

Steps to Provide Access to Student October within the Data Pipeline System

These steps will take about 15 minutes to complete.

The Local Access Manager needs to perform these steps; other Pipeline users will not have the appropriate rights.

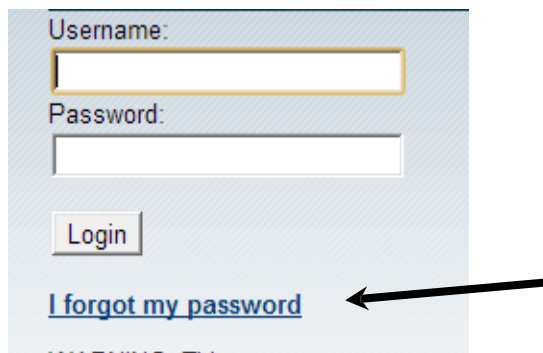
- Go to the Identity Management (IdM) page:

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

- Down on the bottom left there is a link for Access Management



- Click on Access Management - This will bring up a login screen. Your login is your email.



[Forgot your password?](#)

If you forgot your password, please click on “I forgot my password” and after you fill in the form, you will receive a new password. The new password will end with an exclamation point and it is important you include this when you attempt to login. Once you have your new password, go back to step 1 above and try to login.

[To add the Student Interchange \(STD\) and Student October \(OCT\) collection privileges to the appropriate account:](#)

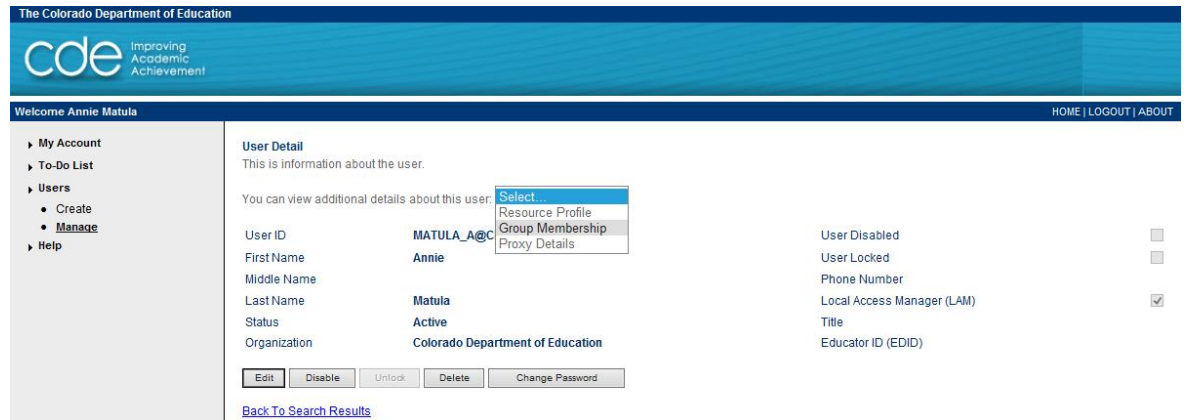
- After you are logged in as the Local Access Manager (LAM), search for a user.
 - You should see a list of users; select the user you want by double clicking on his or her name.
- If you do not see the user you will need to create the person’s account. You can do this by clicking on the “Create” link on the left side of the screen. Please click on the magnify glass to select the organization code when you are creating the user.

[Having problems or want more information on creating accounts?](#)

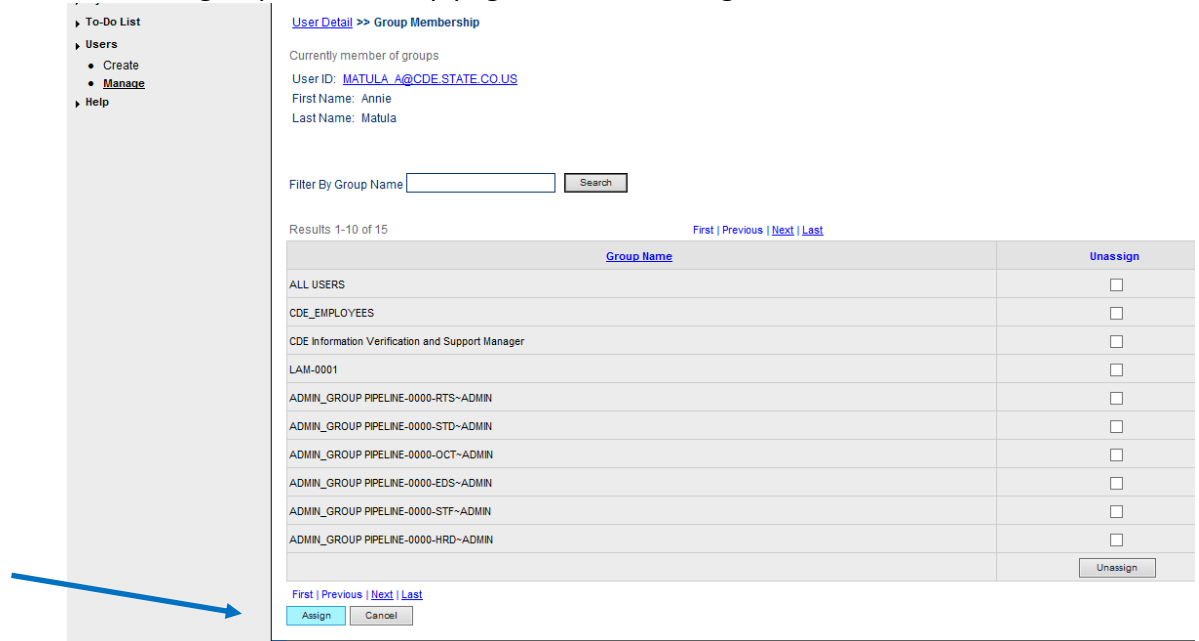
- Go to: <https://cdeapps.cde.state.co.us/index.html>

Steps to Provide Access to Student October within the Data Pipeline System

- Select “Module 4 – Creating Users”
- Short 5 minute video
- Use the drop down at the top center to select group membership:



- At the bottom of the group membership page select the “Assign” button.



- Use the drop down to select Group Name and enter *STD* to find the groups associated with the student interchange or *OCT* to find groups associated with Student October

User Roles

Interchange User roles

- LEA Viewer: able to view data. Read only access
- LEA User: able to upload, edit, and submit data to the Student Interchanges

Student October Snapshot User roles

- LEA Viewer: able to view data. Read only access

Steps to Provide Access to Student October within the Data Pipeline System

- LEA User: can create and update snapshots
- LEA Approver: has same permissions of the LEA User role AND able to provide final sign-off of data

User Role Examples

MOFFAT_2 PIPELINE-2800-STD~LEAVIEWER Read-Only Role

SILVERTON_1 PIPELINE-2820-OCT~LEAUSER Submit and Modify Role

CENTER_26_JT PIPELINE-2810-OCT~LEAAPPROVER Approver Role

- After you press “Assign”, you can either scroll through to find the group or do a search.
 - For a wildcard search:
 - For the “Filter By” option, select “Group Name”
 - Enter the wildcard you wish to search for
 - for instance if you are in Jefferson County and want to set a Student Interchange privilege, you could enter *JEFFERSON*STD*
 - Select “Go”
- Place a check mark in the “Assign” column for the group or groups you wish to assign to the staff member
- Select “Assign Group”

The screenshot shows the 'Assign Groups' page. At the top, it says 'User Detail >> Group Membership >> Assign Groups'. Below that, it says 'Select groups to assign user as member of'. There is a 'Filter By' dropdown set to 'Group Name' and a text input field containing '*JEFFERSON*STD*'. A 'Go' button is to the right. Below the search bar, it says 'Results 1-5 of 5' and 'First | Previous | Next | Last'. The table below has two columns: 'Group Name' and 'Assign'. The rows are:

| Group Name | Assign |
|--|-------------------------------------|
| JEFFERSON_R1 PIPELINE-30011-STD-LEAVIEWER Read-Only Role | <input checked="" type="checkbox"/> |
| JEFFERSON_R1 PIPELINE-30011-STD-LEAUSER Submit and Modify Role | <input checked="" type="checkbox"/> |
| JEFFERSON_COUNTY_R1 PIPELINE-1420-STD-LEAVIEWER Read-Only Role | <input type="checkbox"/> |
| JEFFERSON_COUNTY_R1 PIPELINE-1420-STD-LEAAPPROVER Approver Role | <input type="checkbox"/> |
| JEFFERSON_COUNTY_R1 PIPELINE-1420-STD-LEAUSER Submit and Modify Role | <input type="checkbox"/> |

At the bottom of the table, there are 'First | Previous | Next | Last' links and 'Assign Group' and 'Cancel' buttons.

- Select “Confirm Assign” on the next page.

Need to unassign a group?

If you made a mistake or want to delete a role:

- Select “Unassign” from the Group Membership screen for the staff member
- Press “Unassign” at the bottom of the screen
You will be asked to confirm. Select “Confirm Unassign”
- Logout when you are done

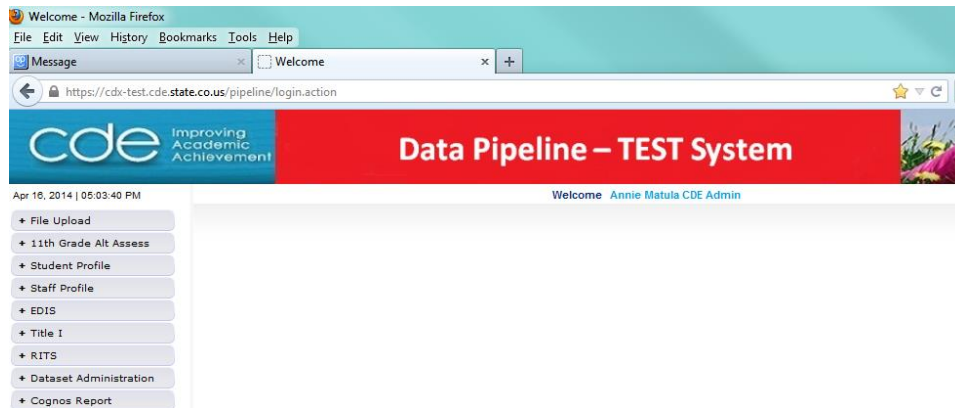
User tests functionality in Pipeline

- Have the user go to the QA version of Pipeline and test the user account.
- QA can be access from http://www.cde.state.co.us/datapipeline/train_trainings
- QA can be distinguished from production by the red header area and the words “TEST”

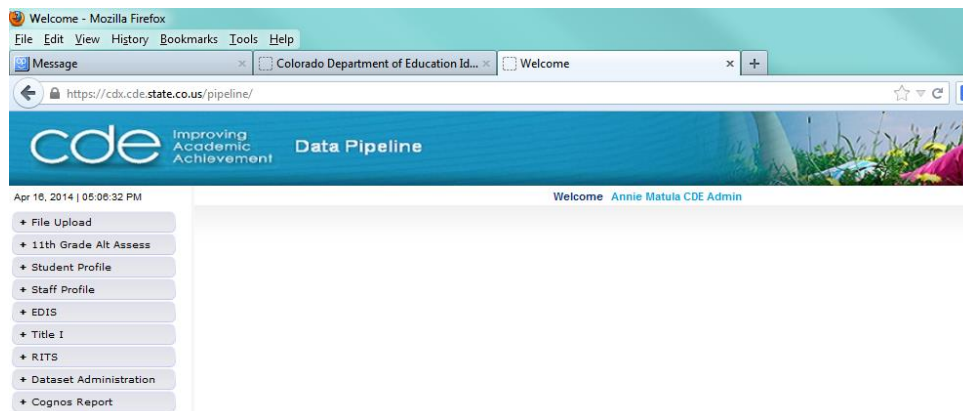
Steps to Provide Access to Student October within the Data Pipeline System

System.” Production’s header area is blue.

QA



Production



- Have the user verify he/she has the correct access rights
- **Note!** QA does not impact production data so the user can feel free to try loading files, editing data, and reviewing reports to become comfortable in the Pipeline