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**Early Development Instrument (EDI)**

**District EDI Coordinator Portal Instructions Sheet**

1. **Log in for the first time.**

* You will receive an automated email from [DataInformedFutures@mednet.ucla.edu](mailto:DataInformedFutures@mednet.ucla.edu) with login instructions.
* Click the URL link in the email and bookmark it. This will be your portal link.
* Log in using the temporary password in the email.

1. **Agree to the district EDI-sublicense agreement**.
2. **Create new permanent/confidential password.** 
   * After this step, you will arrive at the District Coordinator Dashboard
   * Note, on the dashboard, you do not need to access the “Setup” or “Reports” tabs as these are still in development.
   * If you lose your new password or have trouble logging in, select “Forgot your Password” at the bottom of the sign-in page.
3. **Verify your district’s schools and teachers.**

* On your Dashboard, you will see a list of all schools in your district. You can click each school to see a list of classrooms and teachers in each school.
  + If you need to add, replace or delete schools or teachers, email your request to [DataInformedFutures@mednet.ucla.edu](mailto:DataInformedFutures@mednet.ucla.edu), including the name of the district, school, teacher, etc. If changing teachers, also provide teacher email address.
  + Note, only teachers that have been with their students at least a month are eligible to participate in EDI.

1. **Monitor Completion Rates.** Once you click into a school, you will see the following:
   * Teacher Consent Report: Will tell you which teachers have successfully logged in and consented.
   * Completion Rates by school and teacher: You can monitor the percent of EDI records that are Not Started, In Progress and Completed.
   * A more detailed completion report can be created by exporting the data as an excel using either the Export Summary button or the Export Data button.

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will show you completion rates for each school and teacher.

1. **Help answer teacher questions.** You are in the best position to answer questions about district-specific deadlines and policies. For questions regarding the EDI and the data collection portal, please refer them to [DataInformedFutures@mednet.ucla.edu](mailto:DataInformedFutures@mednet.ucla.edu).