# ETS Data Manager Access

ETS Data Manager offers access for State Licensing Agencies, National Licensing Agencies, Educator preparation programs, and school districts that administer assessments for paraprofessional candidates. Test takers do not access the ETS Data Manager. Test takers access their scores through their individual Praxis account and can get assistance by contacting our Customer Service team. Access to the ETS Data Manager requires an account and permission to access services. Before creating an account, please be sure to review the information on service descriptions and access levels.

Access is provided through the ETS Client Services portal. The link is available from the ETS Data Manager page on the Praxis Website.

Creating an Account: New Users

If you do not have an existing ETS Client Services account to access Title II Reporting Services or another one of ETS Data Manager services, you will need to create an account. Proceed to the Sign-in page and click the Create Account.
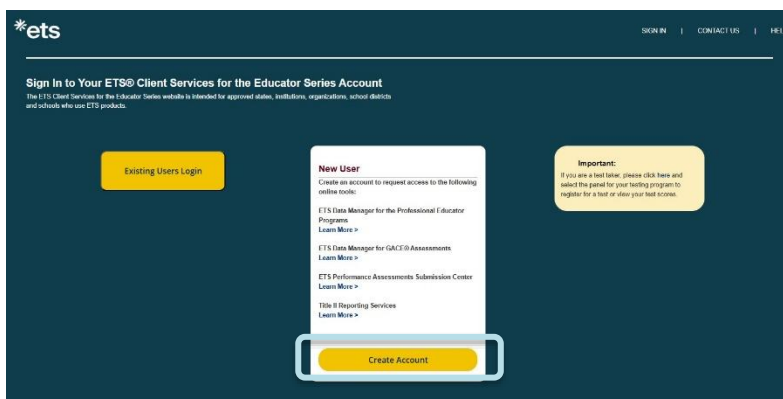
Create An Account: User Information

On the Create an Account (Part-I) screen please enter the required contact information using your employing institution or agency's information. An asterisk (*) indicates a required field. When finished click the Continue button.

Create An Account: Account Type and Services

On the Create an Account (Part-II) screen you will need to select your type of account

- **State or National Agency accounts** are available for members of a state licensing agency or national association (such as ASHA). Select the radio button for State or National Agency. Select your state from the State drop-down box and your agency name from the Institution or Organization drop-down box.
- **Institution or Organization accounts** are available for educator preparation programs (EPPs) and other similar organizations. Select the radio button for Institution or Organization. Select your state name from the State drop-down box and then select your institution or organization's name from the Institution or Organization drop-down box.

Check the box on the left to select service(s) for which you are requesting access and if required, indicate the administrative role, Primary or Secondary. If the radio button for Primary User is grayed-out, this means there is already a Primary User approved for your institution or organization. Please take care to request access to required services.

Create User Name and Password Screen

The Create Username and Password page asks you to create a username and password as well as set your security question. An asterisk (*) indicates a required field. Please be sure that both your username and password meet the guidelines posted on the page. Read the Site Use Agreement and provide your consent by checking the box. You can print a copy of this Agreement from this page if you wish.

User names must be unique. If you receive an error message, try adding additional letters or numbers to your choice of a user name. If you still are having issues, please reach out to PEPDataManager@ets.org.

Once you have submitted your information, your request will be forwarded to either the ETS Administrator or the Primary User for the service for review. Once approved, you will receive a confirmation email. Proceed to the website and enter the user name and password created during the sign-up process.

Existing Account Holders

If you already have an ETS Client Services account to access Title II Reporting Services or another one of ETS Data Manager services, you only need to request to have additional services added to your account. Click the Returning Users button on the ETS Client Services portal and enter your current user name and password.

Once signed into your account, click the Add Services button in the lower left corner of the ETS Client Services Home page.

ETS® Client Services for Educator Licensure Home

Select an online service from the list of available options below.

Client Services

ETS® Data Manager for the Professional Educator Programs

- Quick and Custom Analytical Reports

Request Access to More Services

[Add Services]

Manage Profile

- Change Contact Information
- Change Password

Contact Us

If you have questions pertaining to creating an account, adding a service, or logging in to ETS Client Services for Educator Licensure, please email TLClientServices@ets.org. If you have questions pertaining to the ETS Data Manager for the Professional Educators Program, please email PEPDataManager@ets.org.