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 <u>EDS page</u>; 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.



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.





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

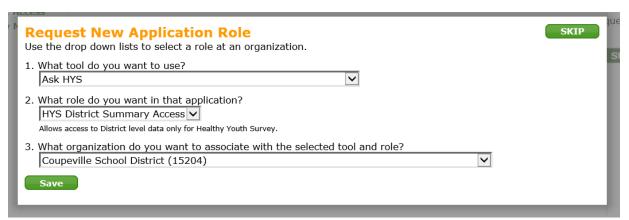


For **question #2** select "HYS Building Level Access" or "HYS District Summary Access" depending on what access the Superintendent has granted you.

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

<u>HYS Building Level Access</u> = 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"**:

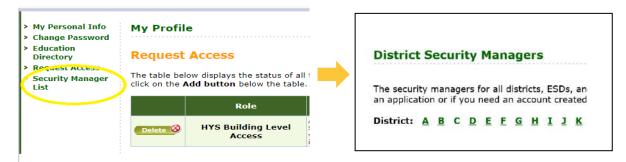


You will then be shown the access you requested.

Add Role

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

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.



This <u>list</u> 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:





