SLED Postsecondary Data Mart Access Steps

Instructions for College Users
Receive an email from OHE with Postsecondary Data Mart Access Instructions

• Email will include a **SLEDS DSA** that your institution needs to sign and return to OHE
  • Who signs it? The Clause 2 Representative (C2R)

• To update your C2R, complete the **Update to Clause 2 Representation Amendment**

• To add another user from your institution beyond C2R, complete the **Access to SLEDS Level 3 Data and Secured Reports Amendment**

• Follow steps as follows to request access
Create an MDE account here
http://education.state.mn.us/MDE/SchSup/DataSubLogin/index.html
Go to SLEDS Secure reports here
http://w20.education.state.mn.us/MDEAnalytics/Sleds.jsp
Choose “Postsecondary Research Data Mart”
Log in using your account created in step 1
“Does not have permitted role” Error Message
Error Message Redirects to Authorization Required
Select “Request Application Access”
Choose Role
Select 1 Institution OR
“I need access to more than one...”
For multiple institutions, use check boxes.
Confirm and Submit Request
Authorization Request Submitted
MDE sends OHE an email; OHE will approve access if we’ve received a signed SLEDS DSA.
Make sure your paperwork is in!

- Your system or institution needs a signed SLEDS DSA
- Some may also need to submit
  - Update to Clause 2 Representation Amendment
  - and/or
  - Access to SLEDS Level 3 Data and Secured Reports Amendment
7 days later, log in again. You should now have access.