

EDS Account Setup Instructions

How to Set up an EDS Account to Apply for a Grant:

*Districts or organizations with an EDS account may apply using the **iGrants** system through EDS. If you do not have an EDS account, please follow these instructions to get set up. If you are an individual (not associated with any organization) and cannot partner with a fiscal agent to use the iGrants system, you will need to email [Jerry Price](#) to request information to be emailed directly to you.*

1. Go to the EDS login page here: <https://eds.ospi.k12.wa.us>
2. Select the "Create an Account" tab
 - a. **ESDs/School Districts/Schools:** After creating your EDS account, contact your [District Data Security Manager](#), and request the iGrants User role for your school or district
 - b. **College/University:** After creating your EDS account, have your supervisor email your District/ESD data security manager with approval for you to have the iGrants User role at your organization
 - c. **All Other Organizations:** Once your account has been set up, email customersupport@k12.wa.us with the following information:
 - First and last name of person responsible for applying/managing grant
 - Email address of person responsible for applying/managing grant
 - Legal name of your organization
 - Street address of your organization
 - City, State, Zip
 - Business phone (with area code)

It may take up to 48 hours for Customer Support to respond to your request, so please be as proactive as possible.

If you need assistance, please contact:

Jerry Price
jerry.price@k12.wa.us
360-480-0186



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