

DAI Assignment Change Steps

Direct Certification User Add

Adding this user will automatically remove the user currently assigned to this position.

Please follow the steps below to make assignment changes:
(See sample email at the end of this document.)


- Visit the “District Access Information” page at the link below
 - <https://eis.ade.arkansas.gov/dai/>
 - navigate to your entity and examine current assignments
- send an email to “**bobby.downum(at)ade.arkansas.gov**” & **your entity superintendent**
 - Please include no others, as this becomes your superintendent’s digital signature

Upon completion, you will receive a confirmation email.

***Email should be exactly in this format so that automated scripts will recognize the request.
Please include no other email addresses and no other text.***

Superintendent email (this is an example – use your superintendent’s email address)

Sample Email:



To: **bobby.downum@ade.arkansas.gov; acoeur@bluebergschools.net**
Subject: **Assignment Change**

Direct Certification User Add
1234nbaccus

ID of the user (not name or email address)

****NOTE: There can be no other text in the body of the email.
The only thing that should be in the body are the two lines:
the request on the first line, and the User ID on the second line.
Signature, images, or anything beyond the two needed lines will not be recognized.***