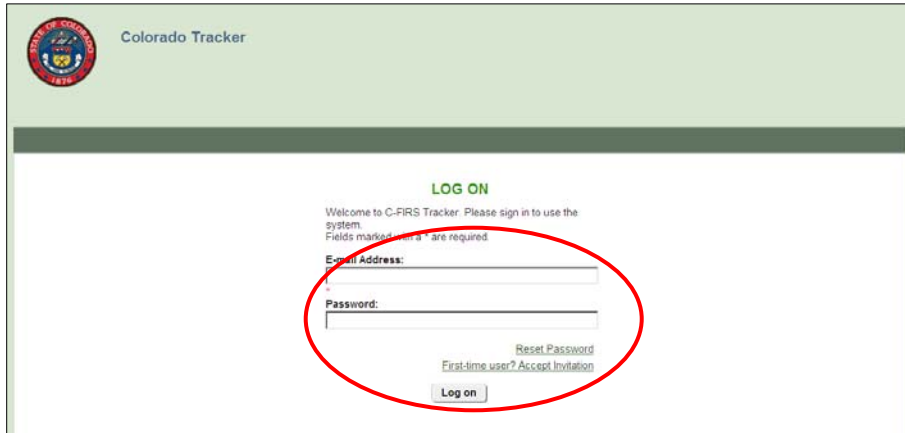


How to Retire a User's Tracker Access

When an employee is no longer employed with your district, he/she will need to have their Tracker access removed.

1. **Log on** to Tracker at <https://tracker.cde.state.co.us>.
(You must have administrator access to retire a user.)



Colorado Tracker

LOG ON

Welcome to C-FRS Tracker. Please sign in to use the system.
Fields marked with * are required.

E-mail Address:

Password:

[Reset Password](#)

[First-time user? Accept Invitation](#)

2. Click on **Setup & Maintenance**.



Colorado Tracker

Hi Training! [Logout](#) [Help](#)

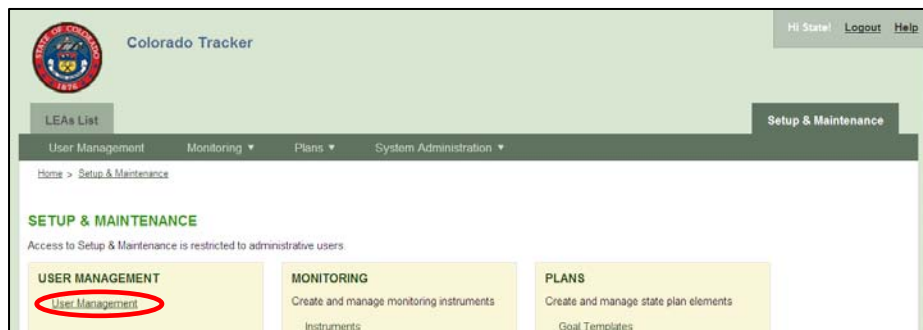
[LEAs List](#) [Setup & Maintenance](#)

[Home](#) > [LEA List](#)

LEAS

Select School Year:
2012-2013 School Year

3. Click on **User Management**.



Colorado Tracker

Hi State! [Logout](#) [Help](#)

[LEAs List](#) [Setup & Maintenance](#)

[User Management](#) [Monitoring](#) [Plans](#) [System Administration](#)

[Home](#) > [Setup & Maintenance](#)

SETUP & MAINTENANCE

Access to Setup & Maintenance is restricted to administrative users.

USER MANAGEMENT	MONITORING	PLANS
User Management	Create and manage monitoring instruments Instruments	Create and manage state plan elements Goal Templates

4. Type the former employee's **first and/or last name** into the User Name field and click the **Apply** button.

Colorado Tracker

Hi State! Logout Help

LEAs List Setup & Maintenance

User Management Monitoring Plans System Administration

Home > Setup & Maintenance > User Management

USER SETUP

Instructions/Description

FILTER

Show Advanced Filters

User Name:

Apply Clear

5. Click on the **Edit** link which is listed next to the district name.

Edit	Leslie Baca	ACADEMY 20	lesbaca@yahoo.com	LEA
Edit	Leslie Baca	LEA / BOCES	lesbaca@yahoo.com	LEA

6. Scroll down and click on the **Retire** button.

Invitation Number: 541696DB3D

Sent 03/09/2011 by State Reviewer. Accepted on 03/09/2011.

Resend Invitation

Login usernames: lesbaca@yahoo.com

Last Active: 09/28/2011 12:17 PM

View activity

☐ Read-Only

Setting a user as Read-Only prevents them from accessing Setup & Maintenance. Their ability to browse elsewhere is unaffected, but they cannot add comments, change files, or make any other changes. You cannot make yourself Read-Only.

Save Changes Delete **Retire** See Log

Unable to delete this item because it is associated with other items in the system.

Organization Assignments Monitoring Assignments Plan Assignments

Add Organization

Edit All Update All Cancel Edit All

Page size: 25 1 to 2 of 2 items

7. Confirm by clicking the **OK** button.

Invitation Number: 541696DB3D

Sent 03/09/2011 by State Reviewer. Accepted on 03/09/2011.

Resend Invitation

Login usernames: lesbaca@yahoo.com

Last Active: 09/28/2011 12:17 PM

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Message from webpage

Warning: Retiring a user will remove all associated monitoring and plan roles. This may not be undone. Are you sure?

OK Cancel

The former employee will no longer have access to Tracker information. But all of his or her Tracker history will be preserved in the system.