

Step 1. Registration

Go to the application registration page at <https://apps.sde.idaho.gov/Account/Register>.

Enter your user name (full work email address), your name, your password (see restrictions below), select your primary district, charter, bus company, or bus dealer, and enter the security words.

Notes on User Name and Passwords:

User accounts should never be shared with another person. You must use your official district or organization email account as your user name. Passwords must be at least six characters in length, and contain at least three of the following four elements: lowercase letter, uppercase letter, number, or symbol. In addition, the password can not contain your name, or three or more consecutive characters from your name. You may be prompted periodically to change your password in keeping with good security practices.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS



Register User

User Information

You must use your official district or organization email account as your user name.

Passwords must be at least 6 characters, and contain at least three of the following elements:

lowercase letter, uppercase letter, digit, symbol.

In addition, the Password cannot contain your name, or 3 or more consecutive characters from your Name.

User Name:

Name:

Password:

Confirm Password:

Primary District/Org:

Security Words:



Create

Enter your complete work email address here

Enter your full name here

Create a password, follow instructions above

Select your district, charter, bus company, or bus dealer

Type in the words displayed

Click

User Verification:

After your user information is entered, click on the "Create" button, and the system will begin building a login account. This message will display:

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Registration Entered

An email has been sent from the State Department of Education to the address you provided as your user name. When you receive the email, click on the link it contains. The link will take you to a web page that verifies your email address. That final step is needed to complete the registration process.

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650 West State Street, PO Box 83720 Boise, Idaho 83720-0027
Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

The system initiates creating this account by sending an email to the user email address you entered to verify the email account is valid and is accepting emails from our server.

When you receive this system generated email, click on the link in the message, and the following verification web page will appear. You have now finished registering (a one-time event for new SDE applications).

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Registration Complete

Your account has been successfully created and activated. This will allow you to log onto the SDE website. You will need to contact the administrators of the website programs you wish to access so they can assign your account access permissions.

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Step 2. Confirm User Name and Security Information

The next step is authorization for the I-BUS application. SDE will coordinate with superintendents or administrators to assign access to appropriate registered users and to eventually assign an EDUID (Education Unique Identifier). More information on the EDUID is available at <https://apps.sde.idaho.gov/EDUID> and your superintendent or administrator is familiar with the requirements.

To begin the confirmation and security process, send an email to pkesner@sde.idaho.gov with the following information:

User Name

Title

Given Name = First, Middle

Family Name = Last Name

Gender

Birth Date (mm/dd/yyyy) (If you are not comfortable with submitting the required birth date, please send the email with all of the other required information. We will then work with your superintendent or administrator to continue the process to obtain the birth date and assign an EDUID.)



**Required: Final Registration
Security Step**

Step 3. Wait for I-BUS Access and Training

SDE will be in contact with registered users when training is ready. If you have any questions, please contact Peggy Kesner pkesner@sde.idaho.gov 332-6851 or Alexandra McCann amccann@sde.idaho.gov 332-6832.