

Instruction Manual for Student Contracts

Users

Users in the electronic contract system must create a login ID to work in the contract and notification system. The ID is created at the ND State level and may be used for a number of ND State online processes, such as online motor vehicle renewal, or obtaining a ND hunting license. **The link to create a login ID is located at:**

<https://secure.apps.state.nd.us/itd/ldap/registration.htm?apptype=P&rp=https://secure.apps.nd.gov/DPI/ndteach/Login.aspx>. See the **Help** button for [Login Setup video training](#) for additional instructions for first time users. The contract and notification manual & video training can be found at the bottom of the web page.

IMPORTANT: Entities with no administrative users require DPI to enter an administrative user before they can enter the system! Once an administrative user is entered, administrative users can add other users. Please call 701-328-2175, or email kvega@nd.gov with login ID for first time user set-up. Do not include the personal password as this is not needed for set-up in the contract system.

Note – Users can be added or deleted by users with administrative permission. See checked boxes under Users to determine the level of permission.

Agency - Windows Internet Explorer

https://secure.appstest.nd.gov/dpi/StudentContracts/StudentContracts/Admin/Agency.aspx?id=424

North Dakota nd.gov Official Portal for North Dakota State Government

ND Teach Education First, Education That Lasts Teachers, Educators, and Administrators Central Hub

Wednesday, February 06, 2013

Student Contracts

Test Cloud1 (profile) (sign out)

Entity Users << Bismarck 1

Bismarck 1

Entity Name: Bismarck 1

Phone: 701-323-4000

Email: kvega@nd.gov

Address: 806 N Washington St

City: Bismarck

State: ND

Zip Code: 58501-3623

Within State of ND? Is Education Provider?

Save

Users

The users below currently have either user and/or admin access to this entity. If the admin checkbox is not checked, the user is a staff member of the entity and does not have admin permissions.

ND Login ID	Last Name	First Name	Email	Admin
<input checked="" type="checkbox"/> opildap	Miller	Dorice	ddmiller@state.nd.us	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> loadtest1	Conway	Load	nlevi@nd.gov	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> loadtest10	Test	Load	ecornell@state.nd.us	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> loadtest20	Test	Load	ecornell@state.nd.us	<input type="checkbox"/>

Save

Add User

User Name:

Administrative users may add new users here.

This green button serves as the 'next' button

Use the red button to delete data

This information is review only. Call DPI Admn if

A checked box indicates a user has administrator rights with expanded duties.

ND Department of Public Instruction, ND Education Standards and Practices Board

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Users are identified as an entry level user, or as an administrative user. An entry level user is allowed to create and save documents in the system. An administrative user is able to create, save, submit and approve documents in the system. In addition to these tasks, an administrative user has permission to add or delete users under the entity user list.

IMPORTANT – the administrative check box can only be ‘checked’ or applied by DPI Administration. Please call Kim Vega at 701-328-2175, or email kvega@nd.gov to change a user’s status to administrative.