

DAI Assignment Change Steps SIS Cycle Coordinator

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)arkansas.gov**” & your entity **superintendent**
 - request assignment changes

Upon completion, you will receive a confirmation email.

Superintendent email

Sample Email:

To: **bobby.downum@arkansas.gov; acoeur@bluebergschools.net**

Subject: **Assignment Changes**

Hello

Please add “2345nbaccus” as “SIS Cycle Coordinator”.

Thanks