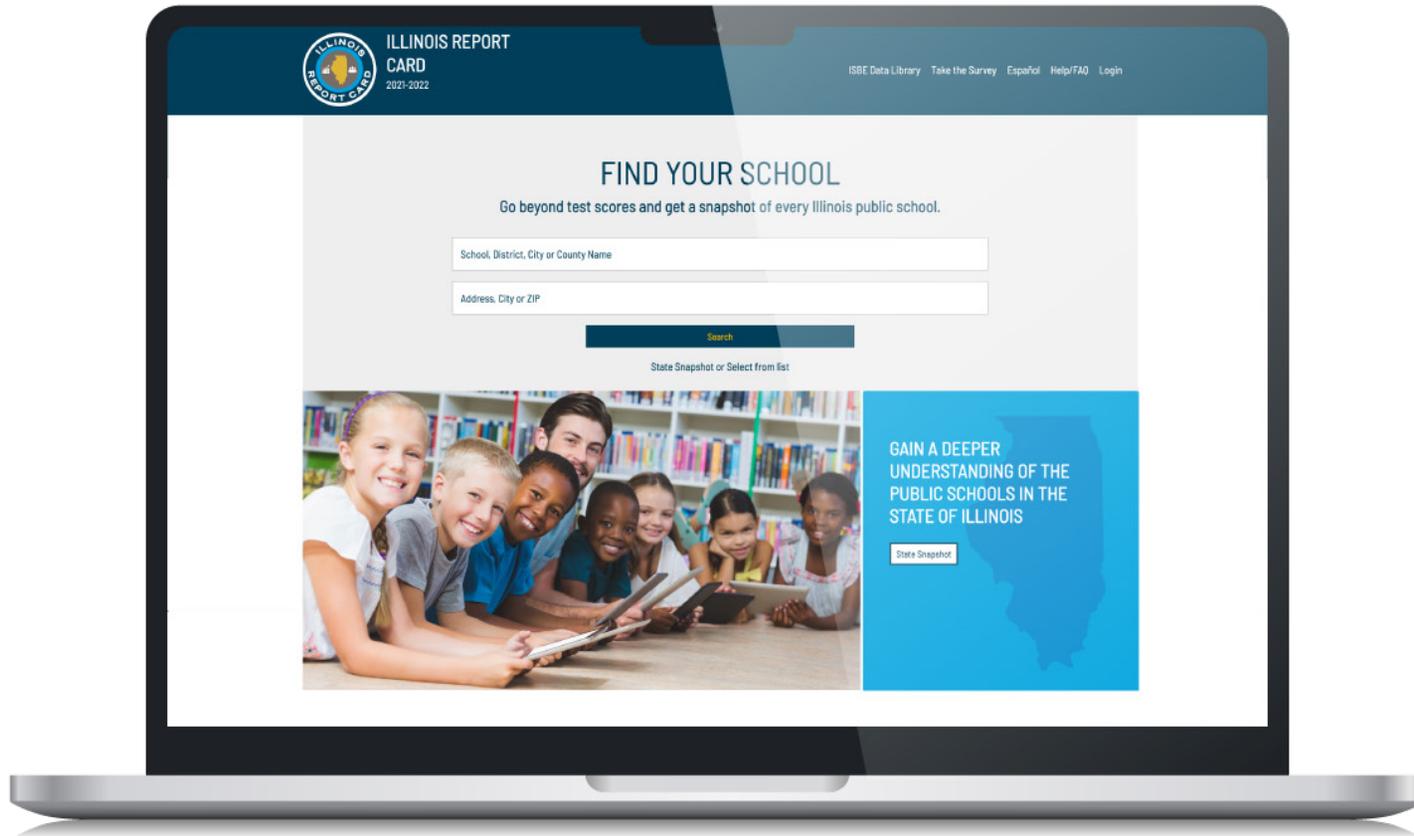
SECTION 1

# Log into My Data Dashboard

## Step 1

### Go to Illinois Report Card Website

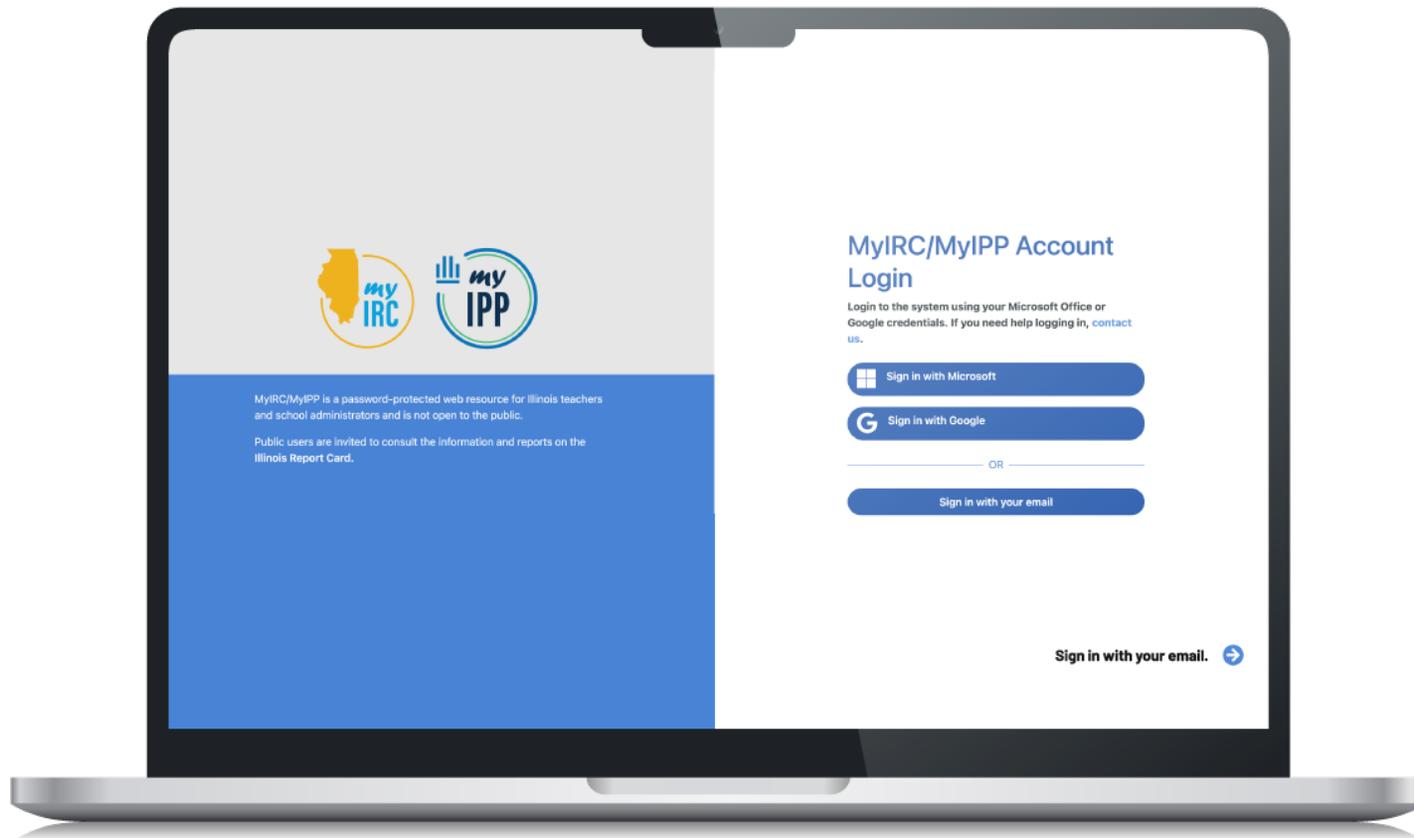
To log into the MyIRC / MyIPP platform where the My Data Dashboard tool lives, you'll need to first visit the Illinois Report Card website at [www.illinoisreportcard.com](http://www.illinoisreportcard.com). Click the "Login" button in top navigation bar, on the far right side of the screen.



## Step 2

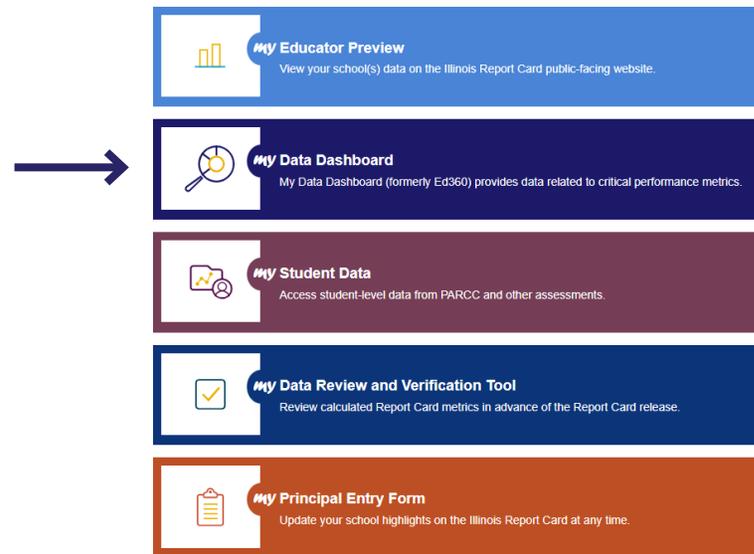
### Log into MyIRC / MyIPP Platform

You have the option of single sign-on with Microsoft or Google credentials or use your email. Please use the same email used within the Employment Information System (EIS) ISBE System to ensure . If you have established an ID using local credentials (meaning you set your own password unique to this system instead of logging in using Microsoft or Google single sign-on) and you would like to switch to using single sign-on, simply contact the MyIRC offices at [myiirc@niu.edu](mailto:myiirc@niu.edu) or call 815-753-0978.



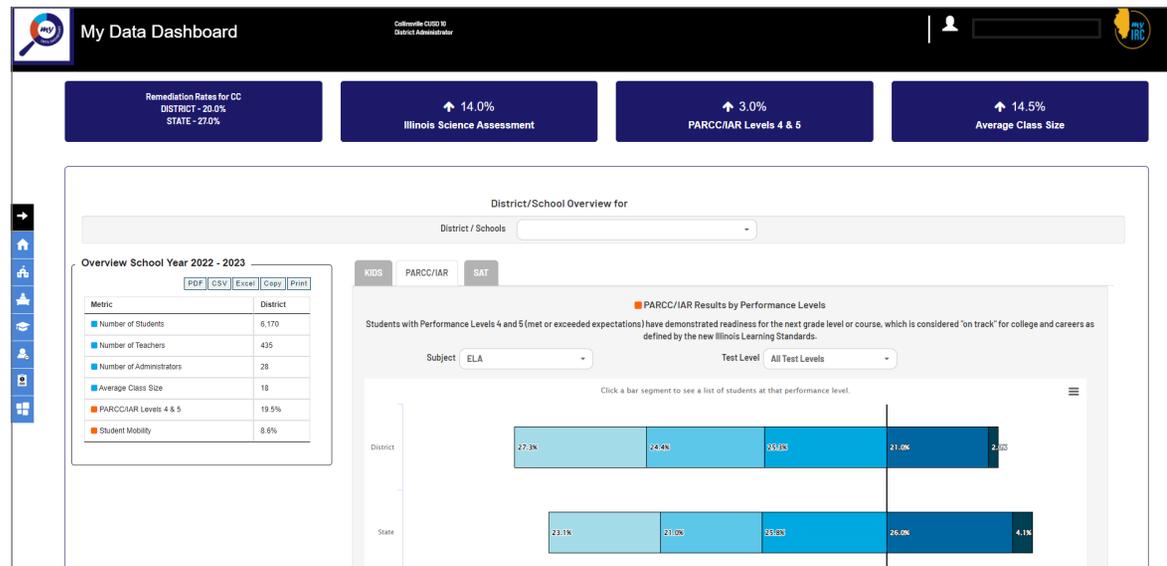
## Step 3

Click the My Data Dashboard icon in the purple bar to access key information and resources.



You are now in the new platform!  
Begin exploring the tool.

If you get an error message after clicking on the My Data Dashboard icon in the previous step, follow the instructions starting on page 8.



SECTION 2

**Receive a “not found in EIS”  
Error Message?**

## EIS Error

The screenshot to the right shows the most common type of error message.

If you see this error message, proceed with the following steps:

You need to get (a) a position within EIS and (b) an Ed360 role within EIS.

### a. Go into EIS within IWAS

### Login error

User mwright6@niu.edu was not found in the Employment Information System.

Either your email is not in ISBE's Employment Information System (EIS) or your EIS position is not assigned to a My Data Dashboard role. Please contact your EIS Data Coordinator to confirm your email address or assign you a role.

To find out more, head to the MDD project homepage.

[My Data Dashboard Login](#)  
[ISBE Homepage](#)

Categories - Click to Expand/Collapse Tree	Authorization
<b>Reporting</b>	
... Data Quality Dashboard v2	Authorized
... Employment Information System (EIS)	Authorized
<b>Monthly</b>	
... Student Information System - Statewide	Authorized
<b>Annual</b>	
... Noncertified Staff Salary Study	Authorized
... Teacher Salary Study	Authorized
<b>Educators</b>	
... ELIS for Administrators	Authorized

## EIS Error (cont)

b. Either verify your EIS position information or add new employee position.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Dashboard, Contract Days, Reports, Batch Files, Employment/Position (selected), Salary, Evaluations, Experience, Unfilled Positions, Position Closures, Courses, and Noncertified Staff. Below the navigation bar is a header for 'Employment and Positions' with an 'Add New Employee' button. A search section titled 'Search by' contains several filters: 'School Year' (dropdown menu set to 2023), 'Work Location' (dropdown menu set to -- All Entities --), 'Position' (dropdown menu set to -- All Positions --), and 'IEIN' (input field). A 'Search' button is located at the bottom right of the search section.

If you select “Add New Employee,” a screen will pop-up that prompts you to search for the individual.

Enter the information and hit “Search.”

If the user has a record within ELIS that match what you have entered, that record will appear and you can edit the existing record as needed.

The screenshot shows a 'Search Employee' form with the following fields: 'SSN#' (input field), 'Last Name' (input field with 'Melina'), 'IEIN' (input field), 'First Name' (input field with 'Wright'), and 'Date Of Birth' (input field with 'XX / XX / XXXX' and a calendar icon). There are 'Reset' and 'Search' buttons. Below the form is a red error message: 'Employee must be in ELIS before you can add an EIS employment record.'

## EIS Error (cont)

The user name will populate.  
Click on "Next" to go to Step 2.

Or, you may get an error message that the user does not have an IEIN within ELIS. (See page 19 for instructions on adding a user to ELIS to get an IEIN).

### Search Employee

Please enter IEIN or SSN or Last Name, First Name, and Date of Birth; then click the Search button.

SSN#  Or  Last Name   
IEIN  Or  First Name   
Date Of Birth  

Select	IEIN	First Name	Last Name	Middle Name	Date of Birth	Gender	Race/Ethnicity
<input checked="" type="radio"/>		Melina	Wright		XX / XX / XXXX		

On Step 2, enter the information on the bottom of the screen—start date, retired status and email address. And hit "Submit."

### Demographics

\*Last Name  \*Date of Birth  

\*First Name  \*Gender  Female  Male

Middle Name  \*Race/Ethnicity  

Maiden Name

### Employment

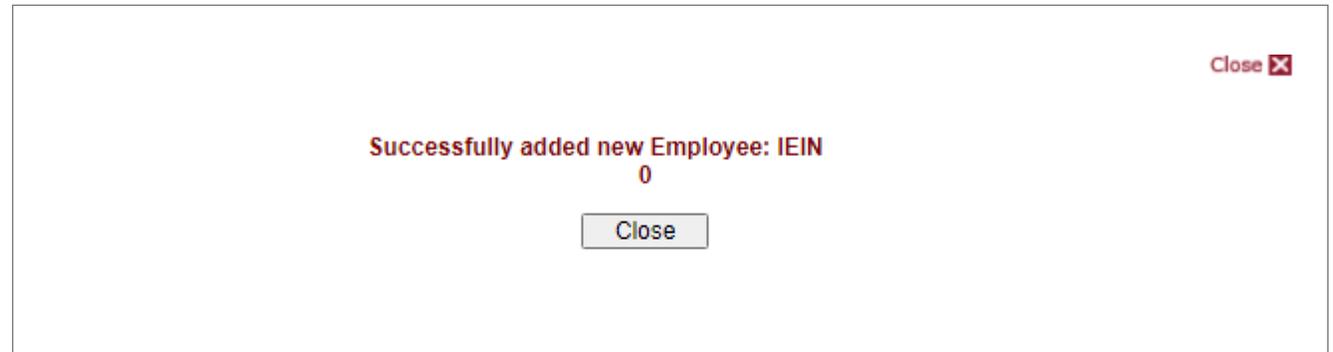
\*Start Date  

\*Retired  No  Yes

\*Email Address

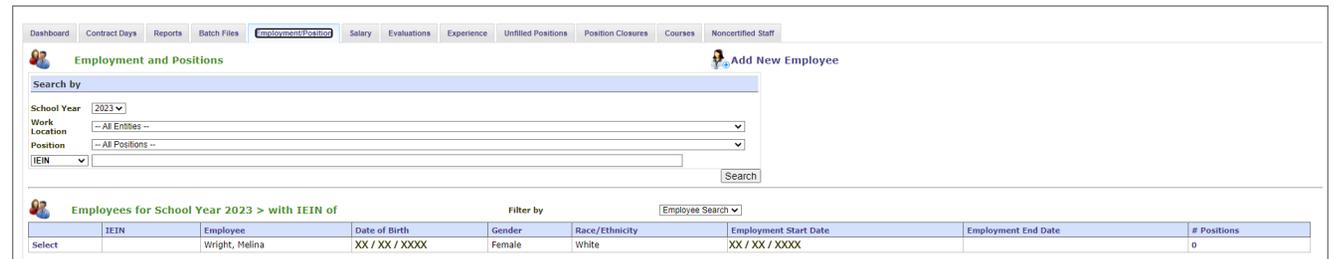
## EIS Error (cont)

The user has now been successfully added, but there are a few more steps to ensure access to MDD.



Once you close the previous screen, you will be taken back to the home screen and can view the new employee entry.

Click "Select" to the left bottom of the screen to add Ed360/MDD user role information.



## EIS Error (cont)

Once in the next screen, we have to add position information.

IEIN:	Last Name: Wright	First Name: Melina	Middle Name:
Date of Birth: XX / XX / XXXX	Gender: Female	Race/Ethnicity: White	Retired: No
Employer:	Employment Start Date: XX / XX / XXXX	Employment End Date:	Employment End Reason:
Email Address: Mwright@Email.com			

[Edit Employment Record](#)

Employee Positions within the District for School Year 2023

There are currently no positions for this School Year.

[Add Position Record](#)  
[View Positions From Other School Years](#)

**BACK**

**SUBMIT and Return to Search** You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

**SUBMIT and View Salary**

Within the “Add Position” screen, add the appropriate position category, position, start date, etc.

For non-certified employees, select “Ed360 User.” In this case, salary, certification, and other fields within EIS are not required.

Close

**Positions for School Year 2023**

*Position Category	Ed360User		
*Position	-- Select --		
*Start Date	Administrative	<input type="text"/>	* Percent of Full Time <input type="text"/>
*Ed360 Role	Instructional	<input type="text"/>	
	Ancillary Staff		
	Leave of Absence		
	Ed360User		

[Cancel](#) [OK](#)

## EIS Error (cont)

Next, select the level of Ed360/MDD access needed.

**Positions for School Year 2023** Close

\*Position Category: Ed360User

\*Position: Ed360 User

\*Start Date: XX / XX / XXXX Calendar icon \* Percent of Full Time:

\*Ed360 Role: -- Select --  
-- Select --  
District Administrator  
ROE Administrator  
School Administrator  
Teacher

[Cancel](#)

When all information is added, click "OK" to return to the main screen to add the location of employment.

**Positions for School Year 2023** Close

\*Position Category: Ed360User

\*Position: Ed360 User

\*Start Date: XX / XX / XXXX Calendar icon \* Percent of Full Time: 100

\*Ed360 Role: District Administrator

[Cancel](#)

## EIS Error (cont)

Next, add the work location for the user and click "OK."

Close

**Work Locations for Ed360 User**

\*Location  Select School  Primary Location

Enter 15 Digit RCDTS Code

\*Workload

[Cancel](#)

This will take you back to the employee summary page to review your information.

Employment Summary

IEIN:	Last Name: Wright	First Name: Melina	Middle Name:
Date of Birth: XX / XX / XXXX	Gender: Female	Race/Ethnicity: White	Retired: No
Employer:	Employment Start Date: XX / XX / XXXX	Employment End Date:	Employment End Reason:
Email Address: Mwright@Email.com	<a href="#">Edit Employment Record</a>		

**Employee Positions within the District for School Year 2023**

Warning: one or more positions has no contract days value associated with its position code! This could make the FTE value display as zero. Check the Contract Days tab to fix this problem.

Position Code	Position	Locations	Percent of Full Time	Position Start Date	Position End Date	Calculated FTE								
902	Ed360 User	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #e6f2ff;"> <th>Location</th> <th>Primary</th> <th>Grade Level Assignment</th> <th>Workload</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Ed360 User</td> <td style="text-align: center;">☑</td> <td></td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Location	Primary	Grade Level Assignment	Workload	Ed360 User	☑		100%	100%	XX / XX / XXXX		0.00
Location	Primary	Grade Level Assignment	Workload											
Ed360 User	☑		100%											

[Edit / Remove](#) [Add Work Location Record](#)

[Add Position Record](#)  
[View Positions From Other School Years](#)

**BACK**

SUBMIT and Return to Search You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

SUBMIT and View Salary

## EIS Error (cont)

Once data is confirmed, click "Submit" in the bottom left corner. Only by hitting "Submit" will the EIS record be saved in the database.

Employment Summary															
IEIN: 1372671	Last Name: Wright			First Name: Melina			Middle Name:								
Date of Birth: 02/12/1974	Gender: Female			Race/Ethnicity: White			Retired: No								
Employer: Quincy SD 172	Employment Start Date: 09/30/2023			Employment End Date:			Employment End Reason:								
Email Address: Mwright@Email.com															
<a href="#">Edit Employment Record</a>															
<b>Employee Positions within the District for School Year 2023</b>															
<small>Warning: one or more positions has no contract days value associated with its position code! This could make the FTE value display as zero. Check the Contract Days tab to fix this problem.</small>															
	Position Code	Position	Locations				Percent of Full Time	Position Start Date	Position End Date	Calculated FTE					
<a href="#">Edit / Remove</a>	902	Ed360 User	<table border="1"><thead><tr><th>Location</th><th>Primary</th><th>Grade Level Assignment</th><th>Workload</th></tr></thead><tbody><tr><td><a href="#">Edit / Remove</a></td><td>Quincy SD 172</td><td></td><td>100%</td></tr></tbody></table>	Location	Primary	Grade Level Assignment	Workload	<a href="#">Edit / Remove</a>	Quincy SD 172		100%	100%	6/30/2023		0.00
Location	Primary	Grade Level Assignment	Workload												
<a href="#">Edit / Remove</a>	Quincy SD 172		100%												
<a href="#">Add Position Record</a> <a href="#">View Positions From Other School Years</a>															
<b>BACK</b>															
<b>SUBMIT and Return to Search</b> You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.															
<b>SUBMIT and View Salary</b>															

Great! So, my position is updated in EIS and I have an Ed360 role, what happens now?

After everything is updated in EIS, that data is sent to MyIRC on a regular basis.

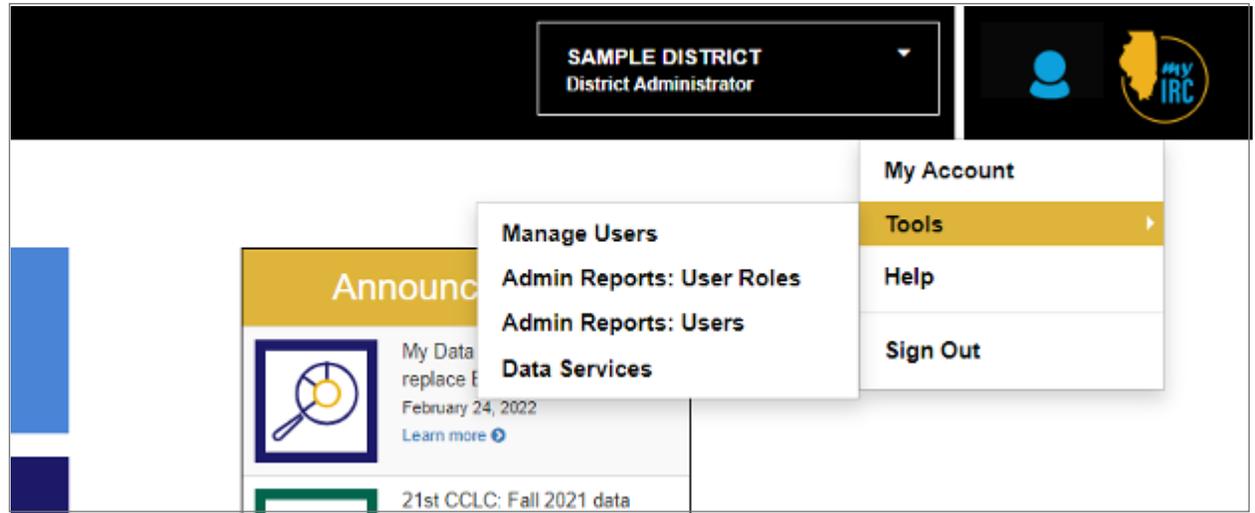
MyIRC ingests this data and authorizes access to My Data Dashboard. This process can take a few days.



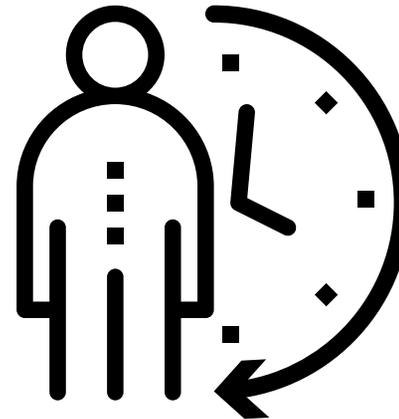
## MyIRC and EIS

Now that the information is within MyIRC, where should I manage my role?

Roles should be managed within EIS. As long as there is an ACTIVE linked EIS account to your email, you'll continue to have access to My Data Dashboard within MyIRC.



School Year rollover happens every summer where positions become "deactivated" within EIS. The district's EIS coordinator will have to ensure roles are ACTIVE in EIS for continued access to My Data Dashboard.



SECTION 3

**Add IEIN within ELIS**

## Add IEIN in ELIS

The user must exist with an IEIN in ELIS prior to creating an employment record for them in EIS.

If the user is not found in ELIS, the error message to the right will appear on screen within EIS.

Employee must be in ELIS before you can add an EIS employment record.

Anyone can create an IEIN in ELIS. You just need to create an account via <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx> and follow the prompts to be assigned an IEIN.

Illinois State Board of Education  
Dr. Steven Isoya, Chairman    Dr. Tony Sanders, State Superintendent of Education

WAS - ELIS for EDUCATORS

ELIS Log In Page

Already have an account? Login Here:

Login Name:

Password:

Remember Login Name

LOG IN

[CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#)

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Find Login/Password](#)    [Help](#)

This web site has been optimized for Internet Explorer 9.0 or above / Firefox 35.0 or above. You can download the latest version of these browsers by clicking on the following icons:

## Add IEIN in ELIS (cont)

Enter the required information on the "Sign Up" page and click continue.

### ELIS for Educators Account Sign Up

Required

First Name

Last Name

Date of Birth  mm/dd/yyyy

Enter either SSN or IEIN

Social Security Number  No hyphens

OR

IEIN

Login Name

Password

Confirm Password

Email Address

Secret Question

Answer

Broadcast Email

Email Type

## Add IEIN in ELIS (cont)

You'll get a confirmation pop-up once complete, and click "Submit."



Illinois State Board of Education  
Dr. Steven Isoye, Chairman    Dr. Tony Sanders, State Superintendent of Education

I W A S - ELIS for EDUCATORS    I W A S - ELIS for EDUCATORS    I W A S - ELIS for EDUCATORS

### Account Sign Up Confirmation

First Name  
Last Name  
Date of Birth  
SSN  
IEIN  
Login Name  
Email Address  
Secret Question  
Answer

Submit    Edit

You'll get confirmation of ELIS account creation and at this point you can return to EIS to add the user and assign the Ed360/MDD user role or you can click "Create My Account" and be taken into the ELIS system, where that information can be reviewed and/or edited.



## New User Account Confirmation

If you have never registered with the Illinois State Board of Education (ISBE) in the past and would like to create a new user account, click on the **'Create New User Account'** button below.

If you have registered with ISBE in the past and believe that your information should be on record with ISBE, please click on the **'Edit My Information'** button to review your personal information for accuracy.

If you continue to see this message, please contact the Help Desk at 217/558-3600 for further assistance.

Create My Account    Edit My Information

SECTION 4

# 500 Error Message

## 500 Error Message

**The image to the right shows another common system error.**

A "500 Oops" happens when your computer is trying to use a cached page of the website. Try logging in with a different browser or incognito window, go to [www.illinoisreportcard.com](http://www.illinoisreportcard.com) and click on the Login button at the top right, this should refresh your cache. Alternatively, please try clicking the logo on the top left on the 500 page and that may refresh the page.

