

How to Request Access to the Tracker System.

A new user needs to determine what level of access they need on the Tracker System.

There are three levels:

1. LEA Administrator – this level can:

- a. Upload evidence
- b. Respond to instrument item questions
- c. Add comments
- d. Submit completed instruments and
- e. Create new users.

To request access to Tracker at this level contact:

- Personnel at your district with LEA Administrator access on Tracker or
- cotrackerhelp@cde.state.co.us – CDE personnel will contact an LEA Administrator at your district to see if you can be added at this level.

2. LEA User – this level can:

- a. Upload evidence
- b. Respond to instrument item questions and
- c. Add comments.

To request access to Tracker at this level contact:

- Personnel at your district with LEA Administrator access on Tracker or
- cotrackerhelp@cde.state.co.us

3. Read-only – this level can only:

- a. View information on Tracker

To request access to Tracker at this level contact:

- cotrackerhelp@cde.state.co.us

When requesting access to Tracker from personnel at your district or cotrackerhelp@cde.state.co.us, include:

- The district name
- Your name
- Your Job Title
- Your Phone number
- Your E-mail address
- Your Position
- Your Department
- One of the following Tracker user levels (as described above):
 - LEA Administrator
 - LEA User
 - Read-only.