

## Quick Guide to Assigning “State ID” for Individual Students Online

1. Log into [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us) (BEDS website)
  - Login:
  - Password:
2. Select the State ID button.
3. Select “Enter Individual Student” from the MENU on the left of the screen.
4. Enter all required information for the student. Fields marked with “\*” are required fields (optional fields are social security number, middle name, and suffix).
  - Note 1: If you are updating a student’s information, such as a name change or date of birth change, include the student’s State ID number in the State ID field.
  - Note 2: Current year is the second half of the academic year. For 2008-2009, enter 2009. For 2009-2010, enter 2010.
  - Note 3: Include lead zeros on school code and district/resident district numbers. (These numbers are 4-digits.)
  - Note 4: On smaller computer monitors, you may need to scroll to the right in order to enter the school code and grade fields.
5. Click “Assign State ID” button.
  - If a required field is missing, you will receive a system message, “**The student information has not been updated. Validation errors.**” Fields in error will be identified with the message, “\* Invalid:Required” . Add the appropriate data and click “Assign State ID” again.
  - If no near match is found, and a new ID is created, the ID will be displayed under Status. You can select (double-click) the state ID and copy the number to paste into your student information system.
  - If a match was found, the student information will be updated and the Next Action will indicate “Download State ID.” Proceed to step 6.
  - If one or more near matches are found, the next action will indicate “Resolve Near Matches/Duplicates.”
    - a. Click “Resolve Near Matches/Duplicates”.
    - b. Click the “Review and Select” button.
    - c. Compare your student information on the top with the selected student on the bottom. For more comparative information, click the student’s first or last name from a student on the bottom. Discrepancies between your submitting student and the one in the database are highlighted in yellow with italicized bold type. Your student’s information is always displayed on the top. The student who may be a match is always displayed on the bottom. Click “Return to List of Near Matches” if the name link had been clicked.
    - d. Decide what action to take from among the following choices:
      - If the student on the bottom is your student, click the radio button on the left next to the appropriate match on the bottom. Click “Assign Selected”.
      - Cancel the student record if no assignment is to be made at this time.

- Assign a new ID if none of the near matches are your student.
6. After the ID has been assigned, click “Download State ID”.
- To copy and paste the state ID into your local student information system, complete the following steps:
    - i. Click the “Download State ID” button.
    - ii. Under Status, click the link set on the word “[here](#)”. PC users will receive a File Download dialogue box. Click the “Open” button. Mac users will see the text file directly upon clicking the word “[here](#)”.
    - iii. Scroll to the right. Find the State ID located to the right of the student’s race/ethnicity, third field from the end, and select it (double-click).
    - iv. Copy the State ID (use keyboard shortcut).
    - v. Close the document to return to the State ID application.
    - vi. Click “Return to State ID Home”.
    - vii. Move directly to your local student information system and paste the state ID number into the correct field (use keyboard shortcut).
  - To extract a file and download the ID, complete the following steps:
    - i. Under Status, PC users will click the link set on the word “[here](#)”, while Mac users will press Control and then click the word “[here](#)”. Mac users should select “Download link to disk” or something similar.
    - ii. In the File Download dialogue box, click the “Save” button.
    - iii. Select location to save your downloaded file onto your computer from the Save In: dropdown at the top of the Save As screen. To save to the desktop, click on the desktop icon along the left side of Save As: box.
    - iv. Change download filename in File name: box, if you desire. Click Save.
    - v. Select Open to view downloaded file or Close to proceed.
    - vi. Click “Return to State ID Home”.
7. Select another function or press EXIT (under menu) on “State ID” page.
8. Select EXIT in the Application Menu to log out.