

Colorado’s Ascend ESSU Data Management System (DMS) is a single sign-on system that assists Administrative Units (AUs) in meeting monitoring and accountability requirements for Special Education.

# Logging into Ascend DMS

Login is via the CDE website on the [ESSU Data Management System](https://www.cde.state.co.us/cdesped/dms) webpage (<https://www.cde.state.co.us/cdesped/dms>). You will login using your IdM credentials (Username is your full email address).

* If you have difﬁculties logging on to the DMS, please contact your AU LAM (Local Access Manager).
* If you forget your password, go to CDE’s [Reset and generate temporary password](https://edx.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html#/) site (<https://edx.cde.state.co.us/passwordmanagement/CDEPasswordApplication.html#/>).

# Getting Help

* E-mail: [support@ascenddms.co](mailto:support@ascenddms.co)
* Call: 303-265-7011
* Professional Learning System (PLS) online self-paced tutorial guide
* Ascend AU DMS Colorado System User Guide
* For access, or procedural/compliance questions regarding the DMS, email:
* [DMS\_support@cde.state.co.us](mailto:DMS_support@cde.state.co.us)

# System Requirements

Operates best using current versions of Google Chrome, Apple Safari, Firefox, or Microsoft Edge. Check that your browser is updated to the latest version. You may experience better functionality with Google Chrome. \*Your pop-up blocker must be disabled.

# System Features

* Defaults to current school year
* Auto-saves as you work in the system
* User role determines level of access
* Upload documents/correspondence - search, and ﬁlter by tags or years
* Sign-on 24 hours a day
* Embedded on-demand Professional Learning System (PLS)

# System Terms & Functionality

* Caret: open or ﬁlled arrowhead. Clicking a caret opens and closes information.
* Quick Access Menu: 3 short stacked horizontal lines. Clicking reveals information
* Modals, pop-ups, new tabs: text message appears to note action success or failure
* Vertical and Horizontal Scroll Bars: on sides, top and bottom of pages and pop-up boxes used to reveal information
* # of items per page and page over arrows: at bottom of page used to change # of items displayed or to reveal information