

Direct Certification Portal Access Instructions

1. Confirm Existing Account

- a. Have any ***“Security Resource Manager”*** (Active Directory Account Manager) for your district confirm the existence of your *State Active Directory Account*.
 - i. To see who is listed as ***“Security Resource Manager”*** for your district:
 1. Visit <https://adedata.arkansas.gov/security>
 2. Navigate to ***“District Access Information”***
 3. Search for your district and then select the magnifying glass to view
 - ii. Any ***“Security Resource Manager”*** (Active Directory Account Manager) for your district may visit the ANMS page to confirm the existence of your *State Active Directory Account*.
 1. Visit <https://adedata.arkansas.gov/security>
 2. Navigate to ***“Account Notification Management System”***
 - a. If your account already exists, proceed to Step 2.
 - b. If your account does not exist, any ***“Security Resource Manager”*** (Active Directory Account Manager) may create an account for you by following the instructions in the ***“Active Directory Account Manager”*** guide found in the ***“Manager Guides”*** section.

2. Request Access to the Direct Certification Portal

- a. Once an existing account is confirmed in step 1 (account **MUST** exist before proceeding to step 2)
 - i. Have a ***“Security Resource Manager”***
 1. Visit <https://adedata.arkansas.gov/security>
 2. Navigate to the section titled ***“Update Instructions for District Access Information”***
 3. Follow the instructions in the ***“Direct Certification User”*** link

3. Access the Direct Certification Portal

- a. After you receive access as the ***“Direct Certification User”*** for your district:
 - i. Visit <https://adesnap.arkansas.gov/AEDirectCertification>
 - ii. Enter your username and password

Not sure who your DC access user is?

Only one person in each district has access to the portal. This person is responsible for distributing the information to all others. If you are unsure who your DC access user is, visit here: [District Access Information \(arkansas.gov\)](#). Search for your district and then select the magnifying glass to view.

Need to change DC access users?

If you need to change users, please follow steps listed above.