

CDE is transitioning the identity management (IdM) system from 10G to 11G to improve the user interface and increase functionality. The new system was available beginning March 2, 2016. The time beginning March 2 is considered a "soft launch" of the new IdM system. During this time, CDE will be actively continuing to develop the system, make additional enhancements, and resolve any bugs that are found.

Users with feedback or issues may submit issues by emailing Rich Morris at morris r@cde.state.co.us.

Below is a Quick Reference Guide to outline the process for common updates Local Access Managers (LAMs) will make for users.

Contents

Logging In	2
Create an Account	3
Searching for a User	4
Using the Filters when Searching for a User	5
Assign a Role	6
Using the Filters when Managing Roles	8
Revoke a Role	10
Disable/Delete User Accounts	11
Export User Accounts	13
Bulk Changes	14
Adding LAMs	17
Application Specific LAMs	17
Password Management	19
User Management FAQs	23
Appendix	27



Logging In

From the IdM webpage at https://cdeapps.cde.state.co.us/index.html, click on Access Management.



Enter your username (email) and password.

COE	Academic Achieveme		<u>Units at C</u>	CDE Staff.Contacts Colorado.gov
	CDE	Home For Educ	ators For Administrator	rs For Parents & Students
CDE Home > CDE Acces	s Management >			
10-10-10-10-10-10-10-10-10-10-10-10-10-1	Improving		1000	
Colorado Departr	nent of Educatio	on - Single Sign-	On	
Username:	nem of Education	on ongie orgin		
Password:				
Login				
forgot my passwore	1			
WARNING: This com	puter system may	be accessed only b	y authorized personnel and	used only for official state
			em may subject violators to	
administrative action. to monitoring.	Inappropriate use r	may subject violator	3 to criminal, civil, and/or a	dministrative action. All use subject
Any questions or comments	on the organization or	operation of this site? Pl	ease contact the CDE Webmaster.	Last modified: August 19, 2013



Create an Account

Once logged into your account, click on New User.

CDE Delegated Administration	🖶 Home	▲ Bulk Load	ROBICH_J@CDE.STATE.CO.US €	Sign out
Manage Users				
User Actions				
• New User Leport All Users	Recent	User Exports		

This is the "Manage User" area and it defaults to the **Profile** which is the first step to add a new account. Input user information. The following fields are **REQUIRED**: Email, First Name, Last Name, Organization (this will only bring the orgs for which you have access), Password. The EDID is only required for the Colorado Performance Management System (RANDA). 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.

CDE Delegated Administration # Home & Bulk Load	ROBICH_J@CDE.STATE.CO.	
Profile Application Access Rights Application Administrative Rights		
Application Access Rights Application Auministrative Rights		
Manage Profile		
Edit Profile Save Profile		
Profile		
Email: *	Confirm Email: *	
Unique email address		
Organization: *	Local access Manager:	
COLORADO DEPARTMENT OF EDUCATION	User is LAM	
First Name: *	Middle Name:	
User first name	User middle name	
Last Name: *	Phone:	
User last name		
Educator ID (EDID):	End Date:	
EDID	End Date	
Password: *		
	Password requirements	
Confirm Password: *	At least 8 charachers long	
	Contain at least one upper case and one lower case character	
Reset password on next logon	 Contain at least one numeric character contain at least one non alpha numeric character (e.g. \$, @,) 	
Notify user by email	- contain at ready one non-alpha namene enalacter (e.g. a, (e, _)	

Click on Save Profile (bottom righthand corner). You can then add roles as needed by following the information below.

Note: emails are not automatically generated based on adding users to the system. If you would like a user to know they've been added, LAMs may send one directly and you'll want to include the password you created. While there is also a box to "Notify user by email", it 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 now have an account. A sample email is included in the Appendix.



Searching for a User

When you log into the system, it defaults to the **Manage User** area. Under **Search for Users**, you will see the filters available to narrow your search. If you would like to see all the user accounts within your organization, you can enter a wildcard (*) in the **User ID** field and then hit Enter or Search and the full list will populate. **NOTE: The Active users only button is automatically checked. If you would like view all users, including inactive users, uncheck the box.**

	CDE Delegated Administration	# Home 🕹 Bulk Load	ROBICH_J@CDE.STATE.CO.US G Sign out
	Manage Users		
	User Actions		
	New User	Recent User Exports	
2	Search for Users		
	User ID: *	Last Name:	First Name:
	Active users only Q Search		

Once you find the user account you would like to view, click on it once to access their account.

CDE Delegated Administration # Home	e 🕹 Bulk Load		ROBICH_J@CDE.STATE.CO.US ⊕ Sign out
Manage Users			
User Actions O New User LExport All Users	cent User Exports		
Search for Users			
User ID: ja	Last Name:	First	Name:
C Active users only Q Search			
USER ID	LASTNAME	FIRST NAME	STATUS
JANE.SMITH@COLORADOSCHOOLS.ORG	Smith	Jane	Active
JAECKEL_L@CDE.STATE.CO.US	Jaeckel	Lindsey	Active
JACQUE.COLLINS@SFTBOCES.K12.CO.US	Collins	Jacque	Active
JACKSON_KATY@CDE.STATE.CO.US	Jackson	Katy	Active



Using the Filters when Searching for a User

To use the filters, you do not necessarily need to use wildcards. However, when not using them, the search text must be at the beginning of the username or first/last name. E.g., when searching for Jane Smith in the username field, you can use "ja" as it starts her actual username, but using "sm" would not yield any results. You would instead need to use wildcards to find the username (*sm*).

CDE Delegated Administration	iome 🔔 Bulk Load		ROBICH_J@CDE.STATE.CO.US ເ€ Sign out
Manage Users			
User Actions			
New User Laport All Users	Recent User Exports		
Search for Users			
User ID:	Last Name:		First Name:
ja			
Active users only Q Search			
USER ID	LAST NAME	FIRST NAME	STATUS
JANE.SMITH@COLORADOSCHOOLS.ORG	Smith	Jane	Active
JAECKEL_L@CDE.STATE.CO.US	Jaeckel	Lindsey	Active
JACQUE.COLLINS@SFTBOCES.K12.CO.US	Collins	Jacque	Active
JACKSON_KATY@CDE.STATE.CO.US	Jackson	Katy	Active
CDE Delegated Administration #	łome 🔹 Bulk Load		ROBICH_J@CDE.STATE.CO.US 🕞 Sign out
Manage Users			
User Actions			
• New User ± Export All Users	Recent User Exports		
Search for Users			
User ID:	Last Name:		First Name:
sm		•	
Active users only Q Search			
USER ID	LAST NAME	FIRST NAME	STATUS
SMITH_KEVIN@CDE.STATE.CO.US	Smith	Kevin	Active
SMITH_B@CDE.STATE.CO.US	Smith	Becky	Active

No Jane Smith found



CDE Delegated Administration *	lome 🛃 Bulk Load		ROBICH_J@CDE.STATE.CO.US 🕞 Sign o
Manage Users			
User Actions			
New User	Recent User Exports		
Search for Users			
User ID:	Last Name:	F	irst Name:
sm			
C Active users only Q Search			
USER ID	LAST NAME	FIRST NAME	STATUS
USER ID SMITH_KEVIN@CDE.STATE.CO.US	LAST NAME Smith	FIRST NAME Kevin	STATUS Active
SMITH_KEVIN@CDE.STATE.CO.US	Smith	Kevin	Active
SMITH_KEVIN@CDE.STATE.CO.US SMITH_B@CDE.STATE.CO.US	Smith	Kevin Becky	Active Active
SMITH_KEVIN@CDE.STATE.CO.US SMITH_B@CDE.STATE.CO.US JOHN.SMITH@RANDASOLUTIONS.COM	Smith Smith Smith Smith Smith	Kevin Becky John	Active Active Active
SMITH_KEVIN@CDE.STATE.CO.US SMITH_B@CDE.STATE.CO.US JOHN.SMITH@RANDASOLUTIONS.COM JANE.SMITH@COLORADOSCHOOLS.ORG	Smith Smith Smith Smith Smith	Kevin Becky John Jane	Active Active Active Active

Assign a Role

Once a user account has been created, a LAM may add a role. Once on the **Manage User** screen, click on the **Application Access Rights** tab.

CDE Delegated	Administration # Home	Load	ROBICH_J@CDE.STATE.CO.US De Sign out
Manage User:	Nilma Flintstone (WILMA	.FLINTSTONE@RANDASOLUTIONS.COM)	
Profile Application	Access Rights Application Admin	istrative Rights	
	, accounting the product of ramin	and in engine	
Assign or r	evoke access to application roles fo	r current user.	
Manage Roles			
Assign New Ro	Revoke Existing Roles		

The user account you are editing will be displayed at the top of the screen.





Click on Assign New Roles.

CDE Delegated Administration # Home	ROBICH_J@CDE.STATE.CO.US ፁ Sign out
Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOLUTIONS.COM)	
Profile Application Access Rights Application Administrative Rights	
Assign or revoke access to application roles for current user.	
Manage Roles	
Assign New Roles * Revoke Existing Roles	

All roles you have access to will populate below.

Available Roles to Assign:				
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
Randa	RANDA HIGH SCHOOL		EVALUATOR_ONLY	RANDA-8888-1150~EV
Randa	RANDA MIDDLE SCHOOL		TEACHER	RANDA-8888-0100~T
Randa	RANDA HIGH SCHOOL		SSP_COUNSELOR	RANDA-8888-1150~CN
Randa	RANDA MIDDLE SCHOOL		SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0100~OT
Randa	RANDA HIGH SCHOOL		TEACHER	RANDA-8888-1150~T
Randa	RANDA MIDDLE SCHOOL		EVALUATOR ONLY	RANDA-8888-0100~EV

Select the role you would like to add by clicking the checkbox and then click on **Assign Selected Roles**. You also have the ability to use filters to search for roles, which is further detailed in the next section.

	· · · · · · · · · · · · · · · · · · ·			
Manage Roles				
O Assign New Roles X Rev	voke Existing Roles			
Assign Roles				
Search for Roles to Assign:				
Application:	Schoo	bl:	Role Name Pa	attern:
Search by Application		h by School	 Search by Rol 	a Nama
Assian Selected Doles			- Scarch by Ron	e Name Q
Assign Selected Roles Available Roles to Assign: APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
Available Roles to Assign:	SCHOOL RANDA HIGH SCHOOL		ROLE	
Available Roles to Assign:				INTERNAL NAME
Available Roles to Assign: APPLICATION Randa	RANDA HIGH SCHOOL		ROLE EVALUATOR_ONLY	INTERNAL NAME RANDA-8888-1150-EV
Available Roles to Assign: APPLICATION Randa Randa	RANDA HIGH SCHOOL RANDA MIDDLE SCHOOL		ROLE EVALUATOR_ONLY TEACHER	INTERNAL NAME RANDA-8888-1150-EV RANDA-8888-0100-T RANDA-8888-1150-CN
Available Roles to Assign: APPLICATION Randa Randa Randa	RANDA HIGH SCHOOL RANDA MIDDLE SCHOOL RANDA HIGH SCHOOL		ROLE EVALUATOR_ONLY TEACHER SSP_COUNSELOR	INTERNAL NAME RANDA-8888-1150-EV RANDA-8888-0100-T RANDA-8888-1150-CN

You should now see the role in the **Current User Roles** section.

Curre	ent User Roles:				
	APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
	Randa	RANDA HIGH SCHOOL		EVALUATOR_ONLY	RANDA-8888-1150~EV



Using the Filters when Managing Roles

If you click on the down arrow, it will show all the applications/schools you have access to and you may select it from the list.

CDE Delegated Administra	ation 👫 Home 土 E	Bulk Load		ROBICH_J@CDE.STATE.CO.US	🕞 Sign out
Manage Roles					
Assign New Roles	Revoke Existing Roles				
Assign Roles					×
Search for Roles to Assign:		7			ſ
Application:		School:	Role Name Pattern:		
		Search by School	 Search by Role Nam 	e Q	
UIP					
Pipeline					
Randa					
, tranatoro reoros to risorgri.					
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME	
Randa	RANDA HIGH SC	HOOL	EVALUATOR_ONLY	RANDA-8888-1150~EV	* II
Randa	RANDA MIDDLE	SCHOOL	TEACHER	RANDA-8888-0100~T	=
Randa	RANDA HIGH SC	HOOL	SSP_COUNSELOR	RANDA-8888-1150~CN	
Randa	RANDA MIDDLE	SCHOOL	SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-0100~OT	
Randa	RANDA HIGH SC	HOOL	TEACHER	RANDA-8888-1150~T	
Randa	RANDA MIDDLE	6911001	EVALUATOR_ONLY	RANDA-8888-0100~EV	

In the **Role Name Pattern** field, if you know some of the role name pattern, type it in and retrieve search results. Wildcards (*) are not needed, so long as the entry is within the role name pattern.

CDE Delegated Administration # Home	1 Bulk Load		ROBICH_J@CDE.STATE.CO.US	🗈 Sign out
Manage Roles				*
Assign New Roles Revoke Existing Roles				
Assign Roles				×
Search for Roles to Assign:				
Application:	School:	Role Name Pattern	:	
Search by Application	 Search by School 	- hr	Q	
Assign Selected Roles				
Available Roles to Assign:				E
APPLICATION SCHOOL	COLLECTION	ROLE	INTERNAL NAME	
Randa		HR_ADMINISTRATOR	RANDA-8888~HR	



Note: depending on which text you enter, it may result in a number of entries.

DE Delegated Administratio	n 🖶 Home 🕹 Bulk Load	d		ROBICH_J@CDE.STATE.CO.US	🕞 Sign
Manage Roles					
Assign New Roles Revo	oke Existing Roles				
Assign Roles					×
Search for Roles to Assign:					
Application:		School:	Role Name Pattern:		
Search by Application	-	Search by School	- t	Q	
Assign Selected Roles					
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME	
	SCHOOL DISTRICT WIDE SCHOO		ROLE SSP_OCCUPATIONAL_THERAPIST	INTERNAL NAME RANDA-8888-9980~OT	
Randa		DL			
RandaRanda	DISTRICT WIDE SCHOO	DL	SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-9980~OT	
Randa Randa UIP	DISTRICT WIDE SCHOO	DL	SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-9980~OT RANDA-8888-0050~T	E
Randa	DISTRICT WIDE SCHOO RANDA ELEMENTARY S	DL	SSP_OCCUPATIONAL_THERAPIST TEACHER District User	RANDA-8888-9980~OT RANDA-8888-0050~T UIP-8888~District_User	E

To further refine your search, you may use wildcards (*) to reduce the number of results. If using this function, it is recommended to apply the wildcard to both sides of the text.

Note: the Role Name Pattern search field is based on the internal name. You may need to be familiar with the internal role names to use it (i.e., you would need to search by "OT" and not "therapist"). Additionally, when using multiple search phrases, the order of the search must be the same as the actual Role Name Pattern (i.e., search *0050*OT* and not *OT*0050*).

CDE Delegated Administration	Home 🛓 B	ulk Load		ROBICH_J@CDE.STATE.CO.US	🗈 Sign out
Manage Roles					
O Assign New Roles Revoke Exist	ting Roles				
Assign Roles					×
Search for Roles to Assign:					
Application:		School:	Role Name Patter	n:	
Search by Application		Search by School	*0050*ot*	٩	
Assign Selected Roles					
Available Roles to Assign:					
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME	
Randa	RANDA ELEMEN	ITARY SCHOOL	SSP_OCCUPATIONAL_THERAPI	ST RANDA-8888-0050~OT	



You may also use multiple search fields at one time to refine searches.

	ion 👫 Home 🕹 Bulk L			ROBICH_J@CDE.STATE.CO.US	o
n Roles					×
for Roles to Assign:					
Application:		School:	Role Name Pattern:		
Randa	-	Search by School	~ ot	Q	
Assign Selected Roles					
Available Roles to Assign:	SCHOOL	COLLECTION	ROLE	INTERNAL NAME	
Available Roles to Assign:	SCHOOL RANDA HIGH SCHOO		ROLE SSP. OCCUPATIONAL THERAPIST	INTERNAL NAME RANDA-8888-1150-OT	
Available Roles to Assign:	SCHOOL RANDA HIGH SCHOO DISTRICT WIDE SCH	OL	SSP_OCCUPATIONAL_THERAPIST	RANDA-8888-1150~OT	
Available Roles to Assign:	RANDA HIGH SCHOO	OL HOOL		RANDA-8888-1150~OT RANDA-8888-9980~OT	

Revoke a Role

To revoke a role, scroll to the bottom of the page to review the **Current User Roles** assigned to the user.

Application:		School:	Role Name I	Pattern:
UIP	*	Search by School	✓ Search by R	ole Name Q
Assign Selected Roles				
Available Roles to Assign:				
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
	1111		School Admin	UIP-8888-1111~School_Adm
	1111		School User	UIP-8888-1111~School_Use
	1234		District User School Admin	UIP-8888~District_User UIP-8888-1234~School_Adi
	1234		School User	UIP-8888-1234~School_Use
Current User Roles:				
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME



Check the role(s)	you would like to remove	At the top of the page	click on Revoke Existing Roles .
	you would like to remove.	At the top of the page,	chek off Revoke Existing Roles .

Manage Roles	oke Existing Roles			
	oke Existing Koles			
Assign Roles				
Search for Roles to Assign:			Role Name Patter	
Application: Search by Application	Scho Sear	ool: ch by School	Search by Role Na	
Assign Selected Roles				
Available Roles to Assign:				
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME
Randa			HR_ADMINISTRATOR	RANDA-8888~HR
Current User Roles:				
APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME

Disable/Delete User Accounts

Disable a User Account

Once you have found the user account you would like to disable, you default to the **Profile** tab of **Manage User**. Click on the **Disable** button. You will receive a note at the top saying the change has been saved.

CDE Delegated Administration # Home & Bulk Load	ROBICH_J@CDE.STATE.CO.US ☐ Sign out
Manage User: Jane Smith (JANE.SMITH@COLORADOSCHOOLS.O	RG)
Profile Application Access Rights Application Administrative Rights	
Manage Profile	
Edit Profile Save Profile Reset Password Disable Lock	
Profile	
User ID: *	
JANE.SMITH@COLORADOSCHOOLS.ORG	
Organization: *	Local access Manager:
COLORADO DEPARTMENT OF EDUCATION	User is LAM
First Name: *	Middle Name:
Jane	User middle name
Last Name: *	Phone:
Smith	
Educator ID (EDID):	End Date:
87654321	End Date 🔹



CDE Delegated Administration * Home & Bulk Load	ROBICH_J@CDE.STATE.CO.US	🕞 Sign out				
Manage User: Jane Smith (JANE.SMITH@COLORADOSCHOOLS.ORG)						
Profile Application Access Rights Application Administrative Rights						
V User details saved!		x				
Manage Profile						
Edit Profile Save Profile Reset Password Enable Lock						

You may also set the **End Date** for a user, which will disable the account for the date specified. To do so, click on **Edit Profile.**

	Profile Application Access Rights Application Administrative Rights	1				
	Manage Profile					
\Box	Edit Profile Save Profile Reset Password Disable Lock					

You can then enter the **End Date** in a MM/DD/YYYY format or click on the down arrow to select a date from the calendar.

CDE Delegated Administration # Home				RO	BICH_J@CDE	STATE.CO.US	🕞 Sign ou
Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOL0	UTIONS.CO	М)					
Profile Application Access Rights Application Administrative Rights							
Manage Profile							
Cancel Profile Changes Save Profile Reset Password Disable Lock							
Profile							
User ID: *							
WILMA.FLINTSTONE@RANDASOLUTIONS.COM							
Organization: *	Local access						
RANDA_TEST_8888	🔲 User is LAN						
First Name: * Wilma	Middle Name						
		anc					
Last Name: * Flintstone	Phone:						7
Educator ID (EDID):	End Date:						
EDID	3/17/2016						~
	4			March	•		Þ
	s	м	т	w	т	F	s
	28	29	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
			201	5 2016	2017		

Once a user account is disabled, it will be fully deleted from the system after 90 days. All accounts should be current.



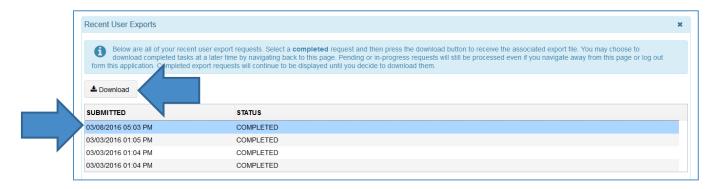
Export User Accounts and Roles

Creating the Export

To export all user accounts associated with your organization, click on **Export All Users**. The status will immediately display that it is processing. It may take some time to process the request.

CDE Delegated Administrati	ion 🖷 Home 🕹 Bulk Load	ROBICH_J@CDE.STATE.CO.US 🕞 Sign out
Manage Users		
User Actions		
New User Export All U	Jsers Recent User Exports	
Recent User Exports		×
download completed tasks	s at a later time by navigating back to th	eleted request and then press the download button to receive the associated export file. You may choose to his page. Pending or in-progress requests will still be processed even if you navigate away from this page or log out layed until you decide to download them.
A Download		User exports in progress
SUBMITTED	STATUS	
03/08/2016 04:52 PM		
03/03/2016 01:05 PM	COMPLETED	
03/03/2016 01:04 PM	COMPLETED	1
03/03/2016 01:04 PM	COMPLETED	

Once it shows a status of **COMPLETED**, highlight the file you would like to view and then click on **Download**.



NOTE: This will export all user information for individuals with accounts and this information is considered to contain Personally Identifiable Information (PII). Please make sure this export is treated appropriately.



About the Export

The file includes the following information:

User*	Title	First*	Middle	Last*	Educator ID (EDID)	Phone	LAM	Status	End Date	Groups To Add	Groups To Remove

NOTE: While the last two columns say Groups To Add and Groups to Remove, it will actually display Groups Assigned to each user under the Groups to Add heading. This will make it easier to edit if the organization is using this as a default for a bulk upload.

Also, if a user has more than one group assigned, it will have a blank row underneath the user account it is associated with and only the role populating in the second row. It is not advised to use the sort function unless the full row is manually populated with the user information.

Bulk Changes

Some organizations may wish to make multiple updates to user accounts at one time, especially at the beginning or end of a year. To make bulk changes, click on Bulk Load at the top of the webpage.

CDE Delegated Administration	🖷 Home 🛛 🕹 Bulk I	Load			ROBICH_J@CDE.STATE.CO.US	🗈 Sign out
Manage Users						
User Actions						
Search for Users						
User ID:		Last Name:		First Name:		
C Active users only Q Search						
USER ID	LASTNAME		FIRSTNAME		STATUS	

This brings you to Bulk Load Users. Organizations will have the option to upload using either a CSV file or an Excel file.

CDE Delegated Admini	istration 希 Home	🏦 Bulk Load			ROBICH_J	@CDE.STATE.CO.US 🕞 Sign out
Bulk Load Users						
Bulk Load Actions						
Load from CSV file	Load from MS Excel fil	e 📩 Download	CSV Template	nload MS Excel Template		
Bulk Upload Status						
Date: Today 7 Days	30 Days All	Status: All	Completed	Pending		■ Show Details
FILE STATUS F		FILE TYPE	SUBMITTED	#TOTAL	#PROCESSED	#FAILED
			No statuses match fil	ter criteria		



You can download the preferred file format as a starting point for making your **Bulk Load** file.

DE Delegated	Administration # Ho	me 🏦 Bulk Load			Kobion_C	J@CDE.STATE.CO.US 🕞 Sig
ulk Load Use	rs					
Bulk Load Actions			7			
Load from CSV	file Load from MS Ex	cel file	CSV Template	load MS Excel Template		
ulk Upload Statu	S					
Date: Today	7 Days 30 Days	All Status: All	Completed Failed	Pending		≡ Show Deta
ILE STATUS	FILE NAME	FILE TYPE	SUBMITTED	#TOTAL	#PROCESSED	#FAILED
			No statuses match filte			

This will populate the file with appropriate column headers.

Us	ser*	Title	First*	Middle	Last*	Educator ID (EDID)	Phone	LAM	Status	End Date	Groups To Add	Groups To Remove

Next, complete all the required fields to add or remove groups in bulk. **NOTE: If you need to make edits to the Colorado Performance Management System (RANDA), the EDID is required.**

Both the **Groups to Add** and **Groups to Remove** have drop down menus to ensure the roles are added with the correct naming convention.

NOTE: It may be helpful to use the Export Users feature, especially for Groups to Remove, to start with a list of all users (as the file format is the same) and simply move the role from Groups to Add to Groups to Remove to use the Bulk Load.

Once the file is ready, click on the file format used.

CDE Delegated Administration # Home	▲ Bulk Load		ROBICH_J@CDE.STATE.CO.US → Sign out
Bulk Load from CSV file Load from MS Excel	lie 📩 Download CSV Template	wnload MS Excel Template	
Bulk Upload Status			
Date: Today 7 Days 30 Days A	Status: All Completed Failed	Pending	≡ Show Details
FILE STATUS FILE NAME	FILE TYPE SUBMITTED No statuses match f		ESSED #FAILED



Click on Browse for Files.

CDE Delegated Adm	inistration 👫 Home	🛓 Bulk Load	ROBICH_J@CDE.STATE.CO.US 🖨 Sign out
Bulk Load Users			
Bulk Load Actions			
Load from CSV file	Load from MS Excel file	Lownload CSV Template	A Download MS Excel Template
Upload files for process	ing		×
Browse for Files			How to use this form
# Type File Name		Size	 Use the Browse for Files button to select the files you want to process. Select one or more files, and then use the Upload button to send them for
🛓 Upload	✔ Done	× Clear	 processing. You can clear the list of files selected for processing by using the Clear button.

Locate the file and click on **Upload**.

CDE Delegated Admir	istration 🖷 Home	🕹 Bulk Load	ROBICH_J@CDE.STATE.CO.US 🕞 Sign (
Bulk Load Users			
Bulk Load Actions			
▲ Load from CSV file	Load from MS Excel file	Lownload CSV Template	Lownload MS Excel Template
Upload files for processin	Ig		
Browse for Files			How to use this form
# Type File Name 1 XLSX Copy of xI-templa	ite.xisx	Size 12.0 kb	 Use the Browse for Files button to select the files you want to process. Select one or more files, and then use the Upload button to send them for processing.
1 Upload	✓ Done	× Clear	

Once the **Bulk Load** is complete, it will display below and indicate if any submissions failed.

Bulk Load Actions						
Load from CSV	file Load from MS Excel f	ile 🕹 Download CS	SV Template	MS Excel Template		
Bulk Upload Status	5					
Date: Today	7 Days 30 Days All	Status: All	Completed Failed	Pending		
FILE STATUS	FILE NAME	FILE TYPE	SUBMITTED	#TOTAL	#PROCESSED	#FAILED

The LAM can then search for the new user account(s) to verify, if desired.

NOTE: To send emails to new users, please work with CDE.



Adding LAMs

Once you have found the user account you would like to add as a LAM, you default to the Profile tab of Manage User.

Profile	Application Access Rights Application Administrative Rights
Manag	ige Profile
 Edit	It Profile Save Profile Reset Password Disable Lock

Then, click on User is LAM and Save Profile.

CDE Delegated Administration # Home & Bulk Load	ROBICH_J@CDE.STATE.CO.US 🕞 Sign out
Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOLUT	TONS.COM)
Profile Application Access Rights Application Administrative Rights	
Manage Profile	
Cancel Profile Changes Save Profile Reset Password Disable Lock	
Cancel Fibline Changes Save Fibline Reset Fassword Disable Lock	
Profile	
User ID: *	
WILMA.FLINTSTONE@RANDASOLUTIONS.COM	
Organization: *	.ocal access Manager:
RANDA_TEST_8888	✓ User is LAM
	Middle Name:
Wilma	User middle name
Last Name: *	Phone:
Flintstone	
Educator ID (EDID):	End Date:
EDID	End Date
	Save Profile

Application Specific LAMs

Once you have found the user account you would like to add as a LAM for a specific application, you default to the **Application Administrative Rights** tab of **Manage User. NOTE: Do NOT click on the "User is LAM" button.**

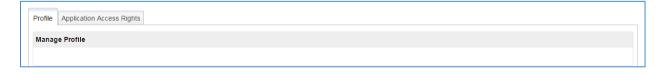
CDE Delegated Administration # Home Load	ROBICH_J@CDE.STATE.CO.US	ເቅ Sign out
Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOLUTIONS.COM)		•
Profile Application Access Rights Application Administrative Rights		
Assign or revoke administrative rights to applications for current user. This will enable the current user to assign or revoke access to the s	pecified application(s) to other use	rs.



Next, find the application the user will manage, check the corresponding box, and then click on **Assign Selected Roles**. This button will not be active until you have selected at least one application.

CDE Delegated Administration # Home 🛓 Bulk Load ROBICH_J@CDE.STATE.	CO.US 🕞 Sign out
Manage User: Joslyn Test2 (JOSLYN.TEST@GMAIL.COM)	^
Profile Application Access Rights Application Administrative Rights	
Assign or revoke administrative rights to applications for current user. This will enable the current user to assign or revoke access to the specified application(s) to of	her users.
Manage Roles	
Assign New Roles Remove Existing Roles	
Assign Application Administration Roles	×
Search for Application Administration Roles to Assign:	=
Application: Randa -	
Assign Selected Roles	
Available Application Administration Roles to Assign:	
APPLICATION	
Pipeline	
Randa	
Current User Application Administration Roles:	
APPLICATION	
No roles have been assigned to this user	

NOTE: Users with this access will only have access to the Profile and Application Access Rights when Managing Users. Additionally, the user will only be able to update roles; they cannot add users nor export the current roster of accounts. CDE is investigating making these updates to the system.





Password Management

It is recommended for users to set up their own password. For new users, LAMs can click on the **Reset password on next logon** box when creating the account.

Edit Profile Save Profile			
Profile			
Email: *		Confirm Email: *	
Unique email address			
Organization: *		Local access Manager:	
RANDA_TEST_8888		User is LAM	
First Name: *		Middle Name:	
User first name		User middle name	
Last Name: *		Phone:	
User last name			
Educator ID (EDID):		End Date:	
EDID		End Date	
Password: *			
	Password requirer	ments	
Confirm Password: *			
	 At least 8 charache 	ers long le upper case and one lower case character	

If an existing user needs a new password, LAMs can encourage users to reset their own passwords. For users of the Colorado Performance Management System (RANDA), there is a link on the login page they may use.

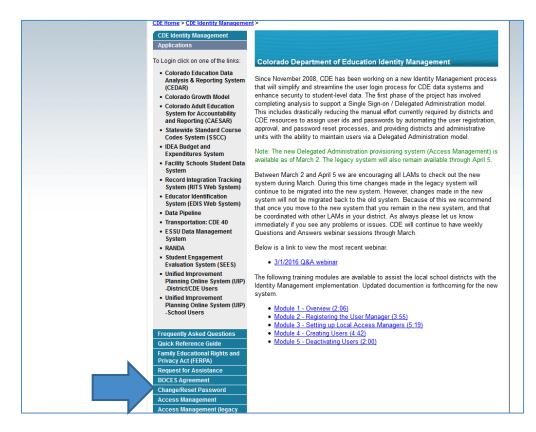
U 🖉 www.cde.state.co.us/educatoreffectiveness/rar	nda	💭 🤇 C Search	☆ 自 ♥ ♣ 余 🤇	⊃ ≡
COLOR Department of		Site Search	e Index CDE Offices Staff Directory	
SchoolView Data & Accountability	Programs & Supports	Teaching & Learning	Policy & Funding	
Educator Effectiveness Home Senate Bill 10-191	Home			
Implementation Guidance Measures of Student Learning Guidance	RANDA - Colorado Stat	e Model Performance N	Management System	
State Model Evaluation System Performance Management System	CDE has contracted with RANDA Solutions, Inc. (R implementation of the Colorado State Model Eval			
Inter-rater Agreement	interfaces and data collection tools for the state model evaluation rubrics, measures of student learning/outcomes, final effectiveness ratings, and aggregate reports to support principals and district leaders to provide useful and actionable feedback and possible professional development opportunities for educators.			
Training and Support State Council for Educator Effectiveness	Log in to RANDA - Colorado State Model Perforn	nance Management System		
Communications Resources	Username: Full Email Address Forgot Password: <u>Reset and generate temporary</u>	password		=
Contact Us	Contact:			
More Options Ask a Question Subscribe to e-Newsletter 	Online Support Request Form Change your existing password For all other questions: support@copms.randasolutions.com			



Users of the Colorado Performance Management System (RANDA) can also update their password via the help tab once inside the system.

Colorado State Model Performance Management System			🛔 Joslyn Robich 🗸
Dashboard Administration Eva	valuations Reports	Help	
Home / Help			
Colorado State Model Performance Manageme			
Your LEA has opted to use the Colorado State Model Performance Mar collection tools for the state model evaluation rubrics, measures of stu leaders to provide useful and actionable feedback and possible profess	tudent learning/outcomes, final effectiveness ra	tings, and aggregate reports	
Please use http://www.cde.state.co.us/educatoreffectiveness/randa tr assessments, schedule observations, and more.	to log into the system. Once logged in, educator	rs can work with school lead	ers to set goals, complete self-
Your username is your email. Please generate your new password: http	tps://edx.cde.state.co.us/CDEIdM/rapidReset.js	ρ	
For help, please contact the following:	Training:		
Online Support Request Form: https://copms.randasolutions.com/Help/WebToCase	Online Training Videos: http://vimeo.com/album/3	9011044	
To change your existing password: https://edx.cde.state.co.ut/xWebApp/Logon.do	To learn more about the ch Management System, wat Charts and reports fo	th the webinar below.	the State Model Performance
To reset and generate temporary password: https://edx.cde.state.co.us/CDBidM/rapidReset.jsp		ent Learning/Outco	omes
For all other questions: support@copm.sr and asolutions.com	process of creating Measur	es of Student Learning/Outo	arate webinars outlining the comes within the system, each
Release Notes:	 District Admin 	approach releasing MSL/M	SO templates:
🖉 Rolease Notes	 Principal Perspective Principal and teacher 		
	Application Manu	als (PDF):	
	Login Dashboard User Profile		

For users of other CDE applications (CEDAR, ESSU Data Management System, etc.), users may click on Change/Reset Password from the <u>Identity Management webpage</u>.





All of these methods will result in the user visiting this webpage at

<u>https://edx.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html</u>. The user will need to input their login (email address) and verify that they are a human.

Reset Your C	DE Password
	e to reset your password, please enter your Login w. A link to reset your password will be sent to
Having problems using the helpdesk@cde.state.co.us Login (usually your ema	his application? Please contact help desk for assistance at il address) *
Please verify that you ar	e a human *
Enter the text that you s	see above
	2 Get another challenge
	♣ Get an audio challenge
Send reset email	

They will receive an email (included in the **Appendix**) with a link to choose their own password. The password requirements are outlined on the page for easy reference.

COLORADO Department of Education		CDE Password Management
	Reset Your CDE Password	
	Please enter your new password. Keep in mind that your new password must	
	 Password must be at least 8 character(s) long. Password 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: 1, \$, #, or %), Unicode characters Password must not contain any of user ID, first name or last name when their length is larger than 2 Password must not be one of 24 previous passwords. 	
	 Having problems using this application? Please contact help desk for assistance at helpdesk@cde.state.co.us 	
	New password *	
	Confirm password *	
	✓ Reset Password	

The user will then be able to visit the application they need to access and will receive an email to confirm the change (included in the **Appendix**).



NOTE: The user will need to act on this email within 24 hours of receiving it. If they miss this window, when they click on the link, it will display the message below.

COLORADO Department of Education		CDE Password Management
	Reset Your CDE Password	
	The password reset link you used has either expired or is not valid. Please create another password reset link and try again.	

If a LAM would like to manually reset a password for an existing user, they may do so within **Manage User** by clicking on **Reset Password**.

CDE Delegated Administration # Home & Bulk Load	ROBICH_J@CDE.STATE.CO.US				
Manage User: Wilma Flintstone (WILMA.FLINTSTONE@RANDASOL	UTIONS.COM)				
Profile Application Access Rights Application Administrative Rights					
Manage Profile					
Edit Profile Save Profile Reset Password Disable Lock	Edit Profile Save Profile Reset Password Disable Lock				
Profile					
User ID: *					
WILMA.FLINTSTONE@RANDASOLUTIONS					
Organization: *	Local access Manager:				
RANDA_TEST_8888	User is LAM				
First Name: "	Middle Name:				
Wilma	User middle name				
Last Name: *	Phone:				
Flintstone					
Educator ID (EDID):	End Date:				
EDID	End Date				

The LAM can enter a new password for the user and the password requirements are listed^{*}. For maximum security, it is recommended to also check the **Reset password on Next Login** box and click on **Reset** to save.

Profile Application Access Rights Application Manage Profile Edit Profile Save Profile Cancel	Administrative Rights Password Reset Disable Lock	*At the time of this document draft, the Password requirements are listed incorrectly within IdM and the actual requirements are listed below. CDE is working to update this text.
Password: *	Password requirements At least 8 charachers long Contain at least one upper case and on Contain at least one numeric character contain at least one non alpha numeric	Numerals (0-9), Non-alphanumeric characters (for



User Management FAQs

I made updates to one user's account but need to make changes to another account. How do I search for another user?

Clicking on the **Home** button at the top of the page will bring you back to the landing page where you may add or search for a user.

CDE Delegat	★ Home ▲ Bulk Load	ROBICH_J@CDE.STATE.CO.US G Sign out
Manage User: Wilma I, ints	tone (WILMA.FLINTSTONE@RANDASOLUTIONS.COM)	A

I am using the filters to search for a role, but it returned no results. How do I repopulate all the roles?

Clear all the search fields and hit **enter or** the click on the search icon ^a to populate all results again.

	Search for Roles to Assign:								
	Application:		School:		Role Name Pattern:				
	*		Search by School		ole Name Q				
	Accient Online to Dates								
· /	Assign Selected Roles								
	Available Roles to Assign:								
	APPLICATION	SCHOOL	COLLECTION	ROLE	INTERNAL NAME				
	Randa	RANDA MIDDLE SCHOOL		TEACHER	RANDA-8888-0100~T				

Why did my search yield no results?

You may need to use wildcards (*) on either side of the text you are using to search in order to produce more results. If you are using more than one search keyword (e.g., *CN*1150*), you may need to switch the order or use just one search keyword.

What does the Lock button do?

Currently, the **Lock** button operates in the same manner as the **Disable** button; it will not allow a user to access CDE applications. However, the account will not be subject to the 90 day time limit before the account is deleted. CDE is currently investigating the possibility of removing the **Lock** button for better clarity.





Is there a way to sort the search results when searching for a user?

Yes, you can sort each of the search results by click on the column header. **NOTE: This does not work when managing roles.**

Manage Users			
User Actions			
O New User	Recent User Exports		
Search for Users			
User ID:	Last Name:	Firs	t Name:
Active users only Q Search			
USER ID	LAST NAME	FIRST NAME	STATUS
ABBEY_S@CDE.STATE.CO.US	Abbey	Scott	Active
ABUELDAHAB_D@CDE.STATE.CO.US	Abueldahab	Dee	Active
ACHOSZCZYK@DELTALIBRARIES.ORG	Choszczyk	Annette	Active
ACONCEPCTION@SUCAP.ORG	Concepcion	Autumn	Active
ADMIN.USER@SEESTEST.COM	User	Admin	Active
ALFIE.LOTRICH@SFTBOCES.K12.CO.US	Lotrich	Alfred	Active
ALICIA.SMITH@RANDASOLUTIONS.COM	Smith Alberts	Alicia Amber	Active
AMBER.ALBERTS@RANDASOLUTIONS.COM ANDERSON_D@CDE.STATE.CO.US	Anderson	Duncan	Active
ANDERSON_D@CDE.STATE.CO.US ANDY.TAYLOR@RANDATEST.ORG	Taylor	Andy	Active
ANDH TATLOR (CRANDATESTORS	Anthony	Tanni	Active
	me 🛓 Bulk Load		ROBICH_J@CDE.STATE.CO.US
Manage Users	me 🛓 Bulk Load		ROBICH_J@CDE.STATE.CO.US
Manage Users	me 🛓 Bulk Load		ROBICH_J@CDE.STATE.CO.US
Manage Users User Actions	me 🛓 Bulk Load		ROBICH_J@CDE.STATE.CO.US
Vanage Users User Actions New User Lexport All Users R F			ROBICH_J@CDE.STATE.CO.US
Manage Users User Actions New User	Recent User Exports		
Manage Users User Actions New User		Firs	ROBICH_J@CDE.STATE.CO.US
Manage Users User Actions	Recent User Exports	Firs	
Manage Users User Actions ● New User ▲ Export All Users ■ F Search for Users Jser ID: ● Ø Active users only Q Search	Recent User Exports	FIRST NAME	
Vanage Users User Actions New User Lexport All Users Search for Users Jser ID: C Active users only Q Search USER ID	Recent User Exports		t Name:
Vanage Users User Actions Ver Lexport All Users Search for Users Jser ID: Carther and the search of Users User ID ESTRADA_A@CDE.STATE.CO.US	Recent User Exports	FIRST NAME	t Name:
Vanage Users User Actions ● New User ▲ Export All Users ■ F Search for Users User ID: ■ Active users only Q Search USER ID ESTRADA_A@CDE.STATE.CO.US WILLIAMS_A@CDE.STATE.CO.US	Recent User Exports Last Name: LAST NAME Estrada	FIRST NAME Abel	t Name: STATUS Active
Vanage Users User Actions Onew User Export All Users Search for Users User ID: Carch Ca	Recent User Exports Last Name: LAST NAME Estrada Williams	FIRST NAME Abel Adam	t Name: STATUS Active Active
Vanage Users User Actions Onew User Export All Users Search for Users User ID: Carch Ca	Recent User Exports Last Name: Last Name: Estrada Williams Baptista	FIRST NAME Abel Adam Adam	t Name: STATUS Active Active Active
Vanage Users User Actions User Actions New User Lexport All Users User ID: Active users only Q Search USER ID USER ID USER ID USER ID USER ADA_A@CDE STATE CO US WILLIAMS_A@CDE STATE CO US BAPTISTA_A@CDE STATE CO US ADMIN USER@SEESTEST.COM ALFIE.LOTRICH@SFTBOCES.K12.CO.US	Recent User Exports Last Name: Estrada Williams Baptista User	FIRST NAME Abel Adam Adam Adam	t Name: STATUS Active Active Active Active Active
Vanage Users User Actions User Actions New User Active User Active users only Active users Active u	Recent User Exports Last Name: Last Name: Estrada Williams Baptista User Lotrich Smith Pearson	FiRST NAME Abel Adam Adam Adamin Alfred Alicia Alyssa	t Name: STATUS Active Active Active Active Active Active Active Active
Manage Users User Actions New User Export All Users F Search for Users User ID: *	Recent User Exports Last Name: Estrada Williams Baptista User Lotrich Smith	FIRST NAME Abel Adam Adam Adam Admin Alfred Alicia	t Name: STATUS Active Active Active Active Active Active Active Active



A user says they are receiving an error message at login saying to contact their Administrator but they are using the correct username and password. Why are they receiving this error?

Single Sign-On	- officers and the	
		☆ 🧶 🖸
Apps ★ Bookmarks		
ORACLE Access Manager		
Access Manager		
		Error
		System error. Please re-try our action. If you continue to get this error, please contact the Administrator.
		error, prease contact the Administrator.
Arcene Menogan (variane 11.1.1.1.1.0. 1946 - 1950, Strandon and Josh Balladan, Al righty reserved. 19 a registered trademark of Oracla Corporation and/or its alfibiants. Other names may be trademarks of their respective owners.		

This is a bookmarking error. Due to some authentication that occurs, users cannot book the typical login page, which is not always intuitive.

Users only needing to access the Colorado Performance Management System (RANDA) should bookmark http://www.cde.state.co.us/educatoreffectiveness/randa --> then click "Login..." --> then move to the page to insert the username and password.

All other users accessing CDE applications should bookmark <u>https://cdeapps.cde.state.co.us/index.html</u> and then click on the appropriate application on the left to access the login page.

The username is the full email address and users may request a new password at any time by visiting <u>https://edx.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html</u>. 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.



I've been trying to manually change a password for a user and it says it does not meet minimum requirements. I following the requirements listed on the screen. Why will it not let me change the password?

At the time of this document draft, the **Password requirements** are listed incorrectly within IdM and the actual requirements are listed below. CDE is working to update this text.

- Password must be at least 8 character(s) long.
- Password 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.
- Password must not contain any of user ID, first name or last name when their length is larger than 2.
- Password must not be one of 24 previous passwords.



Appendix

Sample email to new users

======

SUBJECT: RANDA: Welcome to the Colorado State Model Performance Management System

Your Colorado State Model Performance Management System (RANDA) account is now active.

WEBSITE: <u>http://www.cde.state.co.us/educatoreffectiveness/randa</u> (HINT: bookmark this webpage; bookmarking other pages may display an error)

USERNAME: PASSWORD:

FOR HELP, please contact the following:

- To reset or change your password, please visit <u>https://cdeapps.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html#/</u>
- For all other questions: support@copms.randasolutions.com

Thank you,

Information Management Services





Initial Password Reset Email

From: CDE password manager [mailto:NOREPLY@cde.state.co.us] **Subject:** CDE Password Self Service Request

This is an automated message to inform you that you've requested to reset your CDE password. Please note that our system only allows 1 self service password reset per 24 hours.

Please follow this link to reset your password

If you did not initiate this password change, please contact help desk for assistance at <u>helpdesk@cde.state.co.us</u>.

Please do not reply directly to this email. This is an outgoing email account only.

Thank you



Password Confirmation Email

From: CDE password manager [mailto:NOREPLY@cde.state.co.us] **Subject:** CDE Password Self Service Request

This is an automated message to inform you that you've successfully reset your CDE password. Please note that our system only allows 1 self service password reset per 24 hours.

If you did not initiate this password change, please contact help desk for assistance at <u>helpdesk@cde.state.co.us</u>.

Please do not reply directly to this email. This is an outgoing email account only.

Thank you