



Ed-Data Procurement Management System

Before You Start

You will need your District Code and User Number (found in your emailed instruction packet). If you do not have them, please proceed to “Recover Your Account Information” at the bottom of the page.

- If you’ve logged in before, follow "**Existing User**" steps.
 - If this is your first time, follow "**First-Time User**" steps.
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Login as an Existing User

1. Go to <https://www.ed-data.com>.
2. Click "Order Entry System" (red button).
3. Enter:
 - a. District Code (2-character code from your packet).
 - b. User Number (5-digit code from your packet).
 - c. Password* (your previously created password).
4. Click "Login".

*Forgot your password? Click "Need help logging in?" and follow the prompts

Login as a First-Time User

1. Go to <https://www.ed-data.com>.
2. Click "Order Entry System" (red button).
3. Click "Need help logging in?" to create a password and follow the on-screen prompts to create a password.
4. Once you’ve created a password, return to the login page and enter:
 - a. District Code (from your packet or email).
 - b. User Number (from your packet or email).
 - c. New password.
5. Click "Login".

*Forgot your password? Click "Need help logging in?" and follow the prompts

Recover Your Account Information (District Code, User Number, & Password)

1. Go to www.ed-data.com.
 2. Click "Order Entry System".
 3. Click "Need help logging in?".
 4. Follow the on-screen prompts to receive your District Code, User Number, and password reset link via email.
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SSO Login (Optional)

If you already have an Ed-Data account and password, you can log in using Microsoft, Google, or ClassLink.

- Click the relevant SSO button on the login page and follow the prompts.

****Important**** New users must create an Ed-Data password and have their Ed-Data login information (including Ed-Data district code and user number) before linking an SSO account.