

Entity Setup

Currently, all ND Public Schools are entered as approved educating entities in addition to a number of out of state public and private schools. A request must be submitted to DPI Administration to add additional out of state residential or public schools not listed in the educating provider drop down list. A DPI Special Education Administrator will review the entity for educational approval.

By clicking on the **Entity Users**, a user can view the entities which they are linked to, or have user access.

Create Entity, shown below, is a module which only DPI Administration can access, but users may view. Please call, Kim Vega at 701-328-2175, or email kvega@nd.gov for assistance with entities set-up, or changes needed to an entity in the electronic contract system. The yellow screen shot below indicates the information needed for DPI Administration to create a new entity.

The screenshot shows a web browser window titled "Agency - Windows Internet Explorer" displaying the "Create Entity" form. The browser address bar shows the URL: <https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Admin/Agency.aspx>. The page header includes "North Dakota nd.gov Official Portal for North Dakota State Government" and "ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub". The date is Wednesday, July 18, 2012. The left sidebar contains a navigation menu with "Entity Users" highlighted in red. The main content area shows the "Create Entity" form with a yellow highlight around the input fields: Entity Name, Phone, Email, Address, City, State, and Zip Code. There are also checkboxes for "Within State of ND?" and "Is Education Provider?". A "Save" button is at the bottom of the form.