



How to Load Student Files in Data Pipeline

Logging into the Data Pipeline System

1. [Click on the Identity Management link to bring you to the IDM main page.](#) This page is the main page to access CDE applications (including Data Pipeline).
2. Click on the Data Pipeline link.

About CDE Identity Management (IdM)
CDE's Identity Management process streamlines the user login process for CDE data systems and enhances security to student-level data. It automates the user registration, approval, and password reset processes and provides districts and administrative units with the ability to maintain users via a Delegated Administration model.

Questions
Use the [password reset form](#), or for other questions, please contact:
1. CDE Identity Manager: CDEIdM@cde.state.co.us

Applications

- [CEDAR \(Colorado Education Data Analysis and Reporting System\)](#)
- [Data Pipeline](#)
- [EDIS \(Educator Identification System\)](#)
- [ESSU Data Management System](#)
- [EZREPORTS](#)
- [Facility Schools Student Data System](#)
- [GAINS](#)
- [IDEA Budget and Expenditures System](#)
- [LACES](#)
- [RANDA \(Colorado State Performance Management System\)](#)
- [RITS \(Record Integration Tracking System\)](#)
- [SEEDC \(Student Engagement Evaluation Data Collection\)](#)
- [SMART \(Students Migrating Academically on the Right Track\)](#)
- [State Accountability Data Tool](#)
- [Transportation: CDE 40](#)
- [UIP \(Unified Improvement Planning Online System\)](#)

3. Click on 'Log in to Data Pipeline' button.

About Data Pipeline
Data Pipeline is a streamlined approach to efficiently move required education information from school districts to CDE. Data Pipeline reduces data redundancy, captures closer to real-time data, streamlines the data collection process and allows districts to exchange information on transferred students.

[Log in to Data Pipeline](#)

Resources

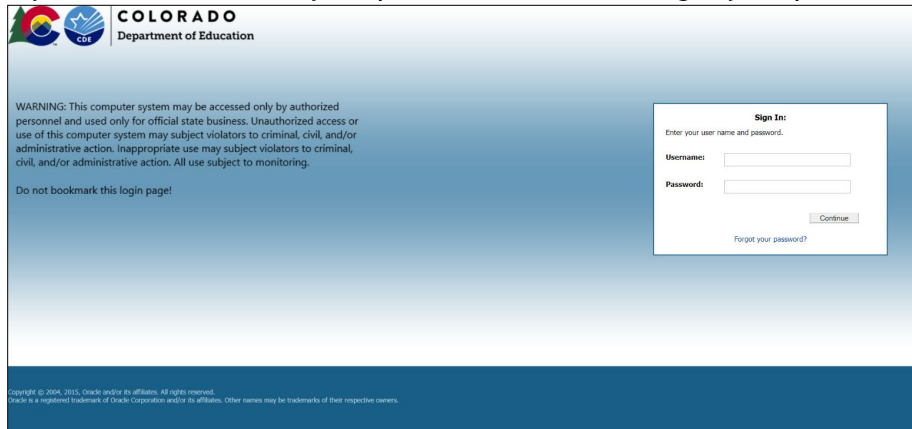
- [Data Pipeline Home Page](#)
Overview and instructions to join the discussion forum
- [Data Pipeline Fact Sheet \(PDF\)](#)
- [Data Pipeline Resources](#)

4. This will bring you to the login page. The username is your email. You should have received an email with your initial password. The system will prompt you to reset the password upon your initial login. Enter your username and password. Click the 'Continue' button.

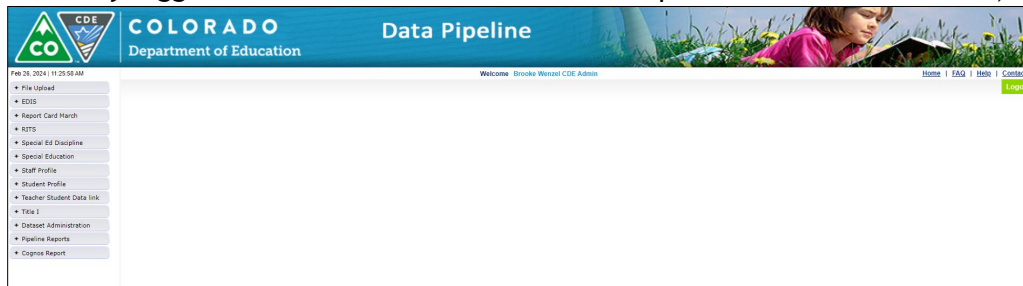
Warning

Before being able to login to CDE's Data Pipeline system you will need to get access through Identity Management. If you have any questions, visit the Identity Management website. Each collection requires different user rights. Please contact your Local Access Manager (LAM) to get user rights for the appropriate collection you are working on.

- a. If you don't remember your password, use the 'Forgot your password?' link.

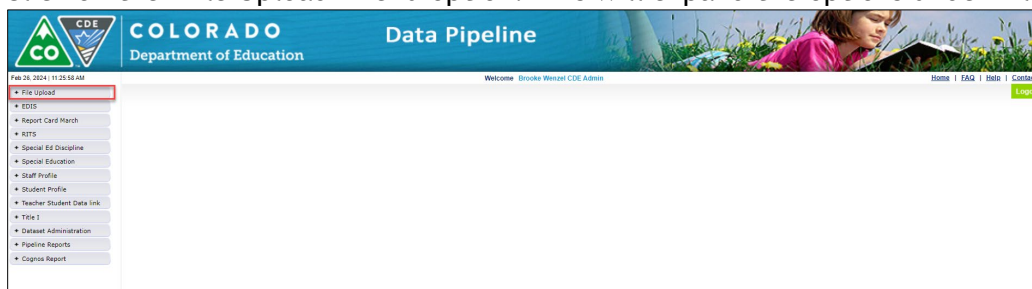


5. After logging in, the system will display a screen like the one below. The menu items available on the left will be dependent on your access rights in Identity Management. (I am currently logged in as an Administrator so these options will look different.)

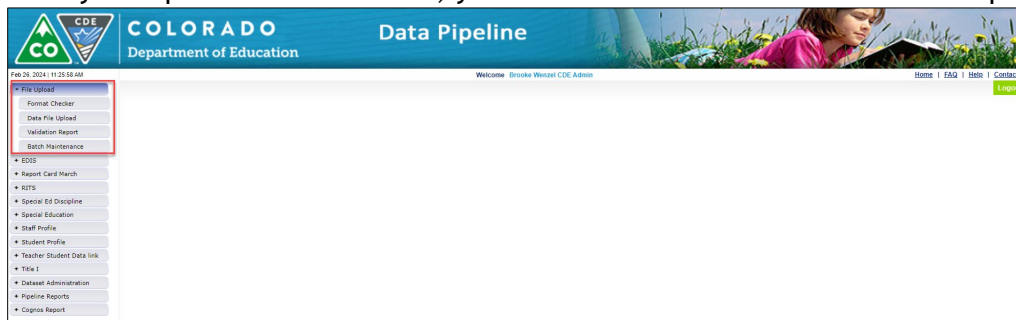


Uploading Student Interchange Files

1. Click on the 'File Upload' menu option. This will expand the options under File Upload.



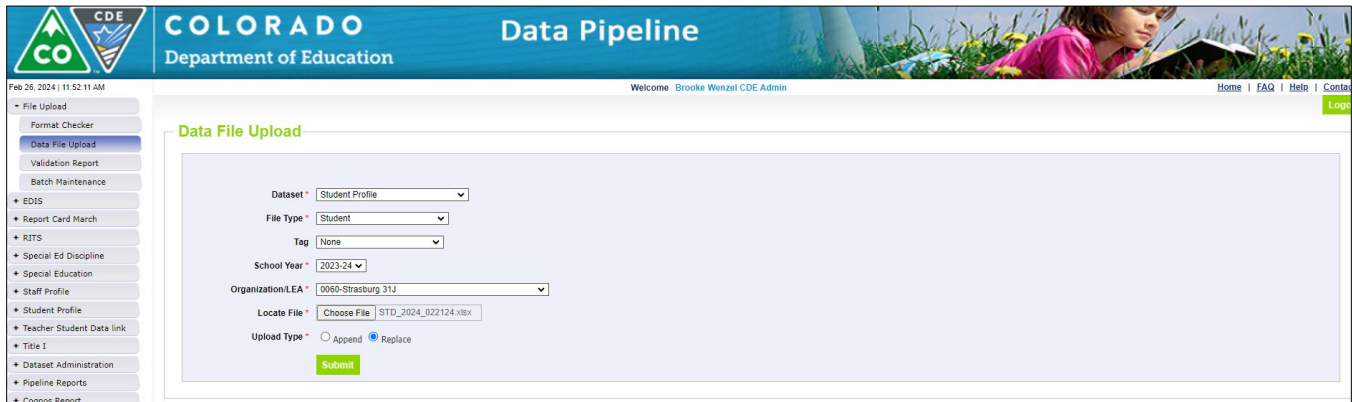
2. Once you expand this menu item, you will then need to select 'Data File Upload' menu.



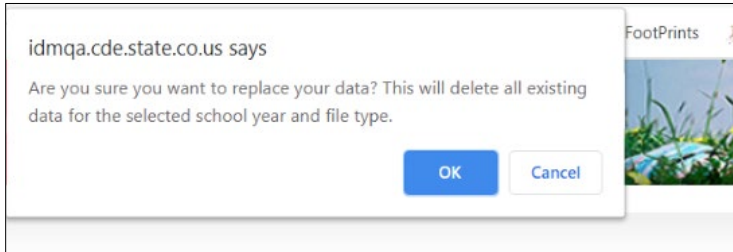
3. Once you select Data File Upload, the Data File Upload prompts will appear.



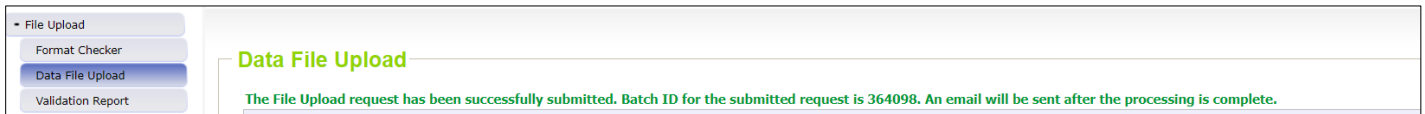
4. Fill out the prompts as described below.
 - a. Data Set = 'Student Profile'
 - b. File Type = 'Student' (for Student Demographic example)
 - c. Tag = 'Student October' or 'None'
 - i. If you do not know how tagging works, select 'None'.
 - d. School Year = '2023-24' (school year you wish to upload)
 - e. Organization/LEA = <your district> (in the example I used 0060)
 - f. Locate File = Please use the browse option to select the file you selected in the format checker.
 - g. Upload Type = You are given a choice to append records or replace them.
 - i. Append will append the records to any existing records.
 - ii. Replace will delete all existing data and load the data in the file.
 - iii. We recommend using the Replace option.
 - h. Click 'Submit'.



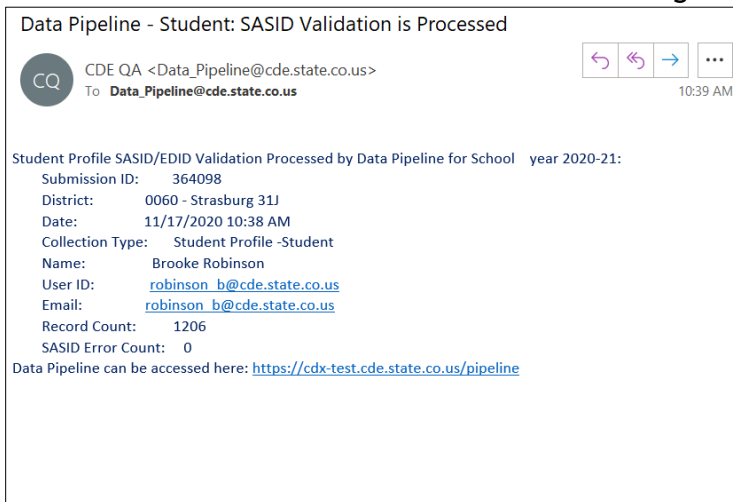
5. When selecting 'Replace' when uploading a file, a message box will appear with the message "Are you sure you want to replace your data? This will delete all existing data for the selected school year and file type."
 - a. Select 'OK'

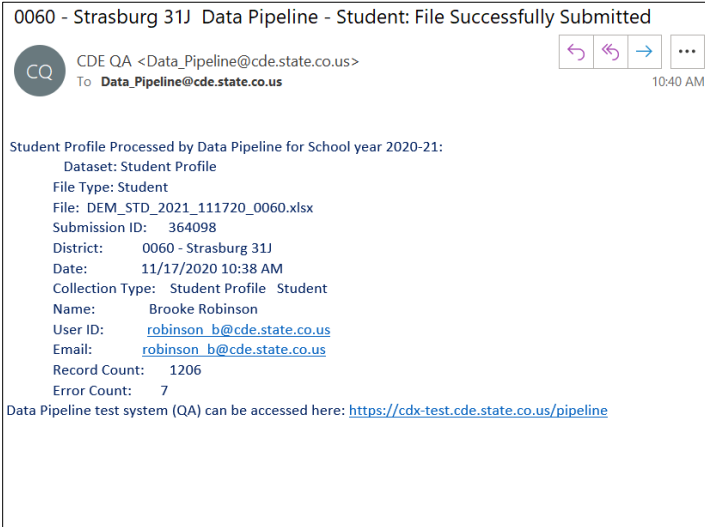


6. The system will process for a few minutes and then you *should* receive a green message above the prompt screen stating "The File Upload request has been successfully submitted. Batch ID for the submitted request is <fill in the blank>. An email will be sent after the processing is complete."
 - a. If a red message appears, please make sure the spreadsheet name does not have any spaces in the naming convention. If this not the problem and you are still receiving an error, please contact CDE so we can help troubleshoot the problem.

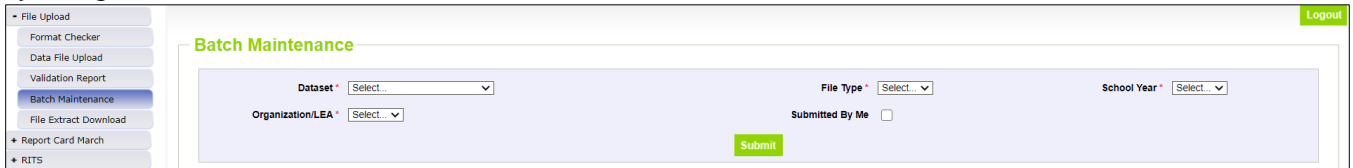


7. The system is now processing the file. Data Pipeline will send you 2 emails once the file has been processed. Below are the sample emails you will receive when you process a file. If you do not see both emails, be sure to check your junk folder. The first email is related to a SASID/RITS check and the second is checking the contents of the file.

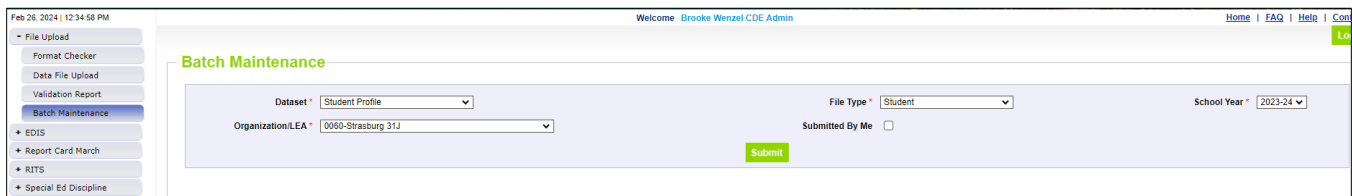




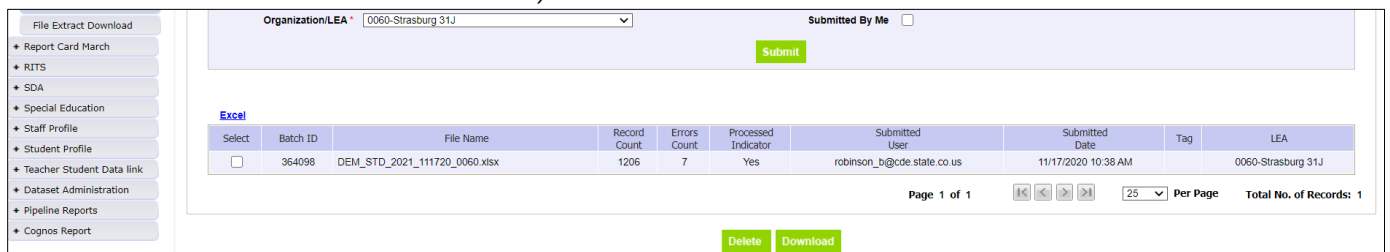
8. You can validate the file upload process by using the ‘Batch Maintenance’ screen in the left-hand menu.



9. Click on the ‘Batch Maintenance’ menu and select the following values.
 - a. Dataset = ‘Student Profile’
 - b. File Type = ‘Student’
 - c. School Year = ‘2023-24’ (school year you wish to view)
 - d. Organization/LEA = <your district> (in the example I used 0060)
 - e. Submitted By Me (Checkbox) = Not required
 - f. Click ‘Submit’



10. Once you click the ‘Submit’ button, a screen should display a summary of the errors in the file as well as the number of records, who submitted the file and other information.



11. You have uploaded the Student Demographic File in the Data Pipeline system. You can now upload your Student School Association File (SSA). The steps are similar to take when uploading the Student School Association File. However, you will need to update the prompts to reflect the SSA file type.