



TRAINING GUIDE

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How to Add an Agreement as a Subscriber

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?

Yes. We have a signed contract.

You have a signed contract 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.



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.

To find the Originator Agreement uploaded in the SDPC Resource Registry, search in the 'Originator Agreement Type Finder'.

1. Check that the Agreement Type is the one you wish to Subscribe to.



If it is not a Standard Agreement, have you read it? Are you happy with the terms set out in the Agreement? Are you happy to sign on to the exact terms as the Originator?

If NO, you will need to get a new Standard Agreement or Vendor-Specific Agreement signed with the Vendor. **DO NOT** subscribe to the Agreement.

- a. **National Standard Agreement (with Exhibit) – Subscribing 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 a Subscribing LEA, you are agreeing to all the terms set out in the original Agreement posted.
 - b. **National: Vendor-Specific Agreement (with Exhibit) – Subscribing 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. Select a Resource
 - a. Start typing your resource name and then select it from the drop-down menu.
 - b. Select the relevant Agreement type from the drop-down menu.
 - c. Select Status: Active
 - d. Include Agreement Restrictions if applicable.
 - i. Example: The application can only be used by a certain school or by a grade.
 - e. Click ‘Continue.’
 3. Addendum information
 - a. Select the appropriate Addendum / Exhibit from the drop-down
 - i. Save only the Addendum / Exhibit page.
 - ii. Ensure you have saved it in line with the proper file preparation guidelines.
 - b. Select which Grades your resource is applicable for.
 - c. Select which Content Areas apply.
 - d. Requestor: Who has requested to use this application?
 - e. Requestor Email
 - i. This is useful information for new requests, so that the Requestor is notified when the Agreement has been signed.
 - f. Paid By: Has the application been paid for by a specific department?
 - g. Cost: How much did the application cost?
 - h. Insert Data Approved and Date Expires information
 - i. Requires a media release? Yes / No
 - j. Include Agreement Restrictions if applicable.
 - i. Example: The application can only be used by a certain school or by a grade.
 - k. If declined, explain why (optional information)
 - l. Upload Custom Exhibit A (optional): Only upload this document if it is different from the Originators.
 - m. Upload Custom Exhibit B (optional): Only upload this document if it is different from the Originators.
 - n. Notes – please add any additional information about this request and application here.
 - o. Click ‘Save Info’.



You do not need to upload the entire Agreement. As you are a Subscriber, and have selected the Originators resource/signed Agreement, your resource listing is linked to the Originators Agreement. ONLY upload the relevant Exhibits.

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'