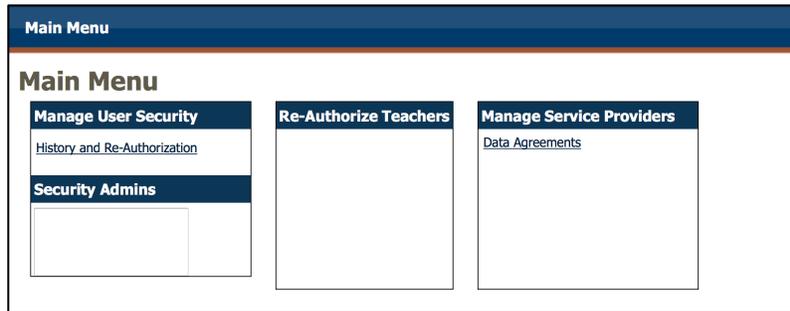


SLDS Data Sharing Agreement Upload Process

To upload a data sharing agreement to the SLDS, log into the SLDS security application at the following url:

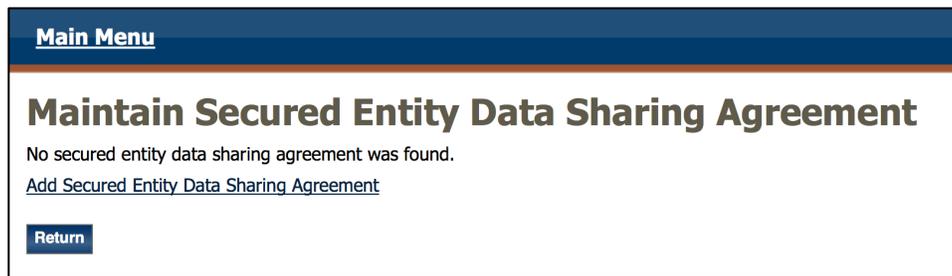
<https://edportal.nd.gov/slds/login.aspx>

1. Select “Data Agreements” within the Manager Services Providers area



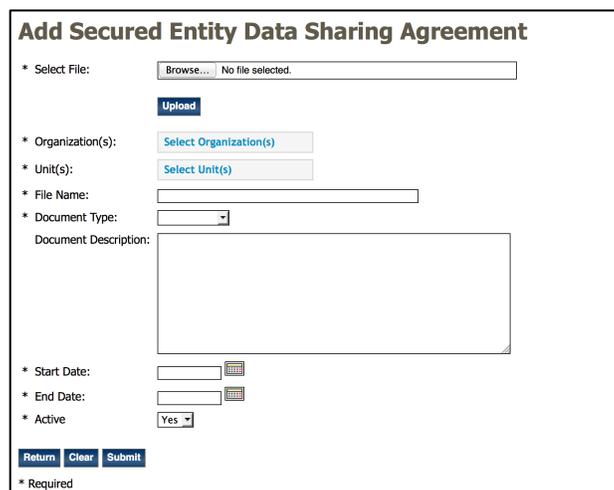
The screenshot shows a web application interface with a dark blue header labeled "Main Menu". Below the header, there are three main sections: "Manage User Security", "Re-Authorize Teachers", and "Manage Service Providers". Under "Manage Service Providers", there is a link for "Data Agreements".

2. Select “Add Secured Entity Data Sharing Agreement”



The screenshot shows a web application interface with a dark blue header labeled "Main Menu". Below the header, there is a section titled "Maintain Secured Entity Data Sharing Agreement". The text below the title reads: "No secured entity data sharing agreement was found." Below this text is a link: "[Add Secured Entity Data Sharing Agreement](#)". At the bottom left, there is a "Return" button.

3. Browse for Select File and complete Required (*) fields. Document description is optional.



The screenshot shows a web application interface with a dark blue header labeled "Main Menu". Below the header, there is a section titled "Add Secured Entity Data Sharing Agreement". The form contains the following fields:

- * Select File:
- * Organization(s):
- * Unit(s):
- * File Name:
- * Document Type:
- Document Description:
- * Start Date:
- * End Date:
- * Active:

At the bottom left, there are buttons for "Return", "Clear", and "Submit". Below the buttons, there is a note: "* Required".

Organization(s):

- Districts – all school districts and Special Education Units
- Edutech
- IHE – Higher Education institutions in North Dakota
- REA – Regional Education Associations
- CDE – Center for Distance Education
- SPED – Special Education
- YCC – Youth Correction Center
- Other – Third party vendors
- Assessment release – Release forms for assessment data
- ITD Service Level Agreement

Units(s):

Selection will vary according to Organization selected.

The screenshot shows a web form titled "Add Secured Entity Data Sharing Agreement". The form includes the following fields and options:

- Select File:** A text input field with "Browse..." and "No file selected." buttons.
- Upload:** A blue button.
- Organization(s):** A dropdown menu with "REA" selected.
- Unit(s):** A dropdown menu with "Select Unit(s)" as the placeholder.
- File Name:** A text input field with a "Filter: Enter keywords" dropdown and "Check all" / "Uncheck all" buttons.
- Document Type:** A dropdown menu.
- Document Description:** A text area with a list of checkboxes for regions: Great-North-West, Mid-Dakota, Missouri-River, ND-LEAD-Center, North-Central, and Northeast.
- Start Date:** A date input field.
- End Date:** A date input field.
- Active:** A dropdown menu with "Yes" selected.

File Name:

Enter in the same file name as the select file or a unique name for the file.

Document Type:

Select Addendum or Agreement

Start Date:

Enter in the date the agreement begins

End Data:

Enter in the date the agreement ends

Active: Yes or No

4. Select **Submit** when completed.