

## Student End of Year: Identity Management (Idm) User Roles

### Overview

SEY data respondents must be assigned permissions to both the Student End of Year collection and the Student Interchange collection in Identity Management (IdM) to complete the collection. Your district’s Local Access Manager (LAM) assigns accounts/privileges in IdM for your district. [This website](#) provides more information about IdM and access management instructions for LAMs.

Application	Collection	User Role	Access Level	Notes
Pipeline	Student Interchange	LEA User	Upload and edit records for the DEM, SSA, & GG files.	Required for SEY data respondents.
Pipeline	Student End of Year	LEA User	Create Snapshot	Users with this role can complete the majority of the SEY collection but will need support from a LEA Approver for a few steps.
Pipeline	Student End of Year	LEA Approver	Create Snapshot, submit snapshot, download sign-off form	At least one person in the district must have this role.
Pipeline	Any	LEA Viewer	View CEDAR/COGNOS reports related to the assigned collection – cannot edit data.	Useful role for district staff who need access to collection related CEDAR/COGNOS reports for data validation but are not actively completing the data collection.

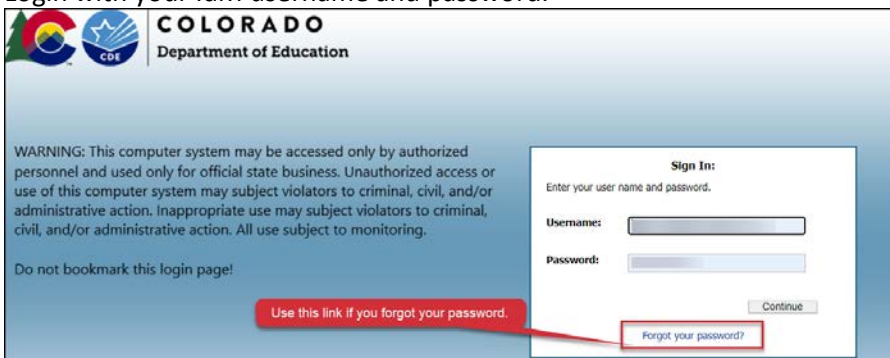
Note: A user may only have **one** role per collection in IdM. Users assigned to more than one collection role will not be able to login to Data Pipeline correctly because the user roles are competing and will lock up their account.

### Local Access Manager (LAM) Steps to Assign SEY Roles

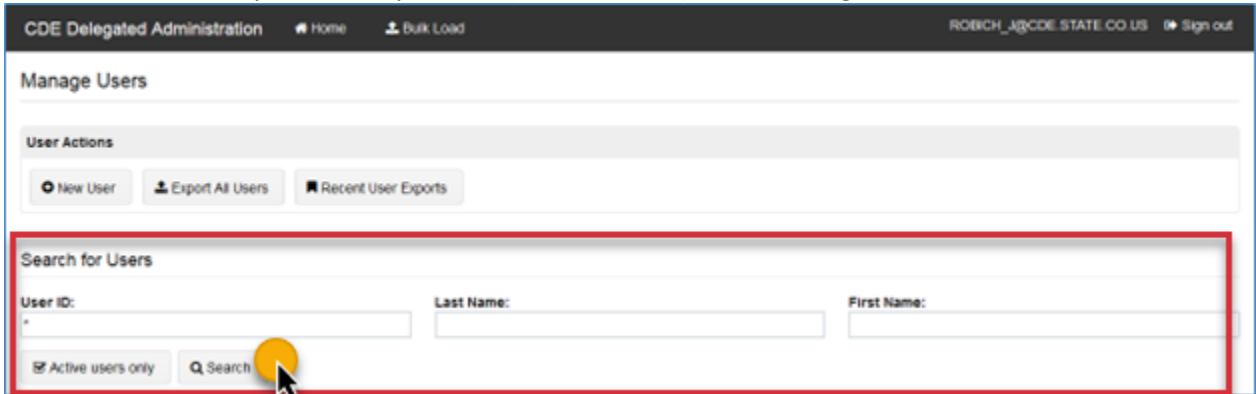
1. Navigate to the [Identity Management \(IdM\) page](#).
2. Select the [Access Management](#) link in the Registration and Access section of the site.



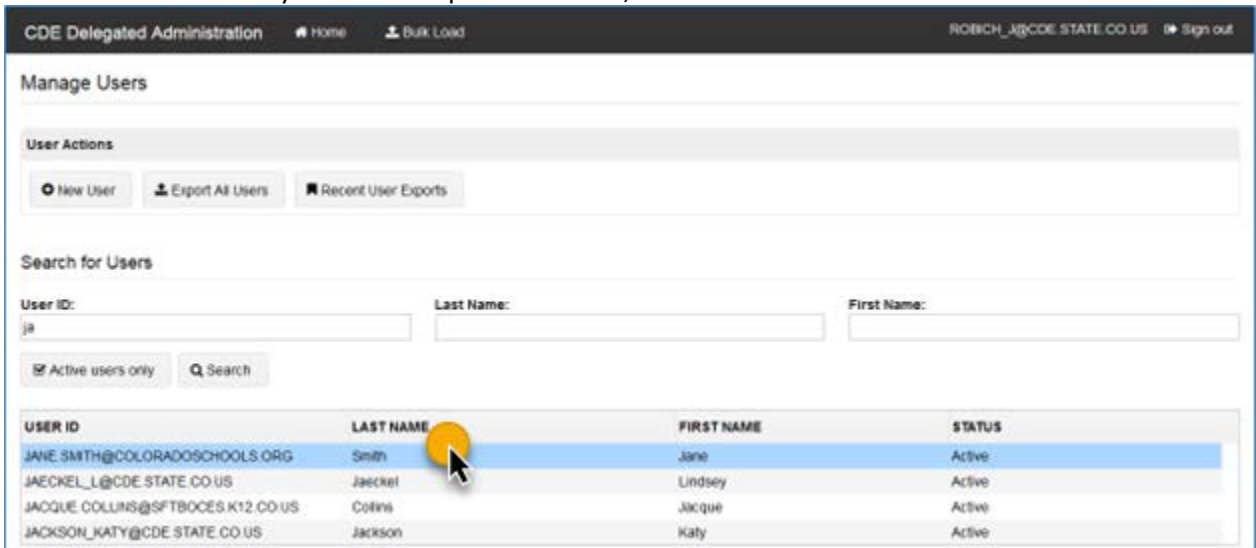
3. Login with your IdM username and password.



4. Search for the user by name or by User ID (email address) in the manage users screen.



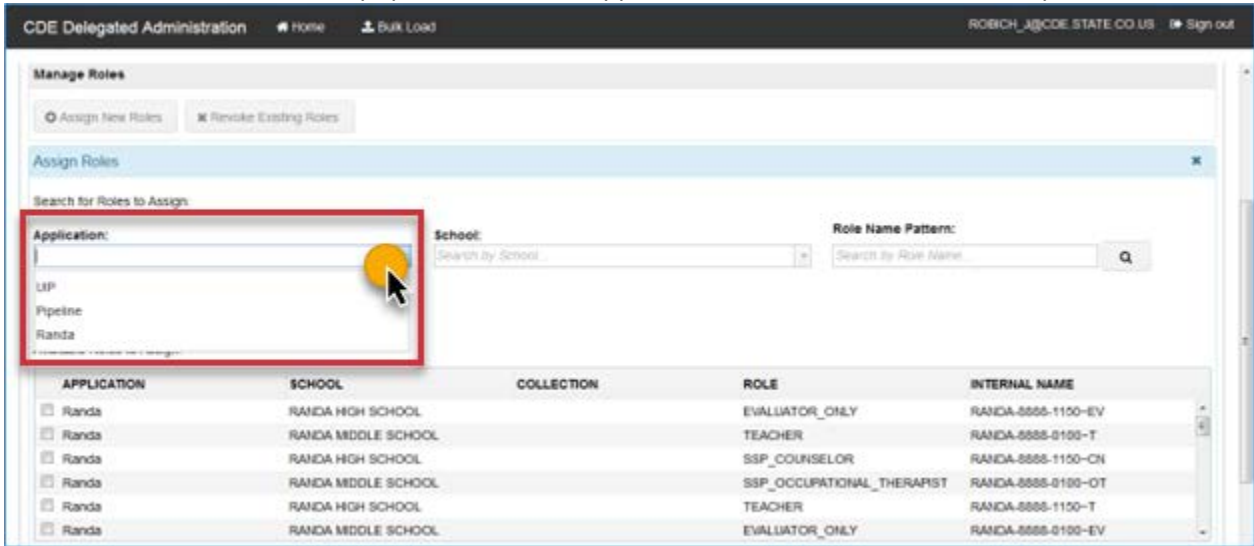
5. Once the user account you'd like to update is visible, click on it to access the account.



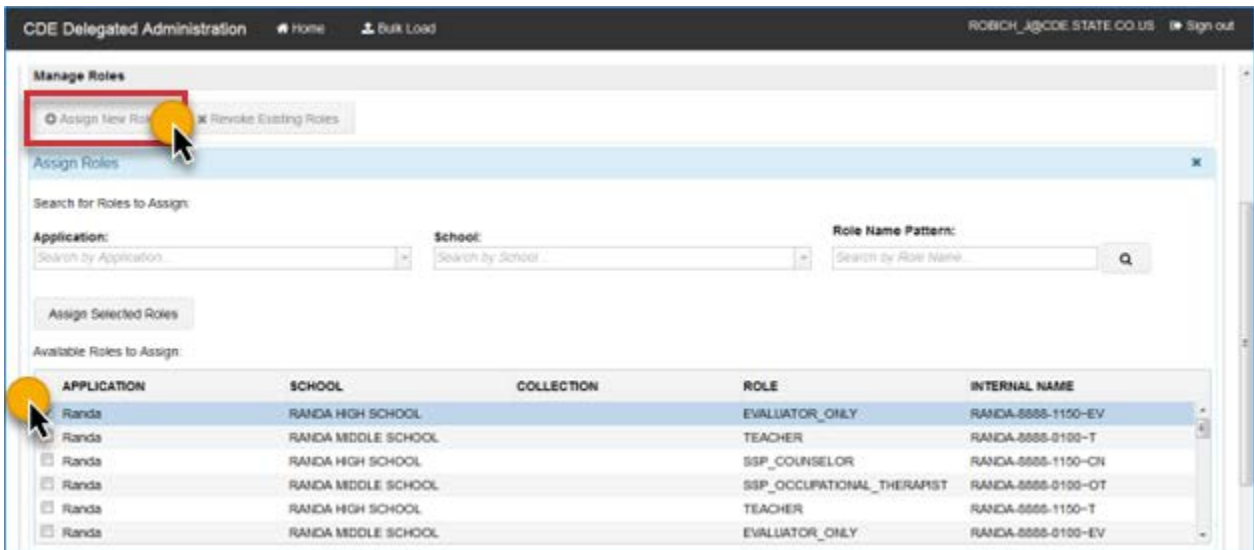
6. Select the *Application Access Rights* tab and then select *Assign New Roles*.



- A list of all available roles will populate. Use the 'Application' filter box to select *Data Pipeline*.



- Check the box next to the desired user role(s) and then select *Assign New Roles*.  
 Note: A user may only have one user role per collection. SEY users must have the Student Interchange LEA User role and either Student End of Year LEA Approver or LEA User to edit records during the SEY collection.



For more information about managing IdM access, please see the Quick Guide for Access Management posted in the FAQ and User Guide section of the [IdM webpage](#).

### FAQ and User Guides

- [Quick Guide for Access Management \(DOCX\)](#)
- [Identity Management Quick Reference Guide \(PDF\)](#)
- [Identity Management FAQ](#)
- [Training](#)