



Guide for Local Access Managers (LAMs) Data Management System

Adding a New User

Visit the CDE Identity Management webpage at <https://www.cde.state.co.us/idm>.

Click on “Access Management”

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Home

Identity Management (IdM)

Applications

- [CEDAR \(Colorado Education Data Analysis and Reporting System\)](#)
- [Data Pipeline](#)
- [EDIS \(Educator Identification System\)](#)
- [ESSU Data Management System](#)
- [EZREPORTS](#)
- [Facility Schools Student Data System](#)
- [IDEA Budget and Expenditures System](#)
- [LACES](#)
- [RANDA \(Colorado State Performance Management System\)](#)
- [RITS \(Record Integration Tracking System\)](#)
- [SFES \(Student Engagement Evaluation System\)](#)
- [SMART \(Students Migrating Academically on the Right Track\)](#)
- [SSCC \(Statewide Standard Course Codes System\)](#)
- [Transportation: CDE 40](#)
- [UIP \(Unified Improvement Planning Online System\)](#)

Resources

Registration and Access Password Assistance FAQ and User Guides Policies and Privacy

- [Access Management](#)
- [I Forgot My Password](#)
- [Identity Management](#)
- [Acceptable Use Policy](#)

Log in using your CDE credentials:

Sign In:

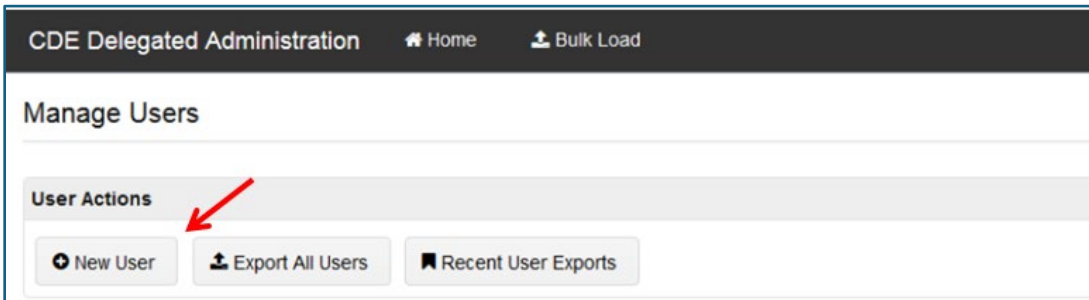
Enter your user name and password.

Username:

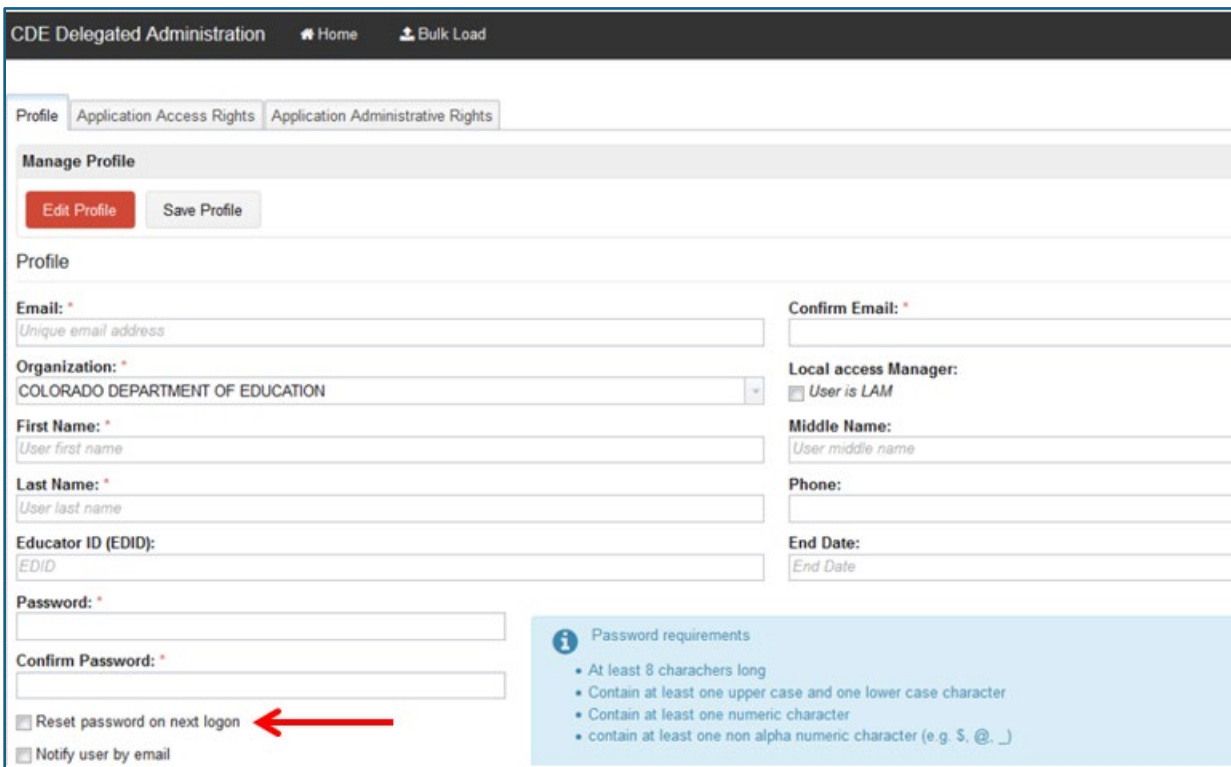
Password:

[Forgot your password?](#)

Click on “New User”



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:

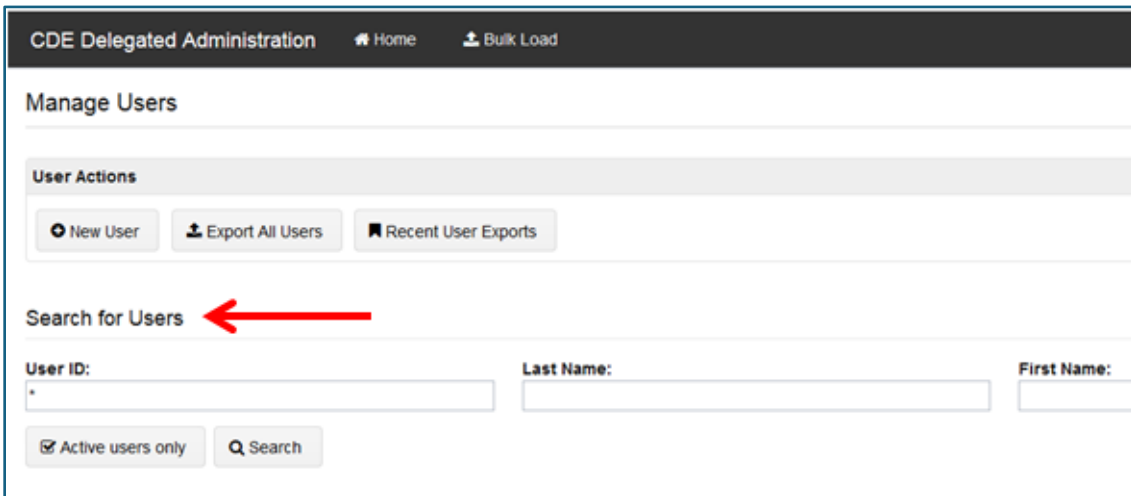


Click on “Save Profile” in the bottom right-hand corner.

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

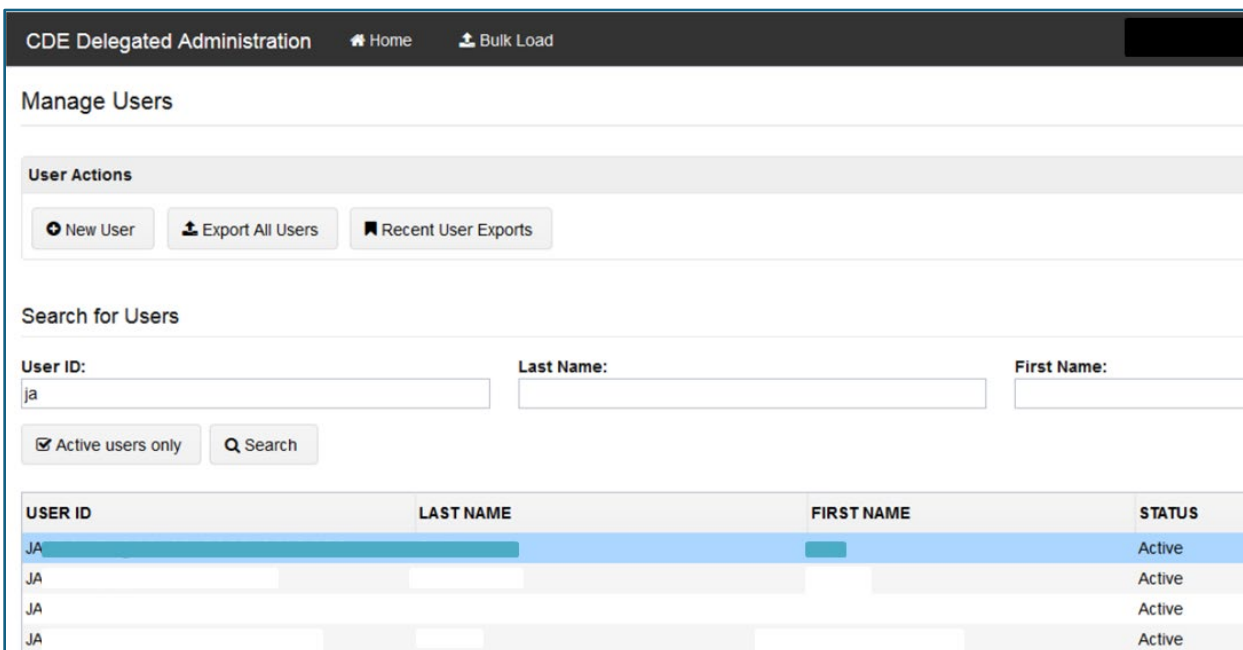
New User Export All Users Recent User Exports

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

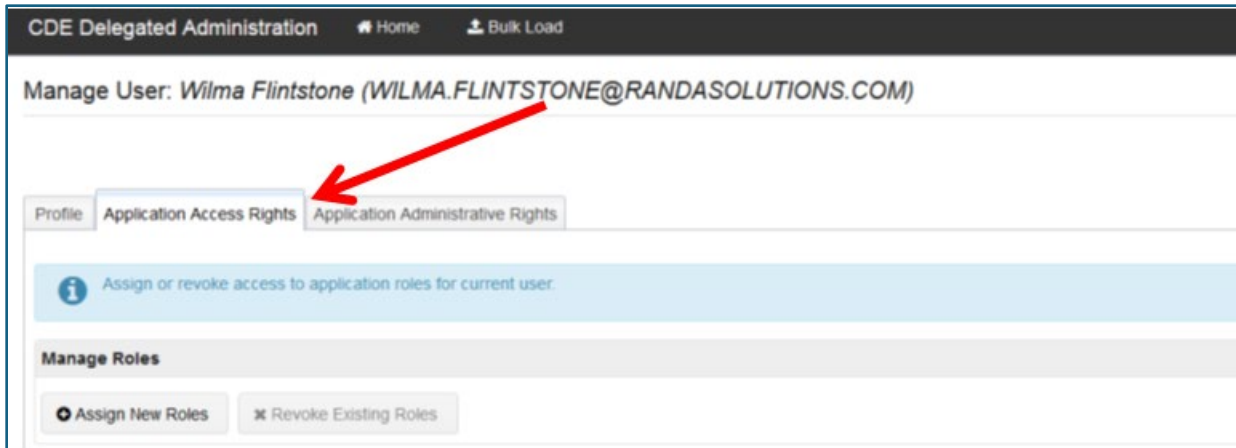
User ID: ja Last Name: First Name:

Active users only Search

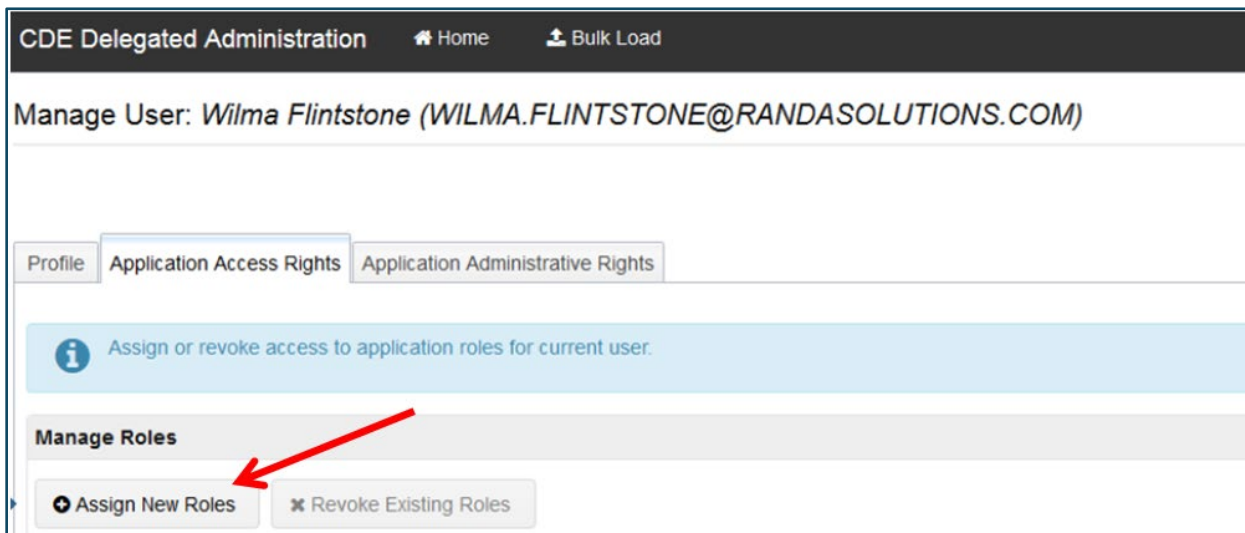
USER ID	LAST NAME	FIRST NAME	STATUS
JA			Active
JA			Active
JA			Active
JA			Active

Assign a Role:

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



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



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).

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:

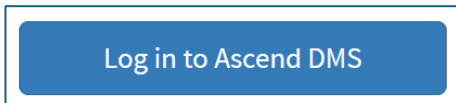
APPLICATION	SCHOOL	COLLECTION	ROLE
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If you experience difficulties with the permissions of a role, please contact me with details:

Josh Fails Fails_J@cde.state.co.us.

Helpful hints

Users accessing CDE applications should bookmark <https://www.cde.state.co.us/idm> and then click on the appropriate application on the left to access the login page. The Ascend DMS login can be bookmarked <https://www.cde.state.co.us/idm/essu-data>. 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 <https://edx.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html>.

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.

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.