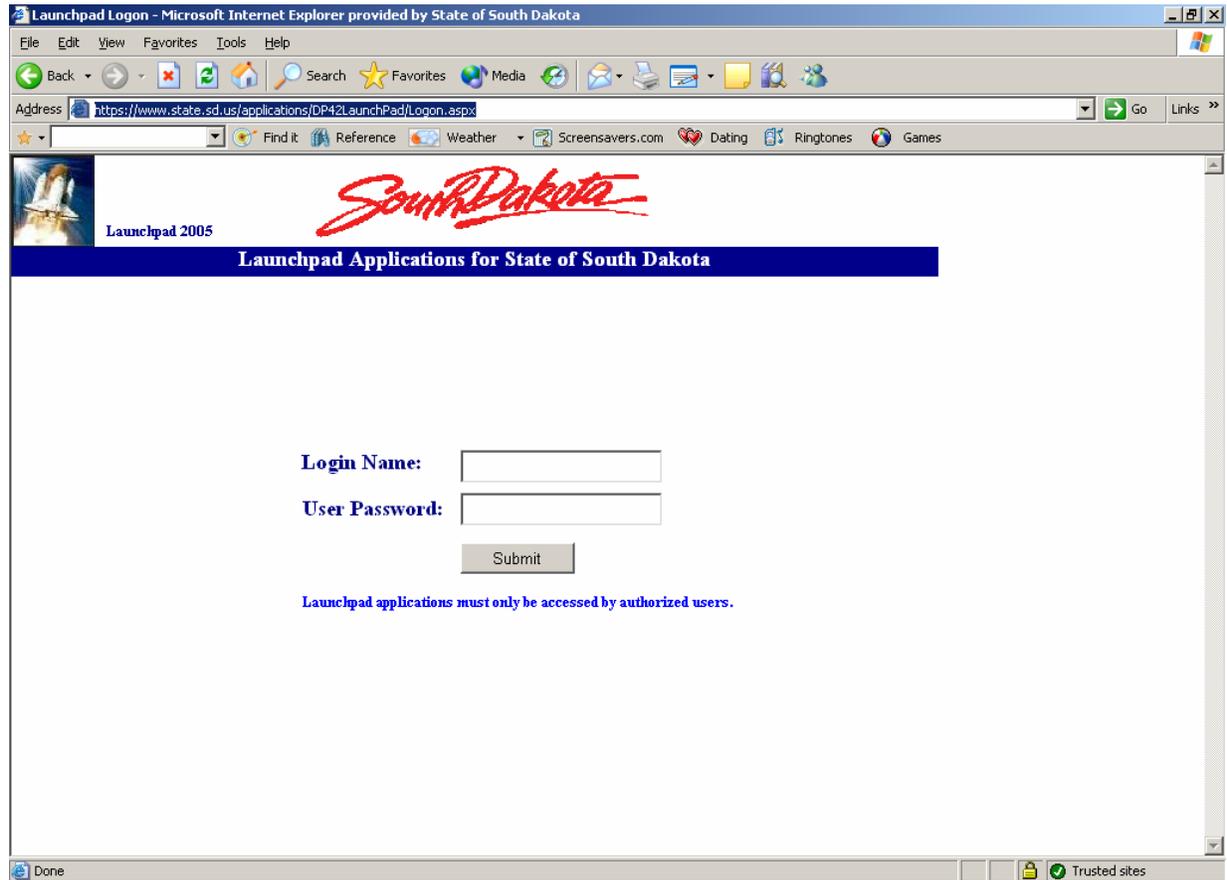


State of South Dakota Department of Education State Performance Plan Indicator 14 Reference Manual

1. Each identified South Dakota school district has been assigned a logon id and computer generated password by Debbie Lancaster from the Bureau of Information and Telecommunications (BIT). Each Logon id starts with "NS" followed by 2 alphabetic characters and then five numerics.

2. The School District will login at the following website link below. Once it is opened within your browser; it would be recommended to save it as a favorite for easy accessibility.

<https://www.state.sd.us/applications/DP42LaunchPad/Logon.aspx>



3. When a School District logs in for the first time with the assigned login ID and password the system will require the password to be changed. **Note:** the password is case sensitive and must be at least 6 in length and contain at least one numeric number. After typing in the password twice then click on the “save” button.

Launchpad Change Password

Please create a password

New Password:

Confirm New Password:

Please create a password with a mix of at least six numeric and alphabetic characters.

Do not base your password on something that can be easily guessed or obtained using personal information.

4. Once you click on the “Save” button it will take you to all of the applications that your logon id has access to run. Click on the “DE54SPP” link below.



South Dakota

Last Log

Launchpad Applications for State of South Dakota

[Applications](#)

Test Internet Applications

[DE54SPP](#)

[Change Password](#)

[About](#)

Search Criteria Screen:

Search Criteria		Thursday, Ma			
Last Name:	<input type="text"/>				
First Name:	<input type="text"/>				
SIMS#:	<input type="text"/>				
District #:	99998				
District Name:	Flintstone School District				
School Year:	2006	<input type="button" value="Search"/>	<input type="button" value="Add New"/>		
Search Results					
	Last Name	First Name	School Year	School Name	School District
	Flinstone	Fred	2006	Bedrock High School	Flintstone School District

8. If you need to find out if a student has already been encoded for your school district for the current school year – there are 4 options to see if the student shows up in the “Search Results” section.

- a. Encode the student’s “Last Name” and then click on the “Search” button.
- b. Encode the student’s “SIMS” number and then click on the “Search” button.
- c. Encode the student’s partial “Last Name” and/or “First Name” and then click on the “Search” button.
- d. Just click on the “Search” button and it will pull up all of the students that have been encoded.

9. If the student shows up in the Search Results and to work with the student’s information just click on the edit icon.

10. If the student has not been encoded then click on the “Add New” button to encode the student’s information.

11. The Student Information Screen:

There are 3 “required” data fields – First Name, Last Name and the 9 digit SIMS number.

[Demographics](#)

Note: Teacher will complete this prior to student's exit from High School and send information to a secured webiste

1. First Name	<input type="text"/>
2. Middle Name	<input type="text"/>
3. Last Name	<input type="text"/>
4. SIMS#	<input type="text"/>

12. To save the student's demographic information click on the “Save” button at the bottom of the screen. Once the demographic information has been saved then the “Part 2” and “Contact Info” become available. **NOTE:** You will need to click the “Save” button at the bottom of each of these sections.

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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[Part 2](#)

[Contact Info](#)

13. Once student data has been encoded to generate a report just click on the “Reports” option. All reports will be available by 5/16/2006.

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