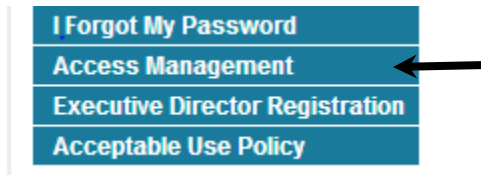


Steps required to provide access to the student end of year snapshot

These steps will take 15 minutes to complete. Please feel free to contact Kevin Smith at 303-866-6723 if you run into any problems.

1. Go to the identity management page: <https://cdeapps.cde.state.co.us/index.html>

2. Down on the bottom left there is a link for Access Management



3. Click on Access Management - This will bring up a login screen. Your login is your email.



- a. If you forgot your password, please click on the I forgot my password link and after you fill in the form it will send you a new password. The new password will end with an exclamation point and it is important you include this when you attempt to login. Once you have your new password, go back to step 1 above and try to login.
4. Now, you should be logged in and please follow the below steps to add the student interchange and student end of year collection privileges to the appropriate account.
 - a. After you are logged in as the Local Access Manager (LAM), search for a user.
 - b. You should see a list of users; select the user you want by double clicking on their name.
 - i. If you do not see the user you will need to create their account. You can do this by clicking on the create link on the left side of the screen. Please click on the magnify glass to select the organization code when you are creating the user. There are videos at the following link if you are having

Steps required to provide access to the student end of year snapshot

problems: <https://cdeapps.cde.state.co.us/index.html> . See Module 4 – Creating Users

- c. After you have clicked on the user email, use the drop down at the top center to select group membership.
- d. At the bottom of the group membership page select the assign button.
- e. Use the drop down to select Group Name and enter *SEY* to find the groups associated with the student end of year collection.
- f. Look through the groups (you might have to use the next link to find the one you want). Look for the groups that start with your district name, then we want the one that has LEAAPPROVER at the end of it. Before the SEY~LEAAPPROVER Role it will contain your district number. Select this group and assign it to the user.
- g. Assign the group you selected. In this case you want the group <district name> PIPELINE-<district number>-SEY~LEAAPPROVER.
- h. The user is now assigned the group to access student end of year snapshot through single sign on system.
- i. Have the user validate they are seeing the student end of year file type in the student profile -> snapshot menu within data pipeline.