SLF Process to Manually Obtain SSIDs

Action	Part
Access the Students View	A
Determine and Obtain Missing SSIDs	B

Part A. Access the Students View

☐   1. Open the SSID SIF Agent console via the Iowa Education Portal

☐   2. Click on the Students tab

Part B. Determine and Obtain Missing SSIDs

☐   1. Determine who does not have an SSID

      a. Under the Filter section select the following (If the Filter box is not visable, click on *Student View* in the Students box on the left side)

         i. All Schools or School you want to see

         ii. Select State ID option of No State IDs

      b. Select Apply

      c. Table on right displays all students at the school(s) who do not have SSIDs

☐   2. Determine why a student may not have an SSID. Often required data to obtain an SSID may be missing.

      a. Click on the Name of the Student

      b. In the new box look for the Yellow Exclamation Point symbol indicating a required field is missing

      c. Go to your Student Information System and Enter in the missing demographic data

      d. Once all data has been entered, the system will automatically obtain the SSID for this student

      e. If this was a student who enrolled in the district during early enrollment or all required data is present proceed to next step

☐   3. Obtain missing SSIDs

      a. For a single student or multple students students follow the directions below, for a single school go to *b,* and for entire

district go to *c*

    i. Select the *box next to the student(s)* for whom you want to obtain an SSID

    ii. Click *Request State IDs*

    iii. Click *Yes* in the Confirm box

b. For an entire school complete the following

    i. Select the *Box next to the School Name*

    ii. Click *Request State IDs*

    iii. Click *Yes* in the Confirm box

c. For the entire district complete the following

    i. Click *District Wide Request IDs* found under Additional Actions

    ii. Click *Yes* in the Confirm box