



This is a Quick Reference Guide of common tasks Local Access Managers (LAMs) will perform managing user accounts and access to CDE Online applications.

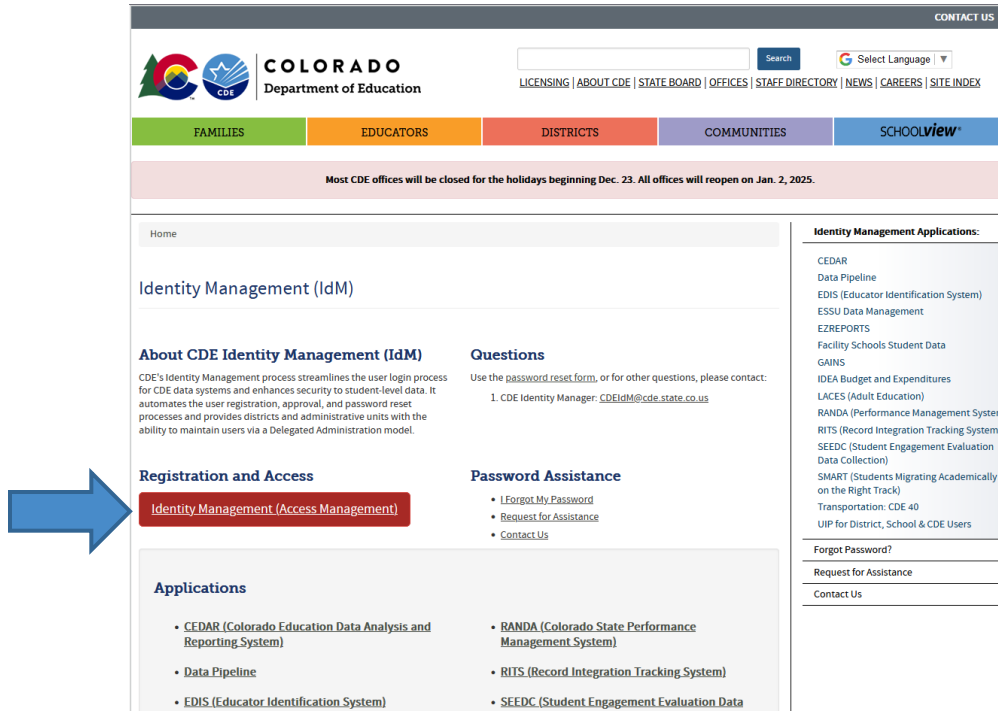
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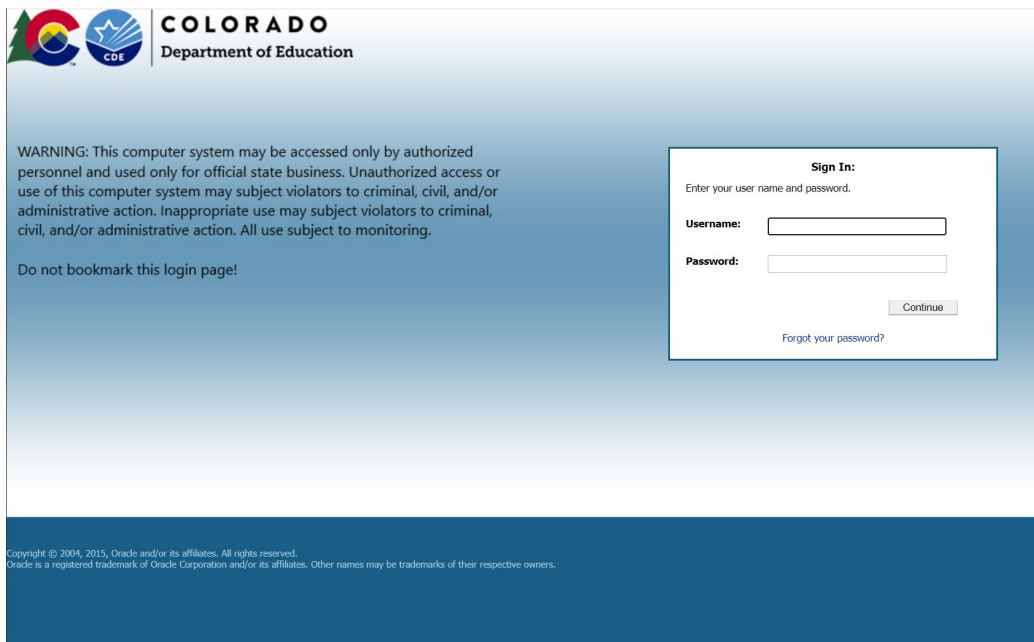
## Logging In

From the IdM webpage at <https://www.cde.state.co.us/idm>, click on **Access Management**.



The screenshot shows the Colorado Department of Education Identity Management (IdM) webpage. The page has a header with the CDE logo and navigation links. Below the header is a navigation bar with tabs for FAMILIES, EDUCATORS, DISTRICTS, COMMUNITIES, and SCHOOLview. A banner message states: "Most CDE offices will be closed for the holidays beginning Dec. 23. All offices will reopen on Jan. 2, 2025." The main content area is titled "Identity Management (IdM)" and includes sections for "About CDE Identity Management (IdM)", "Questions", "Registration and Access", and "Applications". In the "Registration and Access" section, a red button labeled "Identity Management (Access Management)" is highlighted with a blue arrow. The "Applications" section lists various systems like CEDAR, Data Pipeline, EDIS, RANDA, RITS, and SEEDC. On the right side, there is a sidebar titled "Identity Management Applications:" listing the same systems and links for "Forgot Password?", "Request for Assistance", and "Contact Us".

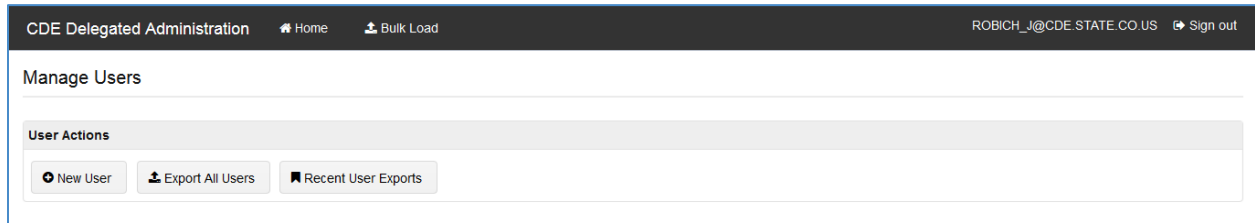
Enter your username (email) and password.



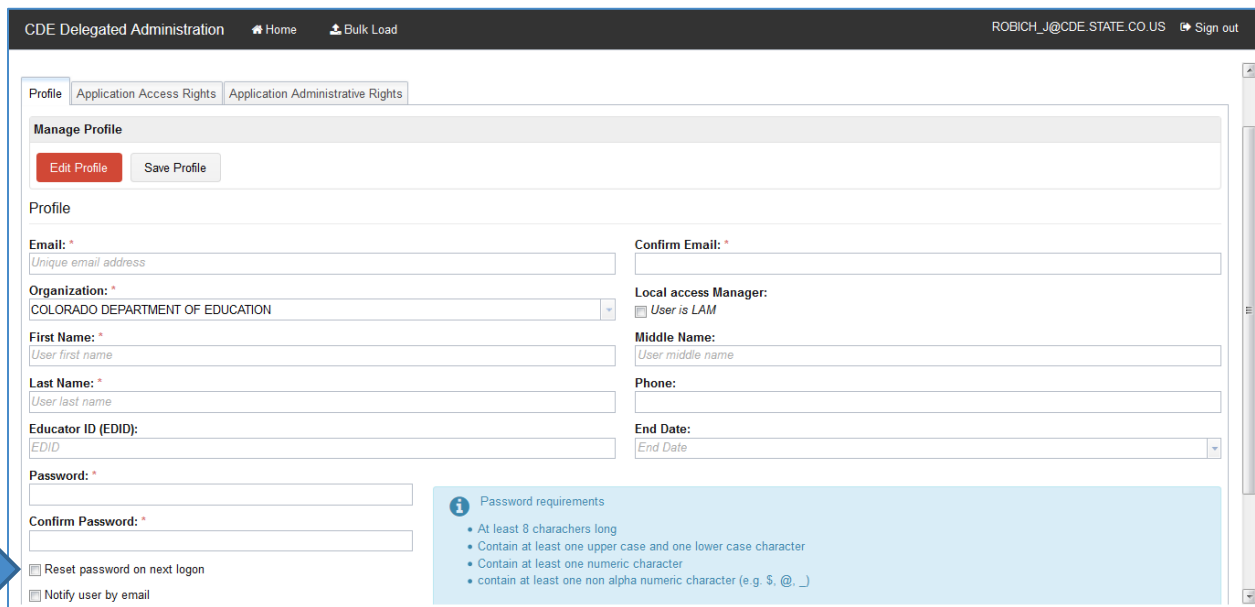
The screenshot shows the login page on the Colorado Department of Education Identity Management (IdM) website. The page has a blue gradient background. At the top left is the CDE logo. Below the logo is a warning message: "WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring." Below the warning is the text "Do not bookmark this login page!". On the right side, there is a "Sign In:" form with the instruction "Enter your user name and password." The form has two input fields: "Username:" and "Password:". Below the "Password:" field is a "Continue" button. At the bottom of the form is a link for "Forgot your password?". At the bottom of the page, there is a copyright notice: "Copyright © 2004, 2015, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners."

## Create an Account

Once logged into your account, click on **New User**.



This is the “Manage User” area and it defaults to the **Profile** which is the first step to add a new account. Input user information. The following fields are **REQUIRED**: Email, First Name, Last Name, Organization (this will only bring the orgs for which you have access), Password. The EDID is only required for the Colorado Performance Management System (RANDA). 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.

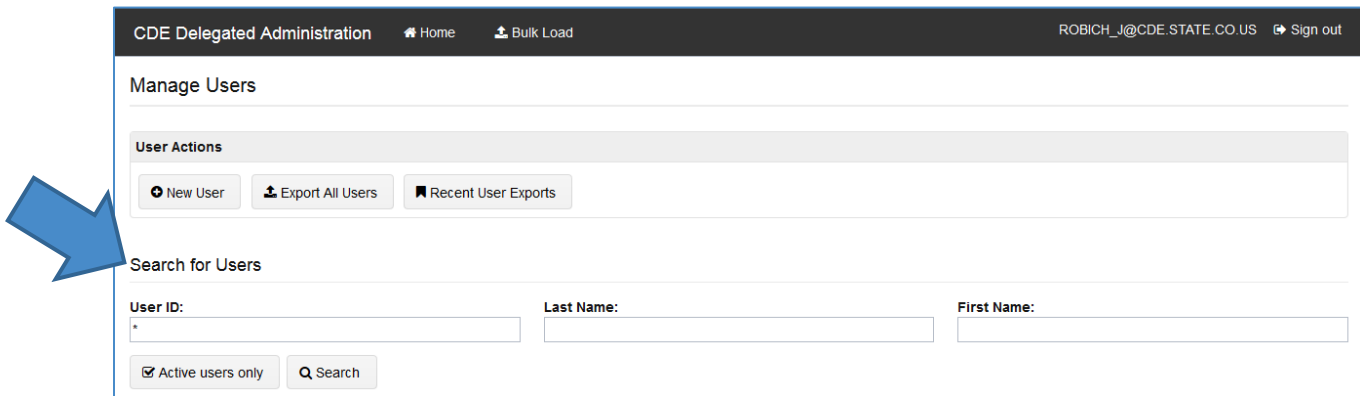


Click on **Save Profile** (bottom righthand corner). You can then add roles as needed by following the information below.

**Note:** emails are not automatically generated based on adding users to the system. If you would like a user to know they’ve been added, LAMs may send one directly and you’ll want to include the password you created. While there is also a box to “Notify user by email”, it 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 now have an account. A sample email is included in the Appendix.

## Searching for a User

When you log into the system, it defaults to the **Manage User** area. Under **Search for Users**, you will see the filters available to narrow your search. If you would like to see all the user accounts within your organization, you can enter a wildcard (\*) in the **User ID** field and then hit Enter or Search and the full list will populate. **NOTE: The Active users only button is automatically checked. If you would like view all users, including inactive users, uncheck the box.**



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

**Manage Users**

**User Actions**

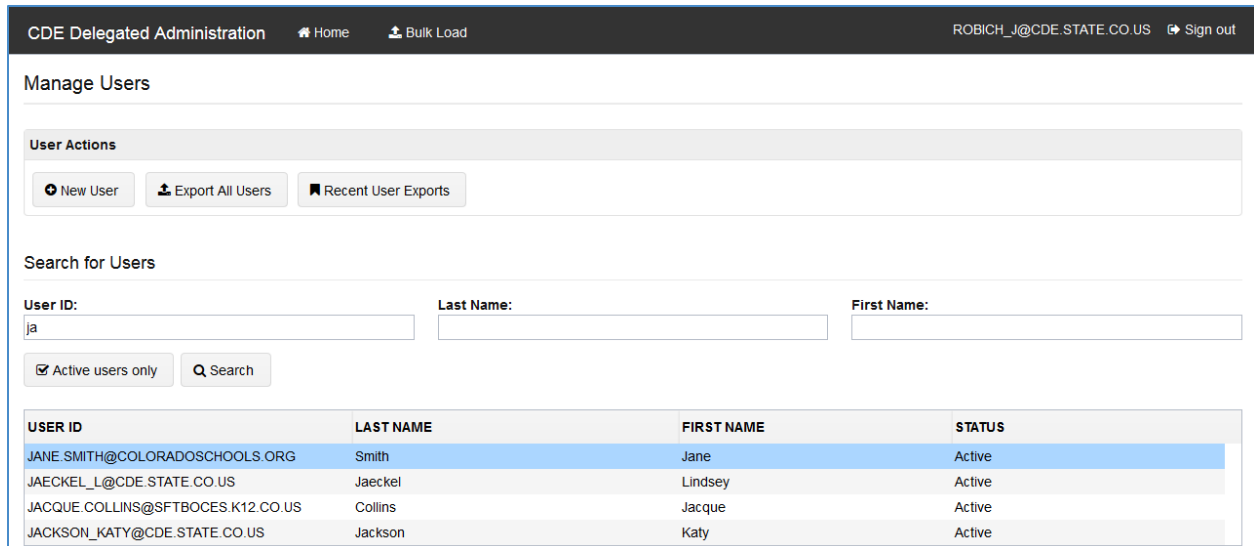
New User Export All Users Recent User Exports

**Search for Users**

User ID: \* Last Name: First Name:

Active users only Search

Once you find the user account you would like to view, click on it once to access their account.



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

**Manage Users**

**User Actions**

New User Export All Users Recent User Exports

**Search for Users**

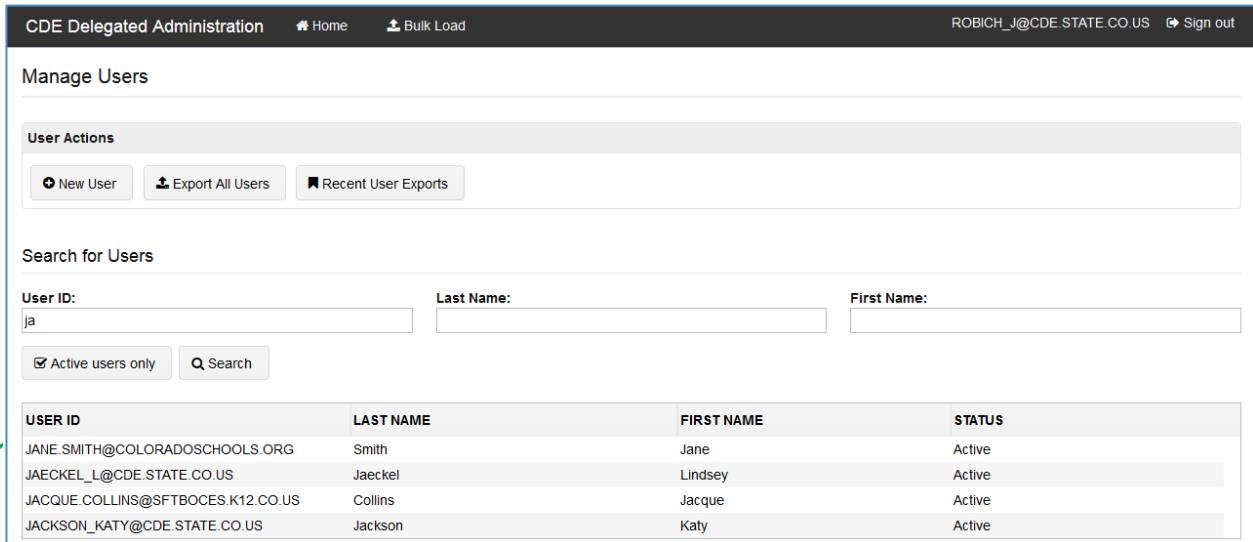
User ID: ja Last Name: First Name:

Active users only Search

USER ID	LAST NAME	FIRST NAME	STATUS
JANE.SMITH@COLORADOSCHOOLS.ORG	Smith	Jane	Active
JAECKEL_L@CDE.STATE.CO.US	Jaeckel	Lindsey	Active
JACQUE.COLLINS@SFTBOCES.K12.CO.US	Collins	Jacque	Active
JACKSON_KATY@CDE.STATE.CO.US	Jackson	Katy	Active

## Using the Filters when Searching for a User

To use the filters, you do not necessarily need to use wildcards. However, when not using them, the search text must be at the beginning of the username or first/last name. E.g., when searching for Jane Smith in the username field, you can use “ja” as it starts her actual username, but using “sm” would not yield any results. You would instead need to use wildcards to find the username (\*sm\*).



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**Manage Users**

**User Actions**

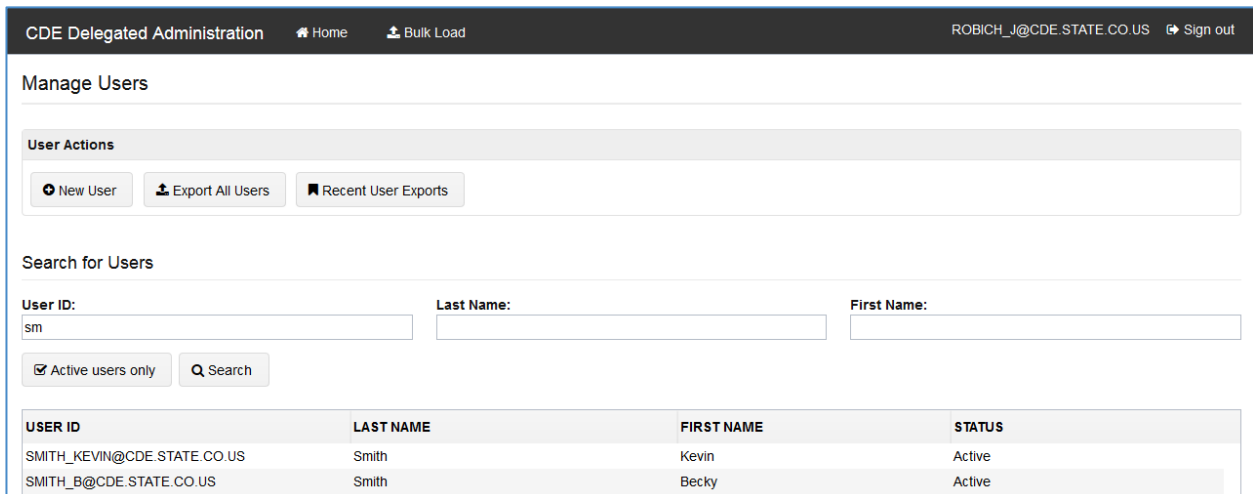
New User Export All Users Recent User Exports

**Search for Users**

User ID: ja Last Name: First Name:

Active users only Search

USER ID	LAST NAME	FIRST NAME	STATUS
JANE.SMITH@COLORADOSCHOOLS.ORG	Smith	Jane	Active
JAECKEL_L@CDE.STATE.CO.US	Jaeckel	Lindsey	Active
JACQUE.COLLINS@SFTBOCES.K12.CO.US	Collins	Jacque	Active
JACKSON_KATY@CDE.STATE.CO.US	Jackson	Katy	Active



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

**Manage Users**

**User Actions**

New User Export All Users Recent User Exports

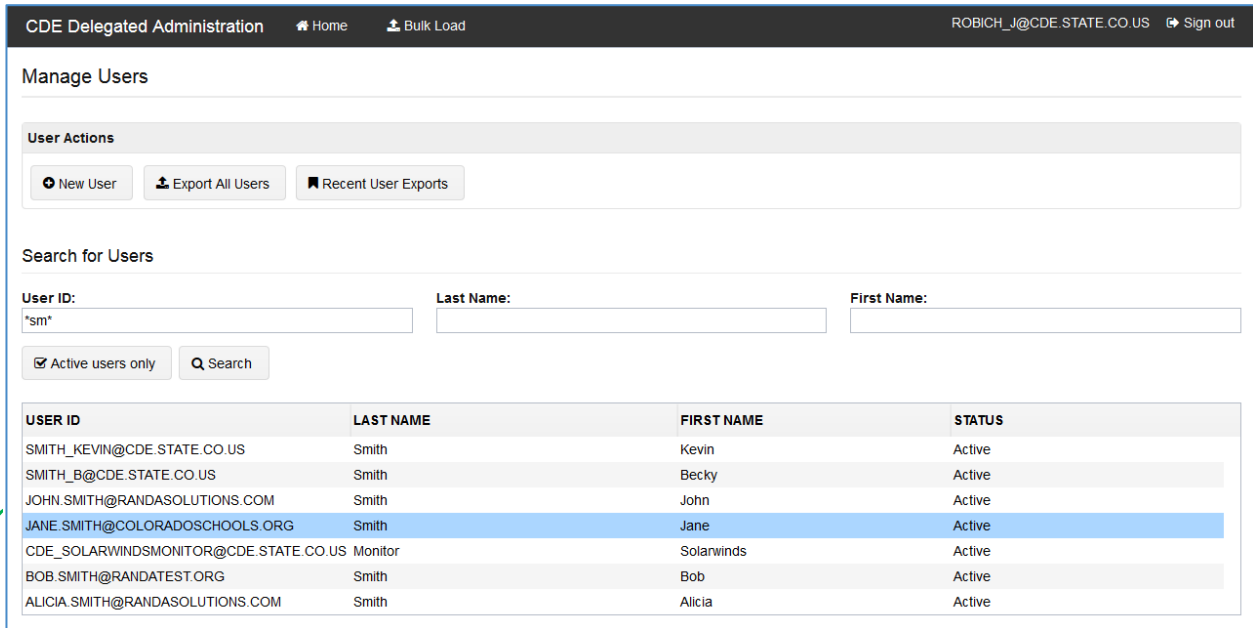
**Search for Users**

User ID: sm Last Name: First Name:

Active users only Search

USER ID	LAST NAME	FIRST NAME	STATUS
SMITH_KEVIN@CDE.STATE.CO.US	Smith	Kevin	Active
SMITH_B@CDE.STATE.CO.US	Smith	Becky	Active

No Jane Smith found



**Manage Users**

**User Actions**

**Search for Users**

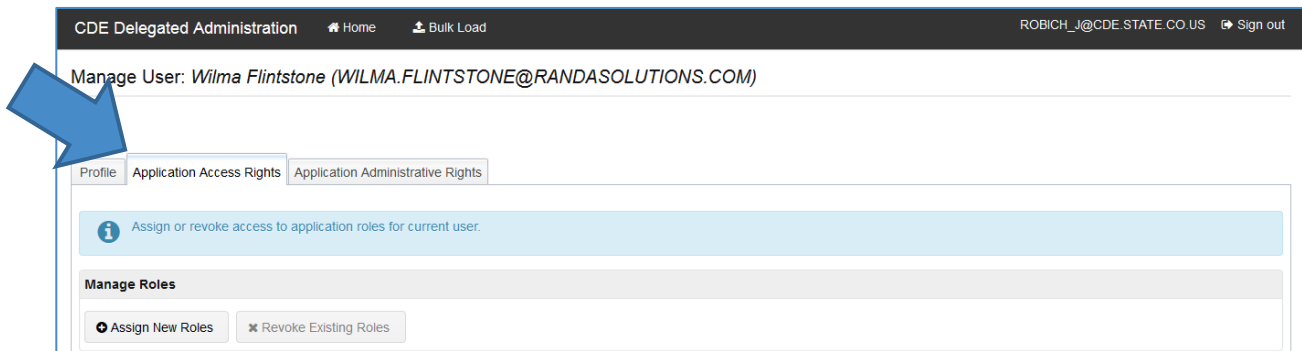
User ID: 
 Last Name: 
 First Name:

Active users only

USER ID	LAST NAME	FIRST NAME	STATUS
SMITH_KEVIN@CDE.STATE.CO.US	Smith	Kevin	Active
SMITH_B@CDE.STATE.CO.US	Smith	Becky	Active
JOHN.SMITH@RANDASOLUTIONS.COM	Smith	John	Active
JANE.SMITH@COLORADOSCHOOLS.ORG	Smith	Jane	Active
CDE_SOLARWINDSMONITOR@CDE.STATE.CO.US	Monitor	Solarwinds	Active
BOB.SMITH@RANDATEST.ORG	Smith	Bob	Active
ALICIA.SMITH@RANDASOLUTIONS.COM	Smith	Alicia	Active

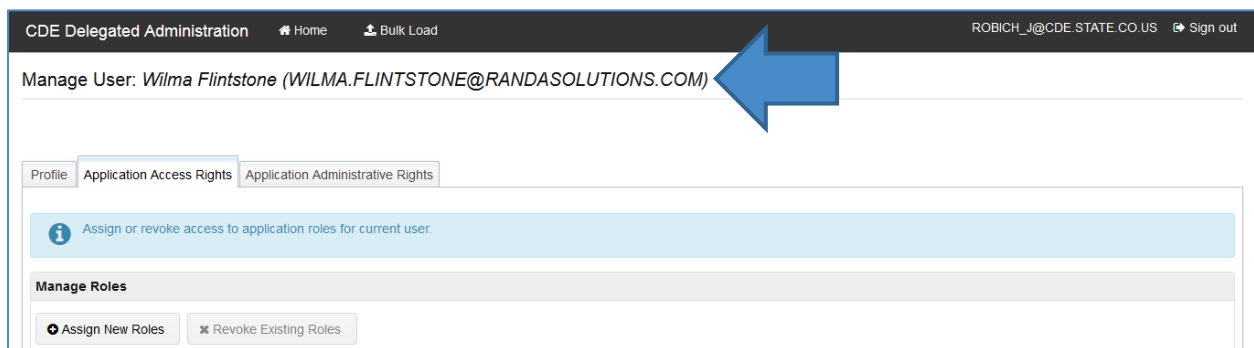
## Assign a Role

Once a user account has been created, a LAM may add a role. Once on the **Manage User** screen, click on the **Application Access Rights** tab.



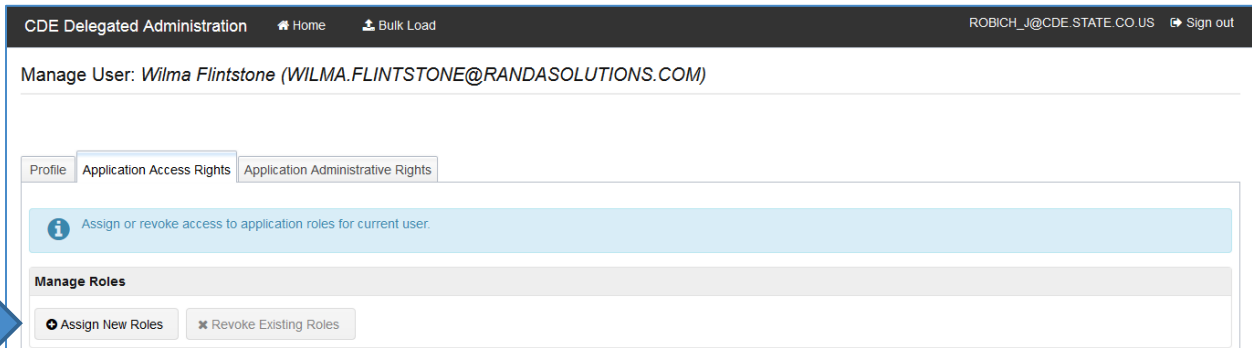
**Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOLUTIONS.COM)**

The user account you are editing will be displayed at the top of the screen.



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

Click on **Assign New Roles**.



CDE Delegated Administration Home Bulk Load ROBICH\_I@CDE.STATE.CO.US Sign out

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

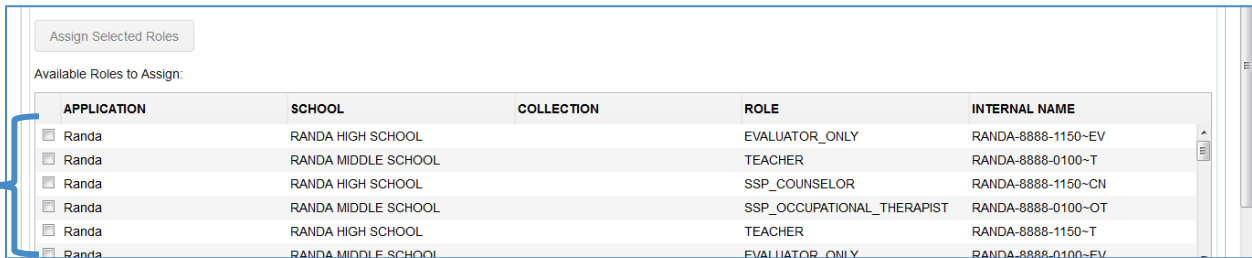
Profile Application Access Rights Application Administrative Rights

Assign or revoke access to application roles for current user.

**Manage Roles**

Assign New Roles Revoke Existing Roles

All roles you have access to will populate below.

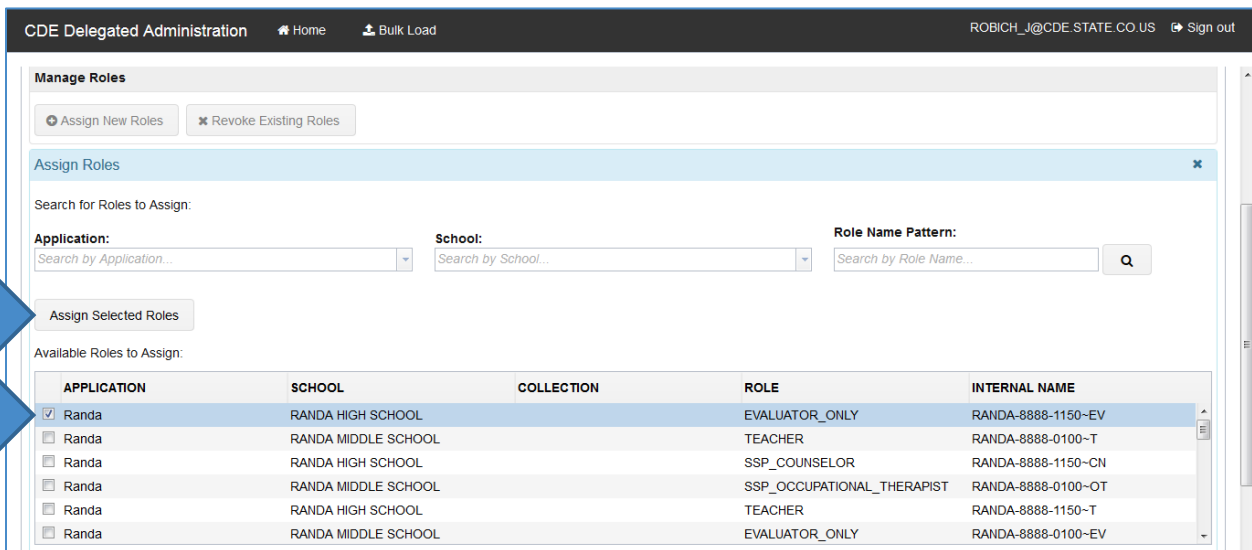


Assign Selected Roles

Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		EVALUATOR_ONLY	RANDA-8888-1150-EV
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		TEACHER	RANDA-8888-0100-T
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		SSP_COUNSELOR	RANDA-8888-1150-CN
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0100-OT
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		TEACHER	RANDA-8888-1150-T
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		EVALUATOR_ONLY	RANDA-8888-0100-EV

Select the role you would like to add by clicking the checkbox and then click on **Assign Selected Roles**. You also have the ability to use filters to search for roles, which is further detailed in the next section.



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**Manage Roles**

Assign New Roles Revoke Existing Roles

**Assign Roles**

Search for Roles to Assign:

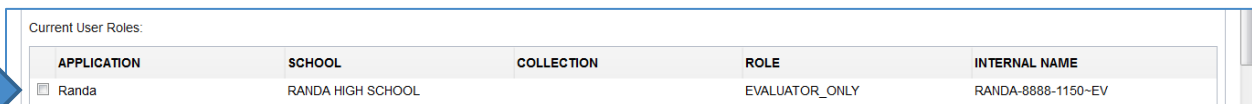
Application: Search by Application... School: Search by School... Role Name Pattern: Search by Role Name... Q

Assign Selected Roles

Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input checked="" type="checkbox"/> Randa	RANDA HIGH SCHOOL		EVALUATOR_ONLY	RANDA-8888-1150-EV
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		TEACHER	RANDA-8888-0100-T
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		SSP_COUNSELOR	RANDA-8888-1150-CN
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0100-OT
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		TEACHER	RANDA-8888-1150-T
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		EVALUATOR_ONLY	RANDA-8888-0100-EV

You should now see the role in the **Current User Roles** section.

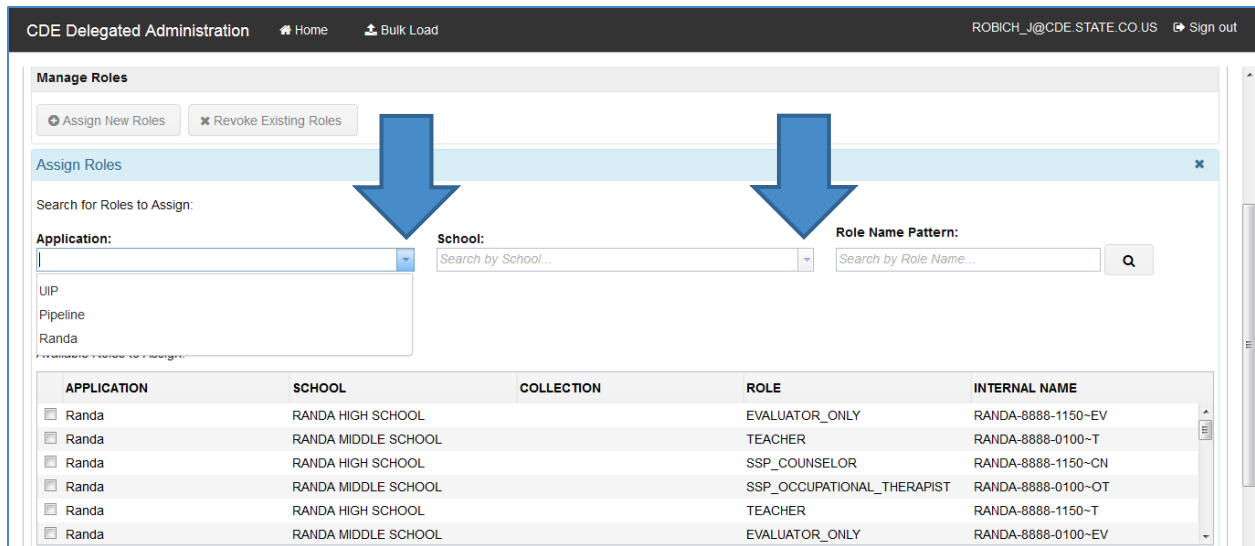


Current User Roles:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		EVALUATOR_ONLY	RANDA-8888-1150-EV

## Using the Filters when Managing Roles

If you click on the down arrow, it will show all the applications/schools you have access to and you may select it from the list.



**Manage Roles**

Assign New Roles | Revoke Existing Roles

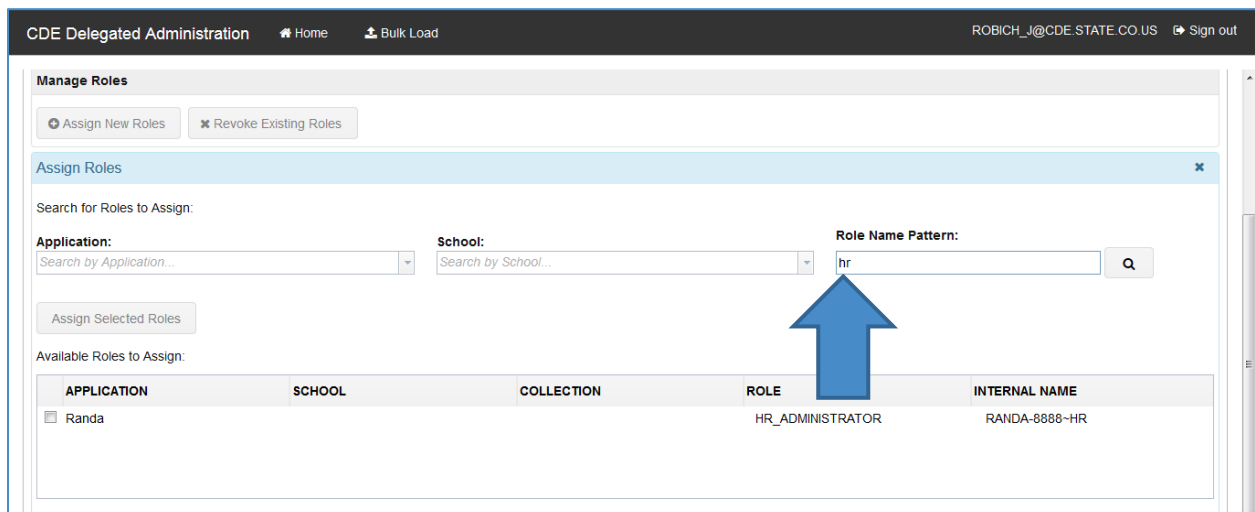
**Assign Roles**

Search for Roles to Assign:

Application: [Dropdown] School: [Search by School...] Role Name Pattern: [Search by Role Name...]

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		EVALUATOR_ONLY	RANDA-8888-1150-EV
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		TEACHER	RANDA-8888-0100-T
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		SSP_COUNSELOR	RANDA-8888-1150-CN
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0100-OT
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		TEACHER	RANDA-8888-1150-T
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		EVALUATOR_ONLY	RANDA-8888-0100-EV

In the **Role Name Pattern** field, if you know some of the role name pattern, type it in and retrieve search results. Wildcards (\*) are not needed, so long as the entry is within the role name pattern.



**Manage Roles**

Assign New Roles | Revoke Existing Roles

**Assign Roles**

Search for Roles to Assign:

Application: [Search by Application...] School: [Search by School...] Role Name Pattern: [hr] [Q]

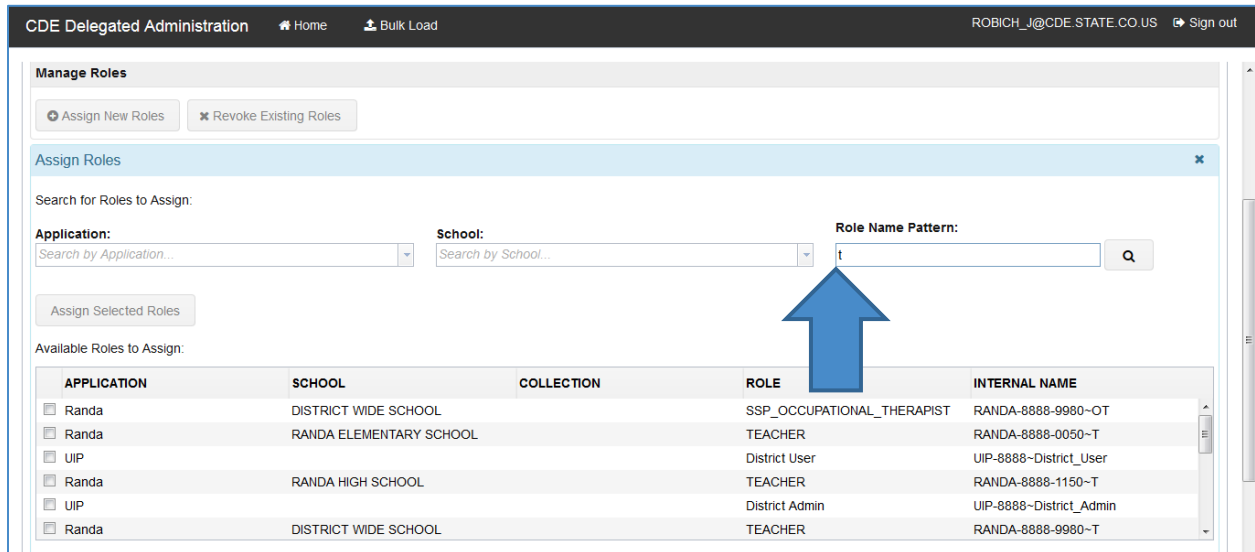
Assign Selected Roles

Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> Randa			HR_ADMINISTRATOR	RANDA-8888-HR



**Note:** depending on which text you enter, it may result in a number of entries.



**Manage Roles**

Assign New Roles | Revoke Existing Roles

**Assign Roles**

Search for Roles to Assign:

Application: [Search by Application...] | School: [Search by School...] | Role Name Pattern: [t] [Q]

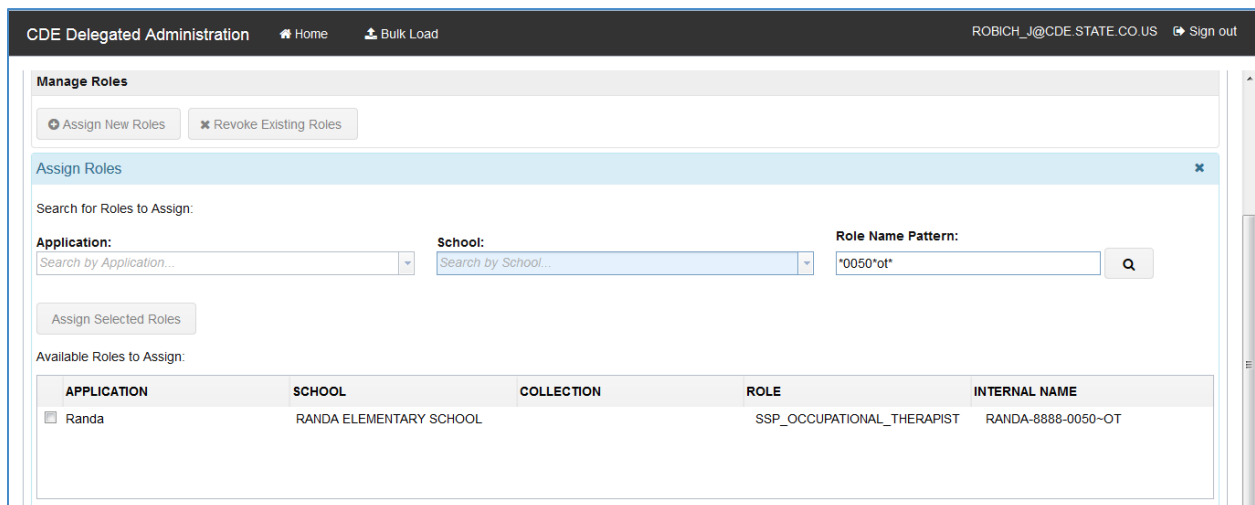
Assign Selected Roles

Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/>	Randa	DISTRICT WIDE SCHOOL	SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-9980-OT
<input type="checkbox"/>	Randa	RANDA ELEMENTARY SCHOOL	TEACHER	RANDA-8888-0050-T
<input type="checkbox"/>	UIP		District User	UIP-8888-District_User
<input type="checkbox"/>	Randa	RANDA HIGH SCHOOL	TEACHER	RANDA-8888-1150-T
<input type="checkbox"/>	UIP		District Admin	UIP-8888-District_Admin
<input type="checkbox"/>	Randa	DISTRICT WIDE SCHOOL	TEACHER	RANDA-8888-9980-T

To further refine your search, you may use wildcards (\*) to reduce the number of results. If using this function, it is recommended to apply the wildcard to both sides of the text.

**Note:** the Role Name Pattern search field is based on the internal name. You may need to be familiar with the internal role names to use it (i.e., you would need to search by “OT” and not “therapist”). Additionally, when using multiple search phrases, the order of the search must be the same as the actual Role Name Pattern (i.e., search \*0050\*OT\* and not \*OT\*0050\*).



**Manage Roles**

Assign New Roles | Revoke Existing Roles

**Assign Roles**

Search for Roles to Assign:

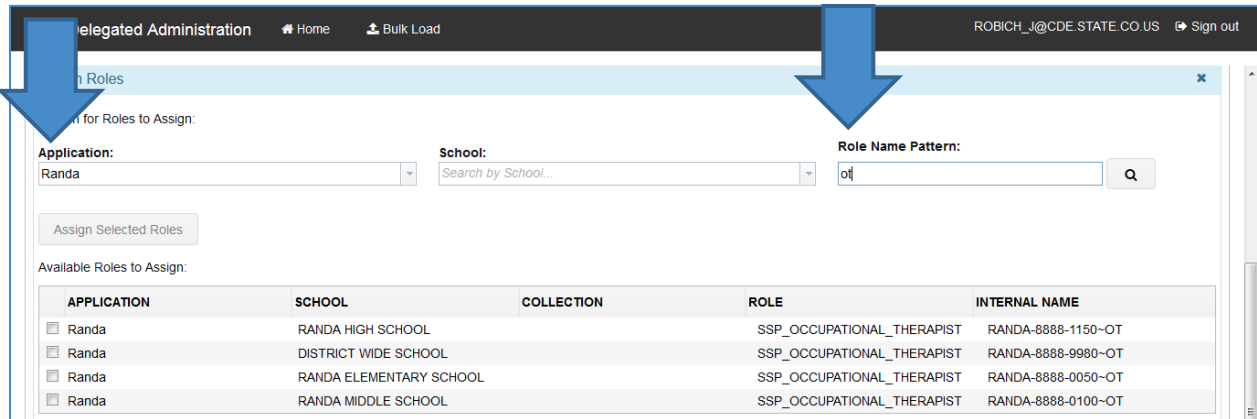
Application: [Search by Application...] | School: [Search by School...] | Role Name Pattern: [\*0050\*ot\*] [Q]

Assign Selected Roles

Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/>	Randa	RANDA ELEMENTARY SCHOOL	SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0050-OT

You may also use multiple search fields at one time to refine searches.

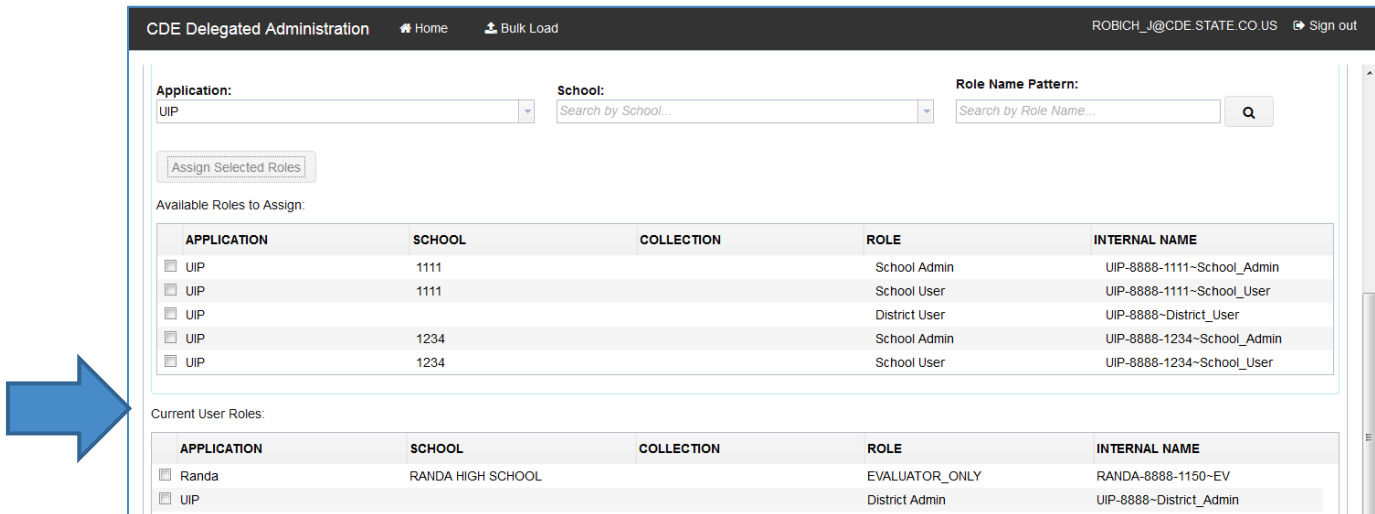


Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-1150-OT
<input type="checkbox"/> Randa	DISTRICT WIDE SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-9980-OT
<input type="checkbox"/> Randa	RANDA ELEMENTARY SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0050-OT
<input type="checkbox"/> Randa	RANDA MIDDLE SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0100-OT

## Revoke a Role

To revoke a role, scroll to the bottom of the page to review the **Current User Roles** assigned to the user.



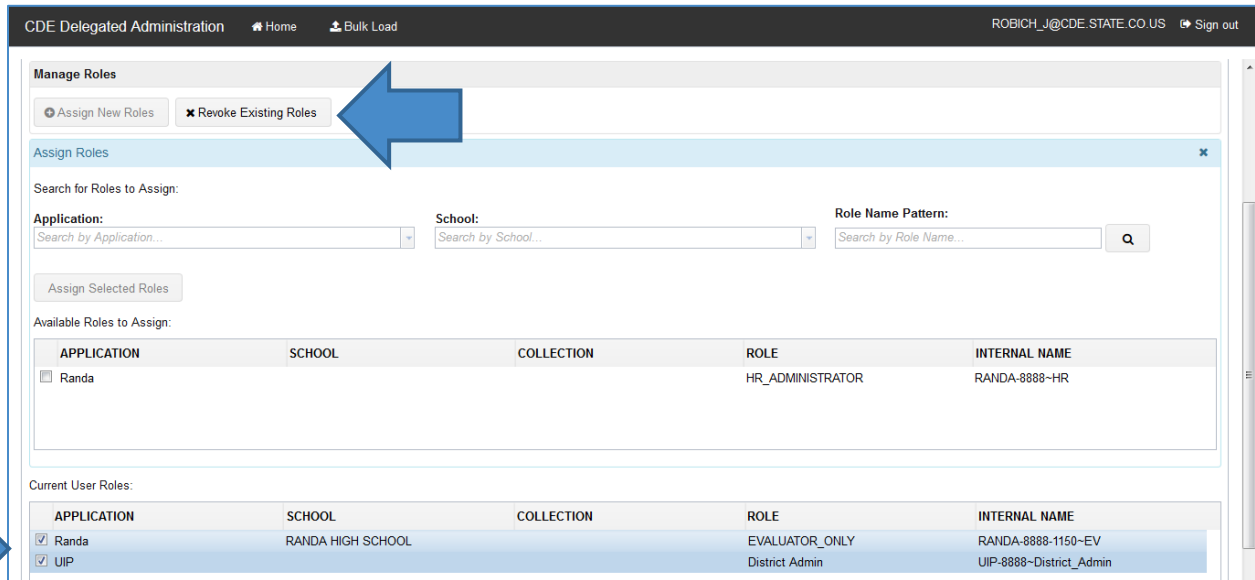
Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> UIP	1111		School Admin	UIP-8888-1111-School_Admin
<input type="checkbox"/> UIP	1111		School User	UIP-8888-1111-School_User
<input type="checkbox"/> UIP			District User	UIP-8888-District_User
<input type="checkbox"/> UIP	1234		School Admin	UIP-8888-1234-School_Admin
<input type="checkbox"/> UIP	1234		School User	UIP-8888-1234-School_User

Current User Roles:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/> Randa	RANDA HIGH SCHOOL		EVALUATOR_ONLY	RANDA-8888-1150-EV
<input type="checkbox"/> UIP			District Admin	UIP-8888-District_Admin

Check the role(s) you would like to remove. At the top of the page, click on **Revoke Existing Roles**.



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

**Manage Roles**

Assign New Roles **Revoke Existing Roles**

Assign Roles

Search for Roles to Assign:

Application: Search by Application... School: Search by School... Role Name Pattern: Search by Role Name... Q

Assign Selected Roles

Available Roles to Assign:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input type="checkbox"/>	Randa		HR_ADMINISTRATOR	RANDA-8888-HR

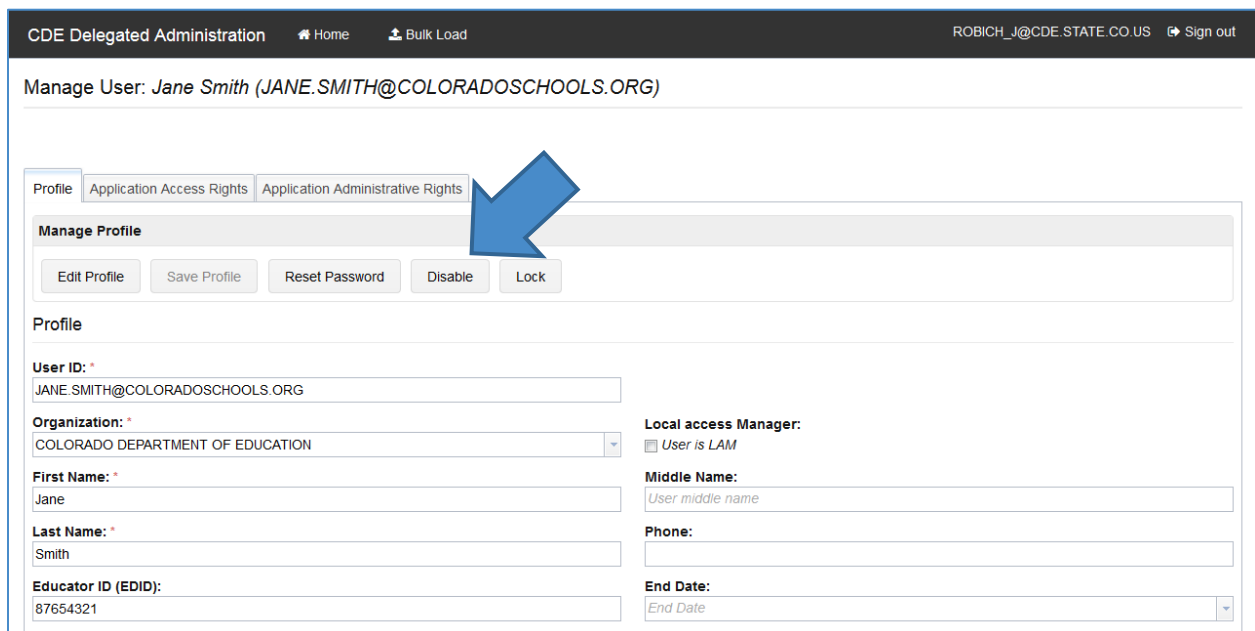
Current User Roles:

APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
<input checked="" type="checkbox"/>	Randa	RANDA HIGH SCHOOL	EVALUATOR_ONLY	RANDA-8888-1150-EV
<input checked="" type="checkbox"/>	UIP		District Admin	UIP-8888-District_Admin

## Disable/Delete User Accounts

### Disable a User Account

Once you have found the user account you would like to disable, you default to the **Profile** tab of **Manage User**. Click on the **Disable** button. You will receive a note at the top saying the change has been saved.



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

Manage User: Jane Smith (JANE.SMITH@COLORADOSCHOOLS.ORG)

Profile Application Access Rights Application Administrative Rights

**Manage Profile**

Edit Profile Save Profile Reset Password **Disable** Lock

Profile

User ID: \*  
JANE.SMITH@COLORADOSCHOOLS.ORG

Organization: \*  
COLORADO DEPARTMENT OF EDUCATION

Local access Manager:  
 User is LAM

First Name: \*  
Jane

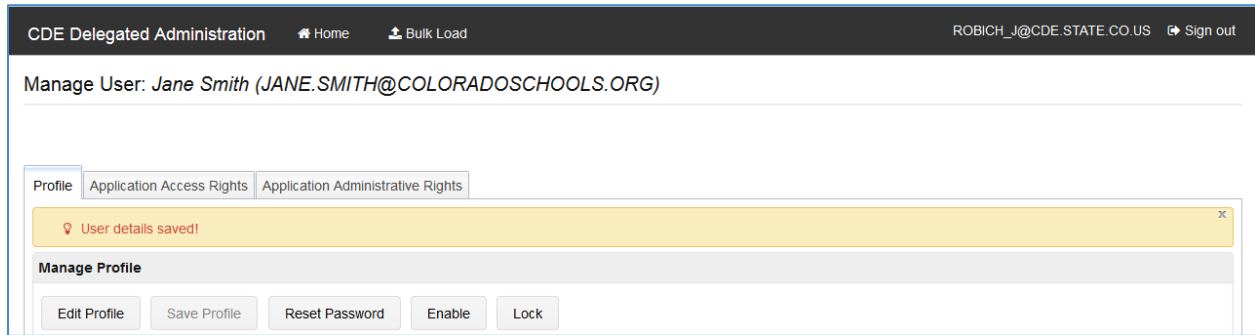
Middle Name:  
User middle name

Last Name: \*  
Smith

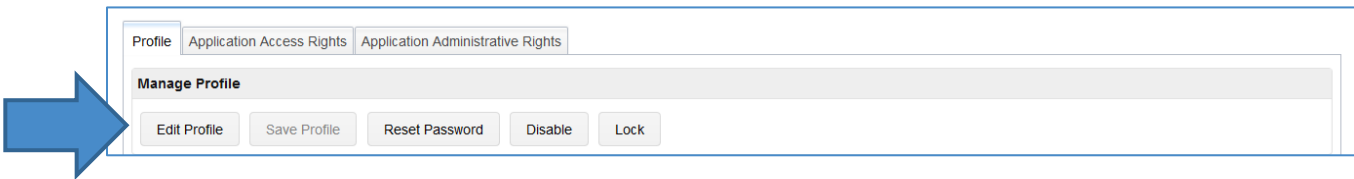
Phone:

Educator ID (EDID):  
87654321

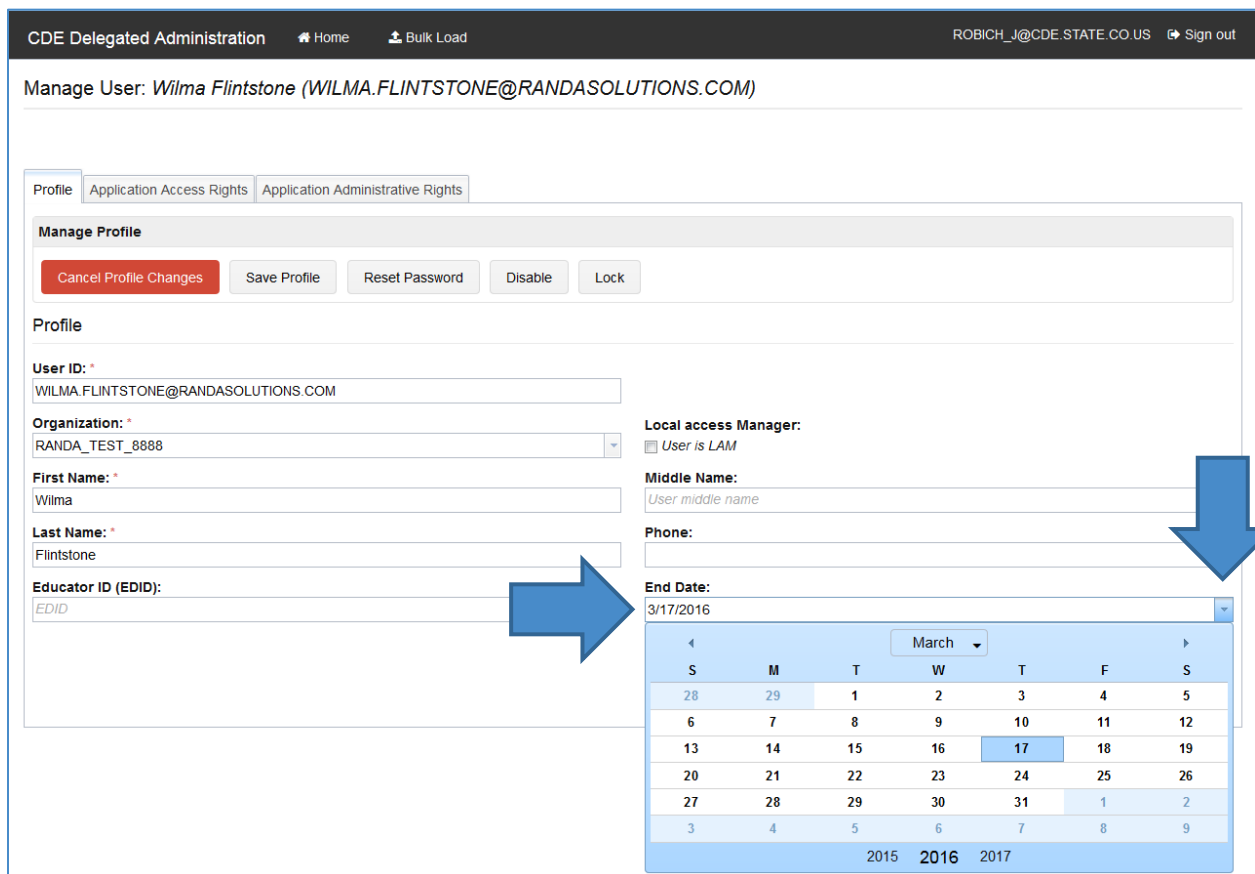
End Date:  
End Date



You may also set the **End Date** for a user, which will disable the account for the date specified. To do so, click on **Edit Profile**.



You can then enter the **End Date** in a MM/DD/YYYY format or click on the down arrow to select a date from the calendar.

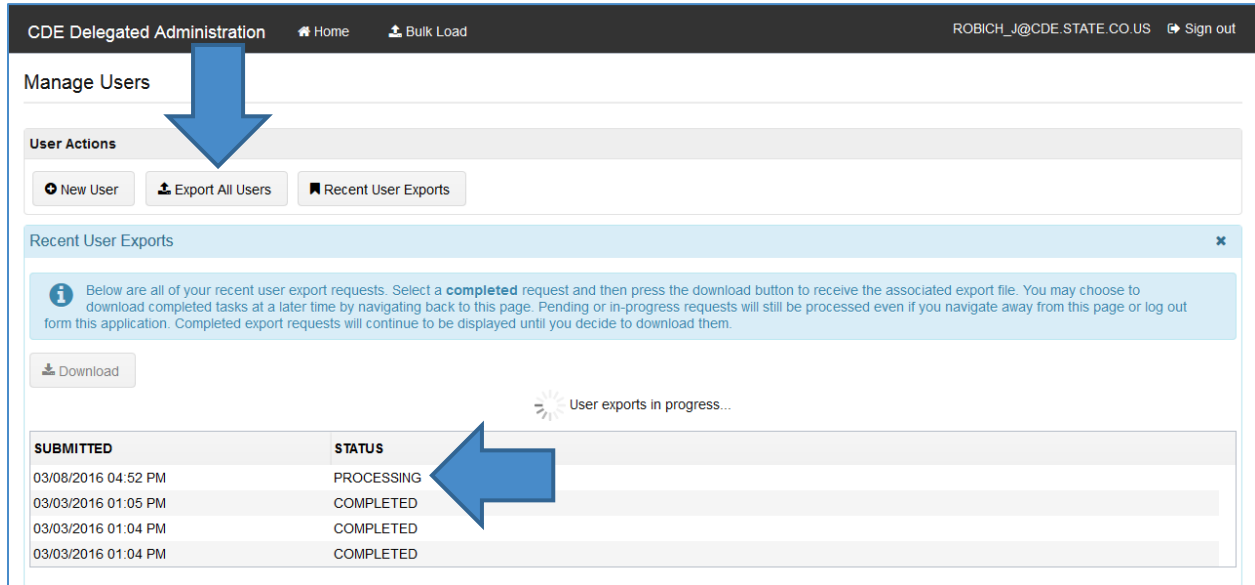


Once a user account is disabled, it will be fully deleted from the system after 90 days. All accounts should be current.

## Export User Accounts and Roles

### Creating the Export

To export all user accounts associated with your organization, click on **Export All Users**. The status will immediately display that it is processing. It may take some time to process the request.



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

Manage Users

User Actions

New User Export All Users Recent User Exports

Recent User Exports

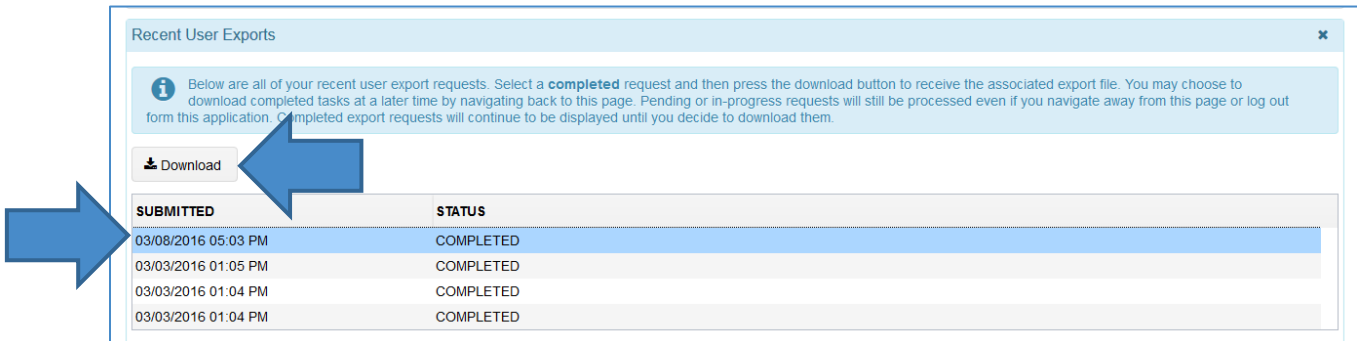
Below are all of your recent user export requests. Select a **completed** request and then press the download button to receive the associated export file. You may choose to download completed tasks at a later time by navigating back to this page. Pending or in-progress requests will still be processed even if you navigate away from this page or log out from this application. Completed export requests will continue to be displayed until you decide to download them.

Download

User exports in progress...

SUBMITTED	STATUS
03/08/2016 04:52 PM	PROCESSING
03/03/2016 01:05 PM	COMPLETED
03/03/2016 01:04 PM	COMPLETED
03/03/2016 01:04 PM	COMPLETED

Once it shows a status of **COMPLETED**, highlight the file you would like to view and then click on **Download**.



Recent User Exports

Below are all of your recent user export requests. Select a **completed** request and then press the download button to receive the associated export file. You may choose to download completed tasks at a later time by navigating back to this page. Pending or in-progress requests will still be processed even if you navigate away from this page or log out from this application. Completed export requests will continue to be displayed until you decide to download them.

Download

SUBMITTED	STATUS
03/08/2016 05:03 PM	COMPLETED
03/03/2016 01:05 PM	COMPLETED
03/03/2016 01:04 PM	COMPLETED
03/03/2016 01:04 PM	COMPLETED

**NOTE: This will export all user information for individuals with accounts and this information is considered to contain Personally Identifiable Information (PII). Please make sure this export is treated appropriately.**

## About the Export

The file includes the following information:

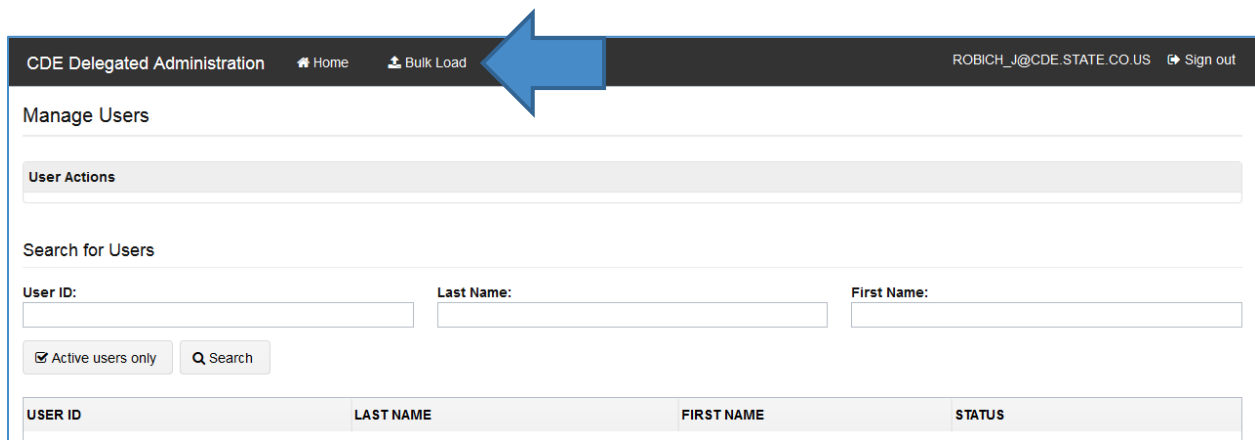
User*	Title	First*	Middle	Last*	Educator ID (EDID)	Phone	LAM	Status	End Date	Groups To Add	Groups To Remove

**NOTE:** While the last two columns say Groups To Add and Groups to Remove, it will actually display Groups Assigned to each user under the Groups to Add heading. This will make it easier to edit if the organization is using this as a default for a bulk upload.

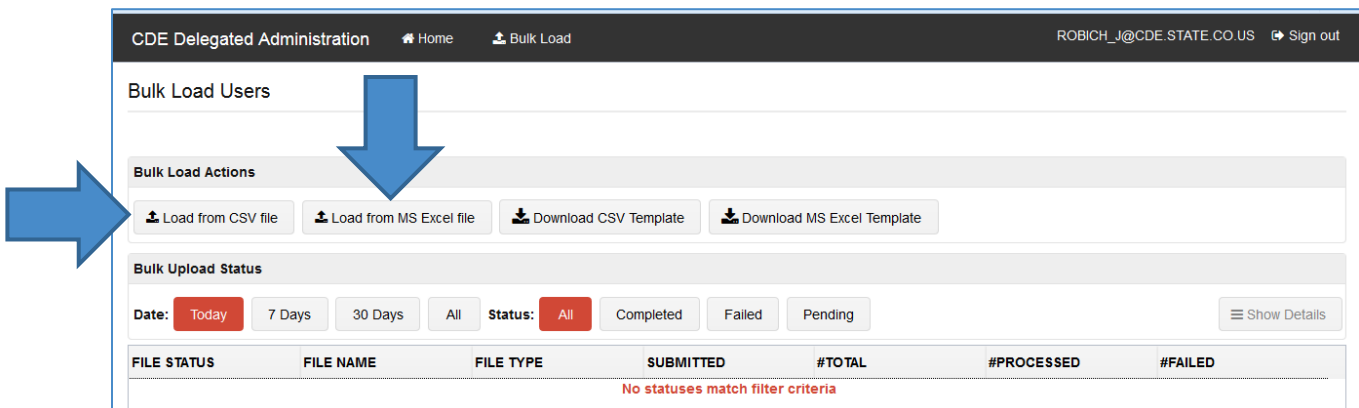
Also, if a user has more than one group assigned, it will have a blank row underneath the user account it is associated with and only the role populating in the second row. It is not advised to use the sort function unless the full row is manually populated with the user information.

## Bulk Changes

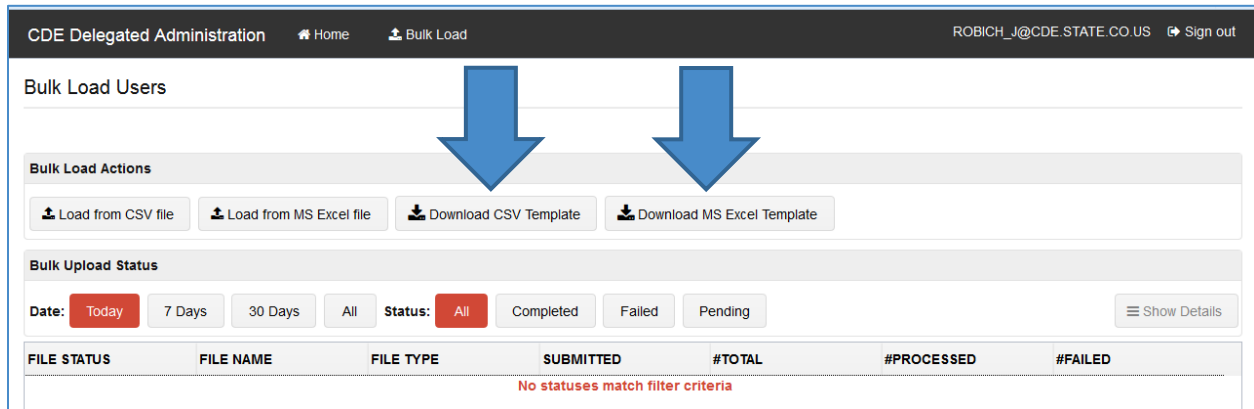
Some organizations may wish to make multiple updates to user accounts at one time, especially at the beginning or end of a year. To make bulk changes, click on Bulk Load at the top of the webpage.



This brings you to **Bulk Load Users**. Organizations will have the option to upload using either a CSV file or an Excel file.



You can download the preferred file format as a starting point for making your **Bulk Load** file.



This will populate the file with appropriate column headers.

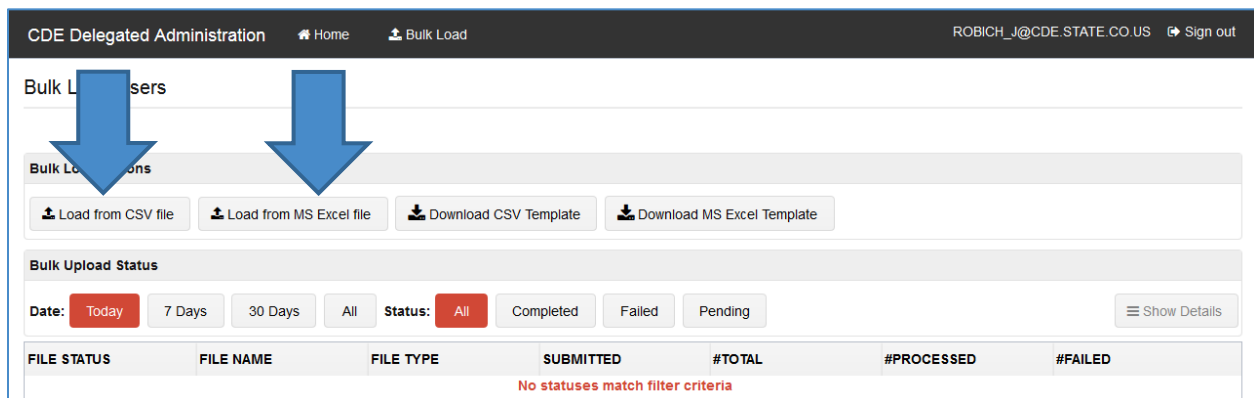
User*	Title	First*	Middle	Last*	Educator ID (EDID)	Phone	LAM	Status	End Date	Groups To Add	Groups To Remove

Next, complete all the required fields to add or remove groups in bulk. **NOTE: If you need to make edits to the Colorado Performance Management System (RANDA), the EDID is required.**

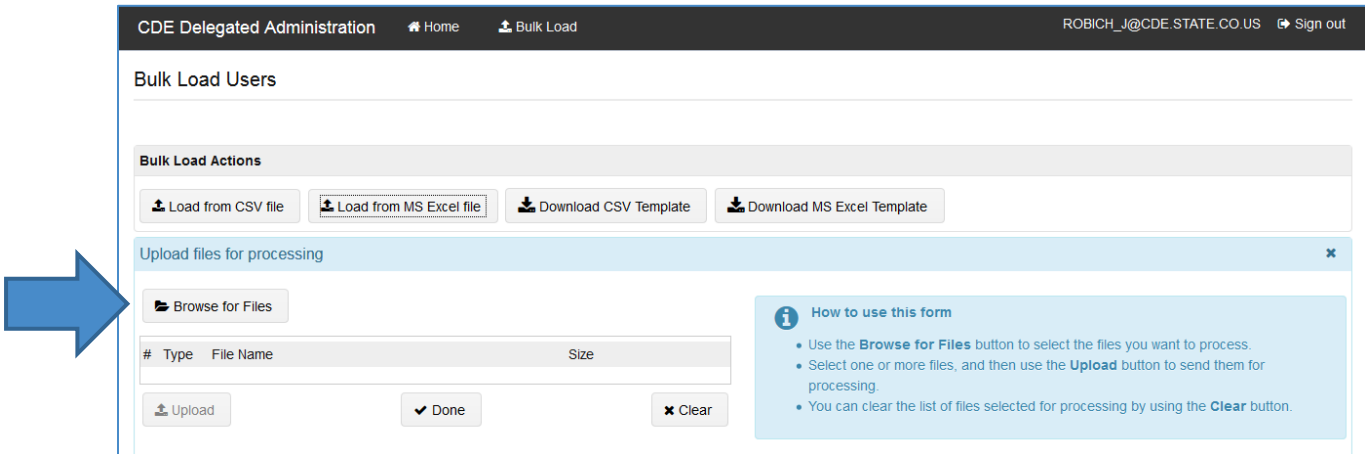
Both the **Groups to Add** and **Groups to Remove** have drop down menus to ensure the roles are added with the correct naming convention.

**NOTE: It may be helpful to use the Export Users feature, especially for Groups to Remove, to start with a list of all users (as the file format is the same) and simply move the role from Groups to Add to Groups to Remove to use the Bulk Load.**

Once the file is ready, click on the file format used.



Click on **Browse for Files**.



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

**Bulk Load Users**

**Bulk Load Actions**

Load from CSV file Load from MS Excel file Download CSV Template Download MS Excel Template

Upload files for processing

Browse for Files

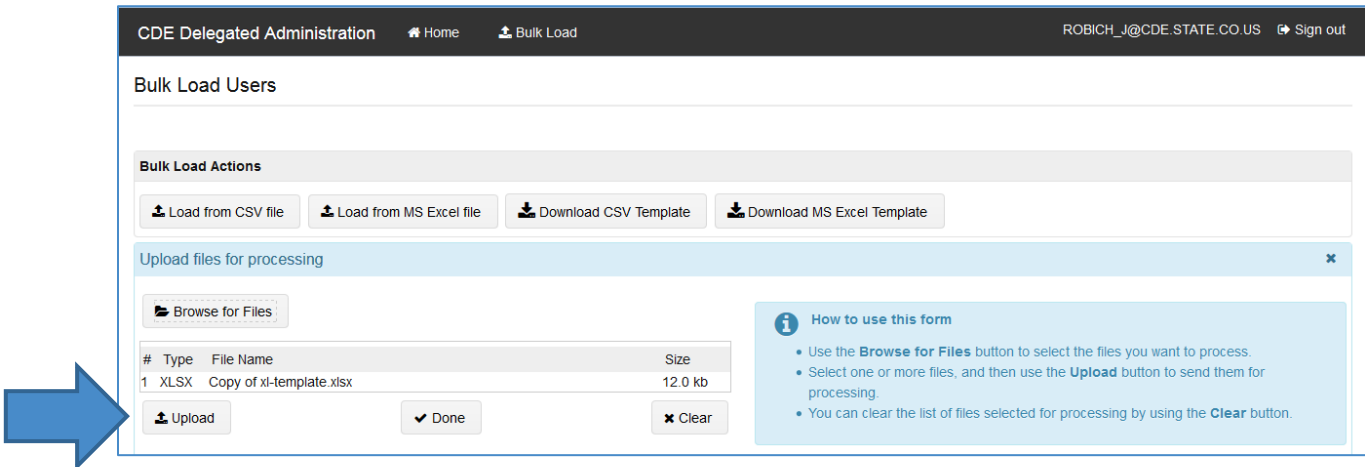
#	Type	File Name	Size

Upload Done Clear

**How to use this form**

- Use the **Browse for Files** button to select the files you want to process.
- Select one or more files, and then use the **Upload** button to send them for processing.
- You can clear the list of files selected for processing by using the **Clear** button.

Locate the file and click on **Upload**.



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

**Bulk Load Users**

**Bulk Load Actions**

Load from CSV file Load from MS Excel file Download CSV Template Download MS Excel Template

Upload files for processing

Browse for Files

#	Type	File Name	Size
1	XLSX	Copy of xl-template.xlsx	12.0 kb

Upload Done Clear

**How to use this form**

- Use the **Browse for Files** button to select the files you want to process.
- Select one or more files, and then use the **Upload** button to send them for processing.
- You can clear the list of files selected for processing by using the **Clear** button.

Once the **Bulk Load** is complete, it will display below and indicate if any submissions failed.

**Bulk Load Actions**

Load from CSV file Load from MS Excel file Download CSV Template Download MS Excel Template

**Bulk Upload Status**

Date: Today 7 Days 30 Days All Status: All Completed Failed Pending Show Details

FILE STATUS	FILE NAME	FILE TYPE	SUBMITTED	#TOTAL	#PROCESSED	#FAILED
SUCCESS	Copy of xl-template.xlsx	XLS	03/09/2016 12:44 PM	1	1	0

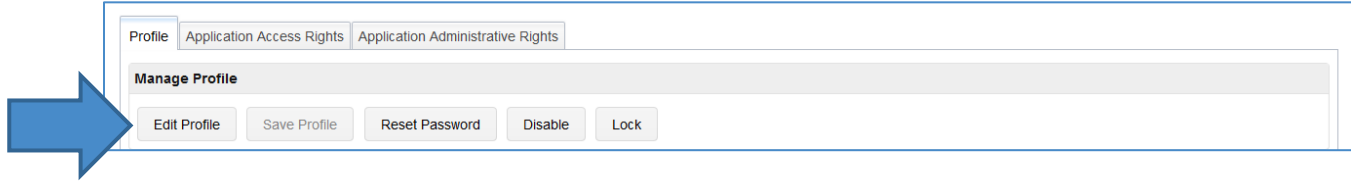
The LAM can then search for the new user account(s) to verify, if desired.

**NOTE: To send emails to new users, please work with CDE.**

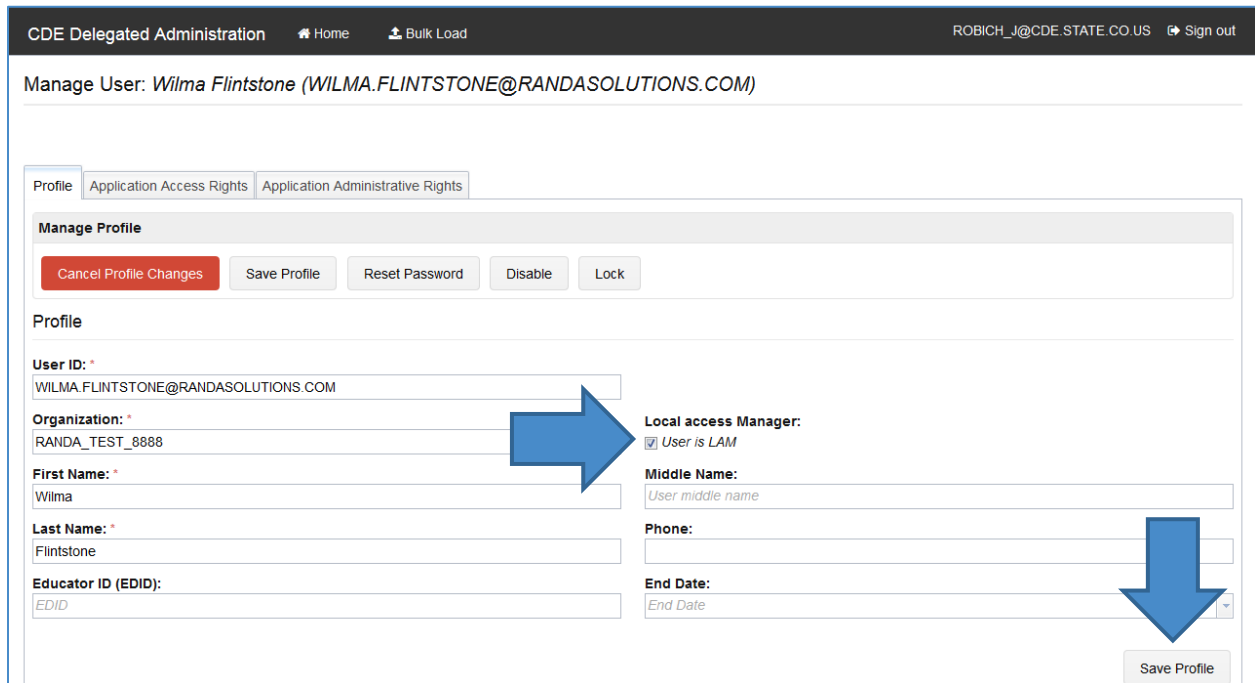


## Adding LAMs

Once you have found the user account you would like to add as a LAM, you default to the **Profile** tab of **Manage User**.



Then, click on **User is LAM** and **Save Profile**.



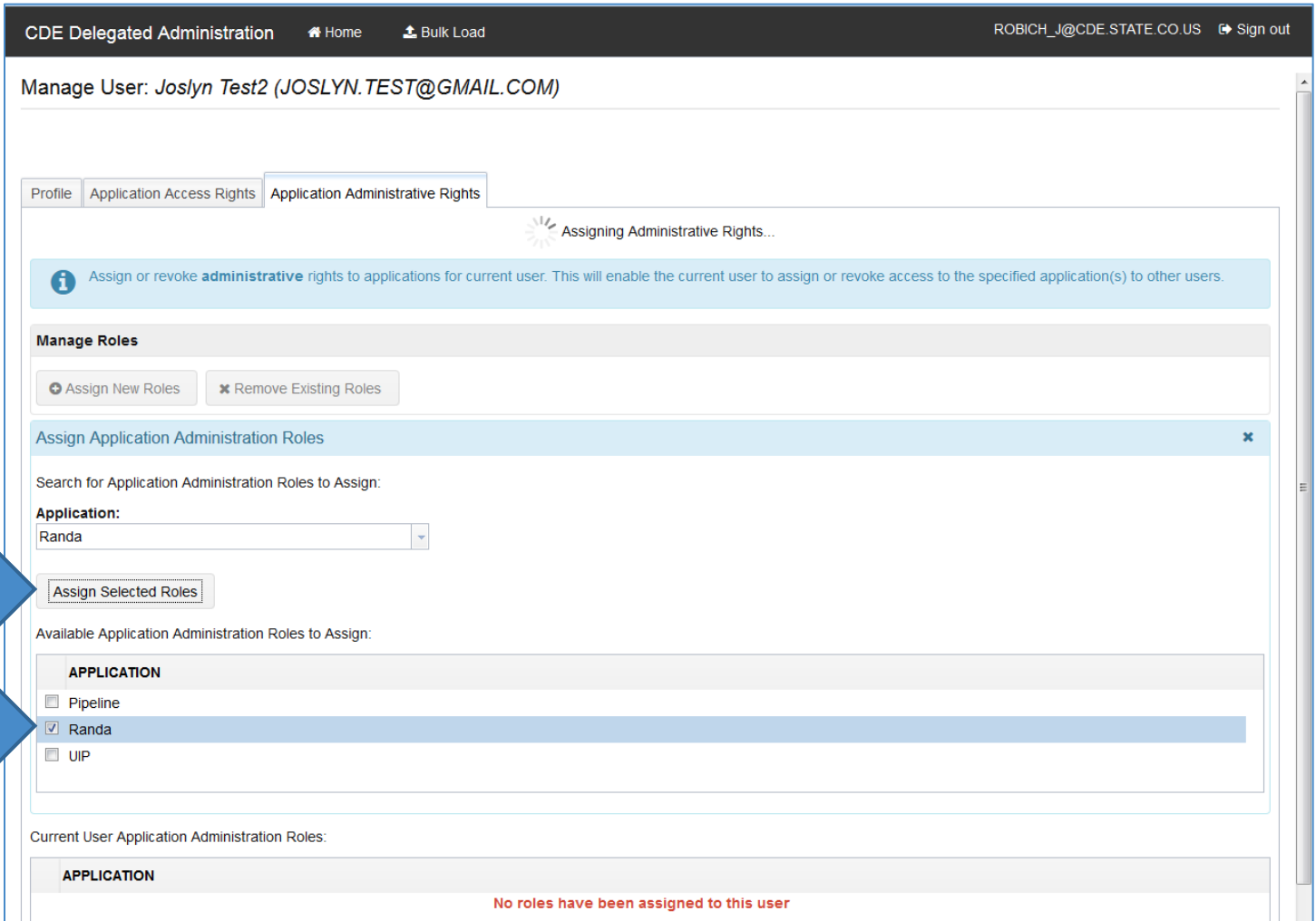
## Application Specific LAMs

The Application Specific LAM is a LAM that is restricted to only assigning roles for a specific application. For example, this would be for a person that is responsible for managing accounts and access only for RANDA.

Once you have found the user account you would like to add as a LAM for a specific application, you select the **Application Administrative Rights** tab.



Next, find the application the user will manage, check the corresponding box, and then click on **Assign Selected Roles**. This button will not be active until you have selected at least one application.



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

Manage User: *Joslyn Test2 (JOSLYN.TEST@GMAIL.COM)*

Profile Application Access Rights Application Administrative Rights

Assigning Administrative Rights...

Assign or revoke **administrative** rights to applications for current user. This will enable the current user to assign or revoke access to the specified application(s) to other users.

**Manage Roles**

Assign New Roles Remove Existing Roles

Assign Application Administration Roles

Search for Application Administration Roles to Assign:

Application: Randa

Assign Selected Roles

Available Application Administration Roles to Assign:

APPLICATION
<input type="checkbox"/> Pipeline
<input checked="" type="checkbox"/> Randa
<input type="checkbox"/> UIP

Current User Application Administration Roles:

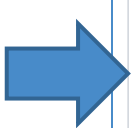
APPLICATION
No roles have been assigned to this user

**NOTE:** Please note that this tab does not grant access to the application selected. Use the **Application Access Rights** tab instead. Assigning a role here will make the user a “restricted” LAM. Be sure to unassign this role if that’s not the intent.

**IMPORTANT:** Also, if the user account is already a LAM (with the “User is LAM” button checked) and an **Application Administration** Role is assigned, then that LAM will be restricted to only roles for the selected application. In this situation just unassigned that role to restore full LAM ability.

## Password Management

It is recommended for users to set up their own password. For new users, LAMs can click on the **Reset password on next logon** box when creating the account.



Profile | Application Access Rights | Application Administrative Rights

**Manage Profile**

Edit Profile | Save Profile

**Profile**

**Email: \***  
*Unique email address*

**Confirm Email: \***

**Organization: \***  
RANDA\_TEST\_8888

**Local access Manager:**  
 User is LAM

**First Name: \***  
*User first name*

**Middle Name:**  
*User middle name*

**Last Name: \***  
*User last name*

**Phone:**

**Educator ID (EDID):**  
EDID

**End Date:**  
*End Date*

**Password: \***

**Confirm Password: \***

Reset password on next logon


Notify user by email

**i** Password requirements

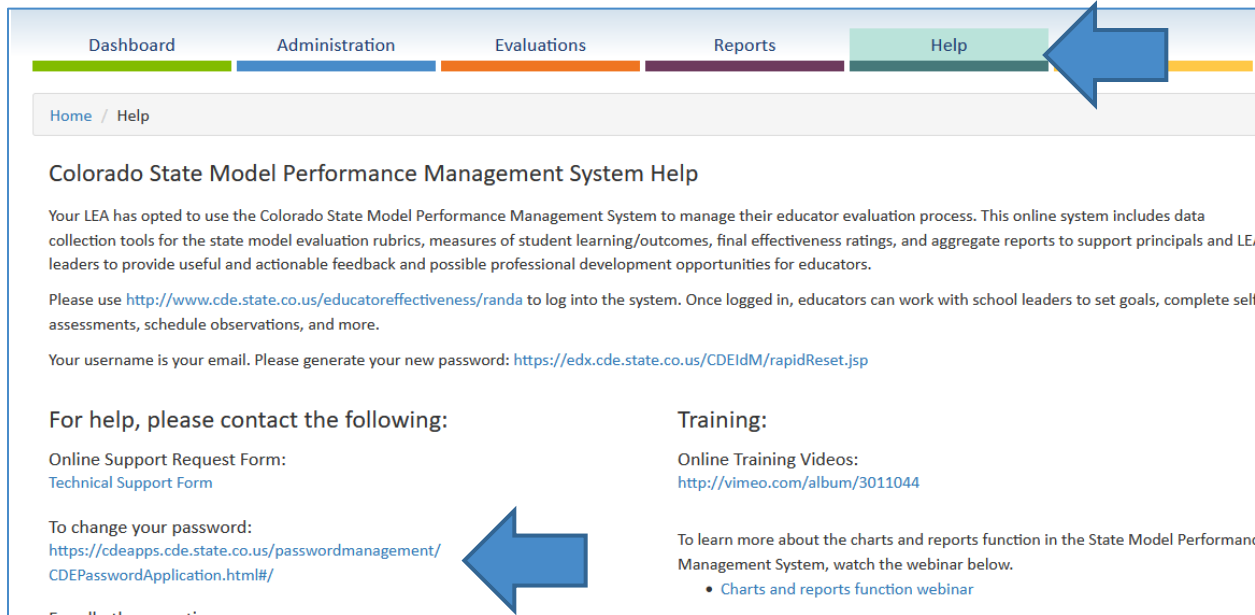
- At least 8 characters long
- Contain at least one upper case and one lower case character
- Contain at least one numeric character
- contain at least one non alpha numeric character (e.g. \$, @, \_)

If an existing user needs a new password, LAMs can encourage users to reset their own passwords. For users of the Colorado Performance Management System (RANDA), there is a link on the login page they may use.

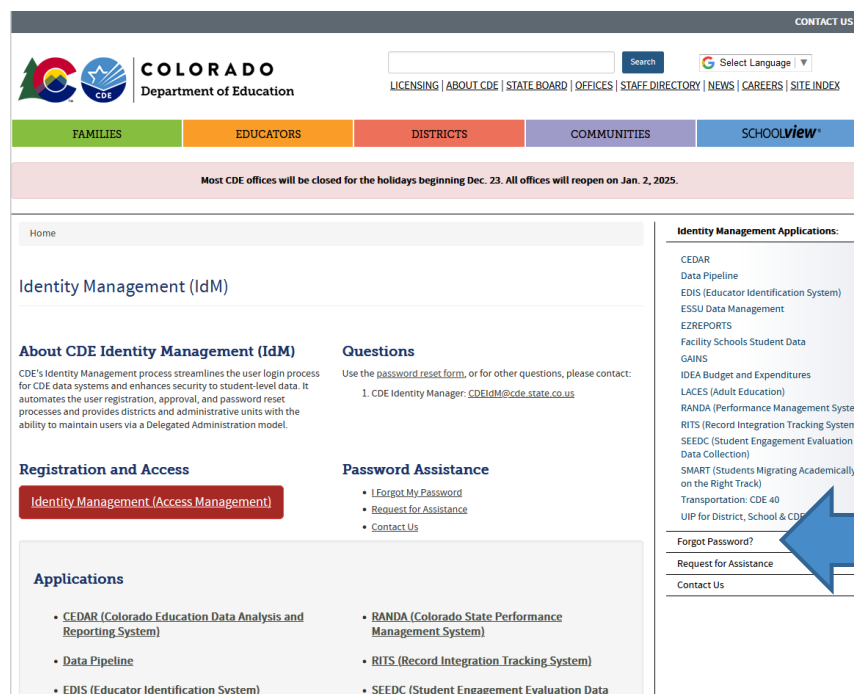
FAMILIES	EDUCATORS	DISTRICTS	COMMUNITIES	SCHOOLview*
Most CDE offices will be closed for the holidays beginning Dec. 23. All offices will reopen on Jan. 2, 2025.				
Home				
<h3>Colorado State Model Performance Management System (RANDA)</h3>				
<p><b>COPMS in RANDA is now live for the 2024-25 school year.</b></p> <p>Please make staffing changes in Identity Management (IdM) prior to launching the school year in COPMS.</p>				
<p>The Colorado State Model Performance Management System (COPMS) in RANDA is an optional tool to support districts in the implementation, data collection and effective use of the Colorado State Model Evaluation System. The Colorado State Model Performance Management System was available to use beginning with the 2014-2015 school year.</p> <p>COPMS includes an electronic interface and data collection tools for the state model evaluation rubrics, measures of student learning/outcomes, final effectiveness ratings, and aggregate reports to support principals and district leaders in providing useful and actionable feedback and possible professional development opportunities for educators. For more information, please download our fact sheet (PDF) or contact <a href="mailto:Educator_Effectiveness@cde.state.co.us">Educator_Effectiveness@cde.state.co.us</a>.</p> <p><b>Note:</b> Districts do not have to use this online system to use the State Model Evaluation System. The use of COPMS in RANDA is completely optional as a support to district/BOCES in the implementation of educator evaluations.</p>			<div style="background-color: #A020F0; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> <a href="#" style="color: white; text-decoration: none;">Performance Management System (RANDA) Login</a> </div> <div style="background-color: #008080; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> <a href="#" style="color: white; text-decoration: none;">COPMS Password Reset</a> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>COPMS in RANDA</b></p> <p><a href="#">Login to COPMS</a></p> <p><a href="#">Getting Help with COPMS</a></p> <p><a href="#">Regional Specialist</a></p> <p><a href="#">Contact the CDE EE Team</a></p> </div> <p><b>Educator Talent</b></p> <p><a href="#">Learn more about Educator Talent</a></p>	



Users of the Colorado Performance Management System (RANDA) can also update their password via the “Help” tab once inside the system.



For users of other CDE applications (CEDAR, ESSU Data Management System, etc.), users may click on Change/Reset Password from the [Identity Management webpage](#).



All of these methods will result in the user visiting this webpage at <https://edx.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html>. The user will need to input their login (email address) and verify that they are a human.


### Reset Your CDE Password

**i** If you would like to reset your password, please enter your Login in the field below. A link to reset your password will be sent to your email address.

**?** Having problems using this application? Please contact help desk for assistance at [helpdesk@cde.state.co.us](mailto:helpdesk@cde.state.co.us)

Login (usually your email address) \*

Please verify that you are a human \*



Enter the text that you see above

---

They will receive an email (included in the **Appendix**) with a link to choose their own password. The password requirements are outlined on the page for easy reference.

### Reset Your CDE Password

**i** Please enter your new password. Keep in mind that your new password must

- Password must be at least 8 character(s) long.
- Password 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
- Password must not contain any of user ID, first name or last name when their length is larger than 2
- Password must not be one of 24 previous passwords.

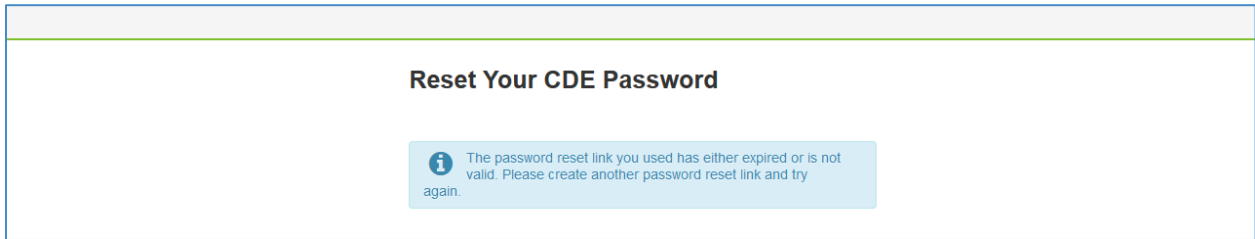
**?** Having problems using this application? Please contact help desk for assistance at [helpdesk@cde.state.co.us](mailto:helpdesk@cde.state.co.us)

New password \*

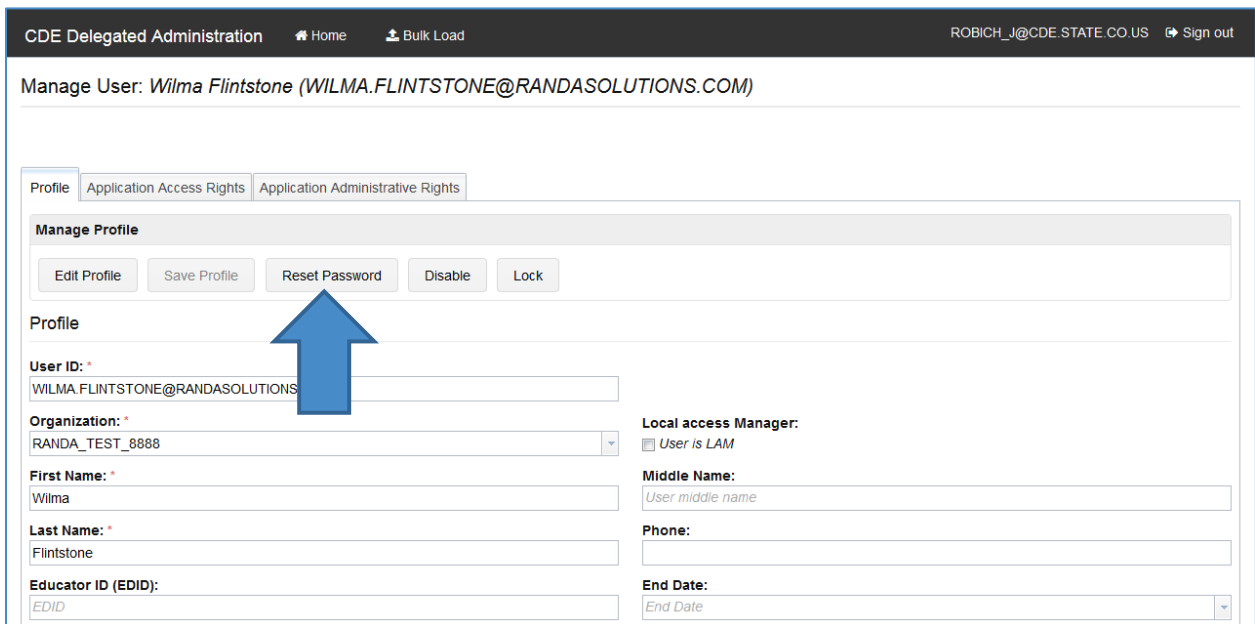
Confirm password \*

The user will then be able to visit the application they need to access and will receive an email to confirm the change (included in the **Appendix**).

**NOTE: The user will need to act on this email within 24 hours of receiving it.** If they miss this window, when they click on the link, it will display the message below.



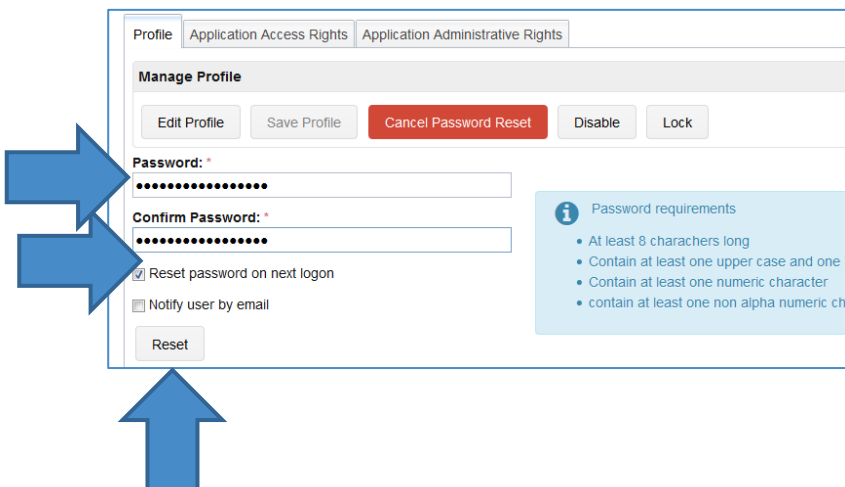
If a LAM would like to manually reset a password for an existing user, they may do so within **Manage User** by clicking on **Reset Password**.



The LAM can enter a new password for the user and the password requirements are listed\*. For maximum security, it is recommended to also check the **Reset password on Next Login** box and click on **Reset** to save.

\*At the time of this document draft, the **Password requirements** are listed incorrectly within IdM and the actual requirements are listed below. CDE is working to update this text.

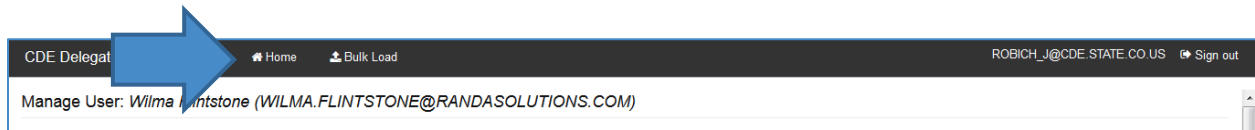
- Password must be at least 8 character(s) long.
- Password must contain characters from at least three out of following five categories : Uppercase alphabetic characters (A-Z), Lowercase alphabetic characters (a-z), Numerals (0-9), Non-alphanumeric characters (for example: !, \$, #, or %), Unicode characters.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




## User Management FAQs

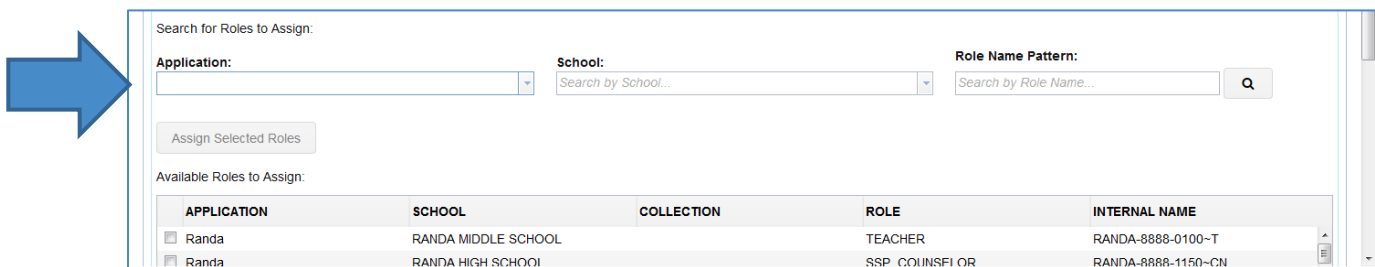
I made updates to one user's account but need to make changes to another account. How do I search for another user?

Clicking on the **Home** button at the top of the page will bring you back to the landing page where you may add or search for a user.



I am using the filters to search for a role, but it returned no results. How do I repopulate all the roles?

Clear all the search fields and hit **enter** or the click on the search icon  to populate all results again.

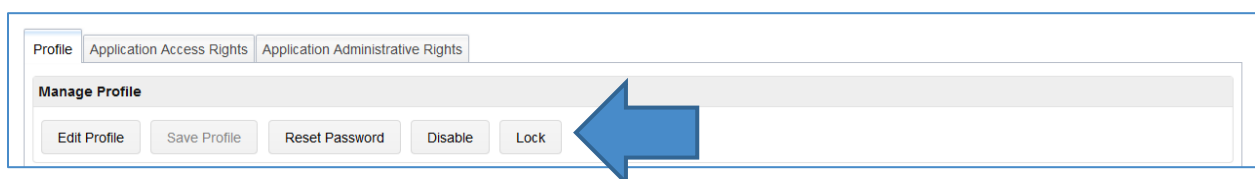


### Why did my search yield no results?

You may need to use wildcards (\*) on either side of the text you are using to search in order to produce more results. If you are using more than one search keyword (e.g., \*CN\*1150\*), you may need to switch the order or use just one search keyword.

### What does the Lock button do?

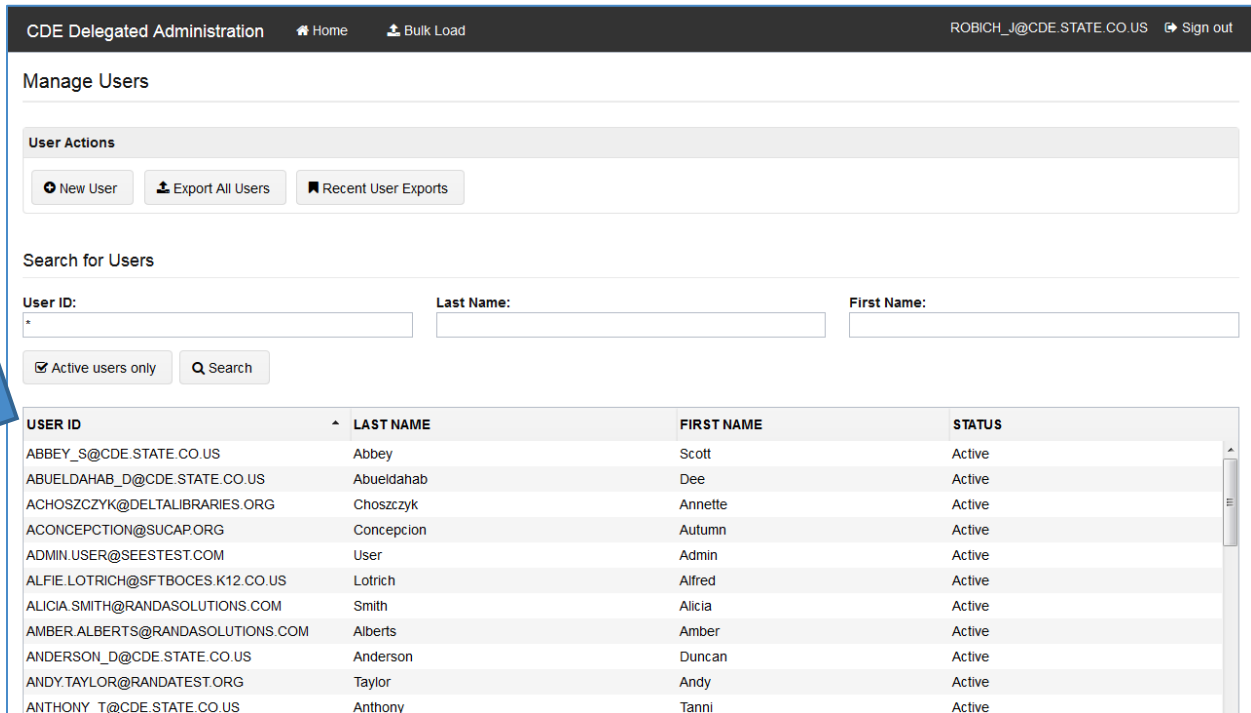
Currently, the **Lock** button operates in the same manner as the **Disable** button; it will not allow a user to access CDE applications. However, the account will not be subject to the 90 day time limit before the account is deleted. CDE is currently investigating the possibility of removing the **Lock** button for better clarity.





## Is there a way to sort the search results when searching for a user?

Yes, you can sort each of the search results by click on the column header. **NOTE: This does not work when managing roles.**



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

Manage Users

User Actions

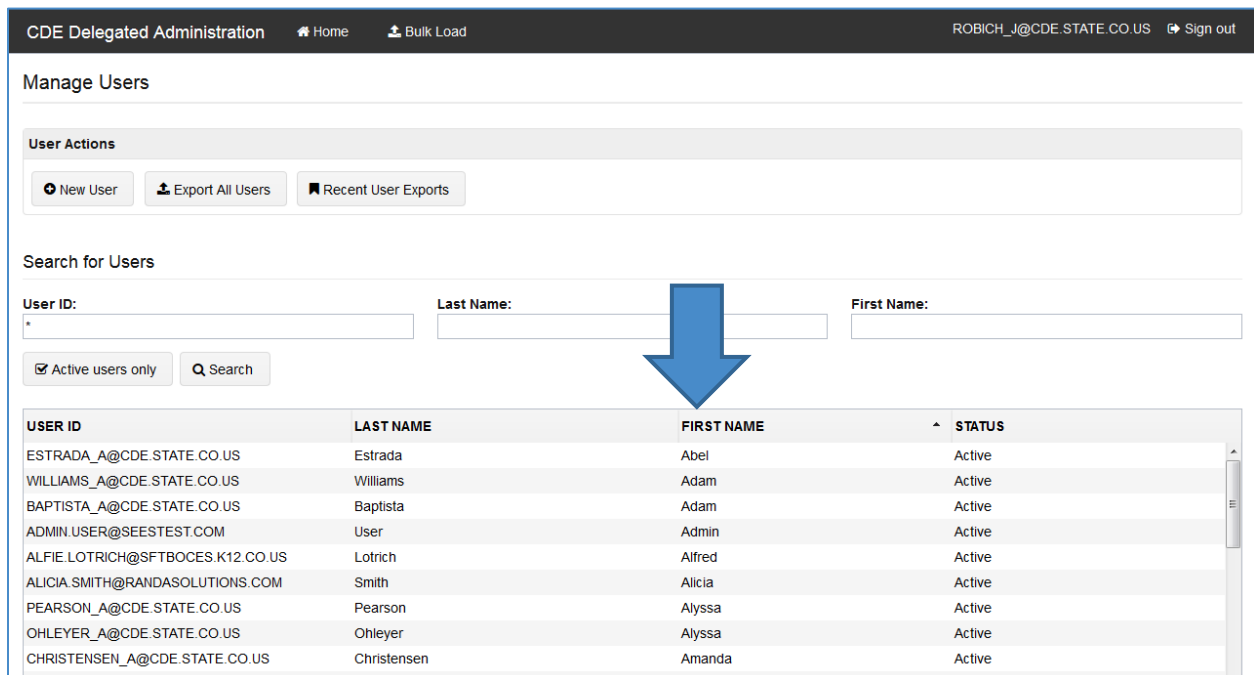
New User Export All Users Recent User Exports

Search for Users

User ID: \* Last Name: First Name:

Active users only Q Search

USER ID	LAST NAME	FIRST NAME	STATUS
ABBEY_S@CDE.STATE.CO.US	Abbey	Scott	Active
ABUELDAHAB_D@CDE.STATE.CO.US	Abueldahab	Dee	Active
ACHOSZCZYK@DELTALIBRARIES.ORG	Choszzzyk	Annette	Active
ACONCEPTION@SUCAP.ORG	Concepcion	Autumn	Active
ADMIN.USER@SEESTEST.COM	User	Admin	Active
ALFIE.LOTRICH@SFTBOCES.K12.CO.US	Lotrich	Alfred	Active
ALICIA.SMITH@RANDASOLUTIONS.COM	Smith	Alicia	Active
AMBER.ALBERTS@RANDASOLUTIONS.COM	Alberts	Amber	Active
ANDERSON_D@CDE.STATE.CO.US	Anderson	Duncan	Active
ANDY.TAYLOR@RANDATEST.ORG	Taylor	Andy	Active
ANTHONY_T@CDE.STATE.CO.US	Anthony	Tanni	Active



CDE Delegated Administration Home Bulk Load ROBICH\_J@CDE.STATE.CO.US Sign out

Manage Users

User Actions

New User Export All Users Recent User Exports

Search for Users

User ID: \* Last Name: First Name:

Active users only Q Search

USER ID	LAST NAME	FIRST NAME	STATUS
ESTRADA_A@CDE.STATE.CO.US	Estrada	Abel	Active
WILLIAMS_A@CDE.STATE.CO.US	Williams	Adam	Active
BAPTISTA_A@CDE.STATE.CO.US	Baptista	Adam	Active
ADMIN.USER@SEESTEST.COM	User	Admin	Active
ALFIE.LOTRICH@SFTBOCES.K12.CO.US	Lotrich	Alfred	Active
ALICIA.SMITH@RANDASOLUTIONS.COM	Smith	Alicia	Active
PEARSON_A@CDE.STATE.CO.US	Pearson	Alyssa	Active
OHLEYER_A@CDE.STATE.CO.US	Ohleyer	Alyssa	Active
CHRISTENSEN_A@CDE.STATE.CO.US	Christensen	Amanda	Active

**A user says they are receiving an error message at login saying to contact their Administrator but they are using the correct username and password. Why are they receiving this error?**



This is a bookmarking error. Due to some authentication that occurs, users cannot book the typical login page, which is not always intuitive.

Users only needing to access the Colorado Performance Management System (RANDA) should bookmark <https://www.cde.state.co.us/educatoreffectiveness/copms> --> then click "Login..." --> then move to the page to insert the username and password.

All other 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 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).

**I've been trying to manually change a password for a user and it says it does not meet minimum requirements. I following the requirements listed on the screen. Why will it not let me change the password?**

At the time of this document draft, the **Password requirements** are listed incorrectly within IdM and the actual requirements are listed below. CDE is working to update this text.

- Password must be at least 8 character(s) long.
- Password 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.
- Password must not contain any of user ID, first name or last name when their length is larger than 2.
- Password must not be one of 24 previous passwords.

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## Appendix

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### Sample email to new users

=====

SUBJECT: RANDA: Welcome to the Colorado State Model Performance Management System

=====

Your Colorado State Model Performance Management System (RANDA) account is now active.

**WEBSITE:** <http://www.cde.state.co.us/educatoreffectiveness/copms> (HINT: bookmark this webpage; bookmarking other pages may display an error)

**USERNAME:**

**PASSWORD:**

**FOR HELP, please contact the following:**

- To reset or change your password, please visit <https://cdeapps.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html#/>
- For all other questions: [support@copms.randasolutions.com](mailto:support@copms.randasolutions.com)

Thank you,

Information Management Services



### Initial Password Reset Email

**From:** CDE password manager [mailto:NOREPLY@cde.state.co.us]

**Subject:** CDE Password Self Service Request

This is an automated message to inform you that you've requested to reset your CDE password. Please note that our system only allows 1 self service password reset per 24 hours.

Please follow this [link](#) to reset your password

If you did not initiate this password change, please contact help desk for assistance at [helpdesk@cde.state.co.us](mailto:helpdesk@cde.state.co.us).

**Please do not reply directly to this email. This is an outgoing email account only.**

Thank you

## Password Confirmation Email

**From:** CDE password manager [mailto:NOREPLY@cde.state.co.us]

**Subject:** CDE Password Self Service Request

This is an automated message to inform you that you've successfully reset your CDE password. Please note that our system only allows 1 self service password reset per 24 hours.

If you did not initiate this password change, please contact help desk for assistance at [helpdesk@cde.state.co.us](mailto:helpdesk@cde.state.co.us).

**Please do not reply directly to this email. This is an outgoing email account only.**

Thank you