



# TRAINING GUIDE

[Welcome](#) | [Login](#)

## How to Add an Agreement as an Originator

Log in to the SDPC Resource Registry: <https://sdpc.A4L.org/login.php>

Go to 'Your District's Agreement' > 'Add New Agreement'.

### STEP 1: Is this a new request with a signed contract in place?

*No. We have NO Agreement.*

Select this option if you have no signed Agreement. You may have reached out to the Vendor already and are waiting to receive the signed Agreement. Or have an existing contract in place (prior to joining the SDPC and utilizing the National Data Privacy Agreement (NDPA)).

*Yes. We have a signed Agreement.*

You have a signed Agreement with the Vendor and wish to upload it into the SDPC Resource Registry.

### STEP 2: Select Agreement Type

Before selecting an Agreement Type, confirm whether you are an Originator or a Subscriber.

To check whether there is an Originator Agreement uploaded in the SDPC Resource Registry, search in the 'Originator Agreement Type Finder'.



There should only ever be ONE Originator for a signed National Data Privacy Agreement (NDPA) Standard Agreement. If there is an existing NDPA for your resource, then you can choose to Subscribe and sign an Exhibit E.

If you see more than one Originator Agreement for the same resource, please contact your State Alliance Admin Team and let them know.

If there is no Originator Agreement, follow the steps below.

If there is an Originator Agreement, please refer to the *Training Guide: How to Add an Agreement as a Subscriber*

1. Select the relevant Agreement Type for the document you wish to upload.
  - a. **National Standard Agreement (No Exhibit):** This means there are NO changes to the Standards Clauses within the National Data Privacy Agreement (NDPA) / Data Privacy Agreement (DPA). All State modifications have been made within Exhibit G. There is no Exhibit E attachment as the Vendor has requested no other School District can 'piggy-back' onto your Agreement.
  - b. **National Standard Agreement (with Exhibit) – Originating LEA:** This means there are NO changes to the Standards Clauses within the National Data Privacy Agreement (NDPA) / Data Privacy Agreement (DPA). All State modifications have been made within Exhibit G. There is also a blank Exhibit E attachment as the Vendor is happy for other School Districts to 'piggy-back' onto your Agreement. As an Originating LEA, there are no other Standard Agreements posted in the SDPC Resource Registry for this application / vendor.
  - c. **National: Vendor-Specific Agreement (No Exhibit):** This means there have been changes to the Standards Clauses within the National Data Privacy Agreement (NDPA) / Data Privacy Agreement (DPA). All State modifications have been made within Exhibit G. There is no Exhibit E attachment as the Vendor has requested no other School District can 'piggy-back' onto your Agreement.
  - d. **National: Vendor-Specific Agreement (with Exhibit) – Originating LEA:** This means there have been changes to the Standards Clauses within the National Data Privacy Agreement (NDPA) / Data Privacy Agreement (DPA). All State modifications have been made within Exhibit G. There is also a blank Exhibit E attachment as the Vendor is happy for other School Districts to 'piggy-back' onto your Agreement. As an Originating LEA, there may be other Vendor-Specific Agreements posted in the SDPC Resource Registry for this application / vendor.
2. About the Agreement
  - a. Complete all the requested fields.
    - i. Select Agreement version
    - ii. Add Resource from the drop-down menu
    - iii. Complete Date Approved and Date Expires
    - iv. Email Address of Vendor to Send Signed Exhibit E's



If you have an Exhibit E as part of the Agreement you wish to upload, it is very important to complete this information. It is used in the 'Auto Exhibit E Creator' Tool, and automatically sends an email to the Vendor each time an Exhibit E is signed from the Originators Agreement.

- v. Upload Signed Agreement File
  - Please ensure you read the Proper File Preparation guide for guidance on uploading your Agreements
- vi. Select Status
  - Active
    - The Agreement is live
  - Approved (No Data Collected)
    - You want to keep a record of all agreements regardless of whether data is collected by the application
  - Declined: Not public
    - The vendor has declined to sign an Agreement, but you want to keep a record of this without sharing the information on the public site.
  - Did Not Pursue
    - A request may have been submitted by a teacher, but the decision has been made that the application is not education aligned so are not pursuing an Agreement with the vendor.
  - Inactive
    - This could mean that an Agreement has expired.
  - New Request
    - You don't have signed Agreement yet, but are actively trying to get one.
  - Renewal: Pending
    - You have an active Agreement, but it is expiring soon so you are seeking to get a new Agreement signed.
  - Vendor Unresponsive
    - You have reached out to the vendor to get a signed Agreement, but they have not declined but have not responded or are unresponsive.
- vii. Include Agreement Restrictions if applicable.
  - Example: The application can only be used by a certain school or by a grade.
  - This information is very helpful when using the School SDPC Resource Registry Dashboard for parents and teachers.
- viii. If declined, explain why (optional information)
- ix. Select which Grades your resource is applicable for.
- x. Select which Content Areas apply.
- xi. Requestor: Who has requested to use this application?
- xii. Requestor Email

- This is useful information for new requests, so that the Requestor is notified when the Agreement has been signed.
  - xiii. Paid By: Has the application been paid for by a specific department?
  - xiv. Cost: How much did the application cost?
  - xv. Requires a media release? Yes / No
  - xvi. Notes – please add any additional information about this request and application here.
- b. Click Continue.
3. Addendum Information
- a. You have already uploaded the complete/full signed Agreement. Now you need to upload the Exhibit E portion of the Agreement, so it is available for other School Districts to ‘piggy-back’ onto. Select ‘Exhibit E’ from the drop-down.
    - i. Save only the Exhibit E page.
      - Ensure you have saved it in line with the proper file preparation guidelines.
  - b. Click ‘Save Addendum Info’.
4. Assigning data elements
- a. This is optional.
  - b. This information can be obtained from the signed Agreement, as the vendor completes it when they are signing an Agreement.
  - c. Click ‘Skip this step’ or ‘Save Info’.
5. Vendor Information: Although this is optional, it is useful for future reference to include as much information as possible.
- a. Insert Vendor name, email address and phone number.
  - b. Purpose
    - i. This information is shown on the customized resource listing widget, which can be placed on your School District website.
    - ii. This information could be obtained from the vendors website.
  - c. Click ‘Save Resource Info’
6. Additional Resources
- a. As you will see from the image below, the Agreement example for Achieve3000, Inc. has many resources that may or may not be covered by the Originator’s Agreement.

- i. If you are using the specific resource in your District:
  - Click the '**Add to My District Listing**' button
- ii. If you are not using a specific resource, but it is included in the Originating Agreement:
  - Click on '**Not In Use: Add to Registry**' button.
  - This will allow others to subscribe to the resource (Exhibit E) if they would like to (and if the Vendor allows it), but it will not show in your public districts listing.

Resource Name	
Achieve3000 Actively Learn	<a href="#">Add to My District Listing</a> <a href="#">Not in Use: Add to Registry</a>
Achieve3000 Literacy	<a href="#">Add to My District Listing</a> <a href="#">Not in Use: Add to Registry</a>
Achieve3000 Math	<a href="#">Add to My District Listing</a> <a href="#">Not in Use: Add to Registry</a>
Achieve3000 Pro Literacy	<a href="#">Add to My District Listing</a> <a href="#">Not in Use: Add to Registry</a>
Smarty Ants	<a href="#">Add to My District Listing</a> <a href="#">Not in Use: Add to Registry</a>

Showing 1 to 5 of 5 entries

- b. Once you have completed adding resources (either to your My District listing or Adding to the Registry), click on 'Return to Home Page'.



**It is the Originator's responsibility to add ALL resources covered by the Agreement.**

If you select the 'Not In Use: Add to Registry' option, the resource is made available to other Districts but DOES NOT show in your public listing.