

HOW TO ACTIVATE

THE LEA DATA
DRILLDOWN

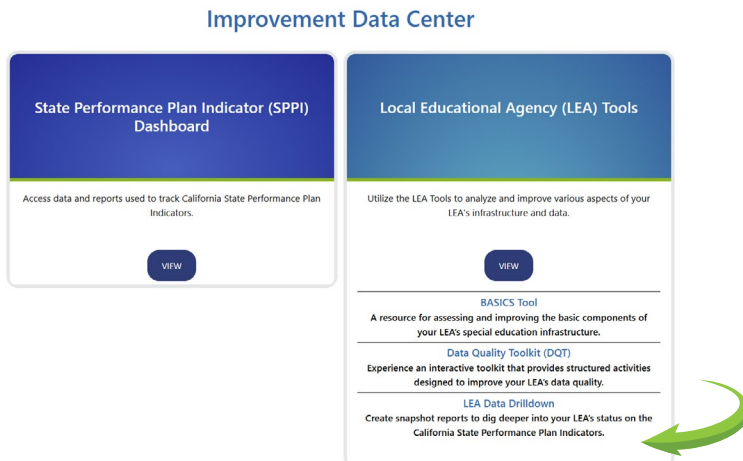


How to Activate the LEA Data Drilldown

The LEA Data Drilldown allows you to create snapshot reports with your LEA data to dig deeper into your status on the California State Performance Plan indicators.

To run these reports, you will need to activate your LEA's Data Drilldown Account. Follow these prompts to activate the account.

- 1 | Activate your LEA's Data Drilldown account through the Improvement Data Center, Local Educational Agency (LEA) Tools, LEA Data Drilldown by visiting: <https://aprinicators.systemimprovement.org/reports>



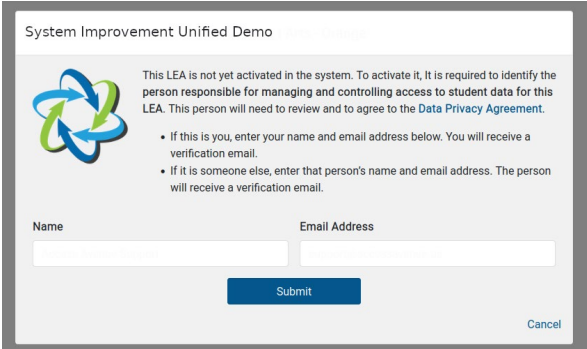
- 2 | Choose your **Reporting Level** and **Organization** and click **Request Access**.



- 3 | A screen will pop up prompting you to enter your name and email address.

The screenshot shows the account creation form. It has a grey background and a blue logo on the left. The text reads: 'You're on your way to accessing your LEA's data. To request access from your organization's Data Drilldown account administrator, enter your name and email address below and click or tap the Request Access button.' There are two input fields: 'Name' and 'Email'. Below the fields is a blue 'Request Access' button.

4 If your LEA's Data Drilldown account has not yet been activated, you will see a screen with guidance to help you determine if you should proceed with activation or designate someone else in your LEA for this role. Enter the name and email address of the appropriate person for this role and click submit.



The screenshot shows a web form titled "System Improvement Unified Demo". It contains a logo on the left and text on the right stating: "This LEA is not yet activated in the system. To activate it, it is required to identify the person responsible for managing and controlling access to student data for this LEA. This person will need to review and to agree to the Data Privacy Agreement." Below this are two bullet points: "• If this is you, enter your name and email address below. You will receive a verification email." and "• If it is someone else, enter that person's name and email address. The person will receive a verification email." There are two input fields labeled "Name" and "Email Address", a "Submit" button, and a "Cancel" link in the bottom right corner.

5 You or the person who has been designated as the administrator for your LEA's Data Drilldown account will receive an email asking for verification to activate the account. Click the link in the email to complete activation of your LEA's Data Drilldown account.

You have initiated the activation process for the System Improvement Unified Demo IDC-Data Drilldown Account.

By activating this account you will be assigned as the account's Organization Admin.

If you are not a member of this organization or believe you have received this email in error please do not move forward with activation of this account.

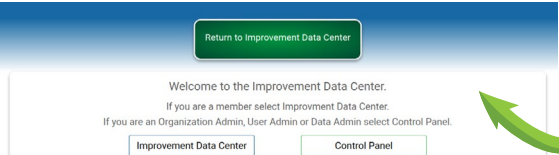
[Click Here to Activate the Account](#)

Data Privacy Agreement

6 Once you have clicked the link in the email to activate the account you will be navigated to a prompt asking that you agree to the data privacy agreement. Once this box has been checked, click activate and the account will be activated.

7 You will see a message confirming the activation was successful.

8 Now that the account has been activated you will be redirected to a screen prompting you to return to the Improvement Data Center to view reports or access the Control Panel to add or remove users and/or data files.



The screenshot shows a welcome screen with a blue header bar containing a "Return to Improvement Data Center" button. Below the header, the text reads: "Welcome to the Improvement Data Center. If you are a member select Improvement Data Center. If you are an Organization Admin, User Admin or Data Admin select Control Panel." At the bottom, there are two buttons: "Improvement Data Center" and "Control Panel". A green arrow points from the "Control Panel" button towards the right.