

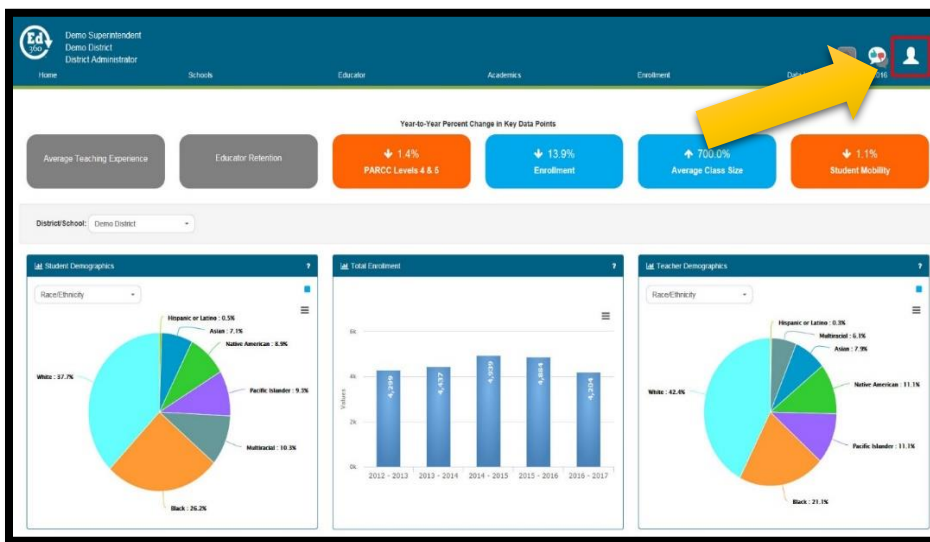
Ed360 Opt-in Guide

Welcome to the Ed360 Opt-in Guide. This document will guide District Superintendents through the process of enabling Ed360 access for their staff. Follow the instructions below to ensure easy setup of your Ed360 access. Ed360 requires that each user has an active G Suite for Education account.

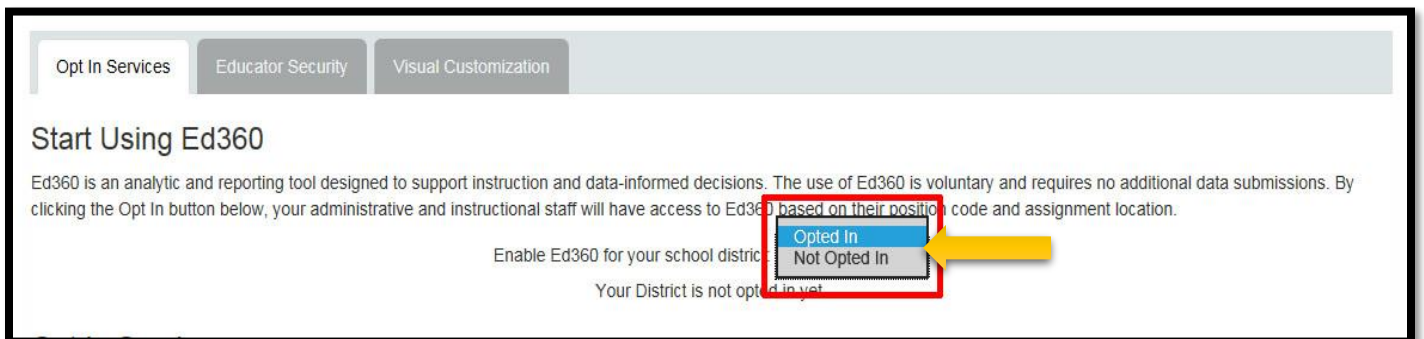
Ed360 Opt In

1. Navigate to the Ed360 log-in page (<https://ed360.isbe.net>) and log in using your G Suite for Education account.
2. To enable Ed360 for your district, select the Profile icon at the top right of your Ed360 dashboard.
3. Click the “Settings” button in the Profile icon popup.

Note: Only District Administrators have access to the “Settings” button under the Profile icon.



4. From the Settings page, change the dropdown box to “Opted In” to enable Ed360 for your district.



Managing Ed360 User Accounts

After enabling the Opt-In, most staff will have access to Ed360 based on the Employment Information System (EIS) position data. However, some staff may not have the level of access they need or they will not have access at all. Most licensed staff (teachers and principals) will be able to log in to Ed360 using their G Suite for Education email address and password. In many cases, access levels for Ed360 are defaulted based on employee positions reported to EIS. For example, District Superintendent positions in EIS are automatically assigned a default Ed360 role of District Administrator.

More examples of Ed360 Default Role Assignments:

EIS Positions	Default Ed360 Access Levels
Assistant/Associate District Superintendent	District Administrator (districtwide access)
Principal	School Administrator (schoolwide access)
Assistant Principal	School Administrator (schoolwide access)
Teacher	Teacher (teacher classroom access)
Special Education Teacher	Teacher (teacher classroom access)
School Counselor	General Access (no student data access)

View all EIS positions and Ed360 role relationships at <https://www.isbe.net/Documents/position-codes.pdf>.

You may change access levels of employees by logging into EIS and updating Ed360 Roles. The examples below will help you assign the correct level of access to district staff. **In all cases, EIS requires that each position have an Illinois Education Identification Number (IEIN).** Create an IEIN by establishing an account in the Educator Licensure Information System (ELIS).

SCENARIO #1 – Increasing access to Ed360 data for an existing EIS position

A School Counselor needs access to student-level data for their school, but the Ed360 default role of General Access does not permit access to student data. After obtaining approval from a district administrator, an employee who has EIS access can change the School Counselor position record for the Ed360 Role from General Access to School Administrator. This will grant the School Counselor access to student-level data.

SCENARIO #2 – Adding new users to Ed360 using the Ed360 User position in EIS

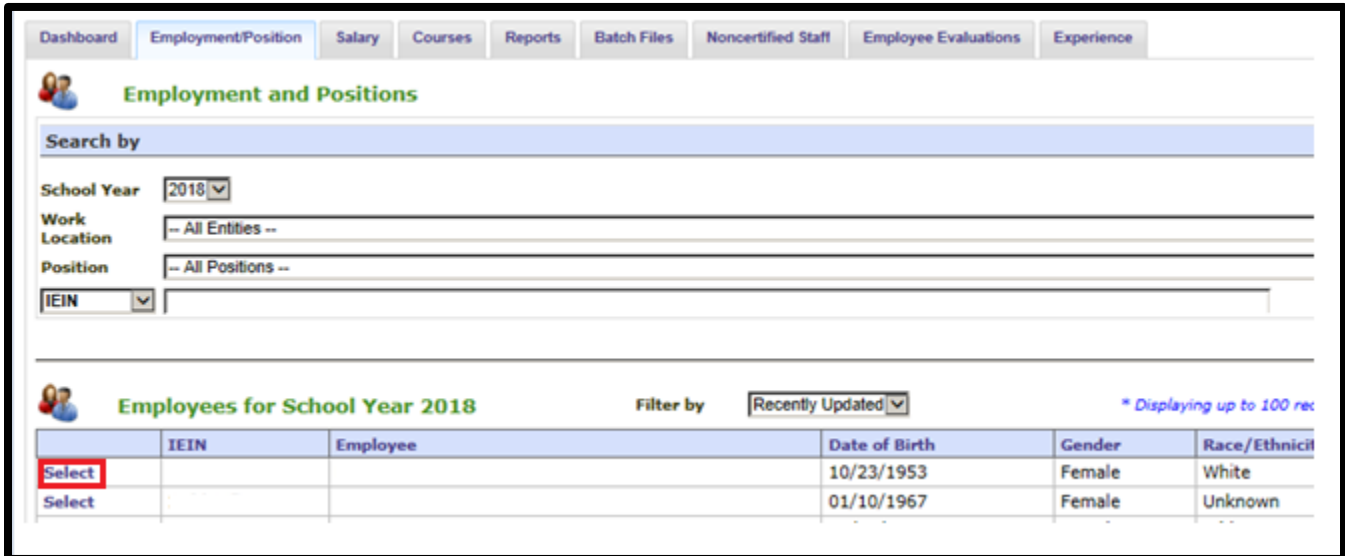
A Director of Assessment needs access to student-level data for their district, but there is no related position in EIS for assessment directors. After obtaining approval from a district administrator, an employee who has EIS access can add the Director of Assessment using the Ed360 user position and assign the appropriate Ed360 Role for the new user.

The next section provides a step-by-step guide to adding users to Ed360.

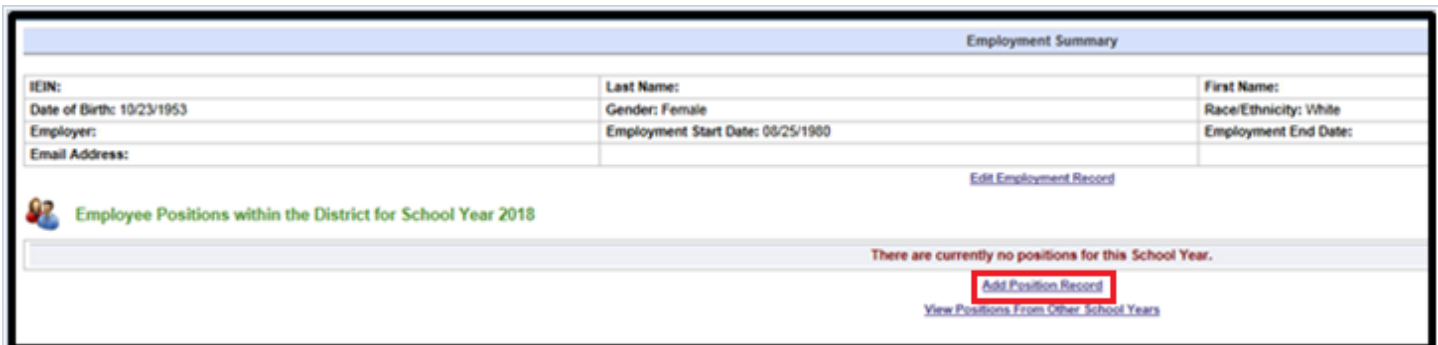
1. Log in to IWAS and access EIS. EIS will open on the Dashboard tab. Click the Employment/Position tab.



2. A list of employees will appear under the Employees for School Year 2018 header. Click the 'select' button to access a particular employee's record.



3. Click Add Position Record.



- If this is a licensed employee, the Position Category and Position fields should be populated according to their licensed position and the Ed360 Role will default according to the chosen Position Category and Position field. Once the appropriate fields are populated, select OK. *{If this is an employee who does not hold a license, please refer to Step 5.}*

For example, Marie, a Principal, is a licensed employee. The Position Category field in EIS should be populated as “Regular Education Administrative” and the Position field should be populated as “Principal.” This defaults the Ed360 Role to “School Administrator.” After obtaining approval from a district administrator, an employee who has EIS access can change the Ed360 Role if it is determined that Marie needs a different access level.

Note: The Position End Date box cannot be populated with a future date; therefore, it is rarely populated at the same time as the other position information.

The screenshot shows a dialog box titled "Positions for School Year 2018" with a "Close" button in the top right corner. The dialog contains the following fields:

- *Position Category: Regular Education Administrative (dropdown menu)
- *Position: Principal (dropdown menu)
- *Time Frame: Regular School Year (dropdown menu)
- *Start Date: 08/01/2017 (calendar icon)
- End Date: (empty text box with calendar icon)
- *Ed360 Role: School Administrator (Default) (dropdown menu)

At the bottom right, there are "Cancel" and "OK" buttons.

The Positions for School Year 2018 box will close and the screen will display the position information. *Please follow the EIS Basics Training Course guides or contact the EIS team for further questions about EIS data submission. Additionally, please refer to the EIS Data Elements Position document, which provides the Ed360 Role that will default for all EIS licensed positions.*

	Position Code	Position	Time Frame	Locations	FTE (F)	Position Start Date	Position End Date
Edit / Remove	103	Principal	Regular School Year	There are currently no Work Locations for this Position.	0.00	8/1/2017	

Below the table, there are links: [Add Work Location Record](#), [Add Position Record](#), and [View Positions From Other School Years](#).

- If this is an employee who does not hold a license, but has an IEIN for the purpose of connecting EIS to their Ed360 account, the Position Category and Position fields should be set to "Ed360 User." The Ed360 Role will also need to be selected from the dropdown options. *Note: The "Ed360 User" should only be utilized as the Position if the employee does not have a licensed EIS position.*

For example, Edward works in a non-licensed position, but his administrator decided that he needs access to Ed360. The Position Category and Position fields in EIS should be populated as "Ed360 User," which will trigger the Ed360 Role field to offer "Teacher," "School Administrator," and "District Administrator" as options. After obtaining approval from a district administrator, an employee who has EIS access will pick the appropriate option. The level of access to assign the Ed360 User is a district decision (i.e., local control). Once the appropriate fields are populated, select OK.

{Note: The Position End Date box cannot be populated with a future date; therefore, it is rarely populated at the same time as the other position information.}

The Positions for School Year 2018 box will close and will display the position information. *Please follow the EIS Basics Training Course guides or contact the EIS team for further questions about EIS data submission.*

Employee Positions within the District for School Year 2018							
	Position Code	Position	Time Frame	Locations	FTE (X)	Position Start Date	Position End Date
Edit / Remove	902	Ed360 User	Regular School Year	There are currently no Work Locations for this Position.	0.00	8/21/2017	
				Add Work Location Record			
				Add Position Record			
				View Positions From Other School Years			

For inquiries about Ed360, please email ed360@isbe.net.