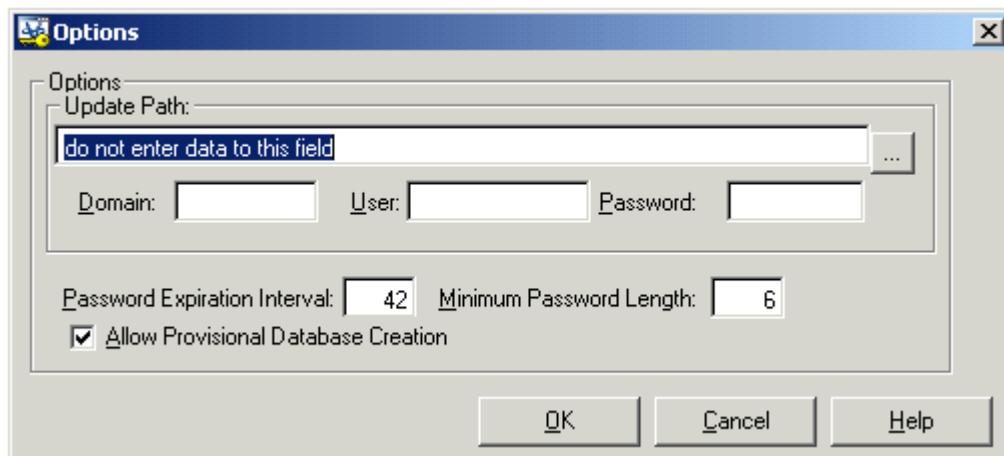


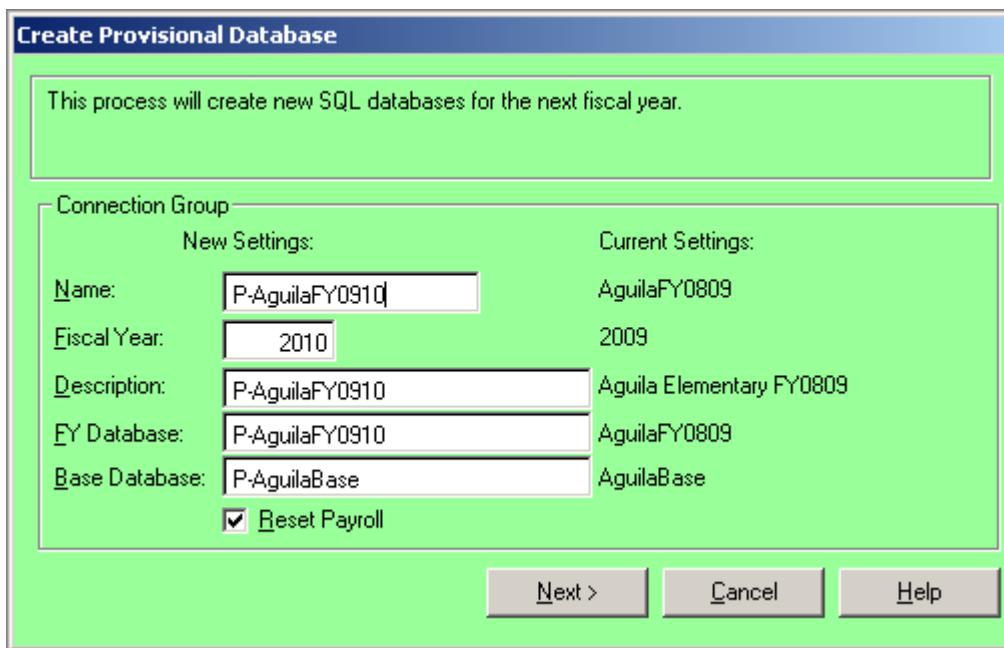
## Creating a Provisional Database

In order to create a Provisional Database the option must first be enabled through the Administration program. Once logged into administration go to *View > Options* then check the option to “Allow Provisional Database Creation”.

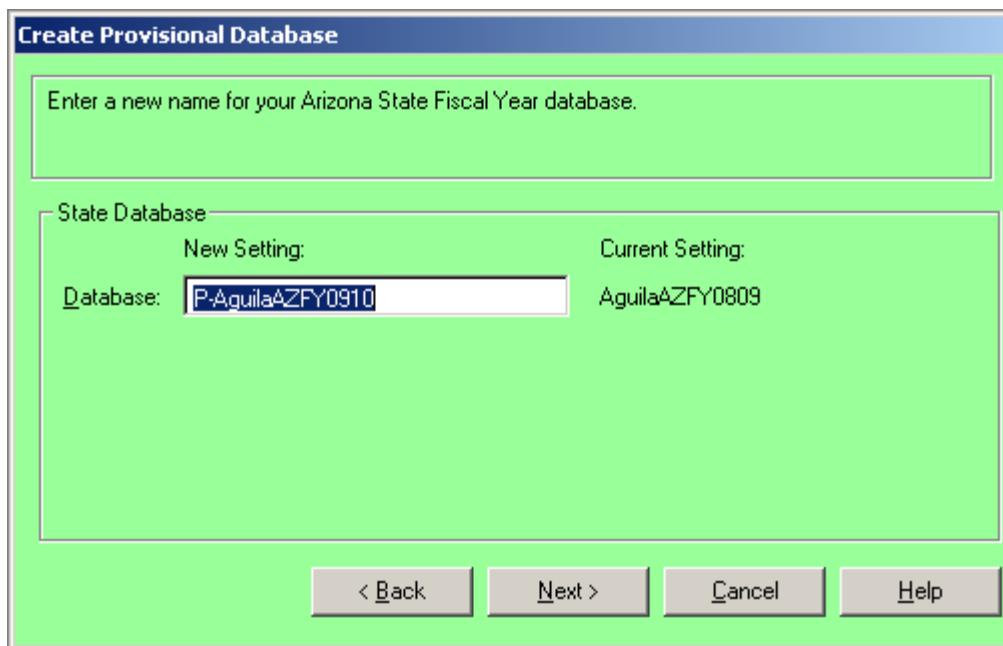


The next step is to create the Provisional Database, which is done within IVEE. Go to *Security > Workflow Configuration > Create Provisional Database*. If you do not see this option you may need to add access to this menu item within your User Role in Administration.

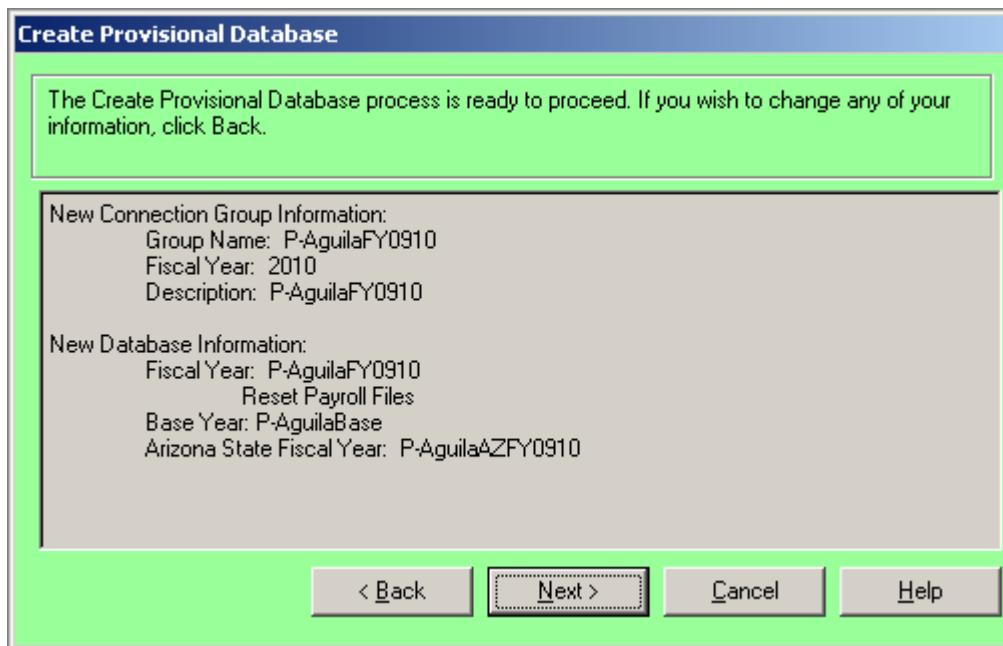
Next you will need to input the database names for your new Fiscal Year.



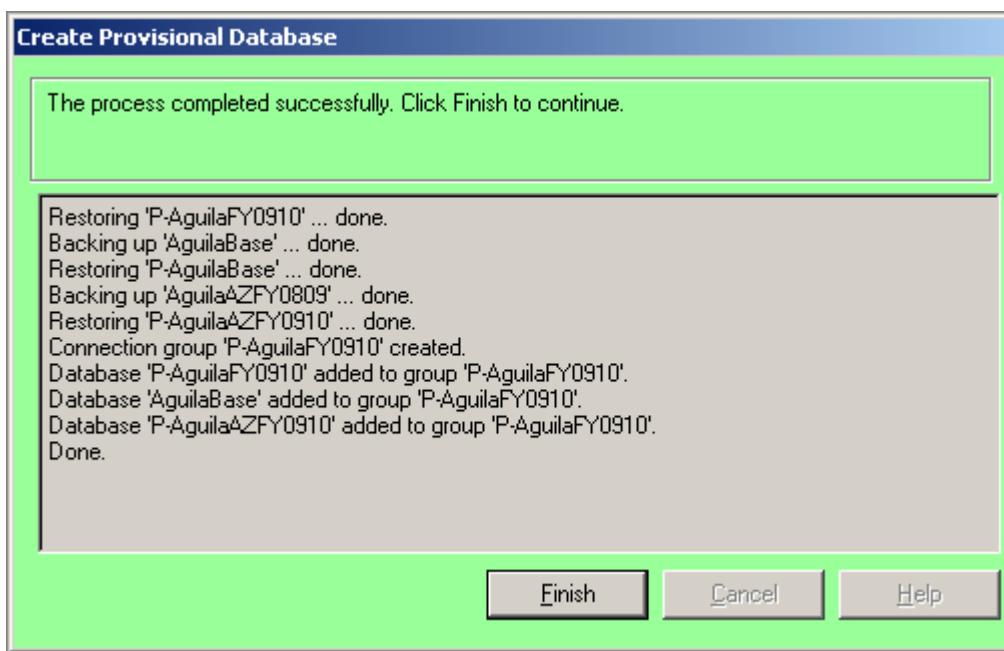
Next, input the Database information for your new State connection.



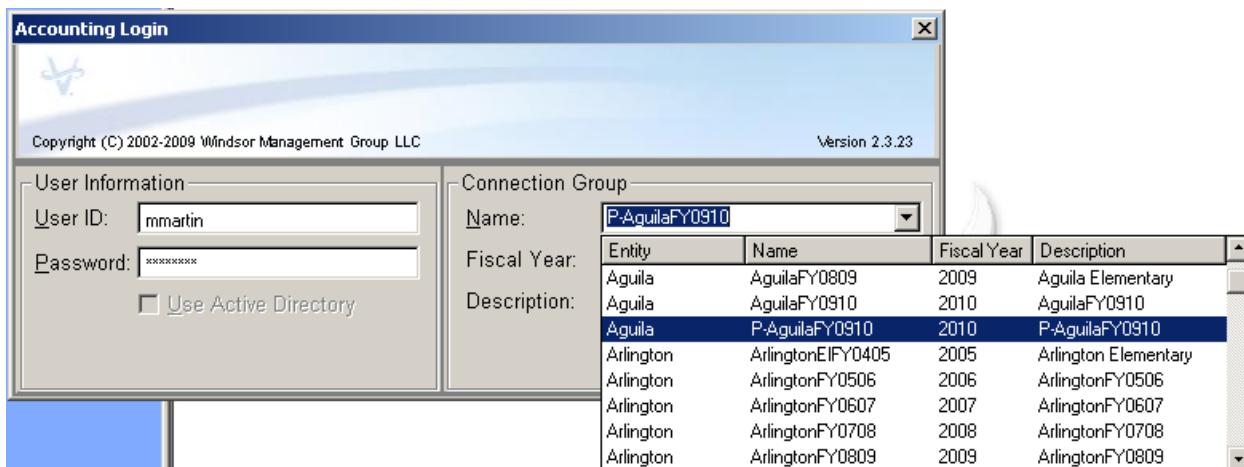
Finally, confirm everything is exactly the way you want it, then click next to begin creating your new Connection Group.



When your Provisional Database is created, click Finish.



You will now see the new database available to you in the Connection Group area.



**Notes:**

The new connection group will automatically be available to everyone at your district. You should immediately go into Administration and restrict access to this connection for just the people that need it.

Once you create a Provisional Database, you cannot create one with the same name unless you delete the old one first.