ONBOARDING: Adding Agreements/New Requests on the SDPC Resource Registry
Log in to the SDPC Resource Registry (https://sdpc.A4L.org), click on 'Your District's Agreements', followed by 'Add New Agreement'.

Manage Cambridge School District's Resources

- Manage Agreements
- Add New Agreement
- View All State DPAs

Show 10 entries

<table>
<thead>
<tr>
<th>Software Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSISTments</td>
<td>Contact: Andrew Burnett Email: <a href="mailto:assistments@wpi.edu">assistments@wpi.edu</a></td>
</tr>
</tbody>
</table>
Answer 'Yes' or 'No' if this is a new request...

Add New Agreement

How can we help you?

- Alliance Home Page
- SDPC Home Page
- About MSPA
- Search Alliance

STEP 1: Is this a new request with a signed contract in place?

No. We have NO contract.
Yes. We have a signed contract.
If NO....

Complete the online form, submit your information and you are done!
STEP 2: Select the Agreement Type

- MSPA Standard Agreement (No Exhibit)
- MSPA Standard Agreement with Exhibit (Originating LEA)
- MSPA Standard Agreement with Exhibit (Subscribing LEA)
- Vendor-Specific Agreement (No Exhibit)
- Vendor-Specific Agreement with Exhibit (Originating LEA)
- Vendor-Specific with Subscriber (Subscribing LEA)

If YES... select the Agreement type.
If it is an originating Agreement type...

1. Select your resource and fill out the agreement information, click continue.

2. Select the Addendum type and upload the pdf of the addendum.

3. If you know the data elements that are used by this resource, please select them. If not, you can skip this step and return at a later time to add them.

4. Fill out the vendor contact information, if known. The purpose field will be only shown on the Customized Resource listing page.

Click on 'Save Info'.
If the agreement type is a subscribing agreement...

1. Select the agreement type, resource and status

2. Fill out the Addendum and Agreement information and click continue

3. If you know the data elements that are used by this resource, please select them. If not, you can skip this step and return at a later time to add them.

4. Fill out the vendor contact information, if known. The purpose field will be only shown on the Customized Resource listing page.

Click on 'Save Info'.
If the agreement type is 'other' ...

1. Fill out the Agreement and resource information

2. If you know the data elements that are used by this resource, please select them. If not, you can skip this step and return at a later time to add them.

3. Fill out the vendor contact information, if known. The purpose field will be only shown on the Customized Resource listing page.

Click on 'Save Info'.
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