



## Adding a New User

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

Click on ACCESS MANAGEMENT.

LICENSING | ABOUT CDE | STATE BOARD | OF

**COLORADO**  
Department of Education

FAMILIES EDUCATORS DISTRICTS COMMUNITIES

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:**

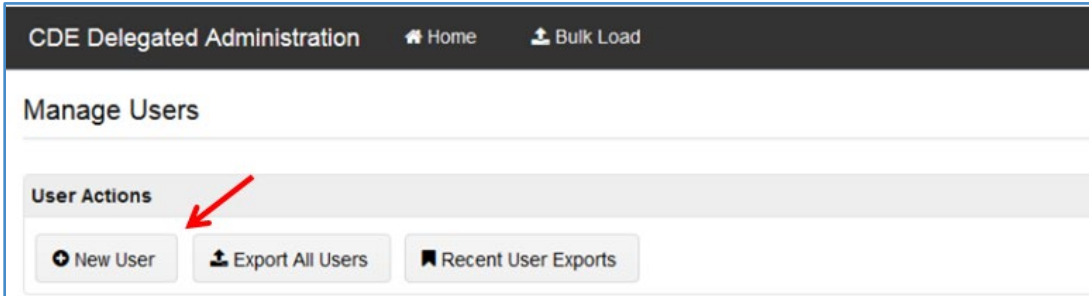
**Password:**

[Forgot your password?](#)

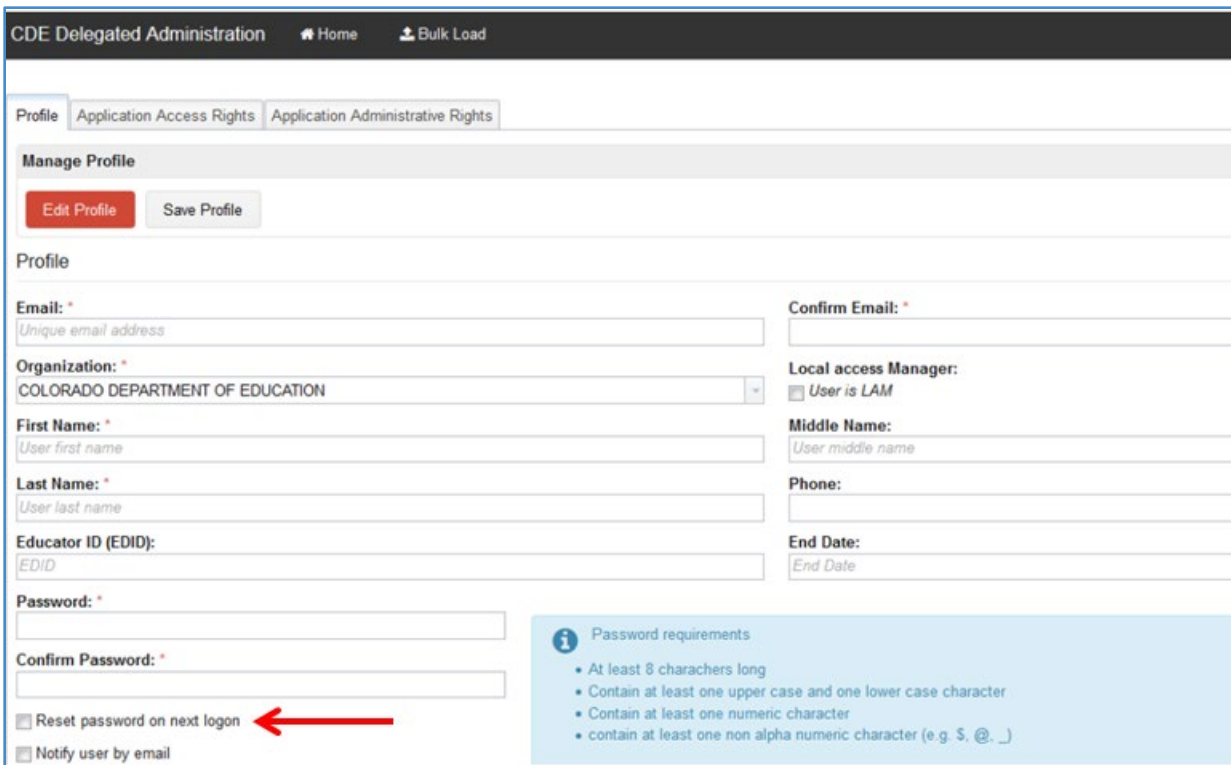


## Create an Account for a new Data Management System (DMS) User:

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** (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:

The screenshot shows the 'Manage Users' interface. At the top, there are navigation links for 'Home' and 'Bulk Load'. Below that is a 'User Actions' section with buttons for 'New User', 'Export All Users', and 'Recent User Exports'. The 'Search for Users' section contains three input fields: 'User ID' (containing '\*'), 'Last Name', and 'First Name'. There is a checkbox for 'Active users only' and a 'Search' button. A red arrow points to the 'Search for Users' header.

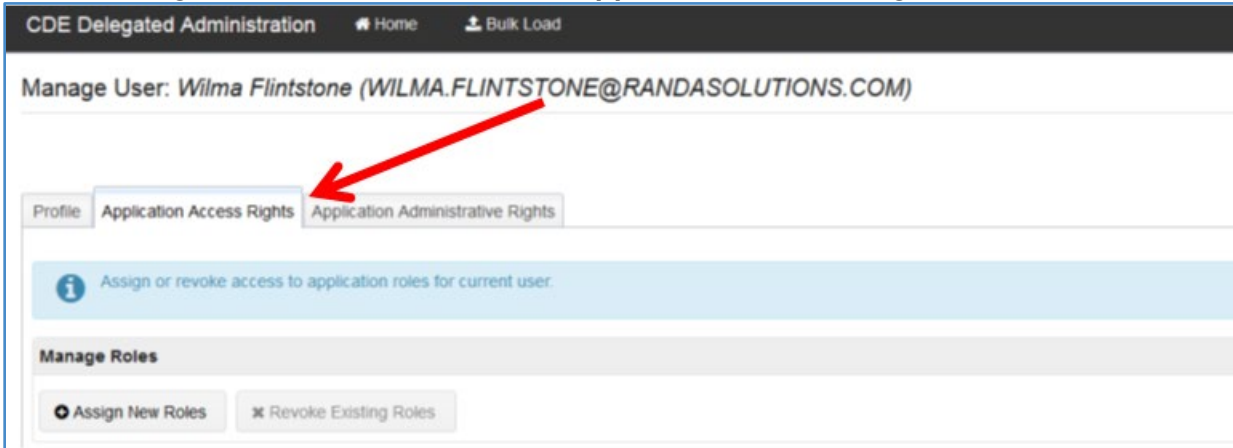
Click on the user account you would like to view:

The screenshot shows the 'Manage Users' interface with search results. The 'User ID' field contains 'ja'. Below the search fields is a table with the following data:

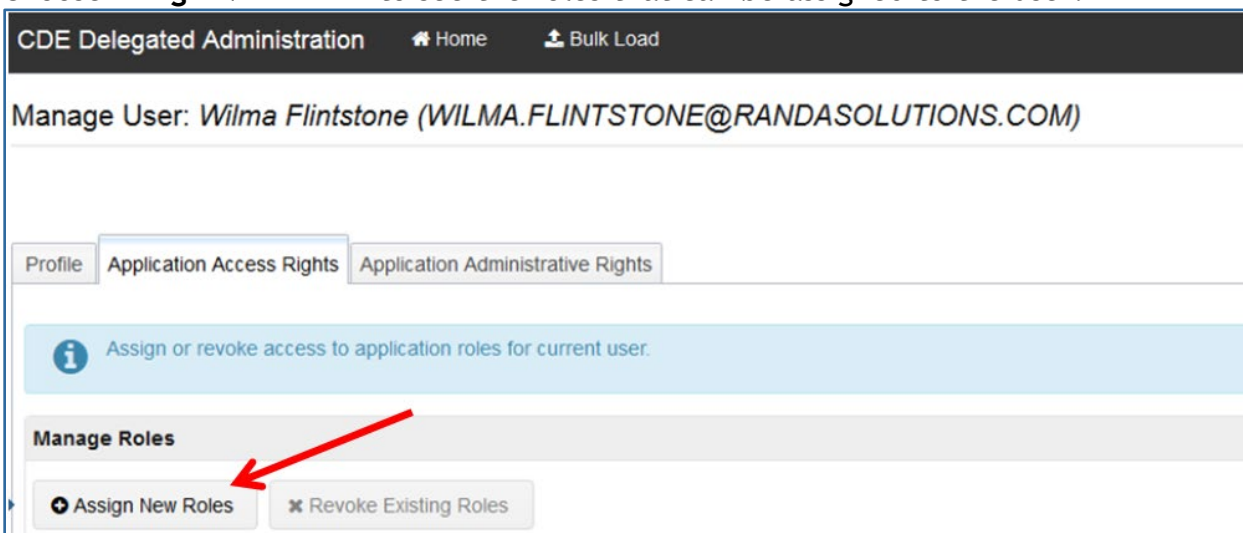
USER ID	LAST NAME	FIRST NAME	STATUS
JA			Active
JA			Active
JA			Active
JA			Active

### 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).
- 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**. 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 'Assign Roles' section is highlighted in light blue and contains a search bar for roles. Below the search bar are two dropdown menus: 'Application:' with a search prompt 'Search by Application...' and 'School:' with a search prompt 'Search by School...'. At the bottom of this section is a button labeled 'Assign Selected Roles' with a red arrow pointing to it from the right. Below the button is a section titled 'Available Roles to Assign:' which contains a table with the following headers: 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)