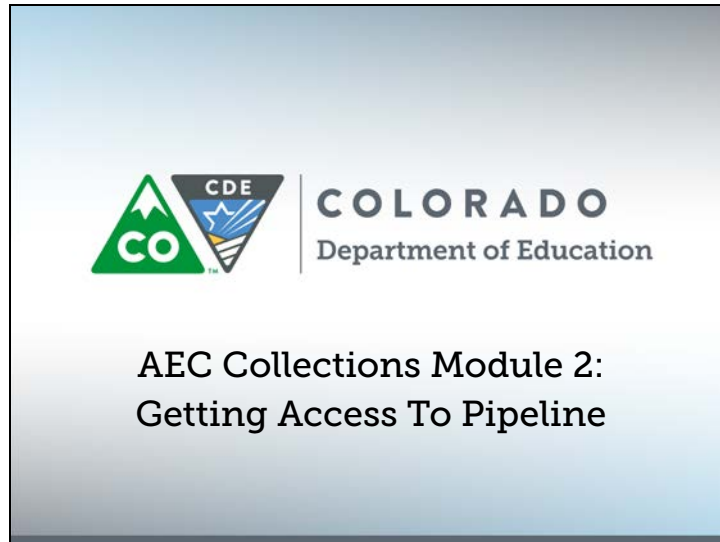
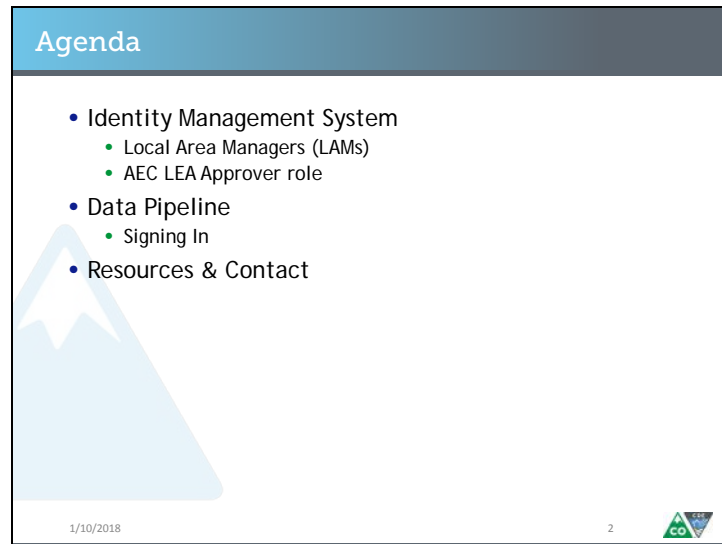


Slide 1



Welcome to the AEC Collections video module! My name is B Sanders, and this is the second AEC Collections video module. In this module, we will cover how to get access to the AEC Data Pipeline Collections, and once you have access, how to log in to Data Pipeline. To make sure we're on the same page, AEC stands for Alternative Education Campus. Let's get started.

## Slide 2




### Agenda

- Identity Management System
  - Local Area Managers (LAMs)
  - AEC LEA Approver role
- Data Pipeline
  - Signing In
- Resources & Contact

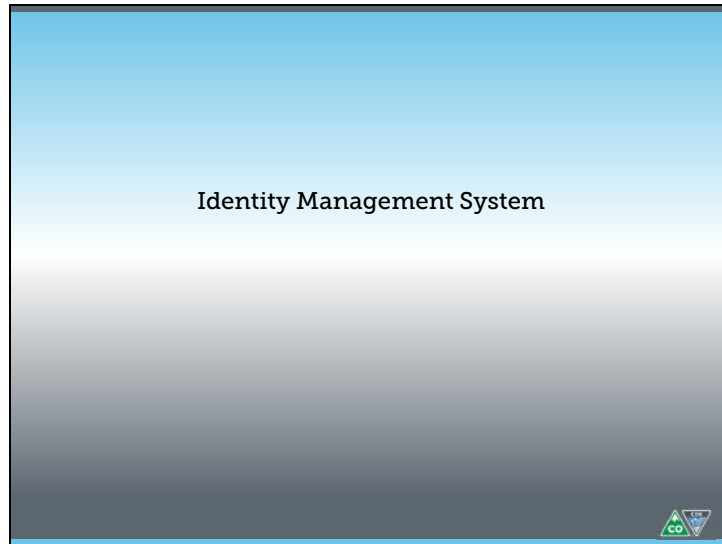
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Here's what we're going to talk about today: CDE's Identity Management System and how it interacts with the AEC Collection processes and the Data Pipeline system and how to log into it. I'll also cover some helpful resources and contacts for you.

Slide 3




To participate in the AEC Collections, you will first need to go through CDE's identity management system. All pipeline collections use the identity management system to make sure the data submitted to CDE is secure and safe.

### Identity Management System Terms

<https://www.cde.state.co.us/idm>

- Local Area Managers - LAMs
  - Individuals at a given district or BOCES who have rights to assign permissions to specific roles to people within that district or BOCES
  - You can fill out a request ticket at the link below to find out who your LAM(s) is:  
<https://edx.cde.state.co.us/cdeidm/districtlamsupport.jsp>
- Roles - Roles allow an individual to
  - View specific password-protected reports
  - Participate in specific password-protected data collections
- Single sign on -
  - Using the identity management system login screen, you will use your same CDE username and password for multiple access points

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Let's go over some terms in case you're not familiar with CDE's identity management system. Local Area Managers, or LAMs for short, are individuals at your district or BOCES who have the ability to assign you a specific role in the identity management system. Specific roles grant you permission to view or interact with parts of the Data Pipeline system. Some roles allow you to see certain reports. Other roles allow you to participate in data collections. What you see when you pass through CDE's single sign on system is determined by the roles assigned to you by your LAM. You can read about this in more detail at the link on the top of this slide.

<https://www.cde.state.co.us/idm>

<https://edx.cde.state.co.us/cdeidm/districtlamsupport.jsp>

### What You Need for AEC Collections

- Role for collections: **AEC~LEAAPPROVER**
  - Grants ability to sign into Alternative Education tab in Data Pipeline
  - Ability to download/upload extracts to AEC collections
  - Ability to edit records for Renewal/Application Collection
  - Ability to add and edit records for Selection of Measure Collection
  - Ability to opt out of AEC collections

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The specific role you will need your LAM to assign to you for the AEC Collections is the AEC LEA APPROVER role. Once you have been assigned the AEC LEA APPROVER role, you will be able to sign into the Data Pipeline system and interact with the AEC Collections options. You should be assigned to the AEC LEA APPROVER role if you have historically managed the AEC Renewal/Application collection and the AEC Selection of Measures collection for your district or BOCES.

Slide 6

**What You Need for AEC Collections**

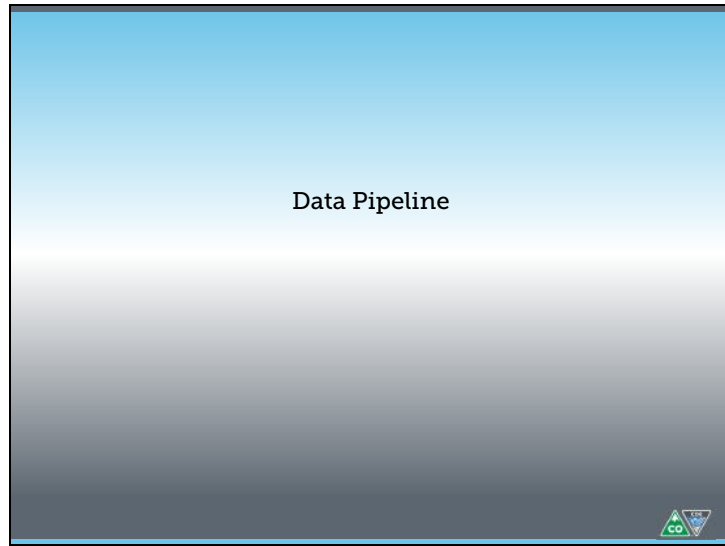
- Role for collections: **AEC~LEAAPPROVER**
  - Grants ability to sign into Alternative Education tab in Data Pipeline
  - Ability to download/upload extracts to AEC collections
  - Ability to edit records for Renewal/Application Collection
  - Ability to add and edit records for Selection of Measure Collection
  - Ability to opt out of AEC collections

You cannot participate in the AEC Collections unless your LAM has assigned you to the AEC-LEAAPPROVER role!

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If you sign into the Data Pipeline system, and you do not see the Alternative Education tab on the left hand menu on the side of the screen, then please contact your LAM and request that you be assigned the AEC LEA APPROVER role.


Slide 7



Let's talk about the Data Pipeline system in a little more detail.

What is Data Pipeline?

- Data Pipeline is a web-based system that allows districts and BOCES to submit data quickly and efficiently to CDE through a secure system
  - Personally Identifiable Information (PII) is protected because only certain individuals can access any given data collection
  - System is flexible; data can be submitted either through uploaded spreadsheets or through edit record interface
- Pipeline FAQ:  
[https://www.cde.state.co.us/datapipeline/cde\\_dp\\_fact\\_sheet](https://www.cde.state.co.us/datapipeline/cde_dp_fact_sheet)

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As you may know, the AEC Collections were previously conducted through spreadsheets disseminated and collected via Syncplicity. There are a couple of reasons we've moved the AEC Collections to the Data Pipeline system. One is the identity management system, which we just went through. Unlike with Syncplicity, where permissions had to be managed folder by folder, permissions in Data Pipeline can be managed at the role level and by the district. So, districts can decide if only one person or several people are qualified to have that role. The other reason is that the Data Pipeline system is flexible. The spreadsheet system worked well for some districts, and was onerous for others.

[https://www.cde.state.co.us/datapipeline/cde\\_dp\\_fact\\_sheet](https://www.cde.state.co.us/datapipeline/cde_dp_fact_sheet)



## Signing On to Data Pipeline

<http://cdeapps.cde.state.co.us/index.html>

**Colorado Department of Education Identity Management**

Since November 2018 CDE has an Identity Management process that simplifies and streamlines the user sign process for CDE data systems and enhances security to student level data. The first phase of the project has involved compiling a matrix to support a Single Sign-on / Delegated Administration model. This includes drastically reducing the manual effort currently required by districts and CDE resources to assign user ids and passwords by automating the user registration, approval, and password reset processes, and providing districts and administrative units with the ability to maintain users via a Delegated Administration model.

Recorded sessions for the Delegated Administration provisioning system (Access Management):

- 3/1/2018 CDE webinar
- 8/20/2018 CDE webinar
- 9/20/2018 CDE webinar
- 7/20/2018 CDE webinar - Topic: All District IAM
- 7/20/2018 CDE webinar - Topic: Bulk Load
- 8/16/2018 CDE webinar - Topic: Access Management Overview

The updated Identity Management Roles document can be found in the Frequently Asked Questions link item #12.

The following training modules are available to assist the local school districts with the Identity Management implementation. Updated documentation is forthcoming for the new system.

- Quick Guide for new Access Management (IAM) U
- Module 1 - Overview (2/16)
- Module 2 - Managing Role User Manager (3/16)

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The link at the top of this slide will take you a site which lists all of the applications which use CDE’s identity management single sign on system. You can choose Data Pipeline from the menu on the left hand side of the screen.

### Signing On to Data Pipeline

<http://cdeapps.cde.state.co.us/index.html>

The screenshot displays the Colorado Department of Education Identity Management interface. On the left, a navigation menu lists various applications, with 'Data Pipeline' highlighted in red. The main content area features a header for 'Colorado Department of Education Identity Management' and a 'Single Sign-On' section. Below this, there is a 'Forgot my password' link and a list of recorded sessions for the Delegated Administrator. A red arrow points from the 'Data Pipeline' link in the menu to the 'Data Pipeline' link in the recorded sessions list.

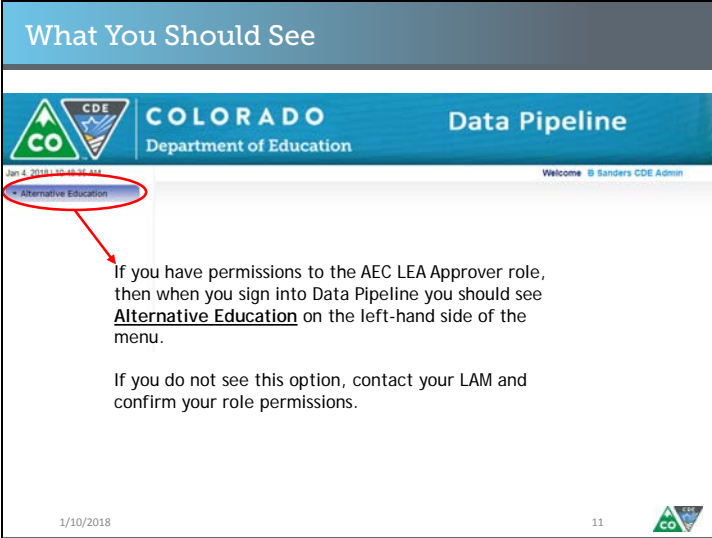
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When you click on the link for Data Pipeline, you will be taken to a login page which looks like this. You will need to enter the username and password information you setup when your LAM assigned you the AEC LEA APPROVER role. If you were already in the identity management system, you will use your existing username and password. The AEC LEA APPROVER role will be added to your current permissions.

Slide 11

What You Should See



Jan 4, 2018 1:10:45 PM AM Welcome B Sanders CDE Admin

Alternative Education

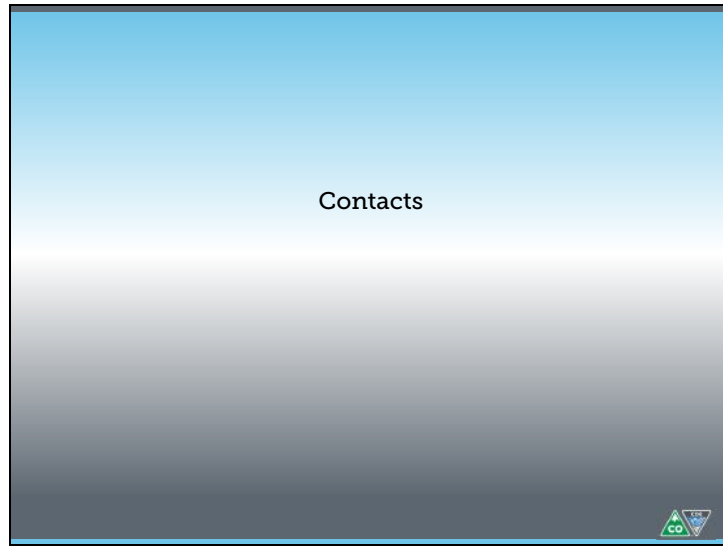
If you have permissions to the AEC LEA Approver role, then when you sign into Data Pipeline you should see Alternative Education on the left-hand side of the menu.

If you do not see this option, contact your LAM and confirm your role permissions.

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When you click login, you'll be taken to the Data Pipeline home screen, which looks like this. You should see an Alternative Education tab on the left hand side of the screen. If you do, then your permissions to interact with and participate in the AEC Collections are correctly set up. If you do not see Alternative Education on the left hand side of the screen, or if you receive an error, you may not have the AEC LEA APPROVER role assigned to you. Your next step is to contact your local area manager and confirm your role permissions.

Slide 12



Let's talk through who to contact if you have questions.


**Contacts**

AEC Collection Questions

- B Sanders, AEC and Accountability Senior Consultant
  - [Sanders\\_b@cde.state.co.us](mailto:Sanders_b@cde.state.co.us)
  - 303.866.2685
- Jessica Watson, Accountability and Policy Principal Consultant
  - [Watson\\_J@cde.state.co.us](mailto:Watson_J@cde.state.co.us)
  - 303.866.6778

Identity Management Questions

- Rich Morris, Systems Administrator
  - [Morris\\_r@cde.state.co.us](mailto:Morris_r@cde.state.co.us)
  - 303.866.6713

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If you have questions about the AEC Collections, reach out to me, B Sanders, or my colleague, Jessica Watson. We can probably answer your question, and if we can't, we'll get you in contact with someone who can. If you have questions about the identity management system, such as permissions related to your local area manager or the AEC LEA APPROVER role, reach out to Rich Morris.