# Log in to Edwin Analytics

You need a username and password for the ESE Security Portal and an Edwin Analytics security role to log in to Edwin Analytics. (Note: In most cases, your login to access Edwin in the security portal is different from your ELAR login for the security portal). If you have a Security Portal login, skip to *Step 6* on the next page. If you have a username and password for the Security Portal but do not have access to Edwin Analytics, find your [Edwin Analytics contact](http://profiles.doe.mass.edu/search/search_link.aspx?functions=95&runPersonSearch=Y&leftNavId=11239) and ask that person about your district’s policy for granting access to Edwin Analytics.

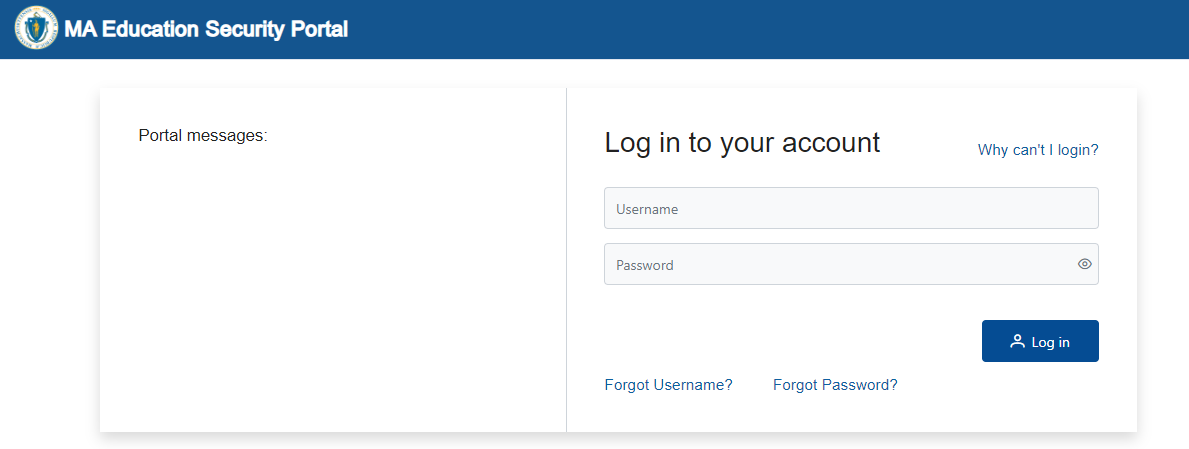
As an alternate to the link above, S*teps 1 – 4* below walks through how to get to the list of Edwin Analytics Contacts in K-12 districts.

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| --- | --- |
| 1. Go to the ESE website at <http://www.doe.mass.edu> and locate **School Profiles** in the upper right corner   Screen shot of home page showing school profiles in top right corner | 1. Select **People Search** on the right hand side.   Screen shot of school and district profiles page on the ESE website with the people search button on the right hand side of the screen circled |
| 1. Click the down arrow beside the **Function** field, select **Edwin Analytics Contact**, and click **Get Results**.   finding type of contact  Screen shot of the People Search screen with the "Function Field" dropdown menu shown and the Edwin Analytics Contact option in that menu highlighted | 1. Locate your district in the **Search Results** list provided. Your Edwin Analytics Contact person is listed with your district’s information.   Screen shot of people search result for Edwin Analytics Contact Function with an arrow pointing to where you would see the name of the Edwin Analytics contact |

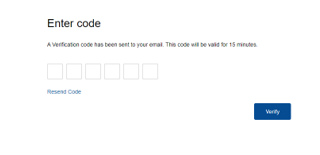
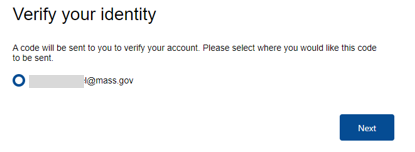
1. In the event that your district does not list an Edwin Analytics Contact person, you will need to contact your local Directory Administrator (DA) to get set up. A list of Directory Administrators can be found directly at <http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx>. DAs for collaboratives and approved private special education schools are listed here too. You may also use **People Search** and select **Directory Administrator** to access this list.
2. Once you have a login ID and a security role, open a new browser session and go to the ESE website at <http://www.doe.mass.edu>. You can select security portal in top right corner.

Screen shot of the ESE home page with the Security Portal option above the right corner circled in red

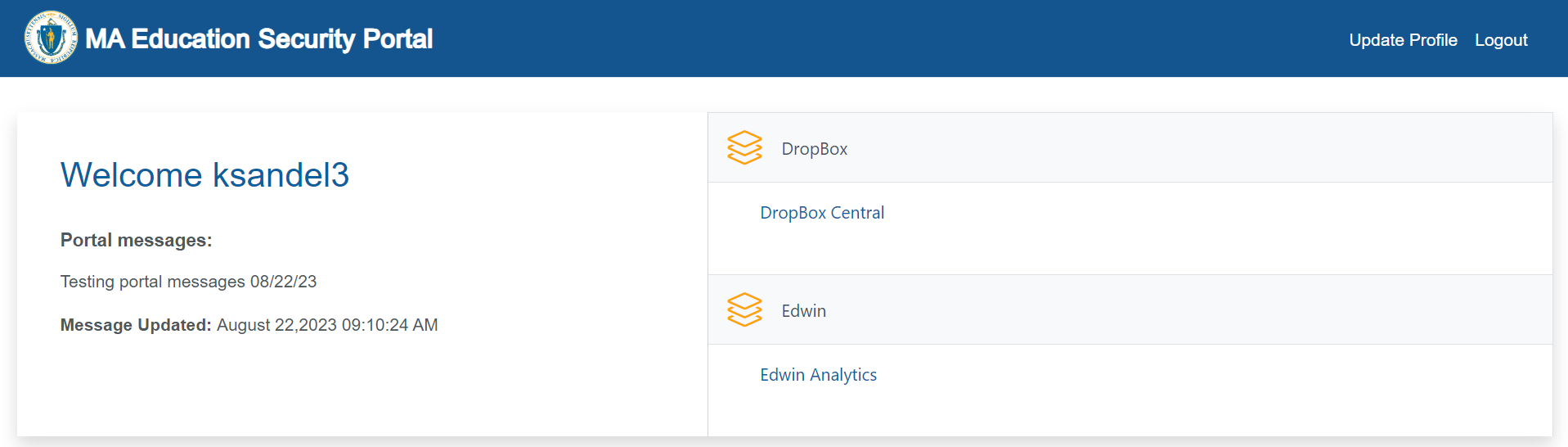

1. When the **Education Security Portal (ESP) Login** page displays, enter your **Username** and **Password** and click **Login.** The ESP was updated in August 2023; if users logging in after the upgrade are having difficulty, try to reset your password using the Forgot Password link on the [ESP Login page](https://gateway.edu.state.ma.us/).  If you are unsuccessful, please contact your [local Directory Administrator](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx) or the [ESP help desk](https://massgov.service-now.com/eoe) at [781-338-MESP(6377)](tel:7813386377) for assistance. You may need to reactivate your account. Additional guidance can be found at [ESP Online Help for Users](https://www.doe.mass.edu/esp/help.html).



1. You will be asked to confirm your email for the multi-factor authentication process. You will then receive a code to enter



1. The When the **ESE Security Portal Welcome** page displays, look for the Edwin Analytics link under Edwin.



**IMPORTANT:** If you do not see the link for Edwin Analytics, contact your district’s Directory Administrator to confirm that the role was assigned. If there is still a problem, your Directory Administrator should select [*go to the Help Desk web form*](https://massgov.service-now.com/eoei/) and select **Security Portal: Access/Password** and include your user ID to request assistance.

# Additional Help and Contact Information

For technical support issues, contact the [Edwin Analytics Help Desk](http://eoe.state.ma.us/contactus.aspx?orgcode=ATAC_IT09&subject=Edwin%20Analytics)