



# Guide for Local Access Managers (LAMs)

## Data Management System

### Adding a New User

Visit the [CDE Identity Management webpage](#).

Click on “Access Management”

### Identity Management (IdM)

#### About CDE Identity Management (IdM)

CDE's Identity Management process streamlines the user login process for CDE data systems and enhances security to student-level data. It automates the user registration, approval, and password reset processes and provides districts and administrative units with the ability to maintain users via a Delegated Administration model.

#### Questions

Use the [password reset form](#), or for other questions, please contact:

1. CDE Identity Manager: [CDEIdM@cde.state.co.us](mailto:CDEIdM@cde.state.co.us)

#### Registration and Access

[Identity Management \(Access Management\)](#)

#### Password Assistance

- [I Forgot My Password](#)
- [Request for Assistance](#)
- [Contact Us](#)

Log in using your CDE credentials:

**Sign In:**

Enter your user name and password.

**Username:**

**Password:**

[Forgot your password?](#)

Click on “New User”

CDE Delegated Administration [Home](#) [Bulk Load](#)

## Manage Users

**User Actions**

[New User](#)
[Export All Users](#)
[Recent User Exports](#)

Enter user information: Email, First Name, Last Name, Organization, and Password. The password should be random, and it is not recommended to give all users the same password. CDE recommends selecting the box to Reset password on next logon for better security. Also, emails are not automatically generated based on adding users to the system. The “Notify user by email” box is not recommended because it does not include a link to the specific application or the role they now have; it only lets the user know they have an account:

CDE Delegated Administration [Home](#) [Bulk Load](#)

[Profile](#)
[Application Access Rights](#)
[Application Administrative Rights](#)

### Manage Profile

[Edit Profile](#)
[Save Profile](#)

**Profile**

**Email: \***

**Organization: \***

**First Name: \***

**Last Name: \***

**Educator ID (EDID):**

**Password: \***

**Confirm Password: \***

☐ Reset password on next logon

☐ Notify user by email

**Confirm Email: \***

**Local access Manager:**  
☐ User is LAM

**Middle Name:**

**Phone:**

**End Date:**

**Password requirements**

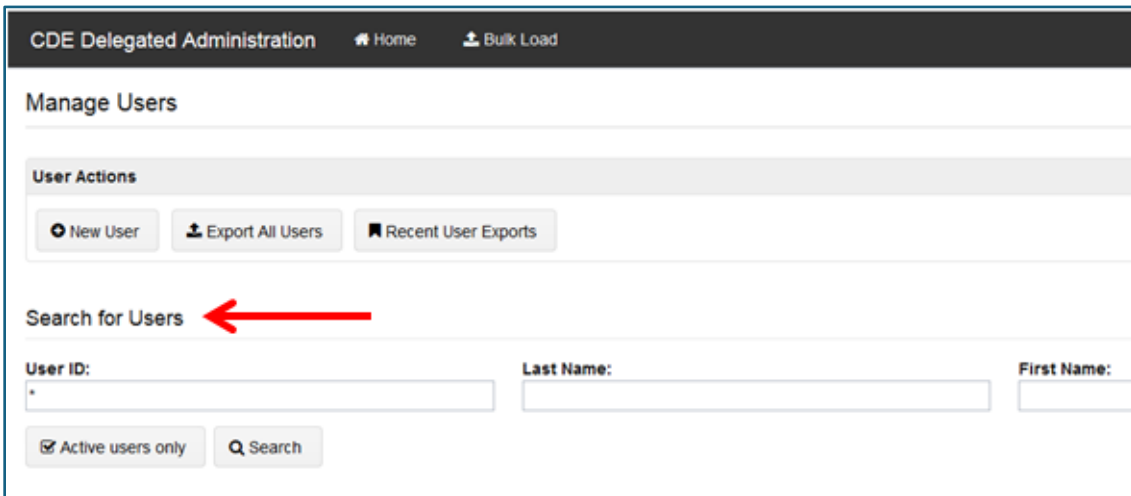
- At least 8 characters long
- Contain at least one upper case and one lower case character
- Contain at least one numeric character
- contain at least one non alpha numeric character (e.g. \$, @, \_)

Click on “Save Profile” in the bottom right-hand corner.

## Searching for a User:

Go to the “Manage User” screen.

Under “Search for Users” you can enter (\*) as a wildcard in the “User ID” field to get full lists, or enter the first 2 letters of either their “User ID”, “First or Last Name” in their corresponding boxes:



CDE Delegated Administration Home Bulk Load

### Manage Users

**User Actions**

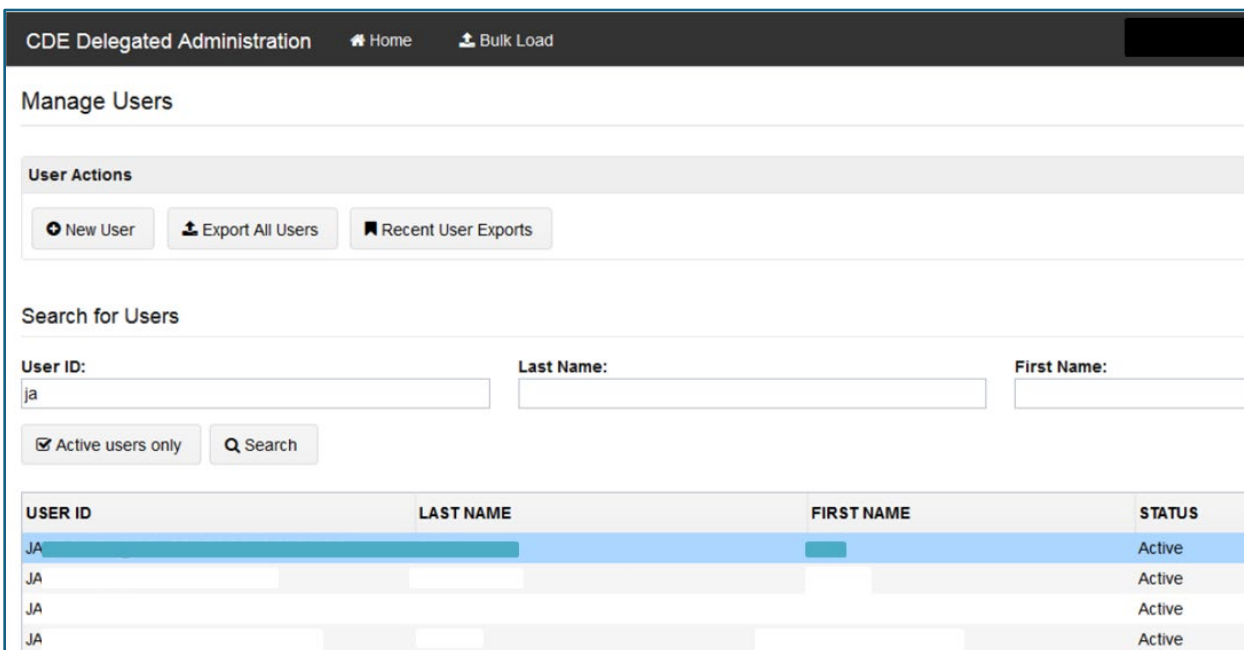
New User Export All Users Recent User Exports

**Search for Users** ←

User ID: \* Last Name: First Name:

☒ Active users only Search

Click on the user account you would like to view:



CDE Delegated Administration Home Bulk Load

### Manage Users

**User Actions**

New User Export All Users Recent User Exports

**Search for Users**

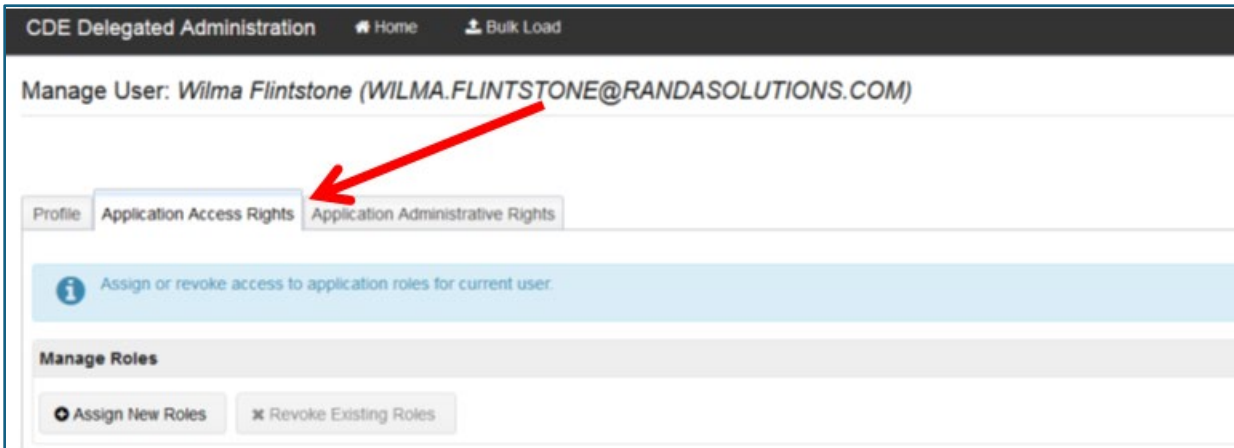
User ID: ja Last Name: First Name:

☒ Active users only Search

USER ID	LAST NAME	FIRST NAME	STATUS
JA			Active
JA			Active
JA			Active
JA			Active

## Assign a Role:

In the Manage Users screen, select the Application Access Rights tab.



CDE Delegated Administration Home Bulk Load

Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOLUTIONS.COM)

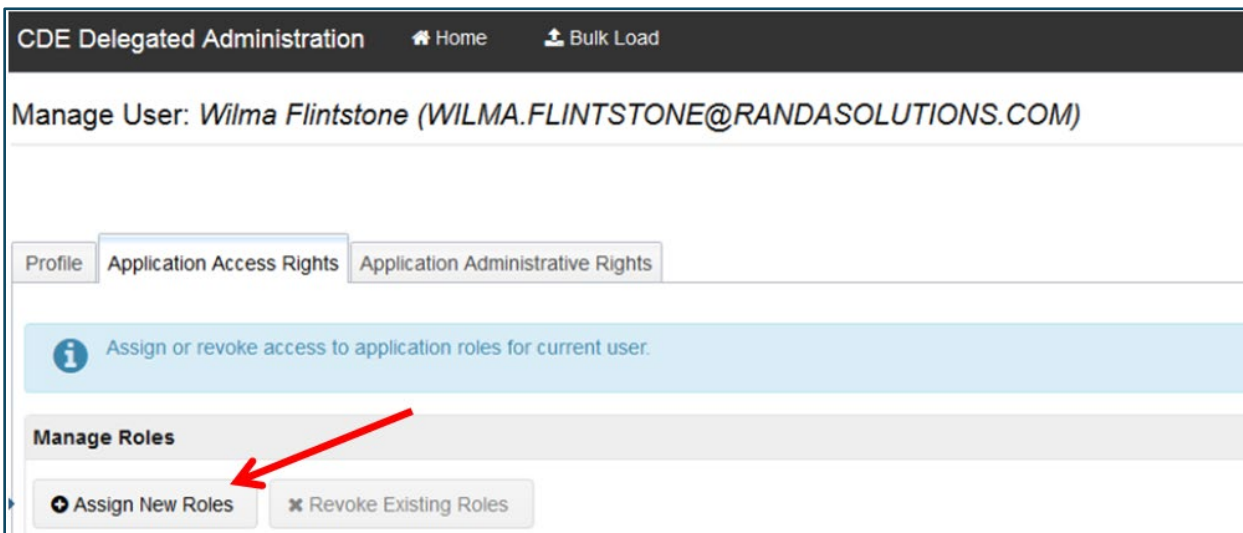
Profile Application Access Rights Application Administrative Rights

Assign or revoke access to application roles for current user.

Manage Roles

Assign New Roles Revoke Existing Roles

Choose Assign New Roles to see the roles that can be assigned to the user:



CDE Delegated Administration Home Bulk Load

Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOLUTIONS.COM)

Profile Application Access Rights Application Administrative Rights

Assign or revoke access to application roles for current user.

Manage Roles

Assign New Roles Revoke Existing Roles

The Application column will show ASCDMS, the Role column will be DMS role names, and the Internal Name column will be the AU names of the roles which will include the AU 5-digit code.

See the next page for the roles specific to the DMS:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> ASCDMS			AU_MONITORING_DIRECTOR	ASCDMS-00000~MD
<input type="checkbox"/> ASCDMS			AU_MONITORING_RECORD_REVIEWER	ASCDMS-00000~MRR
<input type="checkbox"/> ASCDMS			AU_MONITORING_POST_SCHOOL_INTERVIEWER	ASCDMS-00000~MPSI
<input type="checkbox"/> ASCDMS			FP	ASCDMS-00000~FP
<input type="checkbox"/> ASCDMS			AUMONITORINGRECORDREVIEWER	ASCDMS-00000~MRRnDR

**The role descriptions for the DMS are as follows. Modifications to these roles over time may be necessary:**

MD: AU\_MONITORING\_DIRECTOR (For AU SpEd Directors and also those who need full access).

MRR: AU\_MONITORING\_RECORD\_REVIEWER (For I-13 IEP reviewers, includes I-14 and Fiscal).

MPSI: AU\_MONITORING\_POST\_SCHOOL\_INTERVIEWER (For I-14 PSO Interview access only).

FP: FP (Fiscal SpEd applications and correspondence only).

GD: AU\_GIFTED\_DIRECTOR (For AU Gifted Education Directors and those who need full access).

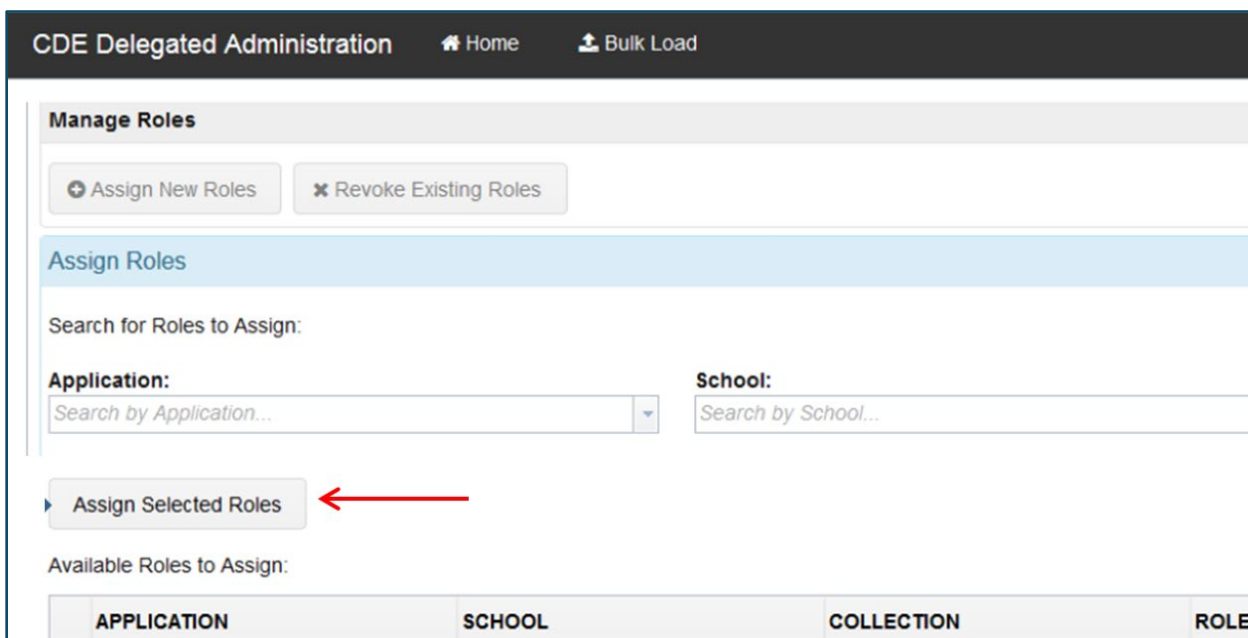
GDnMD: AU\_GIFTED\_MONITORING\_DIRECTOR (For AU Gifted Education Directors who are also Special Education Directors)

GF: AU\_GIFTED\_FISCAL (For AU Fiscal who would need access to Fiscal component).

GGRC: GIFTED\_EDUCATION\_REGIONAL\_CONSULTANT (For 1-12 Regional consultants, access to certain AUs only by region).

Check the box next to the role you want to assign the user then click on “Assign Selected Roles”.

**Important:** A user may be assigned to only **one role** in the ASCDMS application. If the user is assigned to more than one role for the ASCDMS application, the role permissions will not work correctly:



**CDE Delegated Administration** Home Bulk Load

**Manage Roles**

Assign New Roles Revoke Existing Roles

**Assign Roles**

Search for Roles to Assign:

**Application:** Search by Application... **School:** Search by School...

Assign Selected Roles

Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE
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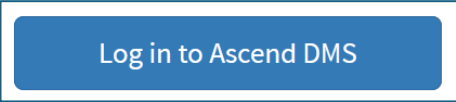
If you experience difficulties with the permissions of a role, please contact me with details:

Josh Fails [Fails\\_J@cde.state.co.us](mailto:Fails_J@cde.state.co.us).

## Helpful hints

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Users accessing CDE applications should bookmark the [Identity Management webpage](#) and then click on the appropriate application on the left to access the login page. The Ascend DMS login can be bookmarked on the [ESSU DMS webpage](#). Click on the blue rectangle to log into the Ascend DMS with your laptop credentials:



The username is the full email address and users may request a new password at any time by visiting the [Reset your CDE Password webpage](#).

If a user is locked out of their account, it will reset after 20 minutes.

Is there an email I can “whitelist” for my organization to ensure we do not miss any password emails? Yes, all password emails will be sent from [NOREPLY@cde.state.co.us](mailto:NOREPLY@cde.state.co.us).

### Password Requirements:

- Must be at least 8 character(s) long.
- Must contain characters from at least three out of following five categories: Uppercase alphabetic characters (A-Z), Lowercase alphabetic characters (a-z), Numerals (0-9), Non-alphanumeric characters (for example: !, \$, #, or %), Unicode characters.
- Must not contain any of user ID, first name or last name when their length is larger than 2.
- Must not be one of 24 previous passwords.

Questions regarding this DMS LAM Guide please contact: Josh Fails [Fails\\_J@cde.state.co.us](mailto:Fails_J@cde.state.co.us).