

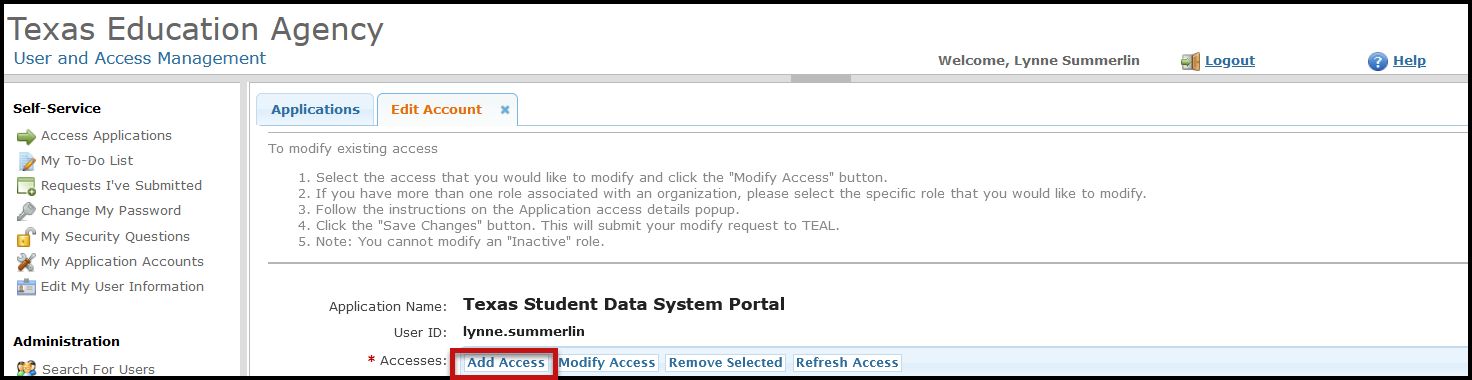
**Apply for DMC Access**

The Data Management Center (DMC) allows district users to monitor and validate data that has been loaded into their IODS. Depending on the roles assigned users may request Keys and Secrets, review Level 1.5 Filters, schedule and run L2 Validations, view their Load Summary, and Search Data.

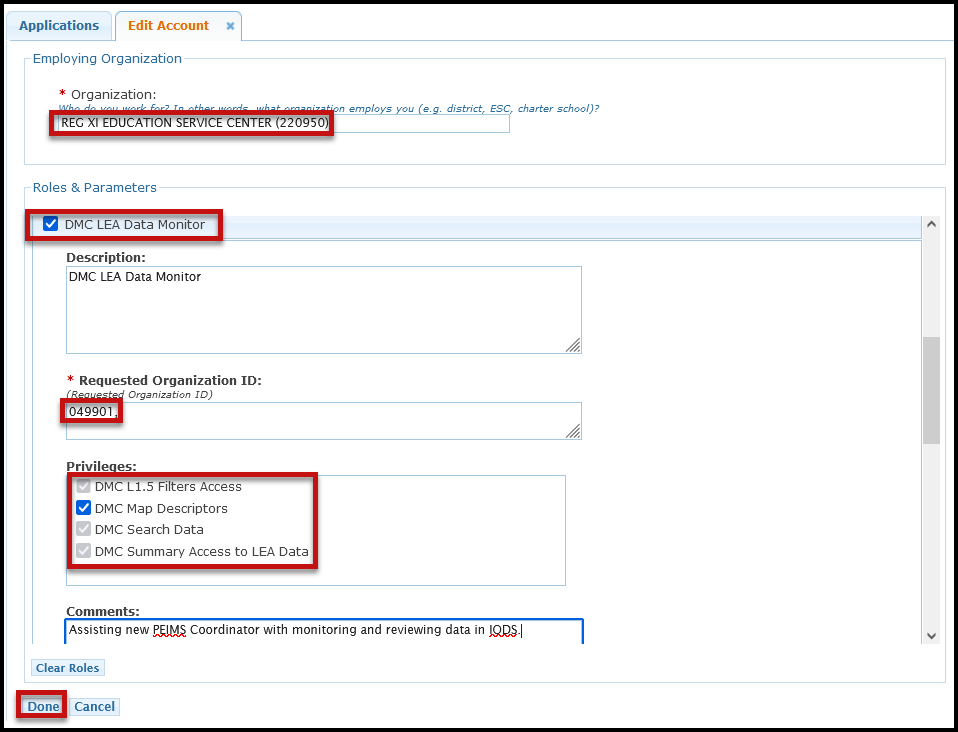
**Note: It is suggested that only one person at the district has the DMC LEA Technical role.**

**DMC Roles:**

A screen shot of a the TEAL DMC Roles chart

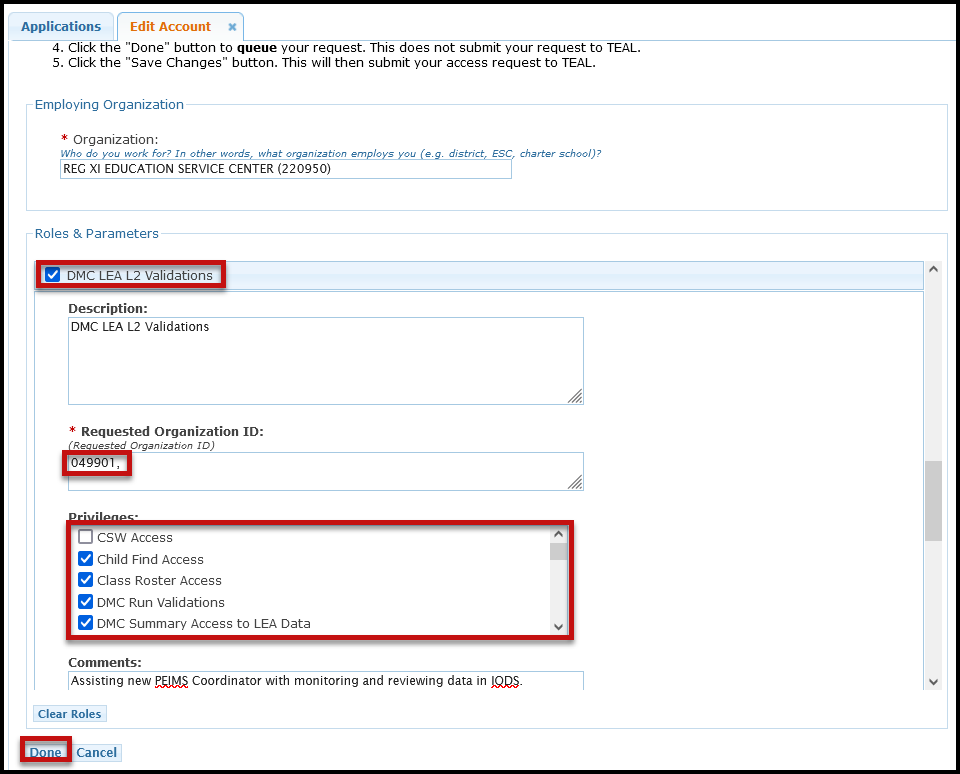

1. Log into **TEAL**.
2. Click **Add/Modify Access**.
3. Click on **Add Access**.

**DMC LEA Data Monitor:**



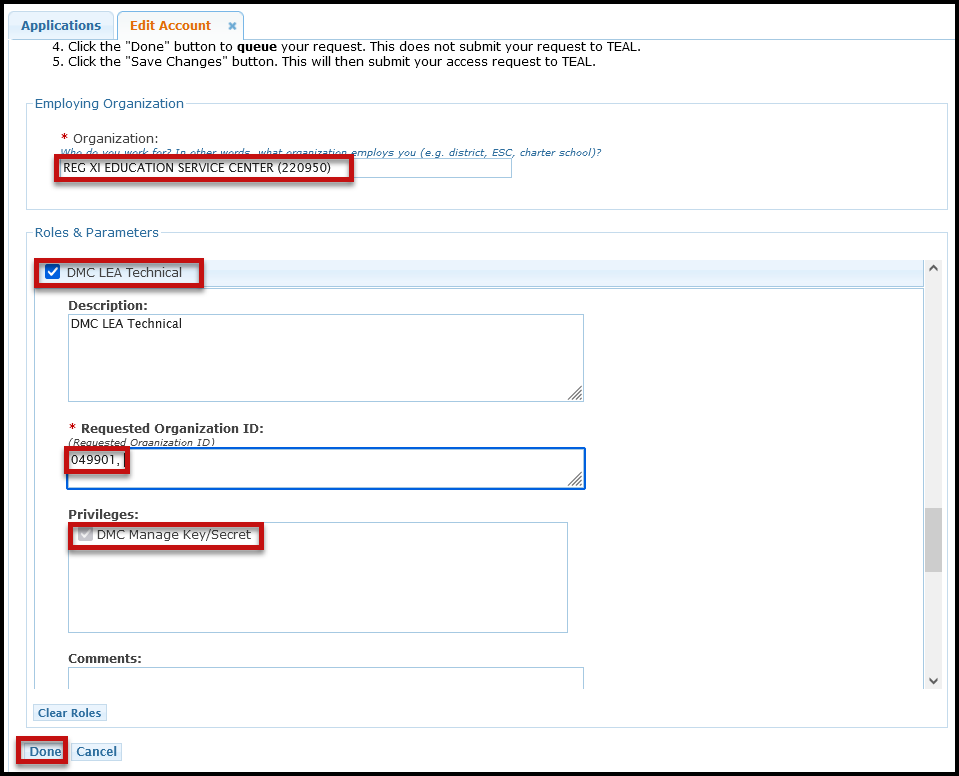
1. In the **Organization** field, enter your employing district/charter county district number.
2. Select **DMC LEA Data Monitor**.
3. In the **Requested Organization ID**, enter your district/charter county district number.
4. Under **Privileges**, select all the privileges.
5. Click **Done** if this is the only role you are requesting.
6. Click \***Save Changes\***. It is important that you click Save Changes before you exit the screen.

**DMC LEA L2 Validations:**



1. In the **Organization** field, enter your employing district/charter county district number.
2. Select **DMC LEA L2 Validations**.
3. In the **Requested Organization ID**, enter your district/charter county district number.
4. Under **Privileges**, select the appropriate privileges.
5. Click **Done** if this is the only role you are requesting.
6. Click \***Save Changes\***. It is important that you click Save Changes before you exit the screen.

**DMC LEA Technical (Suggested only one district person have access to this role):**



1. In the **Organization** field, enter your employing district/charter county district number.
2. Select **DMC LEA Technical**.
3. In the **Requested Organization ID**, enter your district/charter county district number.
4. Under **Privileges**, verify **DMC Manage Key/Secret** is selected.
5. Click **Done** if this is the only role you are requesting.
6. Click \***Save Changes\***. It is important that you click Save Changes before you exit the screen.