cde Improving Academic Achievement
Colorado Department of Education

Identity Management System

The Colorado Department of Education **Identity Management system (IDM)** provides Local Education Agencies (LEAs) with a means of administering and maintaining user access to integrated CDE data systems. IDM also helps ensure adequate protection of student-level data that is received, collected, developed, and used by the Colorado Department of Education, in **compliance with the Family Educational Rights and Privacy Act (FERPA).**

How does IDM facilitate FERPA compliance?

As more and more information management systems become electronic and accessible online, it is important to remain mindful about protecting student privacy and with whom and how student information should be shared.

- The IDM system protects student-level data for select CDE data systems by providing access to **only the data systems that a user has been approved for** based on their identity**.**

- The IDM system also **separates certain District data access functions into separate roles** to strengthen the protection around the data: a User Manager, a Local Access Manager (LAM), and a User role.

User Manager Role

Superintendent or BOCE Executive Director

Ultimate responsibility for FERPA compliance

Designates and maintains the LAMs

Local Access Manager Role (LAM)

Responsible for protecting access to student-level data

Registers new users, deactivate users, and maintain changes to CDE integrated data systems

User Role

Uses the information in the CDE data systems (for example, a teacher, a data coordinator, etc.)

Protects the data to which they have been entrusted

BENEFITS OF IDM TO LEAs:

The IDM self service model provides LEAs with more flexibility:

- LEAs have the tools and technology to administer and maintain user access.
- Users can go directly to their organizations' LAM when they need access to a data system.
- Users sign on once to obtain access to the data systems integrated with the IDM system.
- It is an automated process for registering and approving a new user, as well as for password resets.

CDE DATA SYSTEMS INTEGRATED WITH IDM:

- **CEDAR** – Colorado Education Data Analysis & Reporting System
- Colorado Growth Model
- **CAESAR** – Colorado Adult Education System for Accountability and Reporting
- **SSCC** – Statewide Standard Course Codes System
- **GPS** – Grant Payment System
- IDEA Budget and Expenditures System
- Facility Schools Student Data System

Visit the Identity Management System webpage for:

User Manager Registration
Training Videos
Frequently Asked Questions
Reset Your Password

https://cdeapps.cde.state.co.us/index.html

Register to become a User Manager

1. **Register online**, by clicking on the **EXECUTIVE DIRECTOR REGISTRATION** link on the left hand side of the IDM webpage OR go directly to the registration page by using this link: https://edx.cde.state.co.us/xlWebApp/selfRegister.do?method=New%20Registration

   Make sure to select YOUR organization in the "Organization" drop down box.

2. **Fill out the form** that will be forwarded to CDE, who will then verify your identity through your organization's HR department. This process typically takes 24-48 hours and is dependent on how quickly your HR department responds.

3. **You will receive an email notification** once the verification process is completed.

4. **You can access the system using your user id** (your email address) and the password you established during the registration process.

5. **Set up yourself as a LAM in the IDM system**. This will give you the appropriate level of access into the integrated data systems as well as allow you to set up and maintain the LAMs in your organization. https://edx.cde.state.co.us/xlWebApp/Logon.do

6. **Setup other LAMs as needed**. A LAM can maintain one individual data system that they have specific knowledge of, or a LAM can maintain access for numerous data systems (CEDAR, CAESAR, etc.). How you design your LAM group is dependent upon the resources and structure within your organization.

7. **Maintain changes to the LAM group.** You are responsible for maintaining changes to your LAM group. If a LAM is no longer part of your organization you need to disable their access so they no longer have access to student-level data in accordance with FERPA guidelines.

   Password Problems - Use the automated password reset process:
   https://edx.cde.state.co.us/CDEIdM/rapidReset.jsp

Questions? Contact Dennis St Hilaire with CDE Information Management Solutions
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