

## Technology Approval Process Mandatory Training Spring 2026

The Office of Information Technology is implementing a new Technology Approval Process, which replaces the former DRAPE process. This updated process is designed to strengthen cybersecurity, improve oversight of instructional and operational technology resources, and ensure compliance with district and state requirements.

All staff who submit or approve technology requests are required to complete mandatory training to receive or retain access to DRS\_EDMS (Softdocs).

- **Training is required for all submitters and all approvers.**
- **Access will be revoked for all users,** including those who previously had access.
- Access to DRS\_EDMS (Softdocs) will be restored **only after training is completed.**

This requirement ensures consistent understanding of the Technology Approval Process, documentation standards, and compliance responsibilities.

The following staff have been identified as approved **submitters** for the Technology Approval Process (approved submitters will start the digital process):

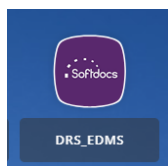
- |                                |                                     |
|--------------------------------|-------------------------------------|
| Administrative Assistants      | Coordinators                        |
| Assistant Principals           | Curriculum Resource Teachers        |
| Bookkeepers                    | Directors                           |
| Chiefs                         | Executive Administrative Assistants |
| Curriculum Coaches/Consultants | Principals                          |

The following staff have been identified as **approvers** for Technology Approval Process (approvers help complete the digital process):

- |                               |                                     |
|-------------------------------|-------------------------------------|
| Chiefs                        | Directors                           |
| Curriculum Coaches/Consultant | Executive Administrative Assistants |
| Coordinators                  | Principals                          |

### Accessing the Application

Staff will need to access the [R1 Portal \(ClassLink\)](#) and select the DRS\_EDMS application (see the image below).



The system should automatically sign you in as the log in is your district username and password. If you cannot access the application, you will need to submit a [One to One Plus](#) ticket, by selecting **DRS\_EDMS (Softdocs)** from the Dashboard and then **DRS\_EDSM (Softdocs)** as the category. Provide your role from the list above and your school/department mail code. Additionally, indicate that you need access to the same access in Content.

**Technology Approval Process Mandatory Training  
Spring 2026  
Session Registration**

**Location:** Virtually through Teams

**Registration Information:** Click on a hyper linked date below to “register” for a date/time. You will receive a Teams Calendar invitation once you complete the online registration form. Staff must pre-register to obtain a calendar invitation. **Calendar invitations cannot be forwarded.**

Session is limited to **30** participants.

Participants are required to have a camera and microphone for the session.

There are 4 **Approver Sessions** (Green) and 8 Submitter Sessions (Black).

**Dates/Times**

<b>Name of Session</b>	<b>Date</b>	<b>Time</b>
<b>Session #1: Approvers</b>	Monday, March 16, 2026	<a href="#">9:00 am – 10:00 am</a>
Session #2: Submitters	Monday, March 16, 2026	<a href="#">2:00 pm – 3:00 pm</a>
Session #3: Submitters	Tuesday, March 17, 2026	<a href="#">9:00 am – 10:00 am</a>
<b>Session #4: Approvers</b>	Tuesday, March 17, 2026	<a href="#">2:00 pm – 3:00 pm</a>
Session #5: Submitters	Thursday, March 19, 2026	<a href="#">11:00 am – 12:00 pm</a>
Session #6: Submitters	Thursday, March 19, 2026	<a href="#">2:00 pm – 3:00 pm</a>
Session #7: Submitters	Monday, March 23, 2026	<a href="#">9:00 am – 10:00 am</a>
<b>Session #8: Approvers</b>	Monday, March 23, 2026	<a href="#">11:00 am – 12:00 pm</a>
Session #9: Submitters	Monday, March 23, 2026	<a href="#">2:00 pm – 3:00 pm</a>
<b>Session #10: Approvers</b>	Tuesday, March 24, 2026	<a href="#">9:00 am – 10:00 am</a>
Session #11: Submitters	Tuesday, March 24, 2026	<a href="#">11:00 am – 12:00 pm</a>
Session #12: Submitters	Tuesday, March 24, 2026	<a href="#">2:00 pm – 3:00 pm</a>