



## Adding a New User

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

**COLORADO**  
Department of Education

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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 \(Record Integration Tracking System\)](#)
- [SEES \(Student Engagement Evaluation System\)](#)
- [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
  - [Access Management](#)
- Password Assistance
  - [I Forgot My Password](#)
- FAQ and User Guides
  - [Identity Management](#)
- Policies and Privacy
  - [Acceptable Use Policy](#)

Log in using your CDE credentials:

**Sign In:**

Enter your user name and password.

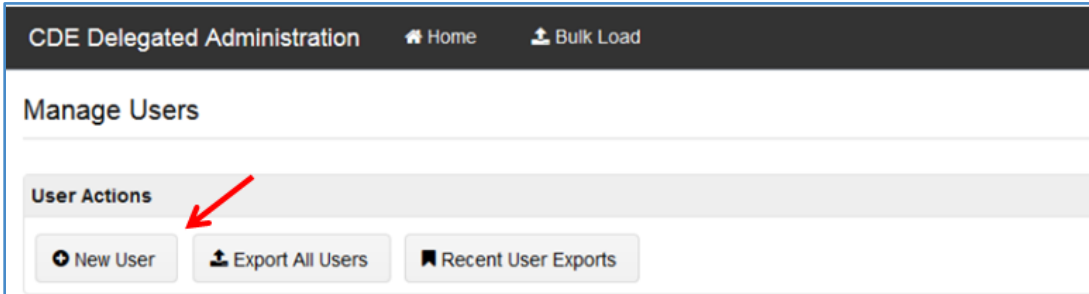
**Username:**

**Password:**

[Forgot your password?](#)

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

Click on **New User**:

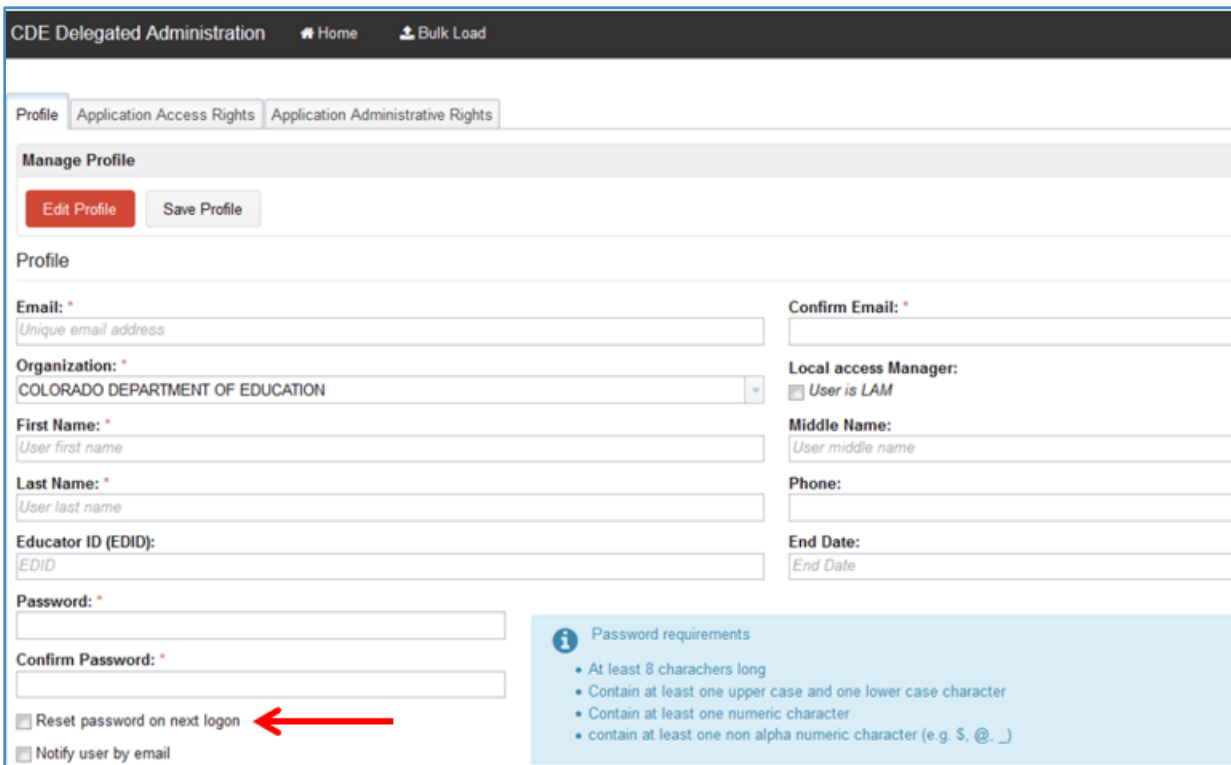


CDE Delegated Administration Home Bulk Load

### 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

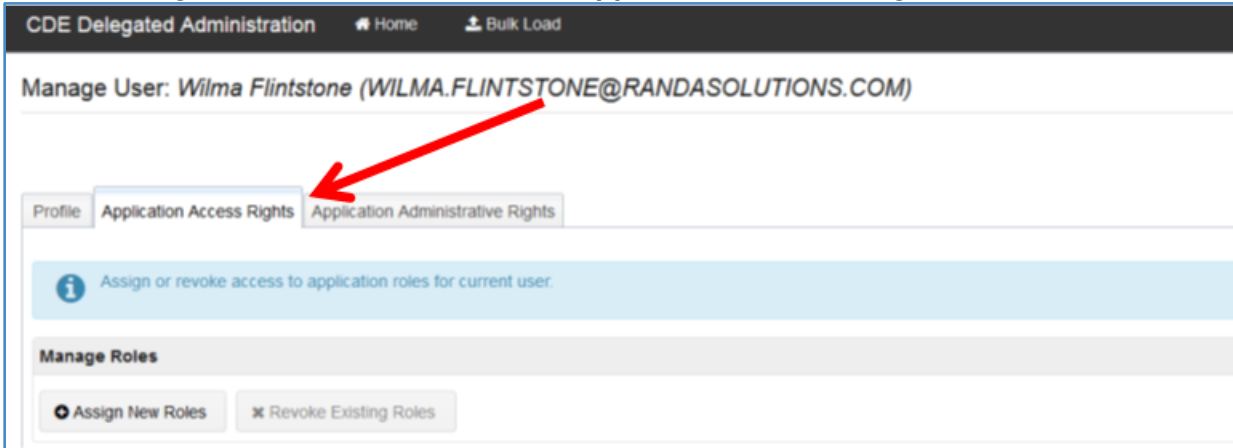
User ID: ja Last Name: First Name:

Active users only Search

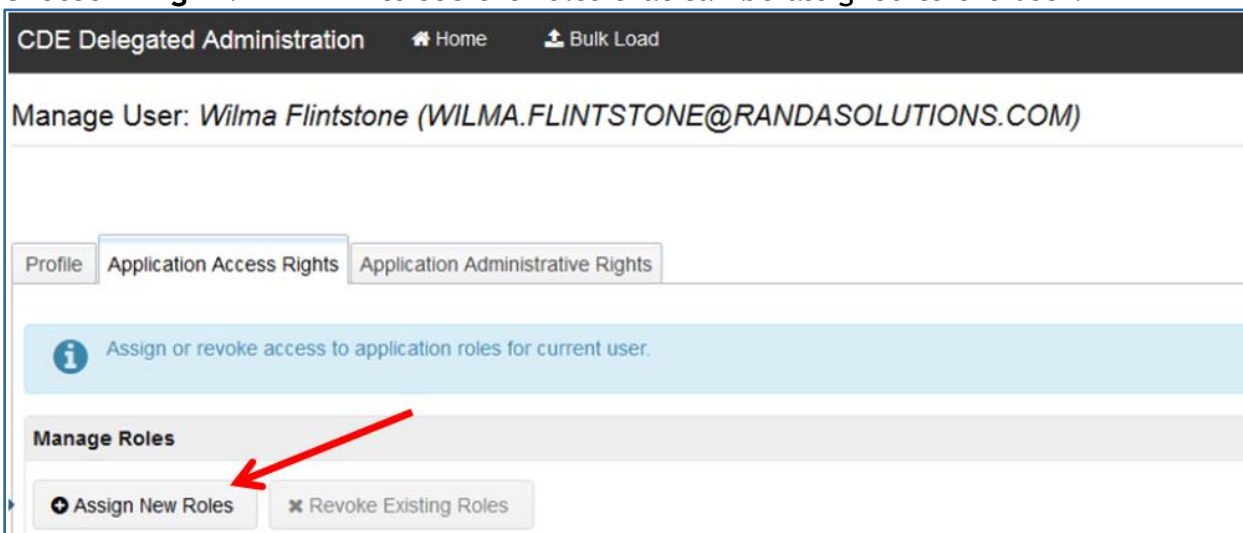
USER ID	LAST NAME	FIRST NAME	STATUS
JA			Active
JA			Active
JA			Active
JA			Active

## 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'. Below this is a 'Manage Roles' section with two buttons: 'Assign New Roles' and 'Revoke Existing Roles'. The main section is titled 'Assign Roles' and contains a search area with two dropdown menus: 'Application:' and 'School:'. Below the search area is a button labeled 'Assign Selected Roles', which is highlighted with a red arrow. At the bottom, there is a table header with columns: '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: Melissa Chaffin [chaffin\\_m@cde.state.co.us](mailto:chaffin_m@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: Melissa Chaffin [chaffin\\_m@cde.state.co.us](mailto:chaffin_m@cde.state.co.us)