

DAI Assignment Change Steps SIS Cycle Coordinator Add

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**

SIS Cycle Coordinator 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.