

How to Get EDS Access to the Healthy Youth Survey (HYS)

*** Please note that before you make this request in EDS, you must get permission from your Superintendent to access the HYS data.

Create an EDS account if you do not already have one:

On the main [EDS page](#); click on the **“Create an Account”** tab, then fill out the form and hit register. Continue to follow the prompts to complete setting up an account.

If you already have an EDS account just sign in.

The first screenshot shows the 'eDS System Sign In' page. The 'Create an Account' tab is highlighted with a yellow circle. Below the tabs are input fields for 'Username' and 'Password', and a 'Login' button. A link for 'Forgot your username or password?' is also visible.

The second screenshot shows the 'eDS Create an Account' page. It includes a 'Required Login Information' section with fields for 'First Name', 'Last Name', 'Birthdate' (with a format hint MM/DD/YYYY), 'Username', 'Password', and 'Verify Password'. Below this is a 'Data for Linking to a Certificate' section with a 'Gender' dropdown (Male, Female, Not Specified), 'Certificate', 'SSN (last four)', and 'Contact Email' fields. A 'Register' button is at the bottom.

Requesting access to Healthy Youth Survey data:

Once you are in your account, you will want to click on the **“Profile”** tab. Then click on the **“Request Access”** option, and then on the **“Add Role”** button.

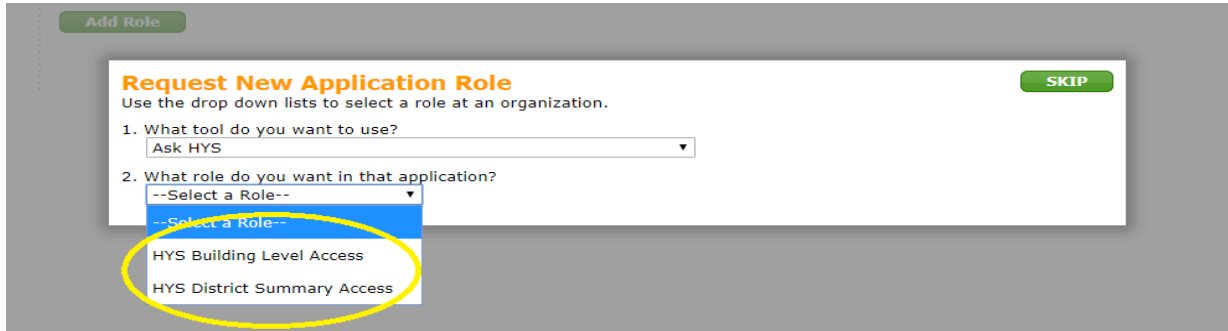
The first screenshot shows the 'Profile' tab selected in the account menu. Below the tabs is a list of actions: 'View my applications', 'View my application permissions', 'Edit my personal information', 'Change password', 'Search Education Directory', 'Search EDS Directory', and 'View Security Managers'.

The second screenshot shows the 'My Profile' section. The 'Request Access' option is highlighted with a yellow circle. Below it is a section for 'My Personal Info' with a note: 'All fields marked with an asterisk are required on this page is secure and OS. Please complete all required fields.' Below this is a table with columns for 'Role' and 'Add Role'.

The third screenshot shows the 'Request Access' table. The 'Add Role' button is highlighted with a yellow circle.



For **question #1**, "What tool do you want to use? **Select "Ask HYS"**"



Add Role

Request New Application Role SKIP

Use the drop down lists to select a role at an organization.

1. What tool do you want to use?
Ask HYS

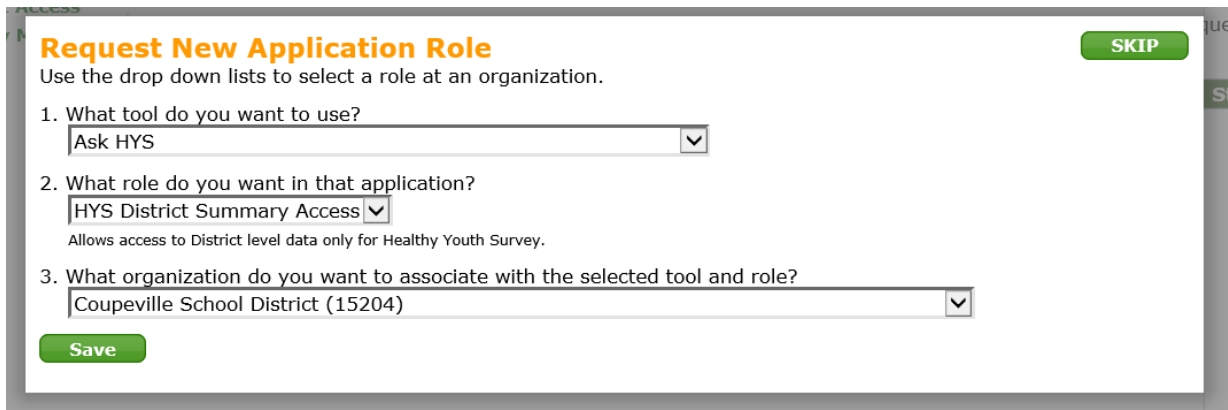
2. What role do you want in that application?
--Select a Role--
--Select a Role--
HYS Building Level Access
HYS District Summary Access

For **question #2** select "**HYS Building Level Access**" or "**HYS District Summary Access**" depending on what access the Superintendent has granted you.

HYS District Summary Access= Allows access to **District level data only** for HYS.

HYS Building Level Access= Allows access to **building level data** for HYS. Important to note, *users that sign in using this role at the district level will have building level access to ALL schools within in the district in addition to district summary data.*

For **question #3** select the organization you want access to, then hit "**Save**":



Request New Application Role SKIP

Use the drop down lists to select a role at an organization.

1. What tool do you want to use?
Ask HYS

2. What role do you want in that application?
HYS District Summary Access
Allows access to District level data only for Healthy Youth Survey.

3. What organization do you want to associate with the selected tool and role?
Coupeville School District (15204)


Save

You will then be shown the access you requested.

My Profile

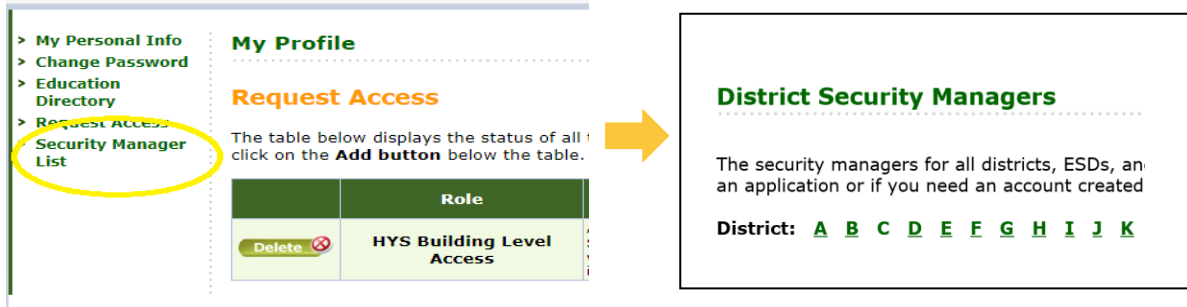
Request Access

The table below displays the status of all the EDS Application Roles you have requested to be granted. To request additional roles for your organization, please click on the **Add button** below the table.

	Role	Description	Organization	Date Requested	Status
Delete 	HYS District Summary Access	Allows access to District level data only for Healthy Youth Survey.	Coupeville School District (15204)	4/1/2020	Request Pending

Add Role

Next, **you must contact your District Data Security Manager (DDSM)** and let them know you have requested access. Click on the **“Security Manager List”** to find out who they are.



The screenshot shows a user interface with a sidebar menu on the left containing links like 'My Personal Info', 'Change Password', 'Education Directory', 'Request Access', and 'Security Manager List' (circled in yellow). The main content area is titled 'My Profile' and has a 'Request Access' section. Below this section is a table with a 'Delete' button and a 'Role' column. A yellow arrow points from the 'Request Access' section to a separate box on the right titled 'District Security Managers'. This box contains the text: 'The security managers for all districts, ESDs, an application or if you need an account created' and a list of districts: 'District: A B C D E F G H I J K'.

This [list](#) is in Alphabetical order. Click on the corresponding letter, and find out the contact information for your DDSM.

Send them an email that says the following:

Hello,

I have just put in a request for access to the “Ask HYS” tool within the Education Data System, to have access to (Name the access you requested; HYS Building Level Access or HYS District Summary Access) for (Name Building or District). I connected with the Superintendent before I made this request and they have approved my access.

Please approve this request, or contact me with any additional questions you might have.

If you have questions on how to approve the access, please contact OSPI’s Customer Support (CustomerSupport@k12.wa.us or 1-800-725-4311) and they can assist you.

Thank you,

When your access is approved, EDS will automatically send you an email letting you know you’ve been approved and have access.

Once, you have access, log into askhys.net using the EDS credentials and then you can access HYS data in several different formats, as shown [here](#).

The Healthy Youth Survey is a joint effort between the following state agencies:

