



## 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

<b>Registration and Access</b> <ul style="list-style-type: none"><li>• <a href="#">Access Management</a></li></ul>	<b>Password Assistance</b> <ul style="list-style-type: none"><li>• <a href="#">I Forgot My Password</a></li></ul>	<b>FAQ and User Guides</b> <ul style="list-style-type: none"><li>• <a href="#">Identity Management</a></li></ul>	<b>Policies and Privacy</b> <ul style="list-style-type: none"><li>• <a href="#">Acceptable Use Policy</a></li></ul>
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Log in using your CDE credentials:

**Sign In:**

Enter your user name and password.

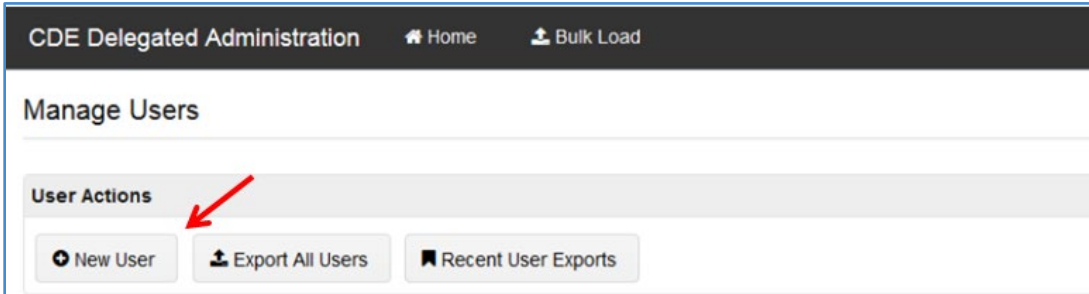
**Username:**

**Password:**

[Forgot your password?](#)

## Create an Account for a new Data Management System (DMS) User:

Click on **New User**:

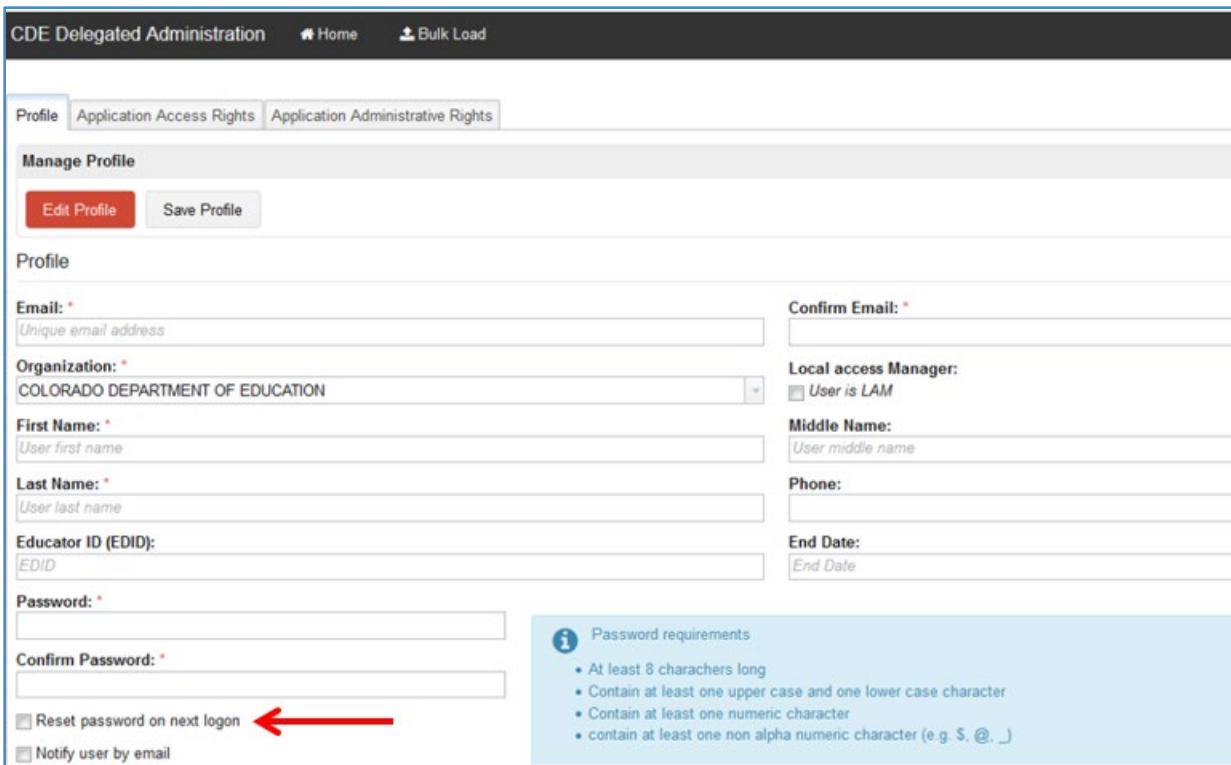


CDE Delegated Administration Home Bulk Load

### Manage Users

**User Actions**

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

**Profile**

**Email:** \*  **Confirm Email:** \*

**Organization:** \* COLORADO DEPARTMENT OF EDUCATION **Local access Manager:**  User is LAM

**First Name:** \*  **Middle Name:**

**Last Name:** \*  **Phone:**

**Educator ID (EDID):**  **End Date:**

**Password:** \*

**Confirm Password:** \*

**Reset password on next logon**  **Notify user by email**

**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** (bottom righthand 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**

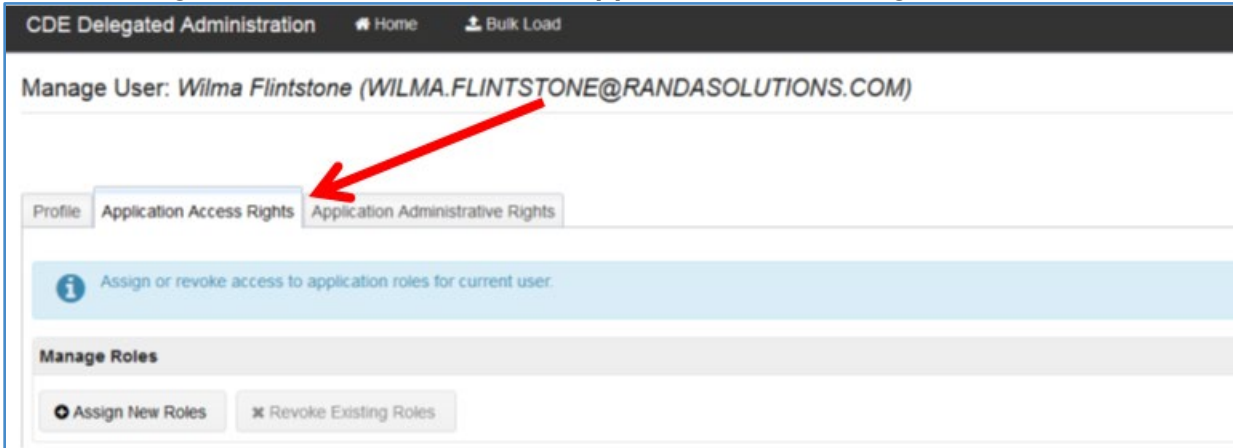
User ID: ja Last Name: First Name:

Active users only Search

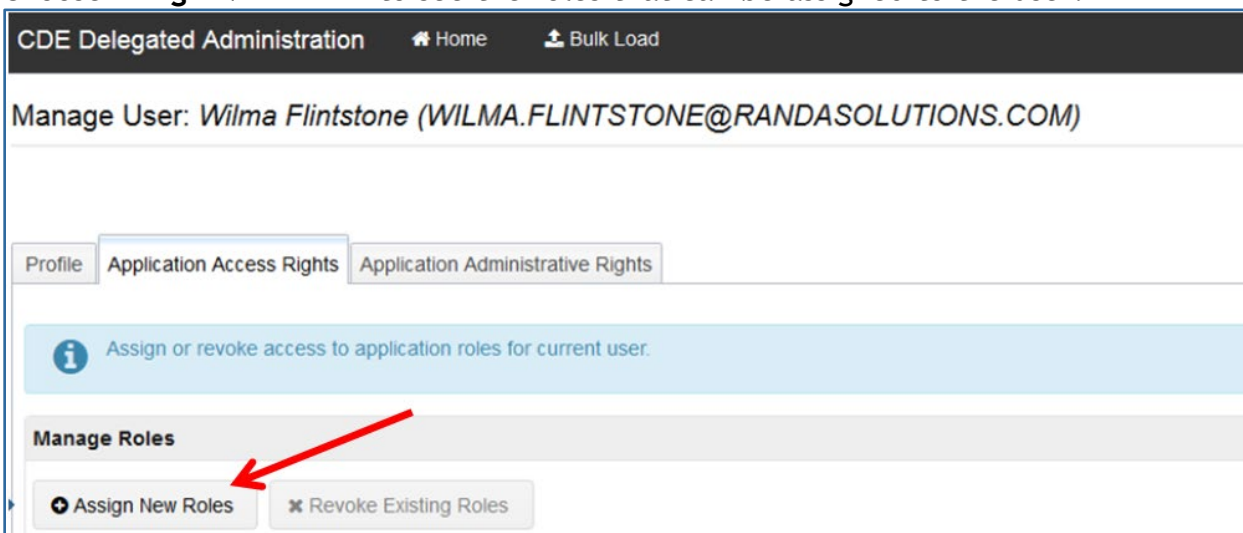
USER ID	LAST NAME	FIRST NAME	STATUS
JA			Active
JA			Active
JA			Active
JA			Active

## 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).
- MRRnDR: AUMONITORINGRECORDREVIEWER (For I-13, I-14, Dispute Resolution, and Fiscal).

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

The screenshot shows the 'CDE Delegated Administration' interface. At the top, there are navigation links for 'Home' and 'Bulk Load'. The main section is titled 'Manage Roles' and contains two buttons: 'Assign New Roles' and 'Revoke Existing Roles'. Below this is the 'Assign Roles' section, which includes a search area with 'Search for Roles to Assign:' and two dropdown menus for 'Application:' and 'School:'. The 'Assign Selected Roles' button is highlighted with a red arrow. At the bottom, there is a table header with columns for 'APPLICATION', 'SCHOOL', 'COLLECTION', and 'ROLE'.

**Important:** An individual can be assigned to only one role at a time in the DMS. If assigned to more than one, permissions may not work correctly. 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:** 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:

Log in to Ascend DMS

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](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)