

## StudentGPS Checklist

### Getting Started

- Memorandum of Understanding signed by district superintendent
- Establish points of contact at the district for: Ed Fi System Administrator, Ed Fi Group Manager (Account Manager), Data Steward, and Primary District Trainer
- MOU sent to ADE for processing
- Plan for how users will access StudentGPS (ADE Data Center, district website, bookmark, etc.)
- Understand where to send users for support/resources
- Training Opportunities
- Technical Support

[Memorandum of Understanding](#)

[Support](#)

[Resources](#)

[Training](#)

### eSchoolPlus

- All users included in the Staff Catalog with required data elements (First name, Last name, SSN, State ID, Login ID, Building Assignment (If applicable))
- Transportation Information
- Attendance: Excused & Unexcused

[Transportation Information](#)

[Attendance: Excused & Unexcused](#)

### Active Directory (SSO)

- Ed Fi Group Manager form completed and signed by superintendent
- Ed Fi Group Manager form sent to ADE (Bobby Downum)
- Assign permissions to users within the system

[Ed Fi Group Manager SSO Form](#)

[Ed Fi Group Manager SSO Guide Document](#)

[EdFi Group Manager SSO Guide Video](#)

### Support

- Ed Fi System Administrator established
- Support email created for district
- Support email submitted to ADE
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### Student Photos

- Student Photos in PSPA format in folders by school
- Folders zipped for each school
- Uploaded into StudentGPS
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