

Dear ,

We are pleased to announce that your account in MyData is ready for use.

To log into your account from school:

Launch your browser, and **be sure to turn off any pop-up blockers.**

- Go to: <https://sis.hq.ds.dodea.edu>
- You will see the login screen
- Enter the username listed for your account at the bottom of this page and the password which will follow shortly.

To log into your account from home:

Launch your browser, and **be sure to turn off any pop-up blockers.**

- Go to the MyData Dashboard at: <http://www.dodea.edu/mydata> ~ Here you have a direct link to MyData and some frequently asked questions to help you with logging in and navigating your student's information.
- Click on the MyData Button link
- You will see the login screen
- Enter the username listed for your account at the bottom of this page and the password which will follow shortly.

The first time you log in, you will be prompted to fill out security information and change your password. Please keep the following in mind:

- **Your password must contain at least 14 characters, include one number, one upper and lower case letter, and a special character such as !, @, # Your password may not contain your first or last name, or the word password. The password is case sensitive.**

Once the account has been activated and your security question has been set, if you forget your password, use the "I forgot my password" link on the log in page. After answering your security question a new password will be generated and sent to the email address entered in the security preferences popup.

If you need assistance with your account please contact your School Educational Technologist (ETs)

Your Login ID is: (Aspen is case sensitive so please be sure and use all lowercase).

Your Password will be sent in a separate email shortly.