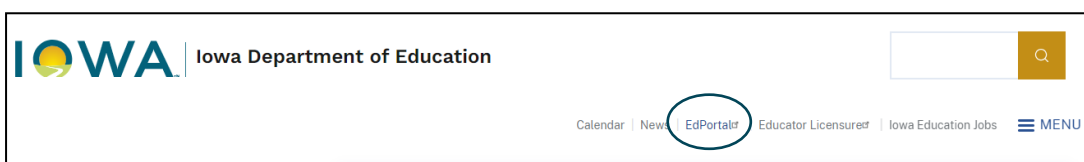


Requesting Access to the Neglected and Delinquent Application

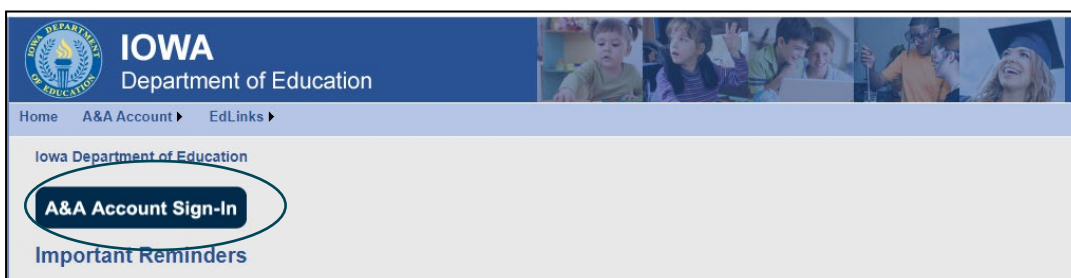
Logging In

In order to access the Neglected and Delinquent (N&D) EdInfo application, an A&A account must be created and approved for all contributors individually (accounts cannot be shared). Directions for how to create an A&A Account can be found [here](#). **NOTE:** Firefox, Chrome or Microsoft Edge are the recommended browsers for EdPortal.

1. From the [Iowa Department of Education](#) home page, click on “EdPortal”



2. Click on “A&A Account Sign-In”



3. Enter the Account ID and password, then click on “Sign In”

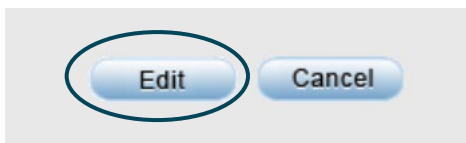
A screenshot of the EdPortal login page. The header includes the IOWA Department of Education logo and a navigation bar with links: 'Home', 'A&A Account', and 'EdLinks'. Below the header is a large banner area with the text 'Iowa Department of Education' and a button labeled 'A&A Account Sign-In'. The button is circled in blue. Below the banner is a login form with the following fields and buttons:

- Account ID: elisa.koler@iowa.gov
- Password: [masked] show
- Sign In button (green)
- Account Details button (dashed border)
- Help button (dashed border)
- What is A&A? link
- Report Issue to State Service Desk link

4. Once logged in, click on “My Profile” in the top right corner.



5. From the profile page, scroll all the way down and click on “Edit”



6. This will route to a page called “Users.” Again, scroll all the way down and click on “Request Role(s)”



Requesting on Behalf of a Facility

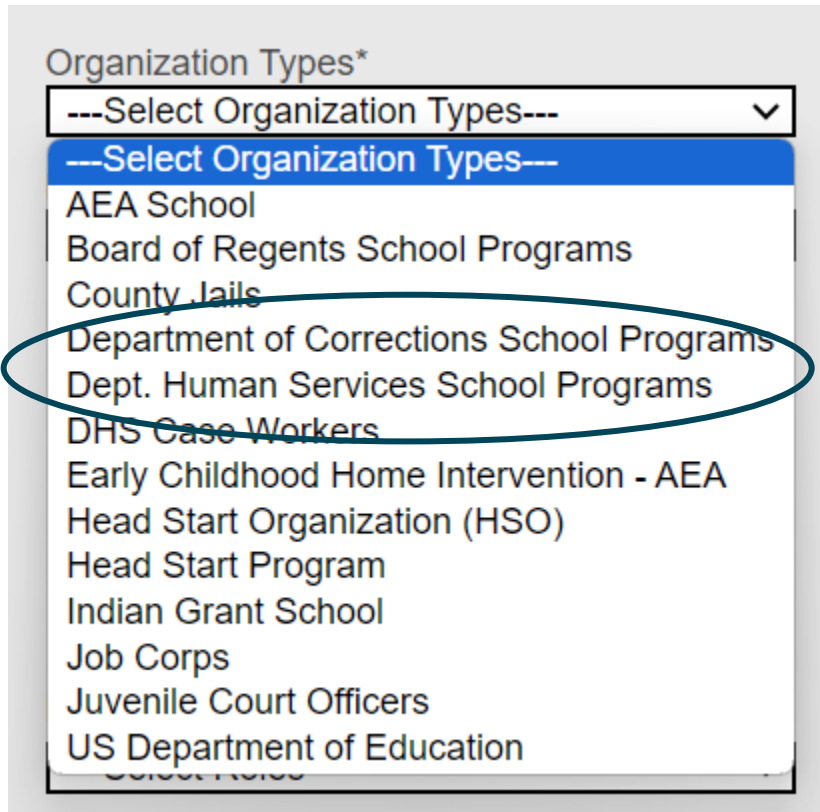
7. This page, entitled “Role Assignments,” is where the user will request access to the Neglected and Delinquent application on behalf of all of the associated organizations and facilities.
- If the subgrantee is a Subpart 1 (State Operated) facility or organization, under “Categories,” select “Other Educational Site.” Under “Groups,” select “Other Ed-Government.”

| | |
|---|--|
| Categories* | Groups* |
| <input type="text" value="Other Educational Site"/> | <input type="text" value="Other Ed-Government"/> |

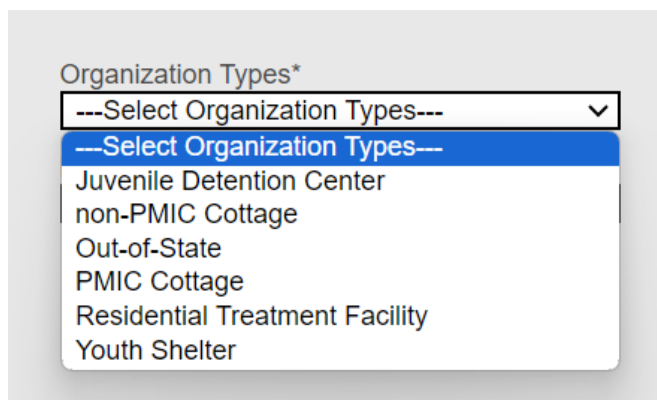
- If the subgrantee is a Subpart 2 (Locally Operated) facility or organization, under “Categories,” select “Educational Placements.” Under “Groups,” select “Placement-Residential.”

| | |
|---|--|
| Categories* | Groups* |
| <input type="text" value="Educational Placements"/> | <input type="text" value="Placement-Residential"/> |

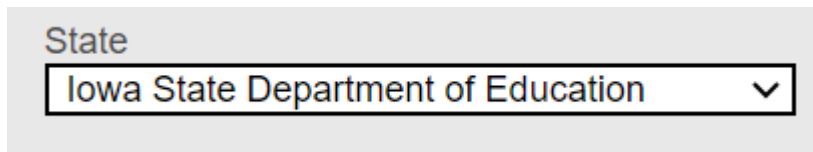
8. Next, the user will identify the “Organization Type.” These categories can seem counter-intuitive at times, so if the user is struggling to find a facility, contact the Neglected and Delinquent consultant for clarification.
9. If the subgrantee is a Subpart 1 (State Operated) facility or organization, select either “Department of Corrections School Programs” or “Dept. Human Services School Programs.”



10. If the subgrantee is a Subpart 2 (Locally Operated) facility or organization, there are quite a few options. Some of them are intuitive, some aren't. If the user is not sure what category a certain facility fits into, contact the Neglected and Delinquent consultant for clarification.

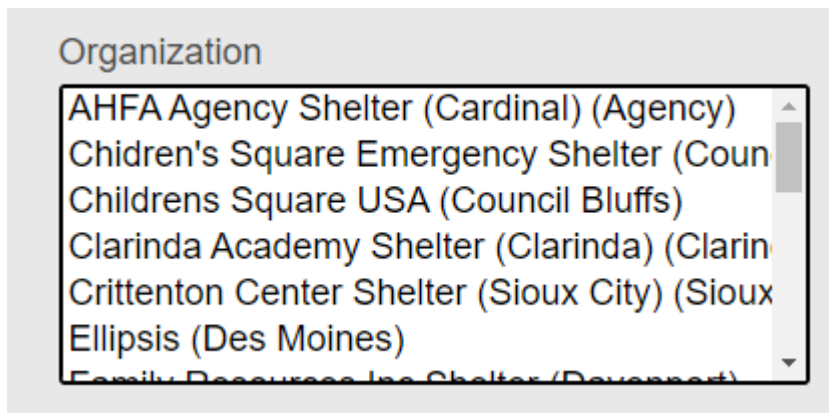


11. Next, under “State” choose “Iowa State Department of Education.” There is only one option, but it will need to be selected every time.



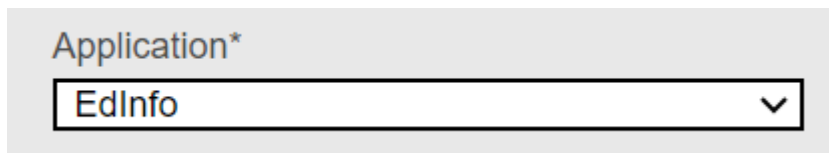
A screenshot of a web form with a label 'State' in blue text. Below it is a dropdown menu with a black border and a downward arrow on the right. The selected option is 'Iowa State Department of Education'.

12. Under “Organization” choose the name of the facility. Each list will be specific to the identified organization type. If the user is not sure which name is which, or if a facility name is missing, contact the Neglected and Delinquent consultant.



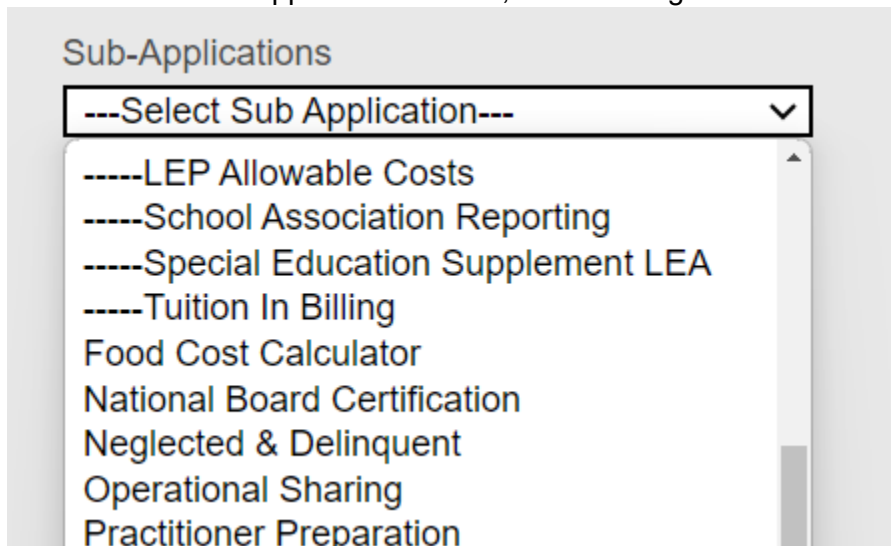
A screenshot of a web form with a label 'Organization' in blue text. Below it is a dropdown menu with a black border and a downward arrow on the right. The menu is open, showing a list of facilities: 'AHFA Agency Shelter (Cardinal) (Agency)', 'Children's Square Emergency Shelter (Council Bluffs)', 'Children's Square USA (Council Bluffs)', 'Clarinda Academy Shelter (Clarinda) (Clarinda)', 'Crittendon Center Shelter (Sioux City) (Sioux City)', 'Ellipsis (Des Moines)', and 'Family Resource Inc. Shelter (Des Moines)'. The list is scrollable.

13. From the “Application” menu, choose “EdInfo.”



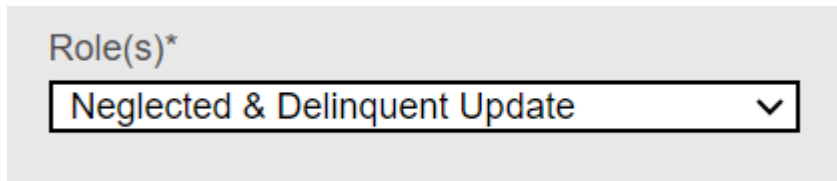
A screenshot of a web form with a label 'Application*' in blue text. Below it is a dropdown menu with a black border and a downward arrow on the right. The selected option is 'EdInfo'.

14. From the “Sub-Applications” menu, choose “Neglected and Delinquent.”



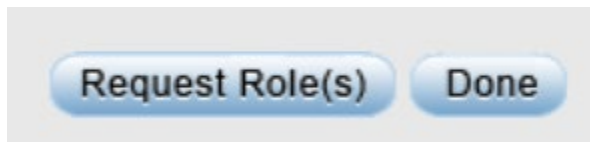
A screenshot of a web form with a label 'Sub-Applications' in blue text. Below it is a dropdown menu with a black border and a downward arrow on the right. The menu is open, showing a list of sub-applications: '---Select Sub Application---', '----LEP Allowable Costs', '----School Association Reporting', '----Special Education Supplement LEA', '----Tuition In Billing', 'Food Cost Calculator', 'National Board Certification', 'Neglected & Delinquent', 'Operational Sharing', and 'Practitioner Preparation'. The list is scrollable.

15. From the “Role(s)” menu, choose, “Neglected and Delinquent Update.”



Role(s)*
Neglected & Delinquent Update ▼

16. Lastly, click on “Request Role(s).”

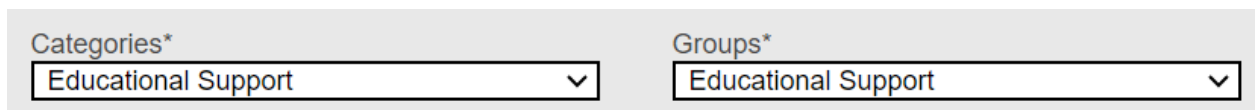


Request Role(s) Done

Requesting on Behalf of a School District (LEA) or AEA

In order to certify data at the district or AEA level, some users will need to request on behalf of their organization that subgrants for Title I, Part D. The process for this request is almost the same, only the Role Assignments will be different.

1. First, choose the “Categories” and “Groups.”
 - a. For AEA level access, choose “Educational Support” for both “Categories” and “Groups.”



Categories*
Educational Support ▼

Groups*
Educational Support ▼

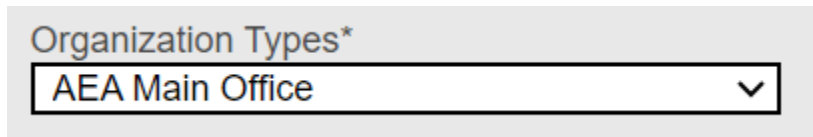
- b. For LEA level access, choose “Pk-12 Public/Non-Public” and “K-12-Public.”



Categories*
Pk-12 Public / Non Public ▼

Groups*
K12-Public ▼

2. Next, choose the “Organization Type.”
 - a. For AEA level access, choose “AEA Main Office.”



Organization Types*
AEA Main Office ▼

- b. For LEA access, choose “Public School District.”

Organization Types*

Public School District

3. Next, under “State” choose “Iowa State Department of Education.” There is only one option, but it will need to be selected every time.

State

Iowa State Department of Education

4. Choose the AEA the user is affiliated with. If the user is requesting access at the LEA level, this step is not required, but it will make locating the LEA name much easier.

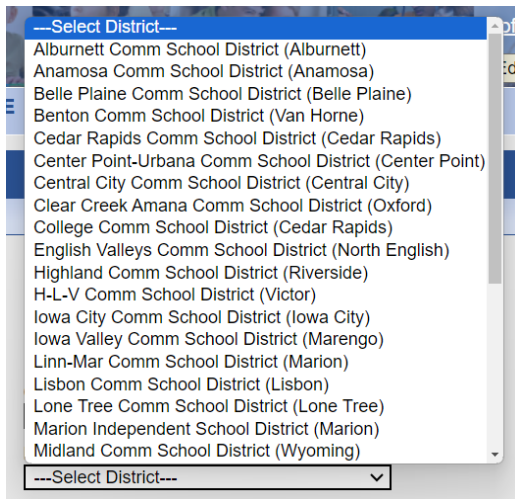
AEA/Dioceses

---Select AEA---

---Select AEA---

Keystone AEA
Prairie Lakes AEA
Central Rivers AEA
Mississippi Bend AEA
Grant Wood AEA
Heartland Area Education Agency
Northwest AEA
AEA 13 Green Hills AEA
Great Prairie AEA

5. If requesting access at the LEA level, choose the name of the LEA from the “District/System” menu.



6. From there, request access to the application as detailed in the previous section.