**Education Quality and
Accountability Office**

EQAO

User Guide
Secure Access to the
EQAO Data Reporting Tool

Introduction

EQAO provides eligible Ontario school board and school employees with access to their students' achievements results and questionnaire data, as well as resources designed to support student learning.

This user guide provides instructions on how to navigate from EQAO's website to the secure provincial, school board and school results in the EQAO data reporting tool.

What you need to know before you log in

EQAO has worked with your school board's IT contacts in summer 2022 to set up the user accounts in the Ontario Business to Business (B2B) environment for individuals who will need to securely access Power BI reports and/or data files related to EQAO's assessment results. These user accounts allow you to access the EQAO data reporting tool reports using your existing school board credentials.

If you are an Ontario school board or school employee with a role in any of the following categories, your account is likely already set up:

- Director of education or superintendent
- Designated board staff who needs to use EQAO reports, e.g., curriculum/pedagogy staff and elementary and secondary EQAO contacts
- Board IT contact
- School principal
- Designated educator who needs to use EQAO reports
- School IT contact (if applicable)

Please follow the steps in the next section to log in. If you have difficulties, please refer to "Frequently Asked Questions and Troubleshooting Tips."
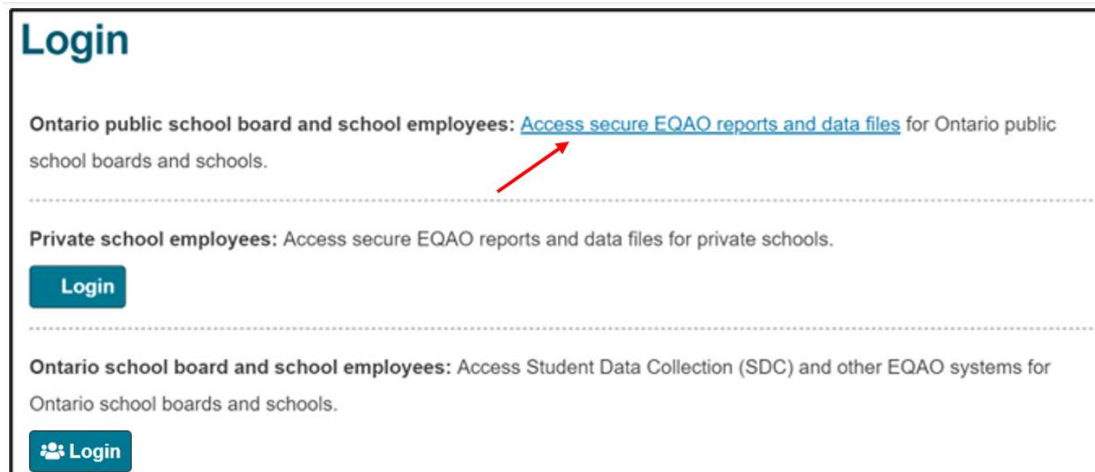
Logging in from EQAO's website for secure access to the EQAO data reporting tool

To access the EQAO data reporting tool, follow the step-by-step instructions below:

Step 1: Go to [EQAO's website](#) and click "Login."
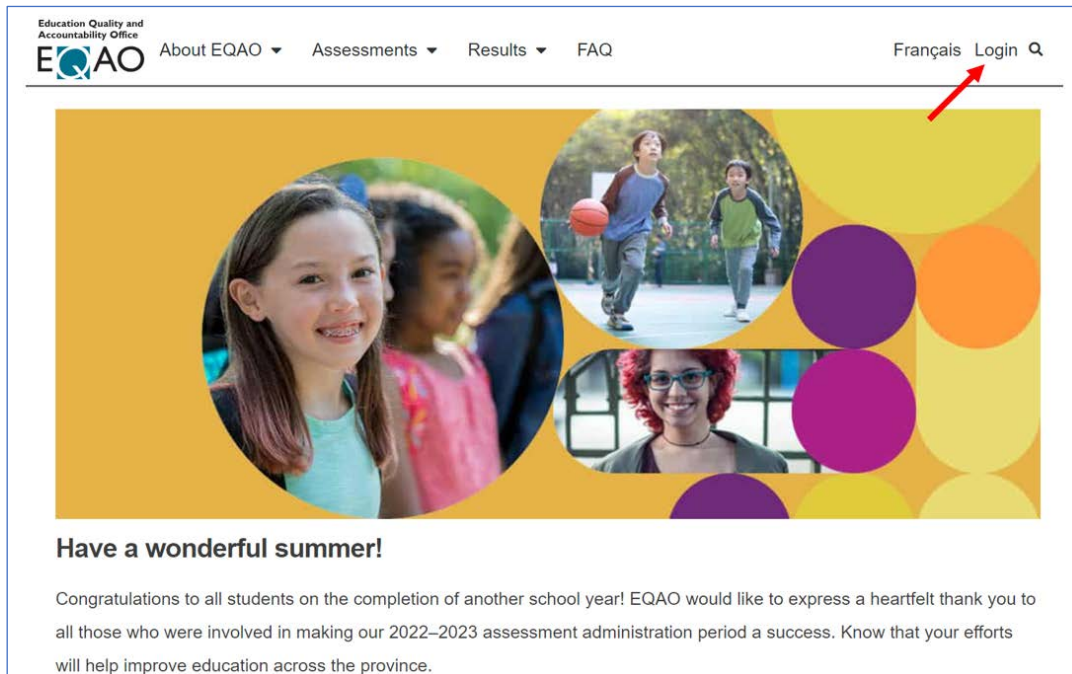
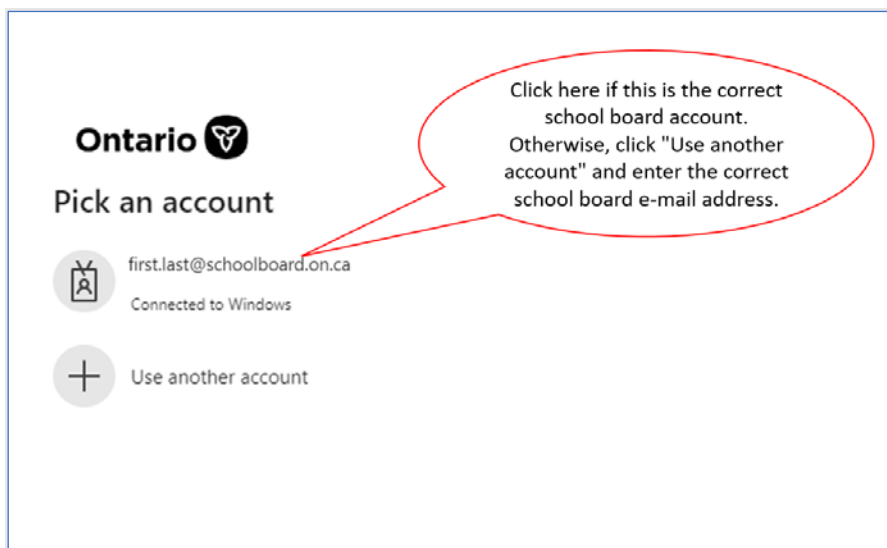**Step 2:** On the login page, click "Access secure EQAO reports and data files."

Step 3: Click "Login." The next few steps will prompt you to log in to the Ontario B2B environment, where you can access the EQAO reports and data files.
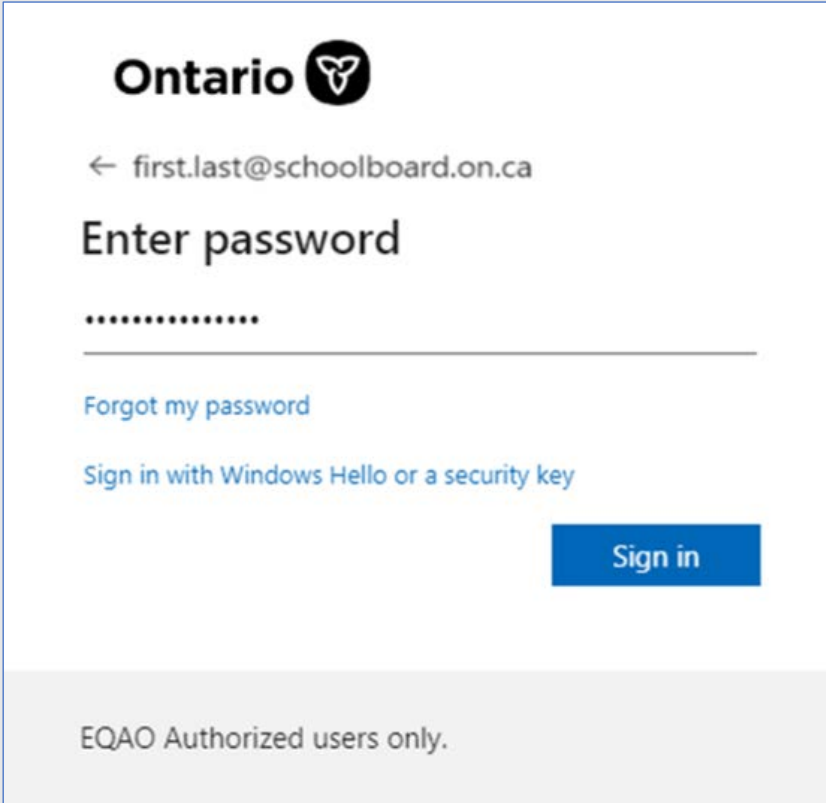

Step 4: Select the school board account or "Use another account." You will notice an Ontario government logo at the top.

Step 5: If you are not logged in to your school board network, you will be prompted to enter your credentials. Enter your username and password for your school board account, then click "Sign in" to continue.

Note: After you sign in with your school board account, if you get an error message indicating that your user account does not exist in the 'Government of Ontario' tenant (sample screenshot below), you will need to request access to the EQAO data reporting tool. Please follow instructions in **Appendix A** to request access. Once the request is approved, come back to sign in again.

Sign in

Sorry, but we're having trouble signing you in.
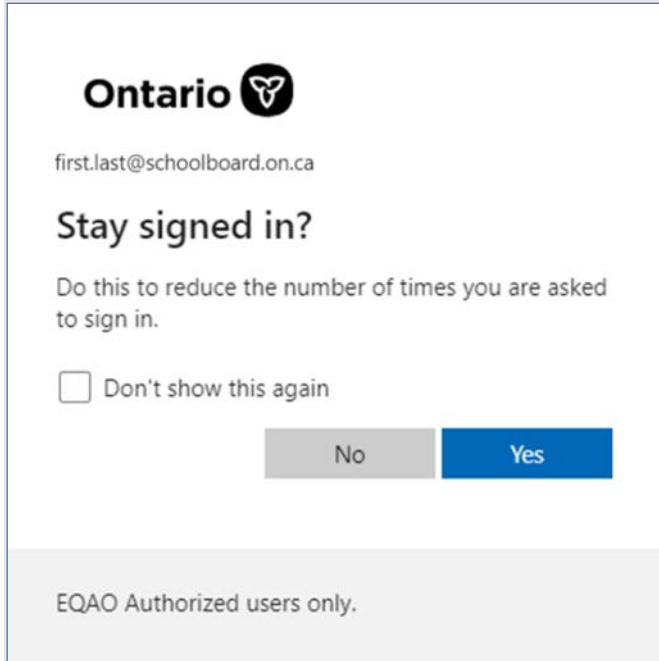
AADSTS90072: User account '_____' from identity provider 'https://_____/' does not exist in tenant 'Government of Ontario' and cannot access the application '871c010f-5e61-4fb1-83ac-98610a7e9110'(Microsoft Power BI) in that tenant. The account needs to be added as an external user in the tenant first. Sign out and sign in again with a different Azure Active Directory user account

Step 6: You will be prompted for Multi-Factor Authentication (MFA). If this is your first time logging in to the Ontario B2B environment, you will be prompted to set up your preferred method for MFA (please refer to the "Multi-Factor Authentication [MFA] User Guide"). There are three methods you can choose from: an authenticator app on your phone; a text message sent to your phone; or a phone call to your phone. Once you set up your preferred MFA method, you can be prompted for MFA when you log in.

For example, if you use the Microsoft Authenticator App as your MFA method, a verification code will be displayed on the screen, as shown at right.
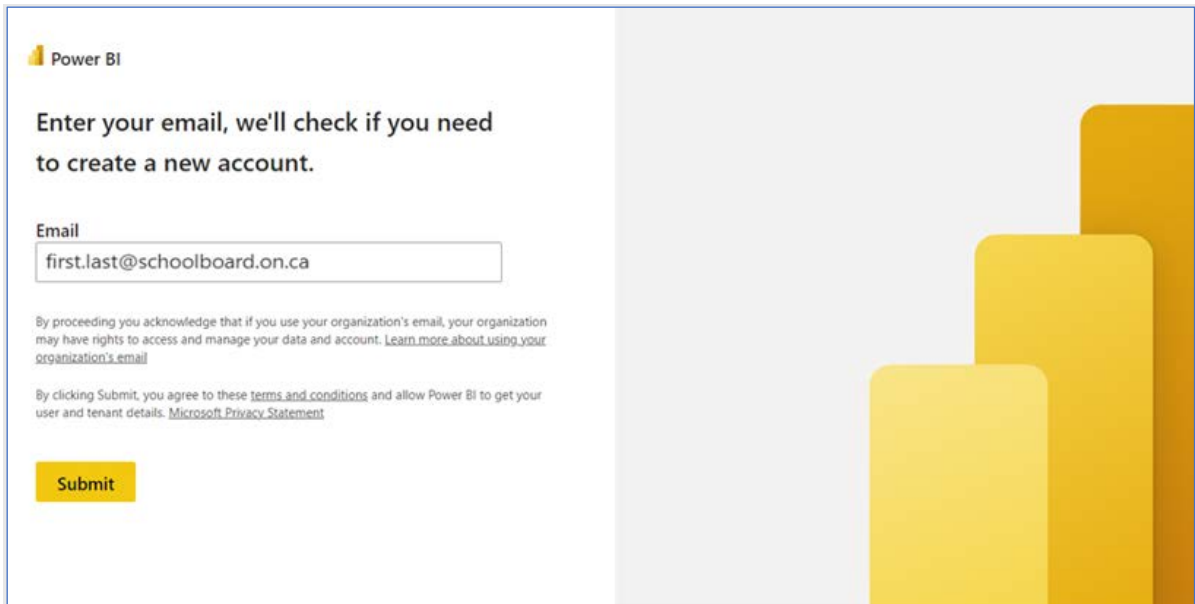
Your phone will prompt you to enter the verification code in the authenticator app. Do so to continue.

first.last@schoolboard.on.ca

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

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No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information

Welcome to the Government of Ontario Office 365 Sign In page.

Step 7: Once the MFA is verified, you will see a confirmation page (see image below). Click "Yes" to continue.

Step 8: A Power BI page will be displayed on your screen. If this is your first time using the EQAO reports, you may be prompted to enter your e-mail address to access them. Enter your e-mail address and click "Submit."

Step 9: You are now on the welcome page of the EQAO data reporting tool. Enjoy!

Appendix A: Requesting Access to the EQAO Data Reporting Tool

STEP 1: Go to the MyAccess portal.

STEP 2: Sign in with your board e-mail and password.
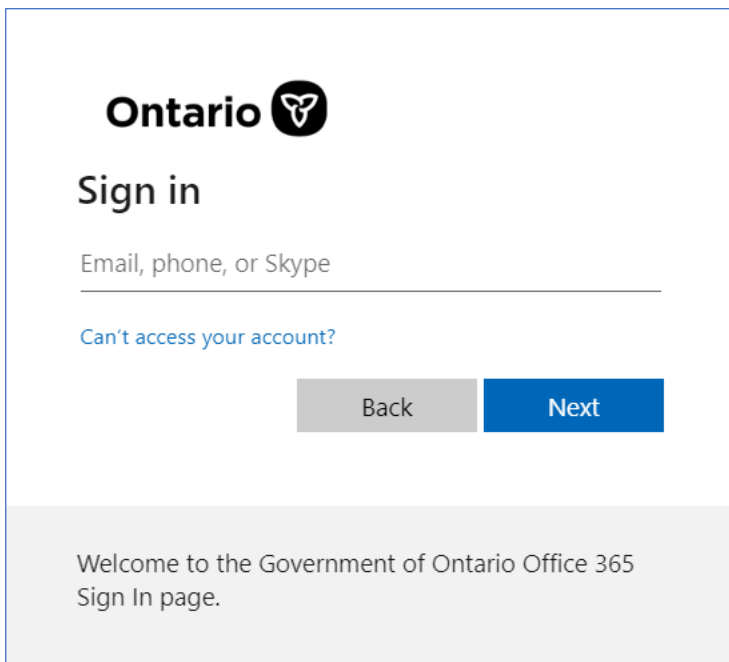
STEP 3: Click on "Access Packages" on the left.
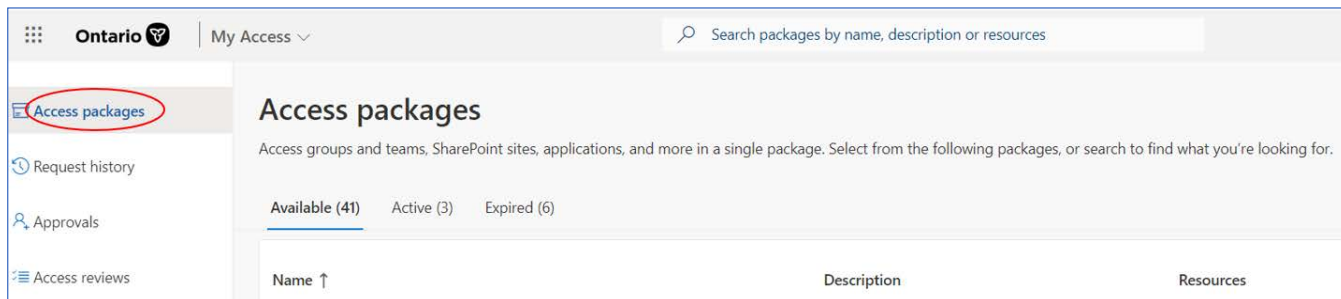
STEP 4: If you are a principal or vice-principal, search for your school name and look for the access package for which you require access. If you are a board-level staff member, search for the board name.

STEP 5: Click on "Request" once you've found the correct package.

An approver from your board will need to review and approve your request before you will be able to access the EQAO data reporting tool.