

Direct Certification Portal Access Instructions

Before the person the district has assigned to Direct Certification portal can access the **direct certification portal**:

1. You must have an account set up in Active Directory by the Active Directory Account Manager in the school district. To view who is responsible for setting up accounts go to:
 - a. www.apscn.org
 - b. Click on Security
 - c. Click on District Access Information
 - d. Click on the magnifying glass on the right hand side of the page associated WITH YOUR SCHOOL DISTRICT
 - e. View Account Manager in your school district.
 - f. Go to Account Manager in your school district to set you up an account in Active Directory IF YOU DO NOT ALREADY HAVE ONE. After account has been set up continue to Step 2.
2. Go back to the Security page on APSCN.
 - a. Click on Security Resources
 - b. Scroll down to FORMS. **Please make sure that the Active Directory Account manager in your district actually creates you an account before you send the form. Otherwise you will not be able to get into the direct certification portal through Single Sign On**
 - c. Click on Direct Certification User and Print the form.
3. On the Direct Certification User Form you printed – fill out
 - a. District Name
 - b. District 4-Digit LEA number. For example 1234
 - c. Under the ADD NEW USER block complete:
 - i. First Name, Last Name
 - ii. Login ID – **IF YOU DON'T HAVE A LOGIN ID GO TO STEP 1. If you already have an Active Directory account, enter your current Active Directory Single Sign On (SSO) login ID. The login ID should be the first four numbers of your LEA and your first initial and last name assigned by the Account Manager. For example 1234bsmith.**
 - iii. Direct Certification User Phone #
 - iv. Direct Certification User Fax #
 - v. Direct Certification User Email Address
 - vi. GET SUPERINTENDENTS SIGNATURE AND DATE
 - vii. FAX FORM TO BOBBY DOWNUM AT (501) 683-3108

ADE Security will enter your information from the form. Check back on www.apscn.org in STEP 1 to see if your access has been entered. **Please note that ADE Security will be receiving forms from ALL school districts in the state so please be patient and keep checking the website. There will be only ONE person in the district that will have security access to the direct certification portal.**

4. AFTER you receive access as the Direct Certification User in the district, CLICK ON THE LINK <https://adesnap.arkansas.gov/ADEDirectCertification> . The Single Sign On (SSO) page below will appear.

Enter your Username and Password.