



External User Access Recertification Frequently Asked Questions

March 12, 2015

1. What is the External User Access Recertification System?

The External User Access Recertification System replaces Superintendent Authorization forms for MDE secure systems with one system that allows the local education agency superintendent or director to:

- See everyone with external access to MDE secure systems for their LEA.
- Pre-authorize new external user access to MDE secure systems for their LEA.
- Annually review, recertify or revoke external user access to MDE secure systems for their LEA.

2. Who can use the External User Access Recertification System?

The External User Access Recertification System is used by the Identified Official with Authority (e.g., superintendent or executive director) who is allowed to authorize access by local education agency users to MDE secure systems.

3. How does our local education agency assign an Identified Official with Authority?

The External User Access Recertification System Web page has step-by-step instructions for assigning the Identified Official with Authority for your local education agency. This Web page is located under School Support > Data Submissions on the MDE website. [Visit the External User Access Recertification page.](#)

Some MDE secure systems have users from non-district education agencies (e.g., education cooperatives and regions, nonpublic schools, higher education institutions). Check with your MDE program area if you have any questions regarding the appropriate documentation required for assigning the Identified Official with Authority for your education agency.

4. When can I start using the External User Access Recertification System?

As of April 1, 2015, the Identified Official with Authority should use the External User Access Recertification System instead of completing Superintendent Authorization forms for each of the supported MDE secure systems. The current list of supported MDE secure systems will be posted on the External User Access Recertification Web page.

5. Will current MDE secure system users lose their access once the External User Access Recertification System is active?

No, the External User Access Recertification System will not automatically revoke any user access at this time. However, the Identified Official with Authority at the local education agency will have the ability to revoke user access which they do not authorize to MDE secure systems.

In 2015, the focus is on deploying and training users on the new External User Access Recertification. However, Minnesota State Security Standards do define expiration limits for unused and uncertified user accounts, and we will add functionality for automatic account revocation sometime in the future.

6. How do I get access to an MDE secured system on behalf of my local education agency?

Requesting access to an MDE secured system by a local education agency user requires the following steps:

STEP 1: The Identified Official with Authority for the local education agency must preauthorize access to the specific MDE secure system and role for this individual.

The Identified Official with Authority for each local education agency is listed in the MDE Organization Reference Glossary (MDE ORG) under the Contact Lists submenu. [Visit the MDE ORG Contact List page.](#)

STEP 2: The individual must launch the MDE secure system and complete the steps to request access to that system.

The step-by-step instructions on how to request access to an application is located under School Support > Data Submissions on the MDE website. [Visit the Data Submissions page.](#)

STEP 3: The MDE system administrator for the MDE secure system compares the individual's access request to the preauthorization list submitted by the Identified Official with Authority to determine whether to approve the request.

A preauthorization is good for 30 days, during which the individual must request access and be approved by the MDE system administrator. A preauthorization which is not used within 30 days will expire and disappear from MDE's preauthorized user

list. After a preauthorization has expired, the Identified Official with Authority must resubmit the preauthorization before the user's access request can be approved by MDE.

For questions not covered by this FAQ

Send your question to the MDE IT Helpdesk: mde.it-helpdesk@state.mn.us.