Setting up a Charter School

Prepare to Add Users to the System

Charter schools will need to work with CDE to add their users to the system. Please make sure all records reflect current employees prior to submitting users.

1. Each charter school will need to select a Local Access Manager (LAM) to manage their user accounts.
2. LAMs will need to gather the following information for each of the users they would like to have access the system:
   a. Educator Identification Number (EDID) – each charter school will need to work with their Authorizer to obtain an EDID for each user. Please allow time to gather these as it can take some time for new employees.
   b. First Name, Last Name
   c. Charter Email – this will also be their username for the system
   d. CDE School Code
   e. Role – The COPMS has 15 different roles in the system, each offering different levels of access. Please review the role guidance document to determine the appropriate role. Each organization in the system will need to have someone assigned as the Superintendent or Designee. For most charter schools, this will be the school leader or principal.

Using the template to add users

Once your file template is complete, please email copms@cde.state.co.us (note: do not email the file template). A secure file transfer process will be initiated to submit the file using a secure file transfer system called Syncplicity. Please allow for one business week to add the users to the system.

Adding users manually using CDE identity management

Please contact CDE to add and remove user accounts throughout the year. Once an account is updated, the changes will be reflected in the system in the next day.

Managing Users to the System

As employees join or leave the school, it is the responsibility of the charter school LAM to make sure updates occur within the IDM so that the COPMS reflects current information.

1. If an employee joins the school, the LAM will need to make sure an account is created.
2. If an employee leaves the school, the LAM will need to deactivate the account for that employee.
3. For employees switching roles, LAMs will need to make adjustments to reflect the new role.
4. For employees switching evaluators, adjustments will need to be made within the COPMS to reflect the new evaluator. Videos for evaluator management can be found on the help tab within the system.

If you have any questions regarding the onboarding process, please do not hesitate to contact copms@cde.state.co.us.