

## Special Permission System (SPS) User Guide

Welcome to the Minnesota Board of Teaching Special Permission System (SPS)! The SPS is a secure online web-based system that allows Minnesota school districts and charter schools to complete, edit, and submit special permissions and monitor the status of each request.

Beginning Tuesday, February 19, 2013, Minnesota school districts and charter schools will be required to submit the following special permission types using the SPS and to monitor the status and results of each request submitted.

- Non Licensed Community Expert (NLCE)
- Waiver
- Personnel Variance General Education (PV-GenEd)
- Personnel Variance Special Education (PV-SpecEd)
- Personnel Variance Appeal (PV-Appeal)
- Temporary Limited License Appeal (TLLA)

### **Step 1: Security Access**

To begin using the SPS, the user will need to request access through the Minnesota Department of Education's (MDE) security system.

#### ***User Already Has Access To MDE's Secure Web System:***

If the user already has access to any of the MDE's secure Web systems, that user id and password should be used. To log into SPS go to the Minnesota Board of Teaching website and click on the Special Permissions System link: <http://mn.gov/board-of-teaching/beaneducator/permissions/>. Once logged in, follow the link requesting access to the Special Permission System. An email will be sent to the Board of Teaching and the request will be reviewed. An email will then be sent to the requestor and if approved the user can begin accessing system.

#### ***User Does Not Have Access To MDE's Secure Web System:***

Users who do not have access to any of the MDE's secure Web systems will need to set up their profile and request access for the first time by following the steps below:

1. Go to the log in screen of SPS at: <http://mn.gov/board-of-teaching/beaneducator/permissions/> and click on the Special Permissions System link, then click on the *Create Account* link.

2. User Authorization Agreement – read the agreement and click on *I Accept*.
3. MDE User Profile – Complete contact information, enter a user id and password, complete the password hint information and click on *Create Account*.
4. You will now need to go to the SPS login screen found on the Minnesota Board of Teaching website at: <http://mn.gov/board-of-teaching/beaneducator/permissions/> and click on the Special Permissions System link. Enter the user id and password created and click *Login*.
5. Authorization Required – Click on *Request Application Access*.
6. Choose Role – Click on *User*.
7. To request access for one district, select the district from the list and then click on *Submit My Authorization Request*. If requesting access for more than one district, click on *I need access to more than one district*, then select the districts from the list and click on *Submit My Districts*.
8. Confirmation Authorization Request – Review information and if correct click on *Submit My Authorization Request*. If information is incorrect, click on *Back to District Selection* or *Cancel My Request*.
9. Authorization Request Submitted – An email will be sent to the Board of Teaching and the request will be reviewed. An email will then be sent to the requestor and if approved the user can begin accessing system.

Individuals requesting access must have been identified by the superintendent or charter school director as an approved SPS user. If the user has not been approved, the access request will be denied.

### **Step 2: Logging Into SPS- after account has been created and approved**

To login to the SPS go to the Minnesota Board of Teaching website and Click on the Special Permissions System link: <http://mn.gov/board-of-teaching/beaneducator/permissions/>

#### **User ID and Password**

Please be sure to keep your user ID and password in a safe place! Users who forget their user ID will need to contact BOT staff at [special.permission@state.mn.us](mailto:special.permission@state.mn.us) to regain access. This process can take up to 7-10 days.

#### **Navigating SPS**

From the SPS Home page users can View Application Status List, Create a New Application, Download Signature Forms, Complete an Application Search, and access Related Links. If a user is approved to create, edit, and submit special permissions for

more than one district/charter school the user will need to select the district s/he wishes to work with at the time. Multiple districts will be listed under Work with another District at the top of the left navigation bar.

*Application Status List* – A list of all permissions the district/charter school has created and/or submitted. A user may choose to edit or delete a permission from this list prior to submitting the request. Once the request is submitted the application cannot be edited or deleted. The Application Status List is also where the district/charter school can monitor the status of each application and we encourage the user to check back often to view the status for each request.

*Create New Application* – To create a new request, click on the appropriate application type under the Create a New Application section found in the left navigation bar. It is extremely important that the user enter the correct file folder number and/or educator identity information. If the wrong educator is chosen and an application is started, the user may delete the application from the Application Status List prior to submission.

When creating a Non licensed Community Expert (NLCE) for an individual who the user believes has never held an NLCE; it is extremely important to first search for the individual using the Look Up Educator feature prior to creating a new file folder number (FFN). This process will ensure that duplication does not exist for an individual.

Once the user has chosen the appropriate application type and the correct educator s/he may follow the screens in completing the request. User's must fully complete all information requested prior to moving to the next screen or an error will generate. If all information is complete and the system does not allow the user to move forward, please view the error message at the top of the screen to determine the reason.

*Download Signature Forms* – Each application type will need a completed signature form uploaded within SPS in order to successfully submit a request. User's will need to print the appropriate signature form, obtain all needed signatures, scan the completed form, and attach the form within the Attachments screen of SPS.

*Complete an Application Search* –Users may complete an application search for their district by clicking on the *Search all Applications* link found in the left navigation bar.

*Related Links* – License Lookup allows user's to look up an educator's license information and the MCA Scores link allows user's to view MCA Scores for a district. Both links will navigate the user to the MDE website.

*BOT Meeting Dates* – To view a list of upcoming Board of Teaching meetings, click on the related link found in the left navigation bar of SPS.

## **Other System Tips**

*Hover Text* – many areas within SPS include hover text. If clarification is needed; try hovering over the area to see if an explanation is provided.

*Error Messages* – all error messages are displayed at the top of the screen within a blue bar. If a user is not able to navigate from one screen to the next s/he should check to see if a error message is displaying.

*Application Status List* – the Application Status List can be sorted by clicking the blue column headings (i.e. Status). Also note that only 10 applications are displayed at one time; to move to the next 10 applications click on the page number/next below the list.

*Guidelines* – after choosing an application type a guidelines link appears in the upper right corner of the screen. This information describes the rules relating to each application type.

*PDF* – after beginning an application the user may choose to print or save a PDF version of the application by clicking on the PDF icon found in the upper right corner of each application page.

*Status Update* – school districts and charter schools can now monitor the status of submitted requests by logging into the SPS and viewing the status column found in the Application Status List. This function eliminates the need for school districts and charter schools to contact the BOT and/or Educator Licensing for this type of information and provides a faster response to school districts and charter schools.

## **Communication**

It is the responsibility of the superintendent and charter school directors to notify BOT staff if an SPS user should be deactivated and to request access for new staff. To request new access the superintendent will need to complete and submit the Request User Log-In Access SPS form. The Request User Log-In Access SPS form can be found on the BOT website at: <http://mn.gov/board-of-teaching/beaneducator/permissions/>. The BOT will try to assist superintendents in keeping this information up to date by mailing the user list once a year and requesting updates that may be needed.

Questions about the SPS should be sent to [special.permission@state.mn.us](mailto:special.permission@state.mn.us) or 651-582-8213. Email is preferred and will receive a faster response.

Question related directly to General Education Variances should be directed to Kat Anthony-Wigle 651-582-8415 or [katherine.anthony-wigle@state.mn.us](mailto:katherine.anthony-wigle@state.mn.us). Email is preferred and will receive a faster response.

Question related directly to Special Education Variances should be directed to Sue Koehler 651-582-8867 or [sue.koehler@state.mn.us](mailto:sue.koehler@state.mn.us). Email is preferred and will receive a faster response.