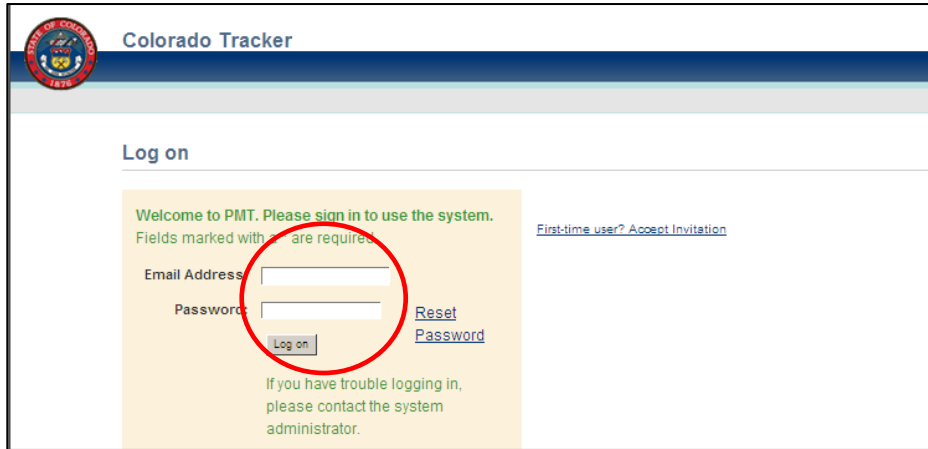


How to Add a New User to Your District

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



Colorado Tracker

Log on

Welcome to PMT. Please sign in to use the system.
Fields marked with * are required.

Email Address

Password [Reset Password](#)

If you have trouble logging in, please contact the system administrator.

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

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



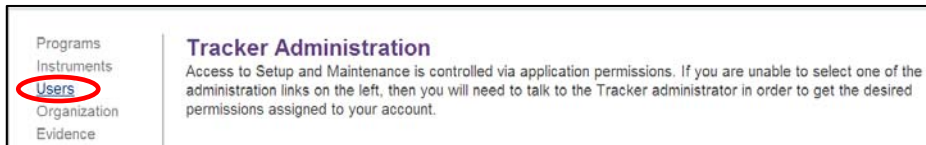
Colorado Tracker

Hi Leslie! Logout [Setup & Maintenance](#)

[Home](#) [LEA Overview](#) [Monitoring](#) [File Cabinet](#)

LEA Overview

3. Click on **Users**.

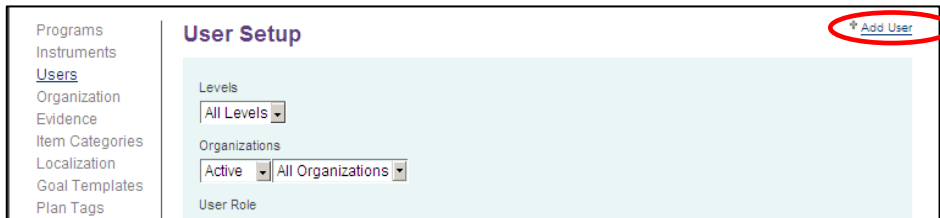


Tracker Administration

Access to Setup and Maintenance is controlled via application permissions. If you are unable to select one of the administration links on the left, then you will need to talk to the Tracker administrator in order to get the desired permissions assigned to your account.

[Programs](#)
[Instruments](#)
[Users](#)
[Organization](#)
[Evidence](#)

4. Click on **Add User**.



User Setup

[Add User](#)

Levels

Organizations

User Role

5. On the Invite a new User screen:
 - a. **Select your district** from the LEA drop down list.
 - b. Click on the **Administrator** checkbox if you want the new user to have the ability to create new users.
 - c. Enter new user's **First Name, Last Name, E-mail, phone, position and department**.
 - d. Click on **Create Account** button.

The screenshot shows the 'Invite a new User' interface. On the left is a sidebar with navigation links: Programs, Instruments, Users (highlighted), Organization, Evidence, Item Categories, Localization, Goal Templates, Plan Tags, System, and Dashboard. The main content area has a title 'Invite a new User' and a progress bar with four steps: 'Create Account' (active), 'Add Organizations', 'Assign Monitoring Roles', and 'Assign Plan Roles'. Below the progress bar is a text block explaining the Entity Type Filter field. The form includes an 'Access Level *' section with radio buttons for 'SEA', 'LEA' (selected), and 'School'. The 'LEA' dropdown is annotated with a red circle 'a'. Below this is a checkbox for 'Administrator' annotated with a red circle 'b'. A large red oval 'c' encloses the user information fields: 'First Name *', 'Last Name *', 'Email *', 'Phone', 'Position', and 'Department'. At the bottom right, the 'Create Account' button is annotated with a red circle 'd'. A green note at the bottom right states: 'When you click Create Account, an invitation with a link to the system will be sent to this user.'

6. The next screen shows that the invitation has been sent.
If you want the new user to be able to submit instruments,
click on the **Submitter** checkbox for each instrument,
then click the **Assign** button;
otherwise, click the **Skip** button.

The screenshot shows the 'Assign Monitoring Roles' screen. The sidebar is the same as in the previous screen. The main content area has a title 'Assign Monitoring Roles' and a progress bar with four steps: 'Create Account', 'Add Organizations', 'Assign Monitoring Roles' (active), and 'Assign Plan Roles'. Below the progress bar is a user profile for 'Leslie Baca' with fields for Name, Level (LEA), Email (lesbaca2@yahoo.com), Address, Phone (303-866-6700), Org (Limon Training), Read-Only (No), Position (Tracker Help), and Department (Title I). Below the profile is an invitation summary: 'Invitation: F1D9489F2A Sent 08/10/2011 by Leslie Bacatest. Resend Invitation'. A red dotted oval highlights this section. Below the invitation is a section titled 'Assign this user to monitoring roles?' with a note: 'LEA users may be submitters for monitoring instruments in their LEAs.' Below this is a dropdown for 'LEA' set to 'Limon Training'. A table lists instruments with a 'Submitter' checkbox column. The first instrument is '(6) April 15--Cycle 2' and the second is '(7) 2011-12 Cons. App.'. The 'Submitter' checkboxes are annotated with a red oval. Above this oval, the text 'either or' has a red arrow pointing down to the oval. At the top right of the table area is a 'Skip' button annotated with a red circle. At the bottom right is an 'Assign' button.

7. All Tracker users and administrators also need User Level access to LEA/BOCES-0000. Click on **Add another organization**.

Colorado Tracker Hi Leslie! Logout Help Setup & Maintenance

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Name: **Leslie Baca** [Edit User](#)
Level: **LEA**
Email: **lesbaca2@yahoo.com**
Address: **Phone 303-866-6700**
Org: **Limon Training**
Read-Only: **No**
Position: **Tracker Help**
Department: **Title I**

Invitation: [F1D9488F2A](#) Sent 08/10/2011 by Leslie Bacatest [Resend Invitation](#)
Login usernames:

Organizations (1)

PRIMARY	LEA	ORGANIZATION	LEVEL	
<input checked="" type="checkbox"/>	Limon Training	Tracker Training	LEA	admin remove

[* Add another organization](#)

Monitoring Assignments (2)

LEA	ROLE	LINK	SCHOOL YEAR	
Limon Training	Submitter	(5) April 15--Cycle 2	11-12	remove
Limon Training	Submitter	(7) 2011-12 Cons. App.	11-12	remove

[* Add monitoring assignment](#)

Plan Assignments

8. a Select **LEA/BOCES-0000** from the LEA drop down list
b Then click the **Assign** button.

Colorado Tracker Hi Leslie! Logout Help Setup & Maintenance

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Name: **Leslie Baca** [Edit User](#)
Level: **LEA**
Email: **lesbaca2@yahoo.com**
Address: **Phone 303-866-6700**
Org: **Limon Training**
Read-Only: **No**
Position: **Tracker Help**
Department: **Title I**

Invitation: Sent 08/10/2011 by Leslie Bacatest.
Login usernames:

Assign this user to another organization? [Skip](#)

To assign a user to more than one organization, choose it from the list below.

ADMINISTRATOR

LEA **LEA / BOCES - 0000** [a](#)

[Assign](#) **b**