

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 image shows two screenshots of the EDS system interface. The left screenshot is the 'eDS System Sign In' page, featuring a 'Sign In' tab and a 'Create an Account' tab (highlighted with a yellow circle). Below the tabs are input fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot your username or password?'. The right screenshot is the 'eDS Create an Account' page, which includes instructions for creating a valid email address and password. It contains sections for 'Required Login Information' (First Name, Last Name, Birthdate, Username, Password, Verify Password) and 'Data for Linking to a Certificate' (Gender, Certificate, SSN (last four), Contact Email). 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 image shows three screenshots of the EDS account management interface. The first screenshot shows the 'Home', 'My Applications', and 'Profile' tabs, with 'Profile' highlighted. 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' page with a sidebar menu containing 'My Personal Info', 'Change Password', 'Education Directory', 'Request Access' (highlighted), and 'Security Manager List'. The main content area shows 'My Personal Info' and a note about secure fields. The third screenshot shows the 'Request Access' page, which includes a table with columns 'Role' and 'Add Role' (highlighted).



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.

My Profile

Request Access

The table below displays the status of all requests. Click on the **Add button** below the table.

	Role
Delete	HYS Building Level Access

District Security Managers

The security managers for all districts, ESDs, and an application or if you need an account created

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:

