

## 2019–20 Education Data System (EDS) Log-In Instructions

### PRIVATE SCHOOLS

1. Log into EDS: <https://eds.ospi.k12.wa.us> beginning March 15.
2. Enter your username and password. If you do not remember your username or password, or if you are a new school, contact OSPI's Customer Support office at [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us) or 1-800-725-4311.
3. Click Login. You will be taken directly to the Private Participation in Federal Programs application.

**FIRST TIME USERS:** If you are a first time user, this will bring you to the Change Password page. Enter a new password (at least seven characters, including at least one uppercase letter, one lowercase letter, and at least one number). Click Save, then click on the yellow tab labeled "My Applications." Next, click on the link for *Private Participation in Federal Programs*.

4. Complete the intent to participate application.

### SCHOOL DISTRICTS

1. Log into EDS: <https://eds.ospi.k12.wa.us> beginning March 15.
2. Enter your username and password. Click Login to continue. If you have not obtained a username and password, contact your school district's Security Manager. A list of Security Managers is available at <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>. You must ask to be assigned the role of "Private Participation Administrator" in the *Private Participation in Federal Programs* application.
3. Click on the yellow tab labeled "My Applications."
4. Next, click on the link for *Private Participation in Federal Programs*, which will bring up your school district's page. (If you are an Educational Service District employee, select the name of the school district whose information you would like to view.)
5. Select 2019–20 in the School Year drop-down menu.

If you have trouble logging into EDS or experience technical difficulties, please contact OSPI's Customer Support office at [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us), or 1-800-725-4311.

For questions regarding private school participation in federal programs, contact Mary Jo Johnson, Program Supervisor at [maryjo.johnson@k12.wa.us](mailto:maryjo.johnson@k12.wa.us); or Julie Chace, Program Supervisor at [julie.chace@k12.wa.us](mailto:julie.chace@k12.wa.us). You can also call the Title I/LAP office at 360-725-6100. OSPI's TTY number is 360-664-3631.