

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:

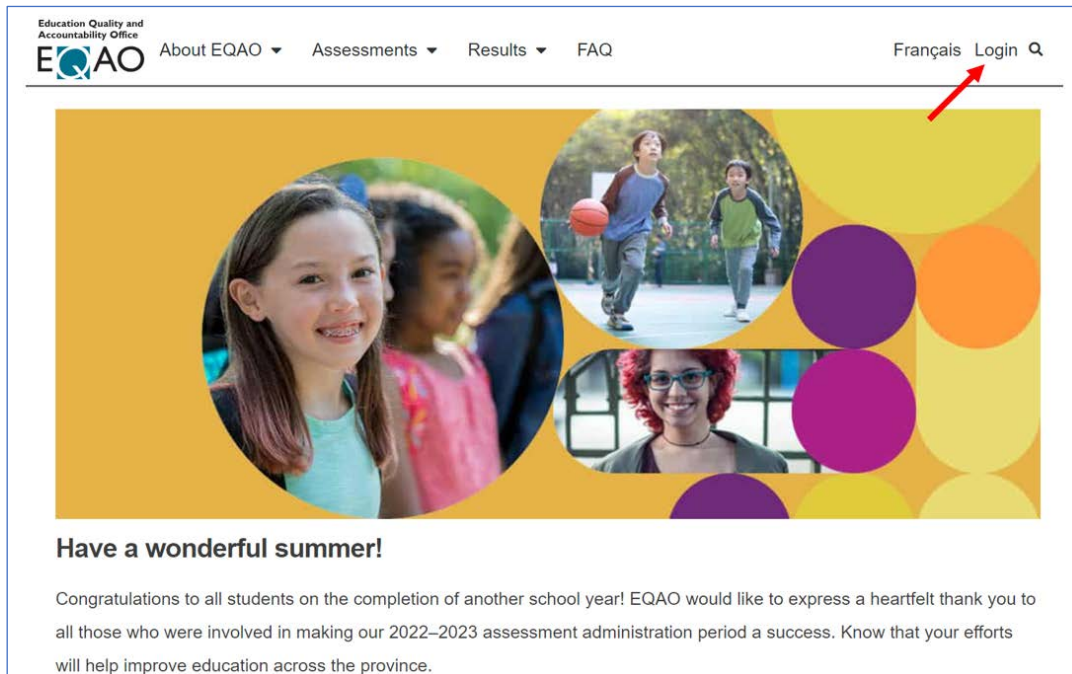
- Director of education or superintendent
- Designated board staff who needs to use EQAO reports, e.g., curriculum/pedagogy staff and elementary and secondary EQAO contacts
- Board IT contact
- School principal
- Designated educator who needs to use EQAO reports
- School IT contact (if applicable)

Please follow the steps in the next section to log in. If you have difficulties, please refer to “Frequently Asked Questions and Troubleshooting Tips.”

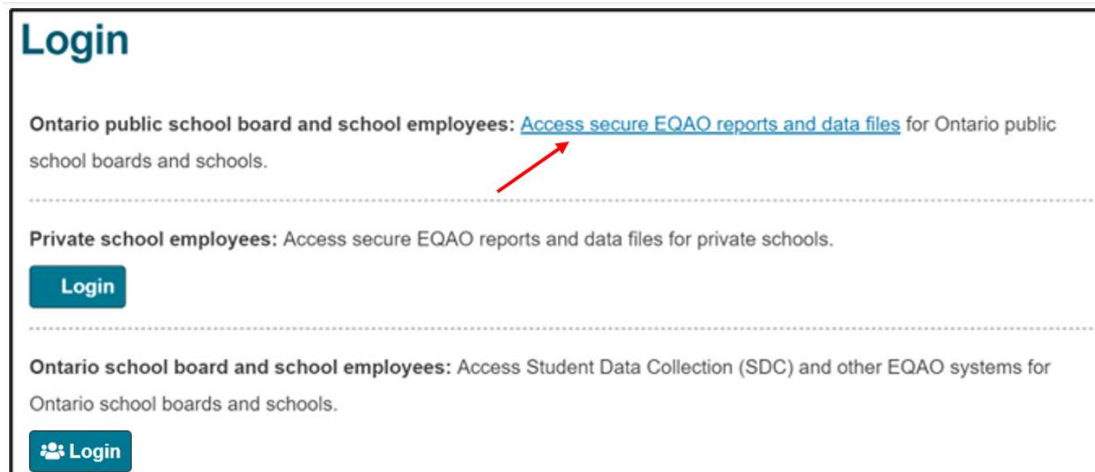
Logging in from EQAO's website for secure access to the EQAO data reporting tool

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."

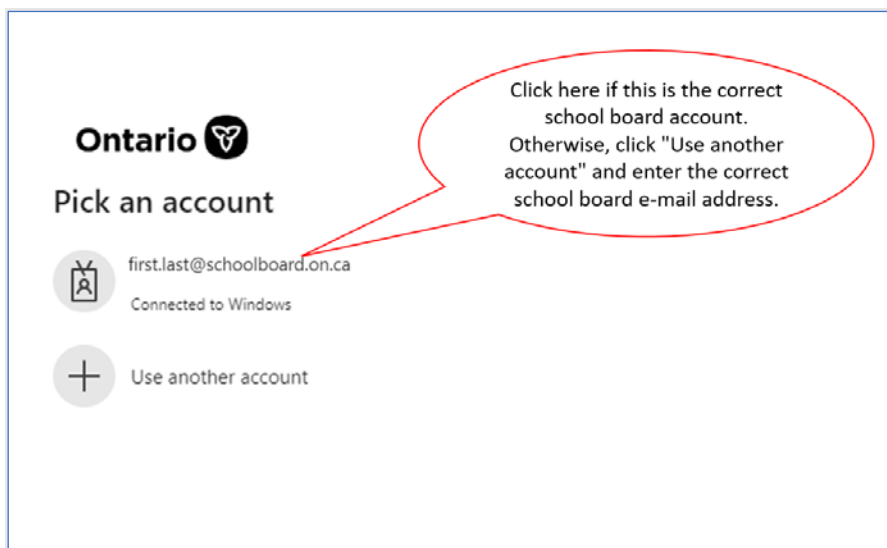


Step 3: Click “Login.” The next few steps will prompt you to log in to the Ontario B2B environment, where you can access the EQAO reports and data files.



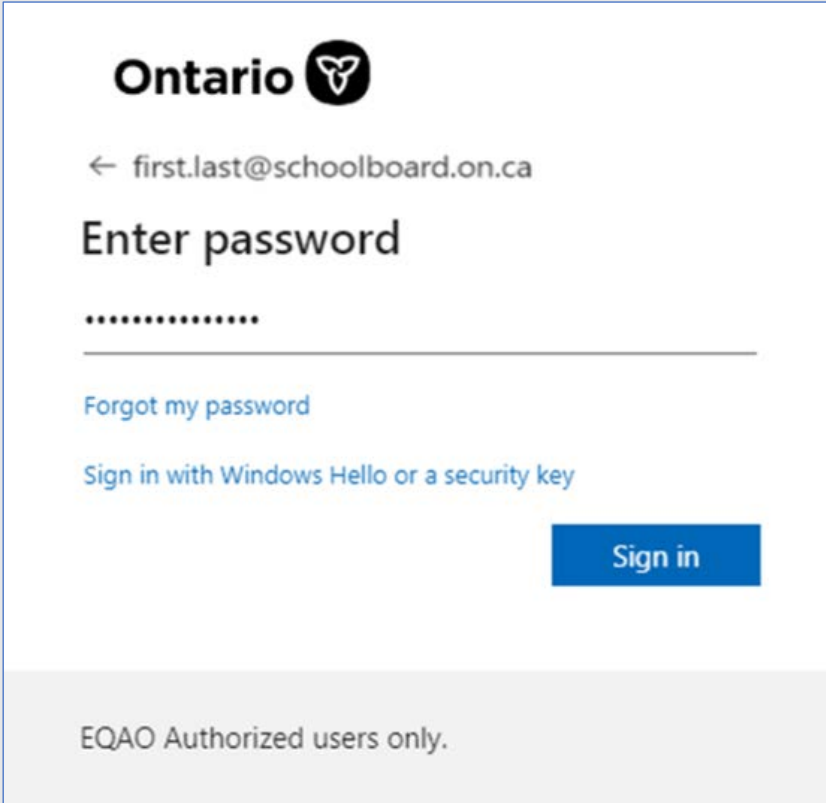
The screenshot shows the EQAO website's login page. At the top, there is a navigation bar with the EQAO logo, links for 'About EQAO', 'Assessments', 'Results', and 'FAQ', and a language selector for 'Français' and a 'Login' link. Below the navigation bar, the breadcrumb trail reads 'EQAO > Login > Secure EQAO Reports and Data Files for Use by Ontario School Board and School Employees'. The main heading is 'Secure EQAO Reports and Data Files for Use by Ontario School Board and School Employees'. The page contains several paragraphs of text explaining the purpose of the reports and the terms of use. A red arrow points to a blue 'Login' button at the bottom left of the page.

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



The screenshot shows the account selection screen. At the top left is the Ontario logo. Below it is the heading 'Pick an account'. There are two account options listed: 'first.last@schoolboard.on.ca' with a small icon and the text 'Connected to Windows', and 'Use another account' with a plus sign icon. A red speech bubble points to the first option with the text: 'Click here if this is the correct school board account. Otherwise, click "Use another account" and enter the correct school board e-mail address.'

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.



The screenshot shows a login interface for Ontario school boards. At the top left is the Ontario logo. Below it is a back arrow and the email address 'first.last@schoolboard.on.ca'. The main heading is 'Enter password'. There is a password input field with a masked password '.....'. Below the password field are two links: 'Forgot my password' and 'Sign in with Windows Hello or a security key'. A blue 'Sign in' button is positioned to the right of the password field. At the bottom of the page, there is a grey footer area with the text 'EQAO Authorized users only.'

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.

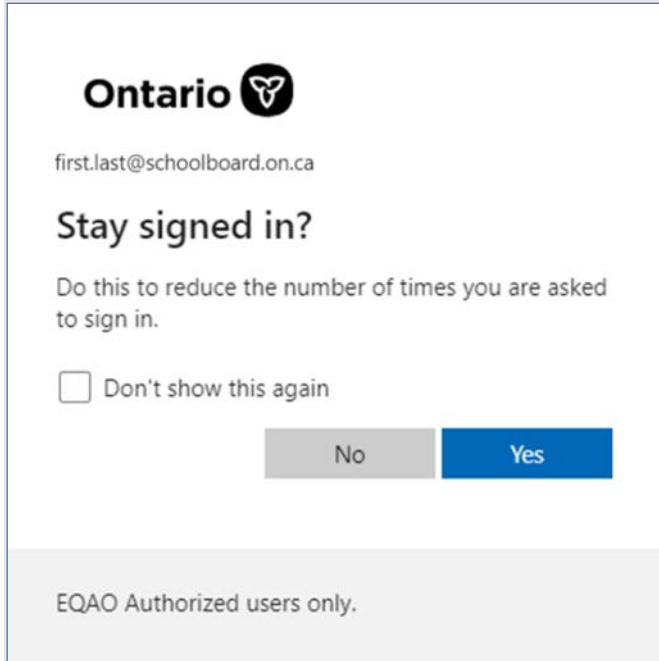
AADSTS90072: User account ' [REDACTED] ' from identity provider 'https:// [REDACTED] /' does not exist in tenant 'Government of Ontario' and cannot access the application '871c010f-5e61-4fb1-83ac-98610a7e9110'(Microsoft Power BI) in that tenant. The account needs to be added as an external user in the 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.

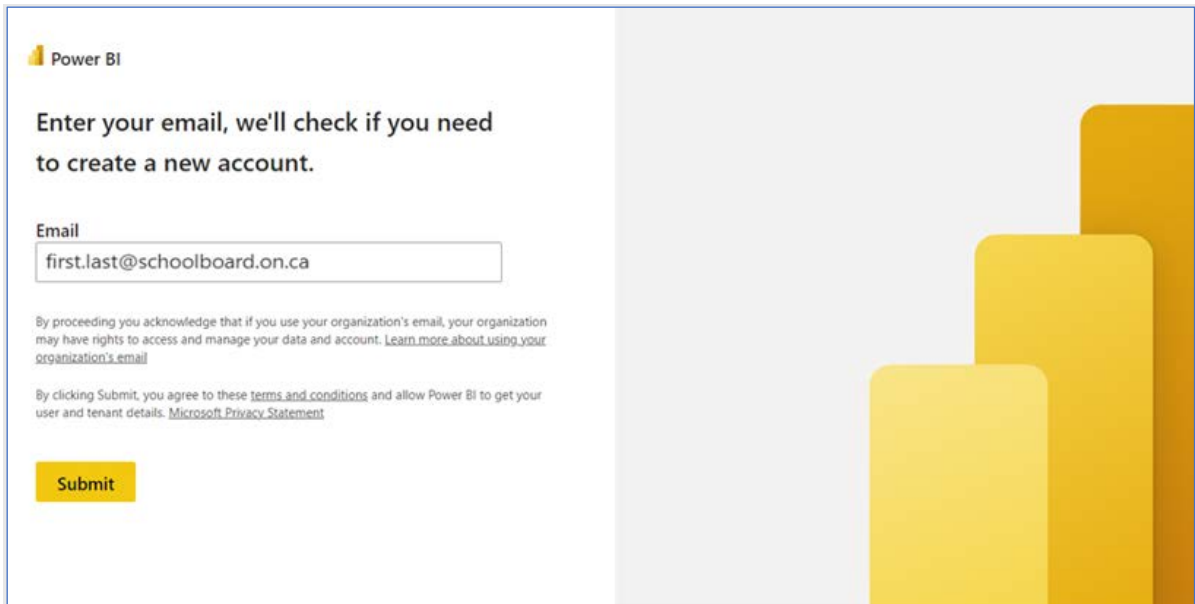
Your phone will prompt you to enter the verification code in the authenticator app. Do so to continue.

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




The screenshot shows a confirmation page from Ontario. At the top left is the Ontario logo. Below it is the email address 'first.last@schoolboard.on.ca'. The main heading is 'Stay signed in?'. Below this is the text 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. At the bottom of the form are two buttons: a grey 'No' button and a blue 'Yes' button. At the very bottom of the page, there is a grey bar with the text 'EQAO Authorized users only.'

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.”



The screenshot shows a Power BI prompt. At the top left is the Power BI logo. The main heading is 'Enter your email, we'll check if you need to create a new account.' Below this is a text input field labeled 'Email' containing the email address 'first.last@schoolboard.on.ca'. Below the input field is a paragraph of text: 'By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account. [Learn more about using your organization's email](#)'. Below this is another paragraph: 'By clicking Submit, you agree to these [terms and conditions](#) and allow Power BI to get your user and tenant details. [Microsoft Privacy Statement](#)'. At the bottom left is a yellow 'Submit' button. The right side of the page features a decorative graphic of three overlapping yellow bars of increasing height.

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



EQAO Reporting

Welcome to the EQAO Data Reporting Tool.

Providing you with access to a data visualization platform, this consolidated tool presents information about students' achievement, perceptions and attitudes collected through EQAO assessments. The site also offers the ability to generate and download various customized reports designed to assist you in your school's journey to support student learning and improvement. Additionally, you will find guides and resources to leverage this tool, which I invite you to discover.

As we collectively seek to provide an equitable and inclusive learning environment that benefits every student, EQAO data at the individual, school and board levels are intended to be an independent measure that informs collaborative action and research and are valuable in supporting the development of learning improvement plans in schools and school districts. Along with information from other sources, the data can help you better understand your students' demonstration of literacy and numeracy and their attitudes.

Educators from across Ontario were consulted in the development of this platform. Their insights helped us modernize and digitalize our assessment program and the data delivery mode to the education community.

We plan to continue seeking the important feedback of school administrators as we modernize our processes and reports. Our goal is to provide data that contribute to advancing the cause of education and that enrich conversations about student achievement and school practices.

Thank you,

Dan Koenig, EQAO Chief Executive Officer

← Use the menu on the left-hand side to navigate through each of our Interactive Power BI reports.

WELCOME

first.last@schoolboard.on.ca

Board role assigned to the user

| Board Name | BrdMident | Role |
|------------|-----------|------|
| ^ | | |

School role assigned to the user

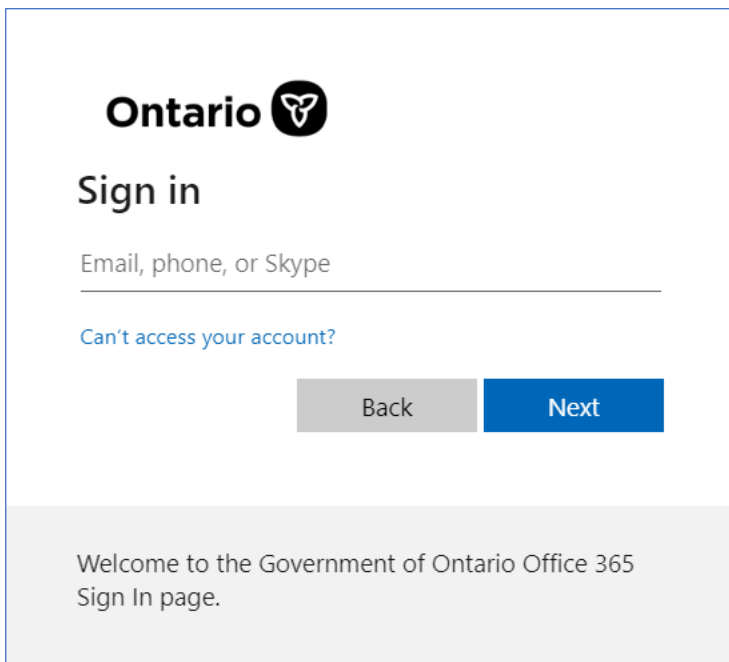
| School Name | SchMident | Role |
|-------------|-----------|------|
| ^ | | |

[Download Data files](#)

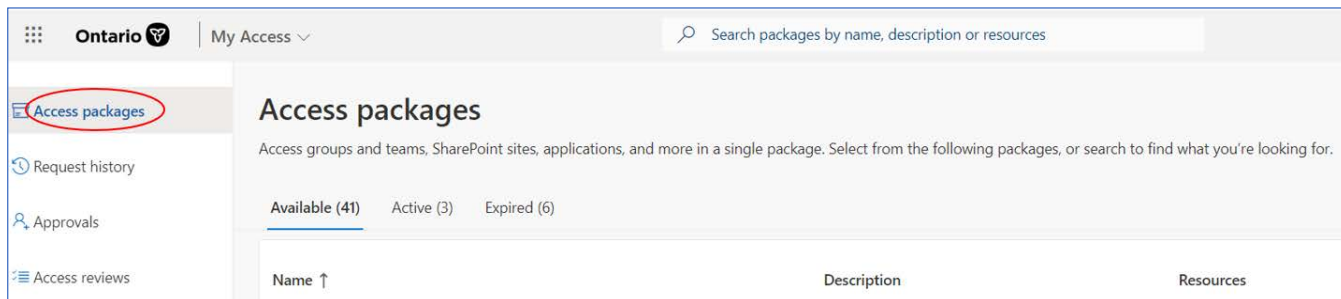
Appendix A: Requesting Access to the EQAO Data Reporting Tool

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.

Ontario My Access

Access packages

Access groups and teams, SharePoint sites, applications, and more in a single package. Select from the following packages, or search to find what you're looking for.

Available (21) Active (3) Expired (6)

| Name ↑ | Description | Resources | Actions |
|--|---|------------------|---------|
| Information Technology School Contact : Sample School : 000019 School (l'école : Sample Board - B00011 Board (la région) Elementary EQAO (OQRE)... | {"RoleName":"Information Technology School Contact","RoleCode":"EBESC000019","BoardNum... | EBESC000019_EQAO | Request |
| Information Technology School Contact : Sample School : 000019 School (l'école : Sample Board - B00011 Board (la région) Secondary EQAO (OQRE)... | {"RoleName":"Information Technology School Contact","RoleCode":"EBSSC000019","BoardNum... | EBSSC000019_EQAO | Request |
| Principal : EQAO - DATA : 000011 School (l'école : Sample Board - B00011 Board (la région) Elementary EQAO (OQRE) Role (Rôle) (EBE000011P) | {"RoleName":"Principal","RoleCode":"EBE000011P","BoardNumber":"11","SchoolNumber":"11","Scho... | EBE000011P_EQAO | Request |
| Principal : EQAO - DATA : 000011 School (l'école : Sample Board - B00011 Board (la région) Secondary EQAO (OQRE) Role (Rôle) (EBS000011P) | {"RoleName":"Principal","RoleCode":"EBS000011P","BoardNumber":"11","SchoolNumber":"11","Scho... | EBS000011P_EQAO | Request |
| Principal : Sample School : 000018 School (l'école : Sample Board - B00011 Board (la région) Elementary EQAO (OQRE) Role (Rôle) (EBE000018P) | {"RoleName":"Principal","RoleCode":"EBE000018P","BoardNumber":"11","SchoolNumber":"18","Scho... | EBE000018P_EQAO | Request |

STEP 5: Click on “Request” once you’ve found the correct package.

Ontario My Access

Access packages

Access groups and teams, SharePoint sites, applications, and more in a single package. Select from the following packages, or search to find what you're looking for.

Available (21) Active (3) Expired (6)

| Name ↑ | Description | Resources | Actions |
|--|---|------------------|---------|
| Information Technology School Contact : Sample School : 000019 School (l'école : Sample Board - B00011 Board (la région) Elementary EQAO (OQRE)... | {"RoleName":"Information Technology School Contact","RoleCode":"EBESC000019","BoardNum... | EBESC000019_EQAO | Request |
| Information Technology School Contact : Sample School : 000019 School (l'école : Sample Board - B00011 Board (la région) Secondary EQAO (OQRE)... | {"RoleName":"Information Technology School Contact","RoleCode":"EBSSC000019","BoardNum... | EBSSC000019_EQAO | Request |
| Principal : EQAO - DATA : 000011 School (l'école : Sample Board - B00011 Board (la région) Elementary EQAO (OQRE) Role (Rôle) (EBE000011P) | {"RoleName":"Principal","RoleCode":"EBE000011P","BoardNumber":"11","SchoolNumber":"11","Scho... | EBE000011P_EQAO | Request |
| Principal : EQAO - DATA : 000011 School (l'école : Sample Board - B00011 Board (la région) Secondary EQAO (OQRE) Role (Rôle) (EBS000011P) | {"RoleName":"Principal","RoleCode":"EBS000011P","BoardNumber":"11","SchoolNumber":"11","Scho... | EBS000011P_EQAO | Request |
| Principal : Sample School : 000018 School (l'école : Sample Board - B00011 Board (la région) Elementary EQAO (OQRE) Role (Rôle) (EBE000018P) | {"RoleName":"Principal","RoleCode":"EBE000018P","BoardNumber":"11","SchoolNumber":"18","Scho... | EBE000018P_EQAO | Request |

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.