



Division: District Operations & Support
Department: Office of School Facilities

Design Professional User Access Instructions

(Electronic Portal)

- 1) To access the 'School Facilities Portal', go to the South Carolina Department of Education Member Center, website: <https://ed.sc.gov>



(Figure 1 - South Carolina Department of Education Website)

- 2) Click "login" and select "Proceed to Application Web Portal Login"



(Figure 2 - SCDE Website Member Center)

- 3) Select "Create it"

Application Web Portal

Username

Password

Forgot your password? [Reset it](#)

Don't have an account? [Create it](#)

(Figure 3 - Application Web Portal)

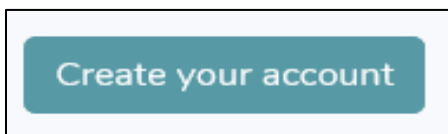


- 4) Choose the “Community Account” option



(Figure 4 - Member Services User Signup)

- 5) Complete all required fields and click “Create your account”



(Figure 5 - Member Services Community Account)

- a) Once you have filled out the form, you will receive a temporary password to the E-mail address you provided. You will use your E-mail address to log in to the system. **Note: You must log in with the temporary password within 24 hours, or else you will have to register again.**
- b) Once you have successfully logged in with the user-set password, please notify Office of School Facilities - Darius Williams at (803) 734-4836 or dswilliams@ed.sc.gov that you have successfully created your account and require access to the application. **Important: This step must be done in order for your account to have access to the Office of School Facilities application.**

If you have any questions concerning the processes, please contact Darius Williams at (803) 734-4836 or dswilliams@ed.sc.gov