Idaho State Board of Education

ISEE TRAINING MANUAL

Administration Tool Application

IDAHO STATE BOARD OF EDUCATION
TECHNOLOGY SERVICES | ISEE

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INTRODUCTION

Idaho State Board of Education is a public trustee to private and confidential data regarding some of the most vulnerable of our public; our children. This requires that, as custodians of that trust, the State Board of Education provide tools, policies, and direction that safeguard the privacy and safety of those children.

The Idaho State Board of Education, in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) maintains an object –based authorization library and database. In other words, this authorization library and database only allows authorized User access to particular applications within the Idaho System for Educational Excellence (ISEE). ISEE is Idaho's longitudinal data system for receiving, understanding, and extracting education information.

Students, teachers, principals, administrators, superintendents, etc., are all shareholders in educational data. In order to allow authorized user(s) to a particular application for the entry or retrieval of specific data, each "User" is assigned to a specific security role that enables the bearer of that role access to specific Idaho State Educational applications.

The Administration Tool (Admin Tool) is a security application that allows Users to be assigned specific security roles. Each role is aligned with one or more specific State Education applications, enabling the User to access educational information necessary for the performance of their job.

The Admin Tool provides exclusive role assignment, whether the assignment is for a counselor, an administrator, a superintendent, etc. For example: Assigning the Technology Director role to an individual gives the User access to different Educational Applications than an individual assigned to the Business Manager role. Additionally, due to the variance in size and structure of school districts and charter schools across the state, the Admin Tool provides local school districts and charter schools with the flexibility to assign roles to their employees based on its unique organizational design.

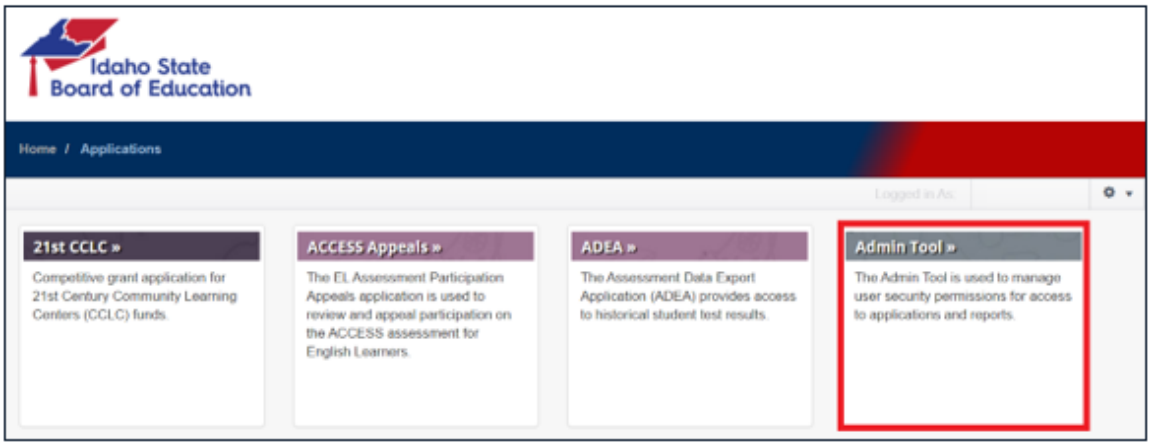
ACCESSING THE ADMIN TOOL APPLICATION

Before accessing any portal application, users must first obtain a login and password. Please refer to the Appendix.

Navigate to the ISEE homepage BoardofEd.idaho.gov/ISEE

- Click on the "Education Applications Portal" tile
- After correctly logging in, the user will be directed to the Application Portal.

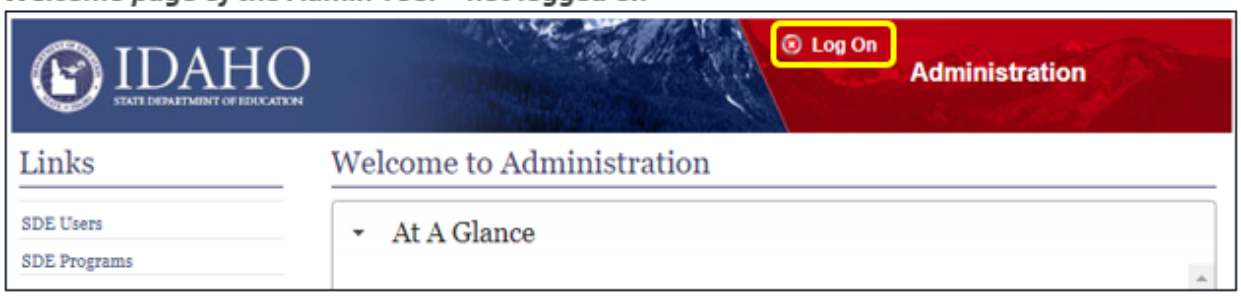
Idaho Education Application Portal



This is a single landing page where the user accesses the applications they are authorized to use. The list of authorized applications may vary between individuals based on their roles and responsibilities, as well as their school district or charter school structure.

- Click "Admin Tool" tile to be directed to the Administration Tool application.
    - Verify that you are actually logged into the applicationYou should see the words "Log Off" and your email address on the top right side of the red banner.
- If you don't see your email in the right corner, click "Log On"

Welcome page of the Admin Tool – not logged on



- When logged on properly, the Welcome screen will look like the screenshot below.

Welcome page of the Admin Tool application

OVERVIEW OF THE ADMIN TOOL APPLICATION

The Admin Tool application has 3 functions:

- **Information:** This link enables the Admin User to see what roles have been assigned to individuals in the Admin User's organization. It also enables the Admin User to delete roles assigned to individuals within their organization.
- **Person Assignment:** This link enables the Admin User to join Usernames (email addresses) to Person Names, which are tied to an individual's legal name, gender, date of birth, and Education Unique Identification number (EDUID). The union of the Username to the Person Name creates a complete User record. A complete User record is needed to assign roles and access specific applications.
    - An EDUID is an educational unique identification number. It is a nine-digit number assigned to each individual student and staff person within the educational system.
- **User Roles:** This link enables the Admin User to assign a role to a specific individual within their organization. It also enables the Admin User to delete an individual from a role. This function allows the Admin User to view all assigned roles for a specific local educational agency (LEA).

INFORMATION

After clicking on **Information**, the system directs the User to the SDE Users – Information Page.

SDE Users Information page

Verify Roles

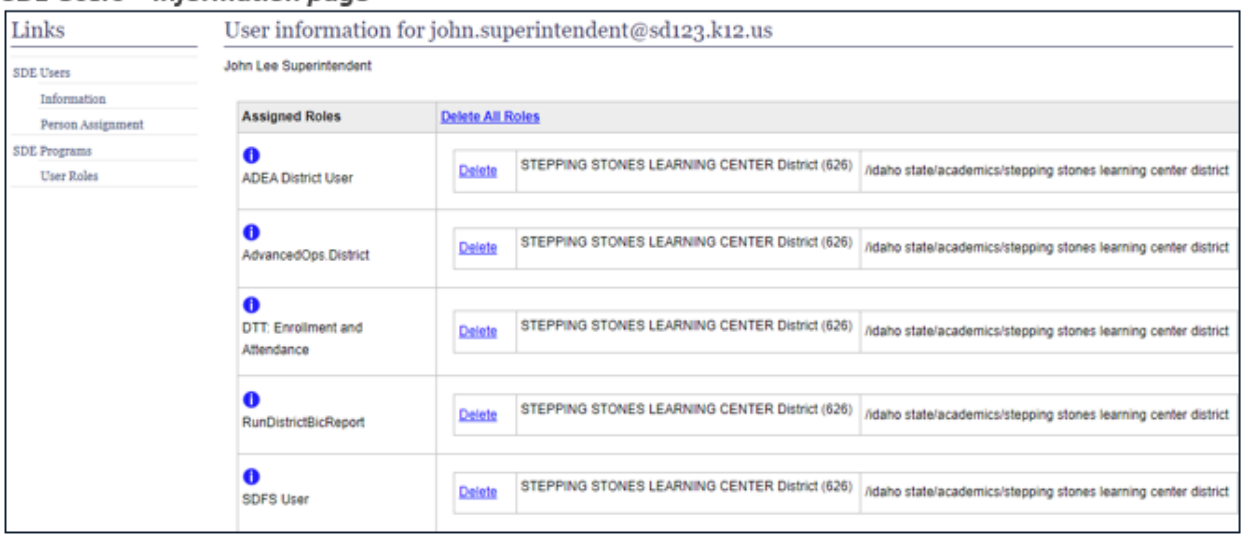
To verify the role(s) assigned to individuals in the organization, type in the individual's Username in the Username box. As the Username (the user's district assigned email address) is typed, possible matches may be displayed.

SDE Users – Information look up page

If the Username is listed, select the appropriate Username and it will appear in the Username text box. Click "submit" to request the information for this individual.

After clicking on "Submit," the Admin Tool presents a list of the role(s) assigned to the Username (email address). See the example below.

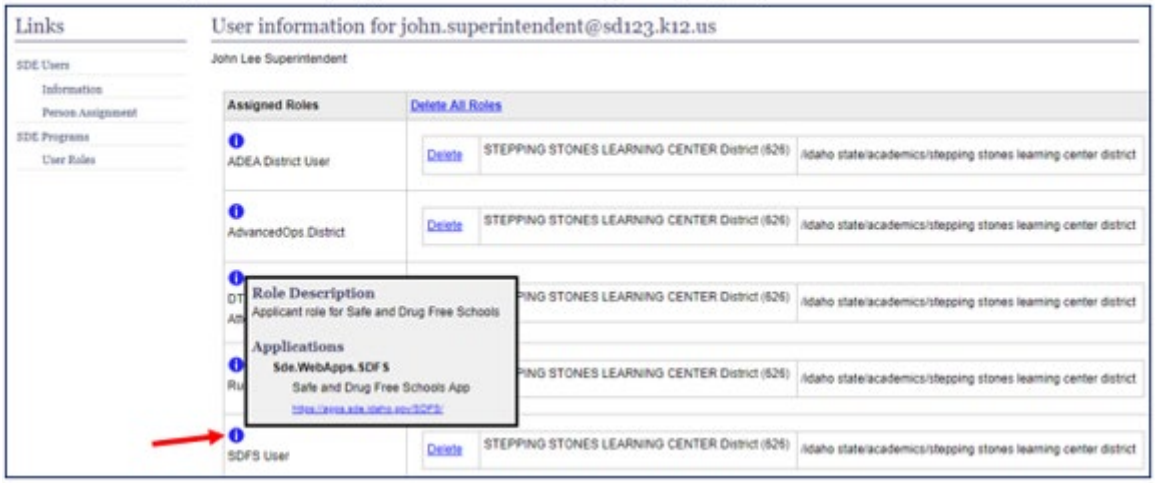
SDE Users – Information page



The provisioning of roles to a user is at the discretion of the LEA. Through the Admin Tool, the LEA is able to assign and remove access to the Portal Applications as needed. Roles are listed in alphabetical order.

The Admin Tool also provides additional assistance in understanding the individual roles. Above each role, the Admin Tool displays a blue icon. By hovering over this icon, the system opens a pop-up box that lists the role description and the applications provisioned for this role. See the example below.

SDE Users – Information page with role description pop-up

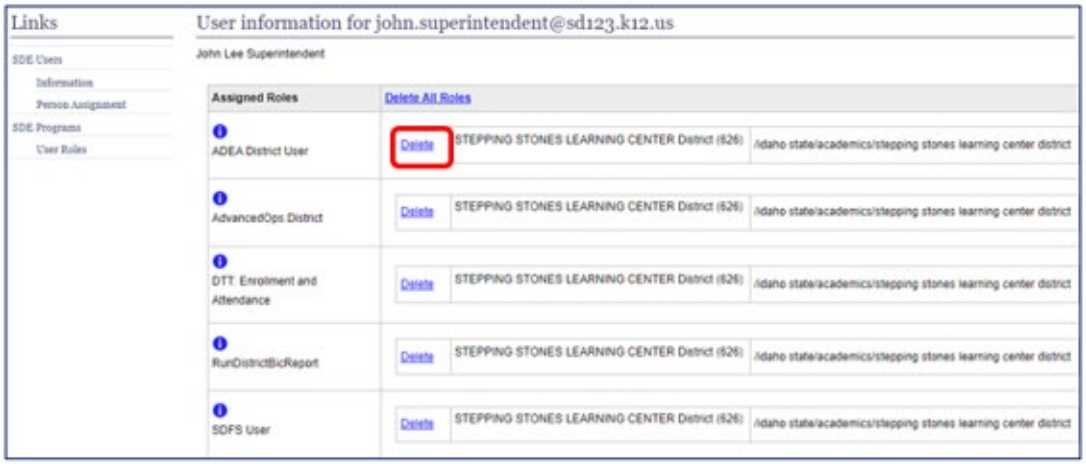


NOTE: Admin Tool users at the LEA level are only able to view and change the roles assigned for their respective educational organization.

Delete Roles

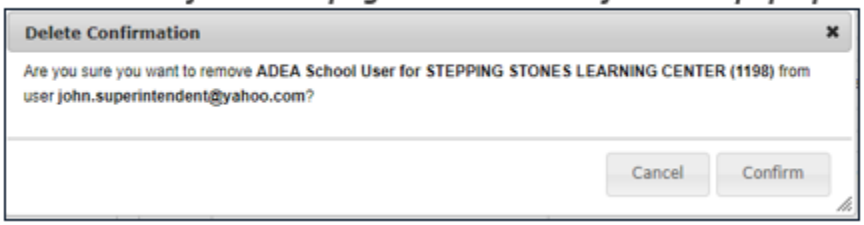
Within the **Information** function, the Admin User can also delete any or all roles from an individual. This allows the LEA to manage roles as their staff changes. When an individual quits, retires or is discharged, or changes job functions, the LEA is able to remove all or some roles for the individual. To delete an individual role, click on the word “Delete” next to that particular role.

SDE Users – Information page with delete highlighted



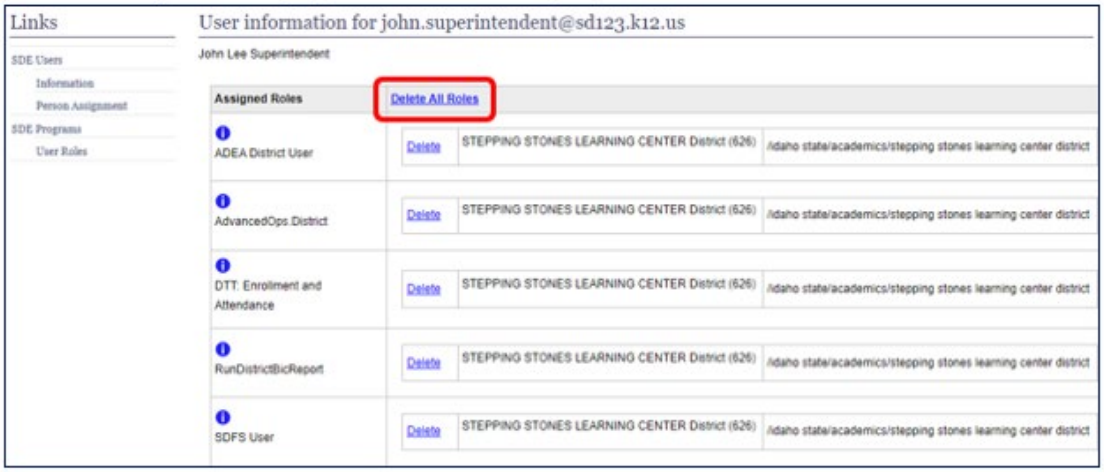
You will then see a pop-up box asking to confirm or cancel this operation.

SDE Users – Information page delete user confirmation pop-up



- Click “Delete” to remove a role from an individual.
- Confirm the Delete:
    - To continue with the deletion process, click “Confirm.”
    - To cancel the deletion transaction, the User clicks on either “Cancel” or on the “X” located in the upper right-hand corner of the pop-up box
- Click “**Delete All Roles**” to remove all roles for this individual.

SDE Users – Information page with delete all highlighted



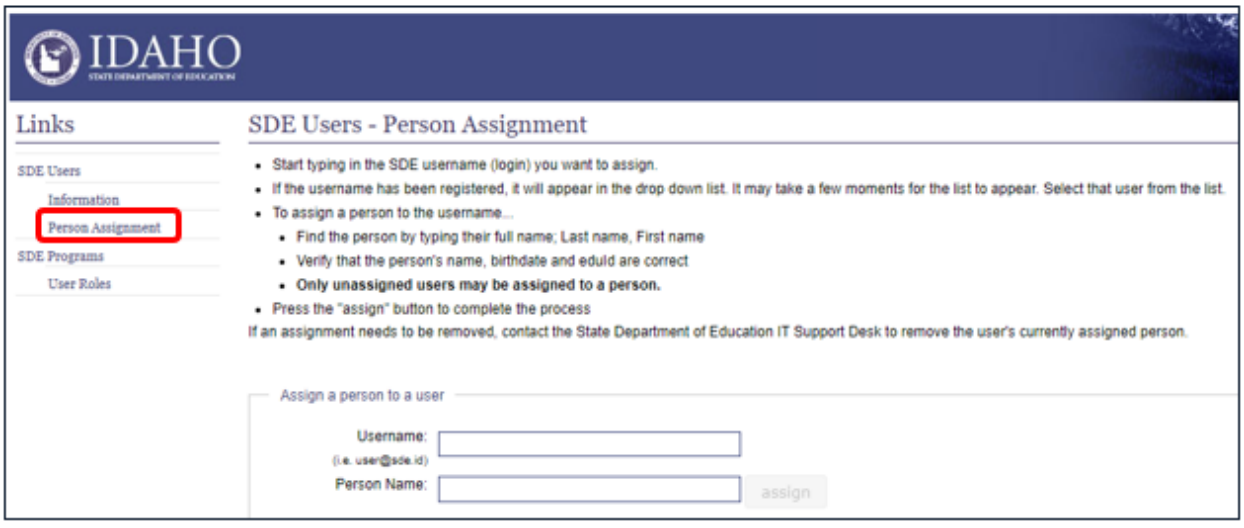
Recap of the Information function:

- Admin User can quickly see what role(s) is assigned to an individual within his/her organization.
    - Start typing the username in the text box.
    - Click on the appropriate username from the drop-down menu.
    - Click “Submit” to process the information request for this individual.
- Admin User can delete a single assigned role from a specific individual.
    - Click “**Delete**” to remove a role from an individual.
- Confirm the Delete:
    - To continue with the deletion process, click “Confirm” (view next page).
    - To cancel the deletion transaction, the User clicks on either “Cancel” or on the “X” located in the upper right-hand corner of the pop-up box
- Admin User can delete all assigned roles from a specific individual by clicking Delete All Roles.

PERSON ASSIGNMENT

After clicking on **Person Assignment**, the system directs the User to the SDE Users – Person Assignment Page.

Admin Tool Links



Selecting **Person Assignment** allows the Admin User to see if an individual within their organization has a complete record (Username and Person Name). A **complete record** entails having a Username (email address) aligned to a specific Person Name, which is associated to an

individual's legal name, gender, date of birth, and mapped to an EDUID. As described before, an **EDUID** (Education Unique Identification number) is a nine-digit number, used to uniquely identify an individual in ISEE.

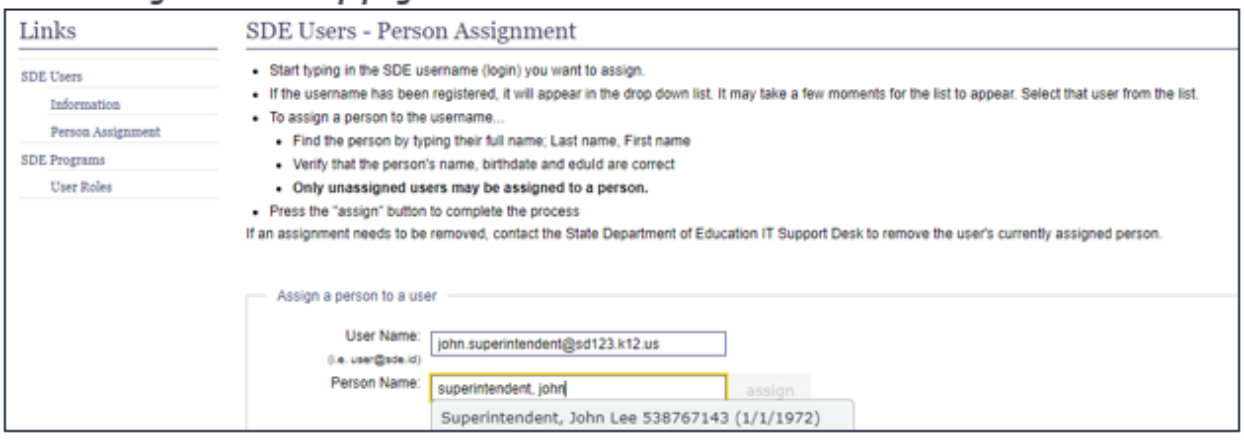
In addition, **Person Assignment** enables the User to *create* a complete record for an individual by mapping the Username (email address) to a Person Name, after confirming the legal name, date of birth, and gender.

- Click on Person Assignment to access this function.
- Type the Username (email address) in the Username Box.
- Select the correct Username from the drop-down (if one appears).

Person Assignment look up page - username

- Type the Person Name (Last, first) in the Person Name field.
- Select the Appropriate Person Name based on the EDUID and DOB for the individual.

Person Assignment look up page – Person name



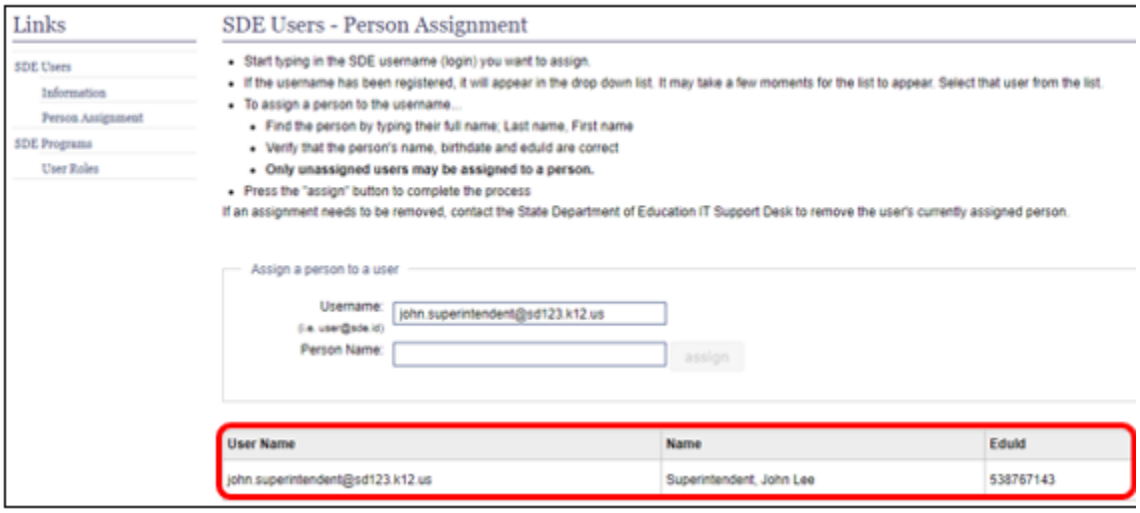
After selecting the Username from the drop-down options, the Admin tool provides the Admin User with one of three responses: (1) Assigned, (2) Unassigned, or (3) No response due to no information in the user table.

As a security measure, the user MUST log into the Portal to activate their account before it will show up in the Admin Tool. This demonstrates that the account was validated through the email confirmation.

Assigned

If the Username is **assigned** to a Person Name record, the system displays the Username, Family Name, First Name, and the EDUID. This represents a complete person name record.

Person Assignment confirmed

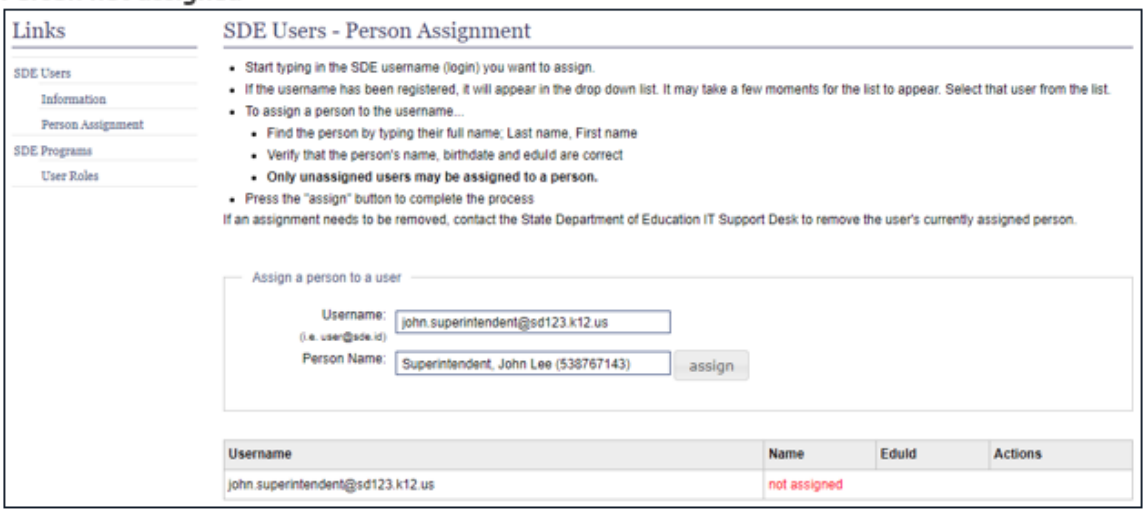


Note: A username (email address) is only assigned to one Person Name.

Unassigned

If the Username is **unassigned** to a Person Name record, the Username has not been mapped to a Person Name.

Person not assigned

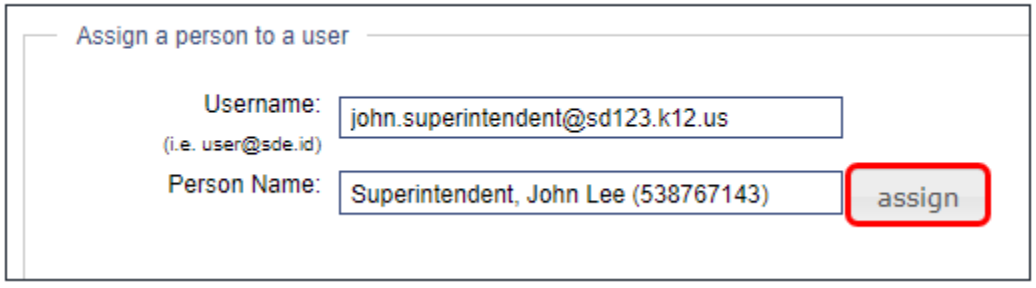


To assign the Username to a Person Name record, the Admin User must know the Individual's full legal name, date of birth (DOB), and EDUID.

Type in the Person Name as above. Select the correct full name with the appropriate DOB and EDUID. If the screen shows "not assigned," select "assign" next to the Person Name.

- Click on the matching Person Name (if there is one).
- The name will appear in the Person Name text box in the following format: Last name, First name, EDUID
- Click "assign" to make the assignment complete

Assign person to username



In the event that a Username has been mapped to an incorrect Person Name, contact Support to have the Username unassigned from the Person Name.

No response

If there are no matches in the Person Name drop down:

- Verify that the email address has been entered correctly.
- Type out the entire Person Name.
- Verify that this person has an EDUID assigned to them.

Recap of the Person Assignment function

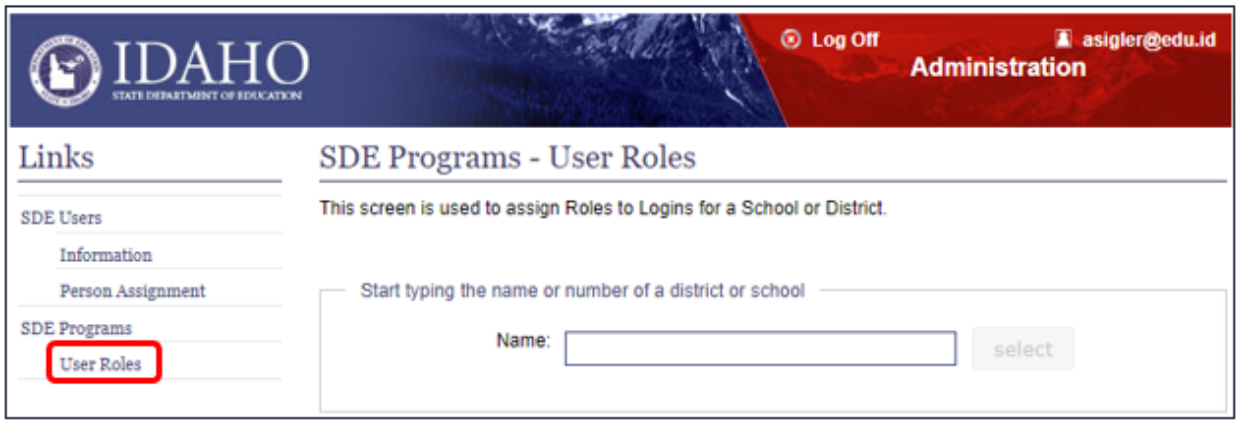
- The Admin User can quickly see if a Username has been mapped to a Person Name record.
    - Enter the Username in the Username text box and select an existing match from the dropdown.
- The Admin User can assign a Username to its respective Person Name record, which is necessary for assigning roles.
    - Enter the correct Username (email address).
    - Enter the Person Name (Last, First) and select an existing record.
    - Click the "assign" button to link the Username to the Person record.
- User can verify if a Username needs to be registered and/or needs an EDUID.
    - Enter the Person Name (Last, First) and if no matching record appears in the dropdown of Last, First, DOB, EDUID, there is no EDUID record for that name.

Matching common names may be difficult when many are returned in the result. Use the format "Last, First Middle EDUID (DOB)" to narrow down the list of results in the dropdown. For instance: Superintendent, John Lee 538767143 (1/1/1972)

USER ROLES

After clicking on **User Roles**, the system directs the User to the SDE Users – User Roles Page

Admin Tool Links



The **User Roles** function allows the Admin User to assign an individual to one or more specific roles that provide the individual with access to specific Education Portal Applications like EDUID, CLDS, and OTIS.

Roles can be assigned at the district level, as well as the individual school level. The Admin Tool provides LEAs with the flexibility to provision staff with appropriate roles according to the structure and design of their organization. In compliance with FERPA, grant access at the lowest level to keep educational data secure.

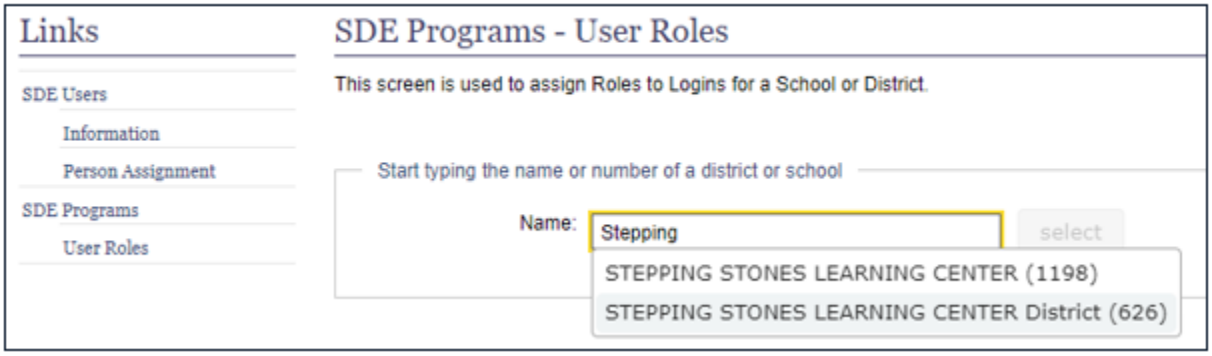
For example: A Superintendent of a school district has a vested interest in the performance of the students within their district; therefore, access is provisioned at the district level.

A Principal of an individual school has a vested interest in the performance of the students within their school; therefore, access is provisioned at the school level.

Important: District level access provides access to all schools within that LEA. It is not necessary to assign access at the individual school level if they have district level access.

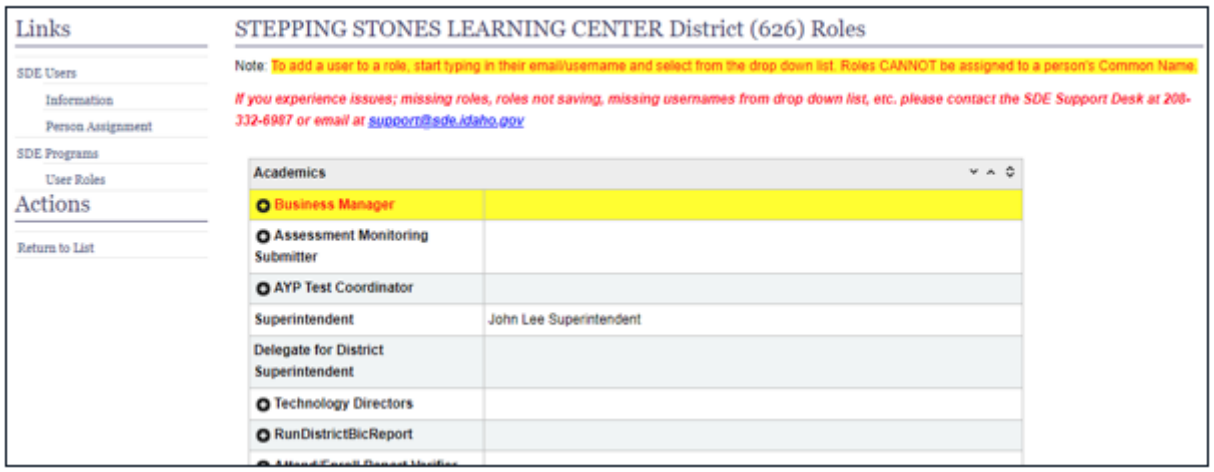
- Click User Roles
- Start typing the name or number of a district or school
- Click the correct educational entity from the drop-down menu and click "**select**".

User Roles select a school/district



After selecting the district or school name, the Admin Tool directs the Admin User to the User Roles page which lists all the roles and the individuals assigned to those roles at that level.

User Roles District page



Important: Several Roles give access to a suite of applications. For example: The Superintendent role provides access to 18 different applications. It is not necessary to assign the individual roles for these applications to someone who holds the Superintendent Role. Please review the Admin Tool Role Matrix in the Appendix to avoid assigning redundant roles.

Superintendent, Delegate for District Superintendent, Business Manager, Principal, Technology Director, AYP Test Coordinator, Consolidated Federal and State Grants, and Cohort Grad Appeal Submitter all provide access to many applications. Refer to the Admin Tool Role Matrix in the Appendix to verify which applications are included with these roles. When provisioned to these roles above, the person will have access to those applications listed in the Matrix, but their name will not appear next to the role in the Admin Tool. The tiles will be visible when the user logs in.

Some roles are required. In the example above, the only role that has been assigned is the Superintendent. The yellow highlighting informs the Admin User that the Business Manager role is required to have a Username assigned to it.

Roles are listed on the left-hand side of the screen. The ⊕ to the left of the role name indicates that this role can be assigned to a user.

Note: Roles that do not have a ⊕ to the left of the role title must be assigned at the State level.

For example, the Superintendent is provisioned at the state level with an understanding of the responsibility and liability of the educational information they have access to. The Superintendent will need to fill out, sign, and forward the Access Authorizations | Idaho State Board of Education, to the state support desk (support@sde.idaho.gov) so they can be

provisioned with the Superintendent role. If the Superintendent wants to assign a Delegate, this is also accomplished with the Access Authorizations Form.

Assigning Admin Tool Roles

To assign an individual to a role:

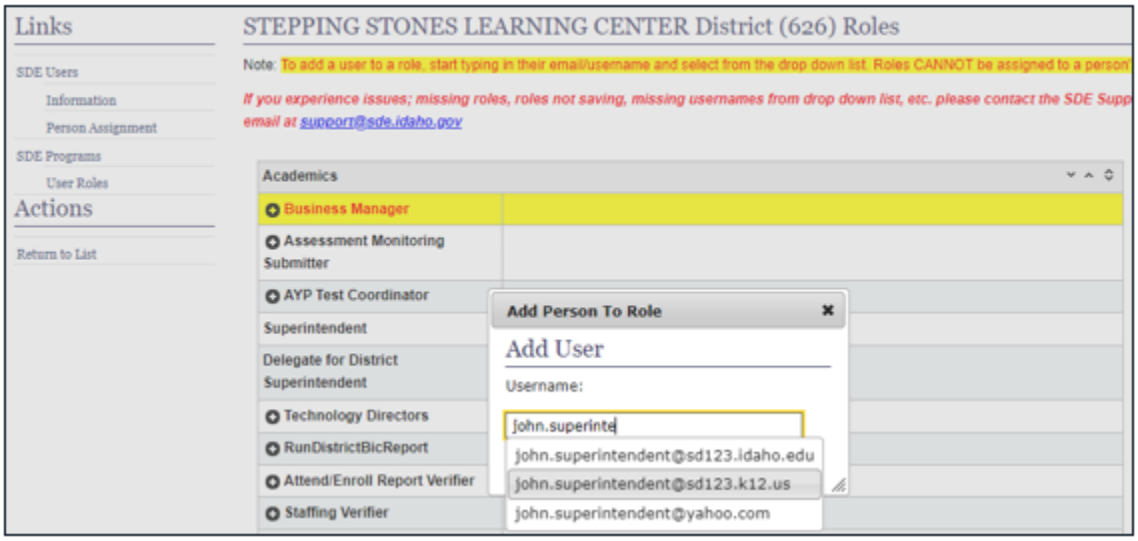
- Click on the ⊕ to open the Add User input box.
- Start typing the ***Username (email address)*** of the individual being assigned to the role into the pop-up box that emerges.

Important: Do not add a user to a Role by typing the user's Person Name. You MUST add them with their email address. If you assign someone with their Person Name, they will appear to have access to the role, but will not actually have access.

- Click on the appropriate Username (email address) match that appears as you type.
- Click "submit" to process this role assignment.
- To cancel this role assignment, click on the "X" in the upper right-hand corner of the pop-up box or "Cancel."
- Refresh the screen (Press the F5 function Key) and the Username (email address) should now display as the Person Name.

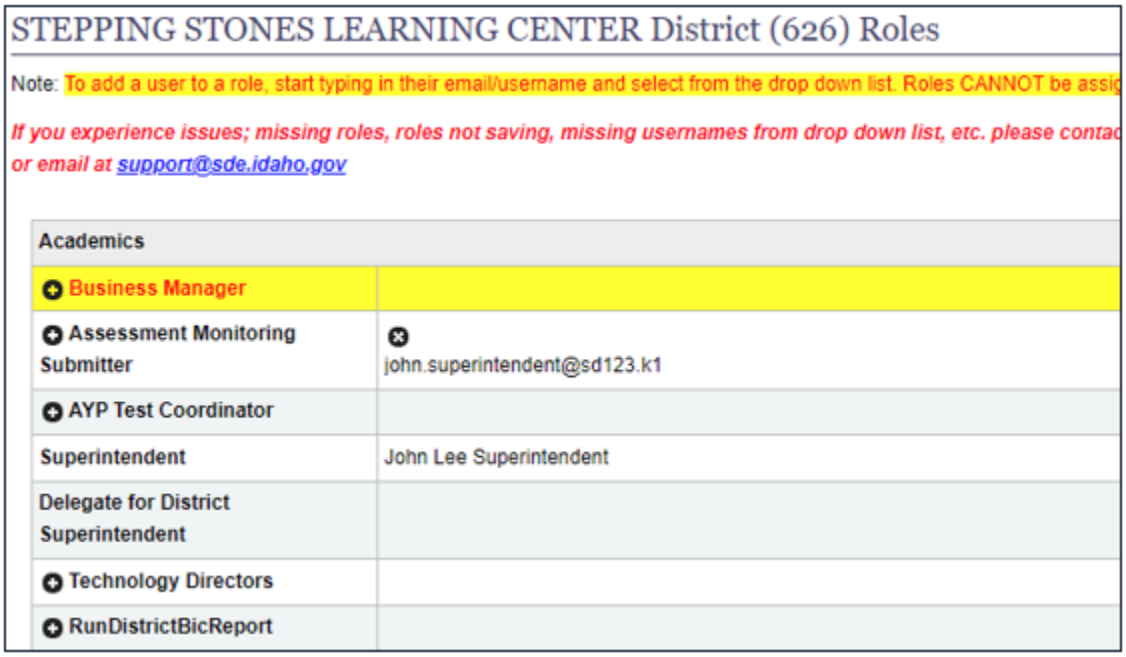
Refresh the screen either with the browser's refresh button or the F5 function key in Windows or Command+Shirt+R on an Apple to see changes.

Add person to Role pop-up



After clicking "Submit" to process a role assignment, the Admin Tool lists the individual in the specific role assignment.

Add username to User Roles Screen prior to refreshing



STEPPING STONES LEARNING CENTER District (626) Roles

Note: To add a user to a role, start typing in their email/username and select from the drop down list. Roles CANNOT be assig

If you experience issues; missing roles, roles not saving, missing usernames from drop down list, etc. please contac
or email at support@sde.idaho.gov

Academics	
Business Manager	
Assessment Monitoring Submitter	john.superintendent@sd123.k1
AYP Test Coordinator	
Superintendent	John Lee Superintendent
Delegate for District Superintendent	
Technology Directors	
RunDistrictBicReport	

- Refreshing the screen (Press the F5 function Key – Windows or Command+Shift+R - Apple) will replace the Username with the Person Name if the entry is successful.
- If the username does not change to the Person Name:
    - The Username (email address) is not assigned to a Person Name with the **Person Assignment** function (refer to the Person Assignment section above).
    - Or, the Person has never logged into the Education Portal.

As a security measure, the user MUST log into the Portal to activate their account before it will show up in the Admin Tool. This demonstrates that the account was validated through the email confirmation.

Depending on the size of the LEA, there may be multiple individuals assigned to the same role. For example, a large school district may have a group of staff responsible for coordinating assessment for the district. In a smaller district, there may be one or two individuals responsible for the district curriculum. The Admin Tool allows school districts and individual schools to provision staff accordingly. Additionally, an individual in an LEA may be assigned to multiple roles depending on their responsibilities.

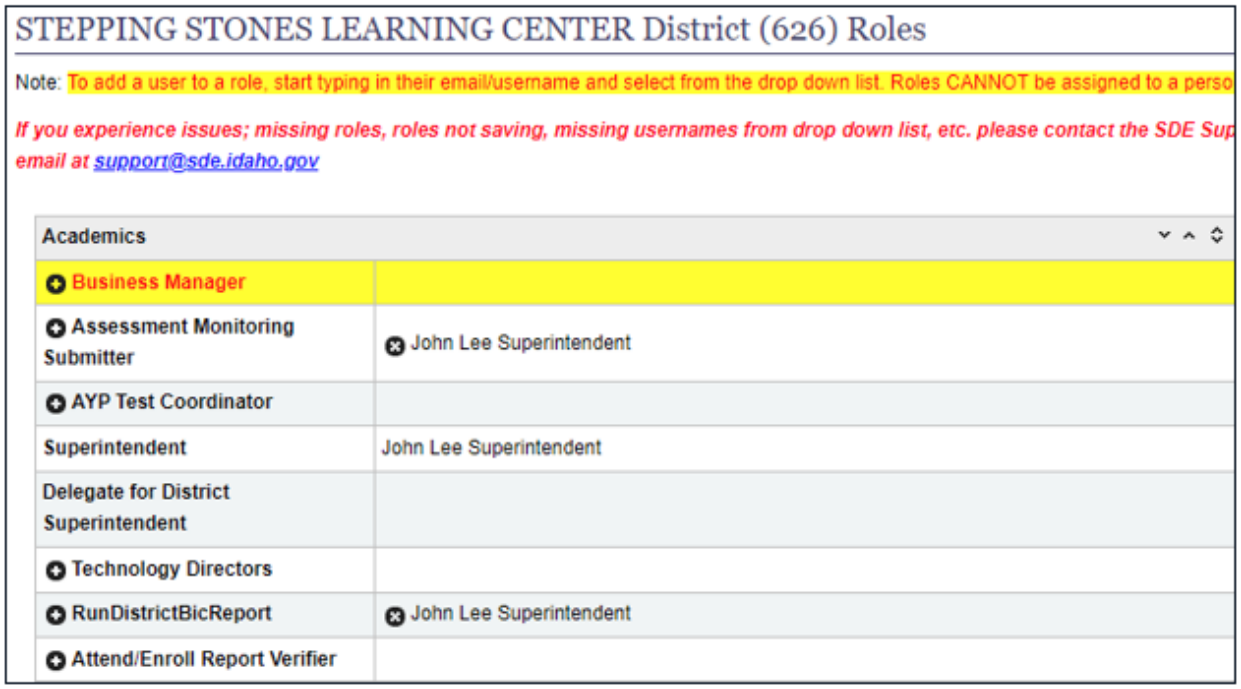
Similarly: If someone is assigned as the SPED Application Director, they already have access to all parts of the SPED Data Application. They do not need to be assigned Child Find, Child Count, Early Child Outcome Applications individually.

Remember: Pay attention to the Role Descriptions in the Admin Tool Role Appendix document. Do not assign someone to the Business Manager Role if they only need a few of the roles that come with that title role.

Deleting an Admin Tool Role

Deleting someone from an Admin Tool Role can be done several ways, 1) one role at a time with the **User Roles** page, 2) one role at a time with the **Information Function**, or 3) deleting all roles with the **Information Function** (this is discussed above in the Information section).

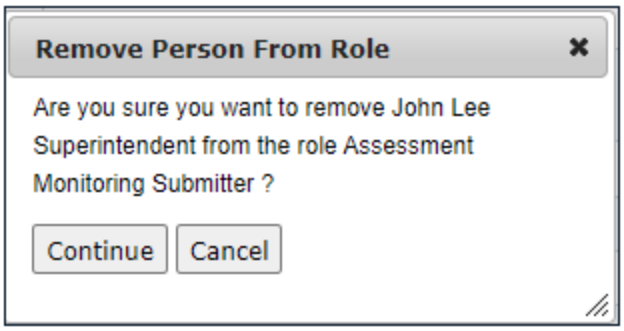
Admin Tool User Roles page



Within the **User Roles** Function:

- Click on the ⊗ next to the Username
- Verify that you want to "Remove the Person from this role" in the pop-up box

Remove person confirmation pop-up screen



Recap of User Roles Function

User can assign or delete roles to an individual within the LEA.

- Click on the ⊕ next to an application.
- Start typing the **Username** (email address) of the individual.
- Select the Username from the dropdown that appears.
- Refresh the screen to verify that the name now appears as the Person name.
- Click the ⊗ beside a Person name to remove it from an application.

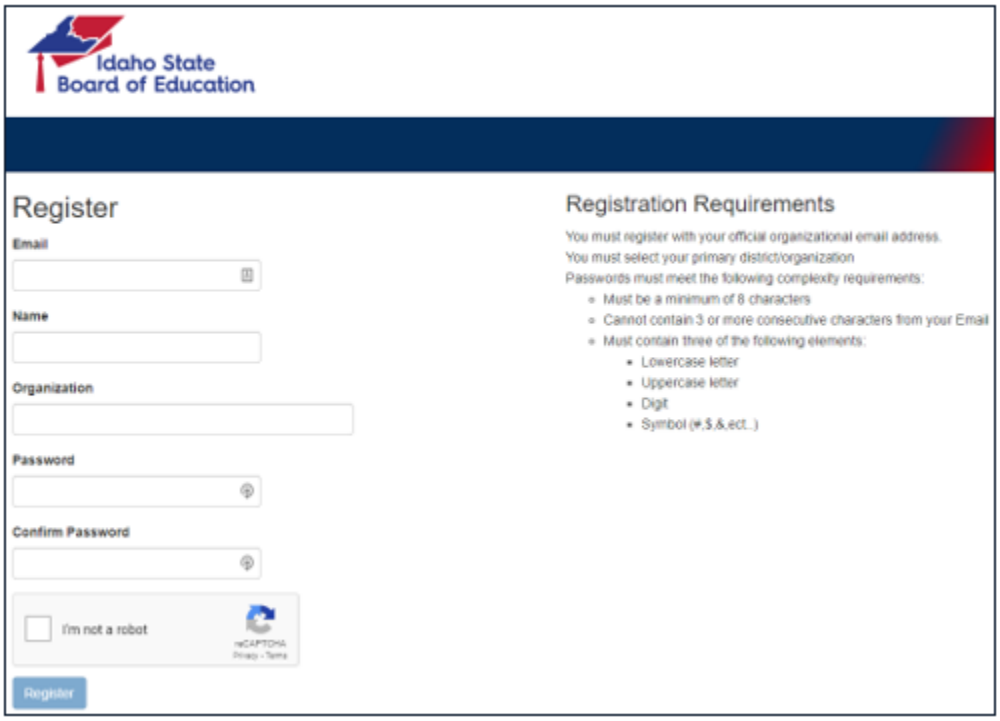
APPENDIX

How to Register for an Education Application (ISEE) Portal account

To obtain a username and setup a password for an account:

https://auth.sde.idaho.gov/Other/Registration/Register

ISEE Portal Registration Page



Follow these steps to register.

- Enter your district managed email address
- Enter your First and Last name
- Start typing your district organization name and select your district from the drop-down list when it appears. If not found, select *District/Organization Not Listed*
- Enter a password that is at least 8 characters in length and contains an uppercase letter, lowercase letter, a digit and a symbol
- Re-enter your new password again for confirmation
- Check the *I'm not a robot* reCAPTCHA box
- Complete the security image selection process and click verify when finished
- Click on "Register" when it enables.

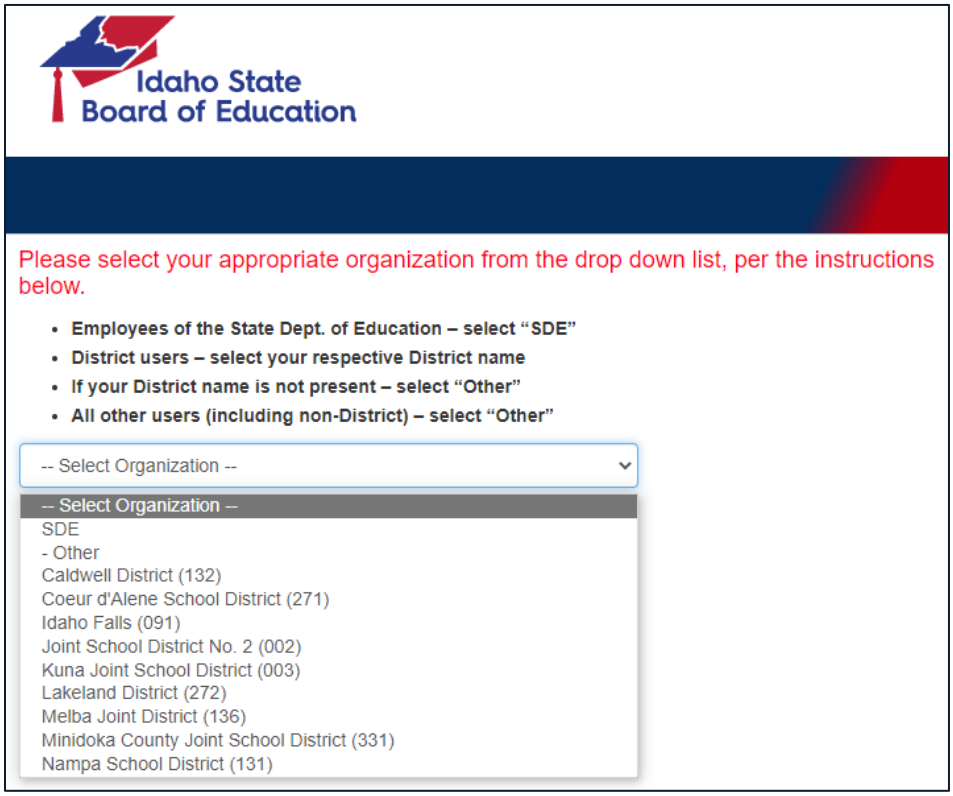
The Register button will only highlight when:

All fields have been entered
Passwords match
reCAPTCHA has been properly completed

An email will be sent to your district email account with a link that once clicked, verifies you have access and control of the submitted email address. Once your email address has been verified, you will be able to log on to the SDE Applications Portal.

As a security measure, you MUST log into the Portal to activate your account before it will show up in the system. This demonstrates that the account was validated through the email confirmation.

ISEE Portal Sign-in Page



Select your district from the list (if you use ADFS), otherwise select Other, and you will be directed to the State-Managed Sign In screen.

Notify the district Superintendent, Delegate to the Superintendent, Technology Director, or Admin Tool User to assign roles in the Admin Tool as needed

Admin Tool Matrix

Admin Tool Role	Role Description	Application
Superintendent	The ***Superintendent*** role is assigned only by the State and is designed to provide access to a suite of applications selected for this Superintendent position. An Access Authorization Form must be submitted to support@sde.idaho.gov to authorize someone as the Superintendent.	**ADEA -** Assessment Data Export
		Admin Tool
		Annual Finance Report
		Certification Lookup
		CLDS - Career Ladder Data Submission
		DTT - Data Transparency Tool
		EDUID - Education Unique Identification Application
		GRA - Grant Reimbursement Application
		Grad Rate 4-Year Appeals
		Grad Rate 5-Year Appeals
		Grad Rate Preview
		IBUS - Idaho Bus Utilization System
		Instructional Status
		OSBE Data Upload - Office of the State Board of Education Data Upload
		Report Card
		Reports - Attend/Enroll
		Reports - Staffing
		SDFS - Safe and Drug Free Schools
Admin Tool Role	**Role Description**	**Application**
Principal	The ***Principal*** role is assigned by the LEA (at the School level) and is designed to provide access to a suite of applications selected for this position. This role should only be given to individuals who require access to all of the listed applications.	**ADEA -** Assessment Data Export
		CFSGA - Consolidated Federal and State Grant Application
		Grad Rate 4-Year Appeals
		Grad Rate 5-Year Appeals
		Grad Rate Preview

Admin Tool Role	Role Description	Application
Delegate for District Superintendent	The ***Delegate for District Superintendent*** role is assigned only by the State and is designed to provide access to a suite of applications selected for this Delegate position. An Access Authorization Form must be submitted to support@sde.idaho.gov to authorize someone as the Delegate for District Superintendent.	**ADEA** - Assessment Data Export
		Admin Tool
		Annual Finance Report
		Certification Lookup
		CLDS - Career Ladder Data Submission
		DTT - Data Transparency Tool
		EDUID - Education Unique Identification Application
		GRA - Grant Reimbursement Application
		Grad Rate 4-Year Appeals
		Grad Rate 5-Year Appeals
		Grad Rate Preview
		IBUS - Idaho Bus Utilization System
		Instructional Status
		OSBE Data Upload
		Report Card
		Reports - Attend/Enroll
		Reports - Staffing
		SDFS - Safe and Drug Free Schools
Admin Tool Role	**Role Description**	**Application**
Business manager	The ***Business Manager*** role is assigned by the LEA (at the District level) and is designed to provide access to a suite of applications selected for this position. This role should only be given to individuals who require access to all of the listed applications.	**Annual Finance Report**
		Certification Lookup
		CFSGA - Consolidated Federal and State Grant Application
		DTT - Data Transparency Tool
		EDUID - Education Unique Identification Application
		Grad Rate 4-Year Appeals
		Grad Rate 5-Year Appeals
		Grad Rate Preview
		IDCI - Idaho District Contact Information
		OSBE Data Upload
		OTIS - Online Tool for IT Support
		Reports - Attend/Enroll
		Reports - Staffing

Admin Tool Role	Role Description	Application
AYP Test Coordinator	The ***AYP Test Coordinator*** role is assigned by the LEA (at the District or School level) and is designed to provide access to a suite of applications selected for this position. This role should only be given to individuals who require access to all of the listed applications.	**Grad Rate 4-Year Appeals**
		Grad Rate 5-Year Appeals
		Grad Rate Preview
		Test Incident Log
Admin Tool Role	**Role Description**	**Application**
Technology Directors	The ***Technology Director*** role is assigned by the LEA (at the District level) and is designed to provide access to a suite of applications selected for this position. This role should only be given to individuals who require access to all of the listed applications.	**Admin Tool**
		EDUID - Education Unique Identification Application
		IDCI - Idaho District Contact Information
		OSBE Data Upload
		OTIS - Online Tool for IT Support
Admin Tool Role	**Role Description**	**Application**
Cohort Grad Appeal Submitter	The ***Cohort Grad Appeal Submitter*** role is assigned by the LEA (at the District or School level) and is designed to provide access to the Cohort Grad Rate (Preview, 4-Year and 5-Year) Appeals Application to review, upload and submit appeals.	**Grad Rate 4-Year Appeals**
		Grad Rate 5-Year Appeals
		Grad Rate Preview
Admin Tool Role	**Role Description**	**Application**
Consolidated Federal and State Grants	This ***Consolidated Federal and State Grants*** role is assigned by the LEA (at the District level) and is designed to provide access to a suite of applications selected for the Federal Programs position.	**APR -** Title I-A Annual Performance Report
		CFSGA - Consolidated Federal and State Grant Application
		Homeless Subgrant
		Neglected or Delinquent - Title I-D Neglected, Delinquent, At-Risk
		Title-1 Comparability

Admin Tool Role	Role Description	Application
ACCESS Appeals	This role provides access for the district to adjust the district's English learner ACCESS participation rate by submitting appeals in the ACCESS Appeals Application.	**ACCESS Appeals** - EL Assessment Participation Appeals Application
Accountability Appeals Coordinator	This role provides access to the Assessment Participation Appeals Application to view and manage your school's statewide assessment participation rates.	**Participation Appeals -** Assessment Participation Appeals
ADEA District User	This role provides district level access to assessment scores for students enrolled in Idaho public school districts and schools.	**ADEA -** Assessment Data Export
ADEA School User	This role provides school level access to assessment scores for students enrolled in Idaho public school districts and schools.	**ADEA -** Assessment Data Export
Admin Tool User	This role provides access to assign roles to users within the district in the Admin Tool.	**Admin Tool**
AdvancedOps.BusinessManager	This role should be provided to the district's business manager. The business manager can review a detailed report of each payment that is made either to the school district or on behalf of the school district.	**AdvOps Reimbursement**
AdvancedOps.District	This role provides access to a staff member who will be approving and editing registrations submitted by students. This user will have access to district-wide data. This user will have the ability to approve student accounts, funding for courses, allowing or disallowing courses and editing privileges until the point of submission. The ***District*** user also has access to OTIS, the Online Tool for IT Support to facilitate a secure transfer of Personally Identifiable information	**AdvOps Reimbursement** **OTIS -** Online Tool for IT Support

Admin Tool Role	Role Description	Application
AdvancedOps.DistrictManagement	This role should be provided to only one person in the school district. District Managers will be responsible for submitting the final data to the State Department at the end of each term. The ***District Management*** user also has access to OTIS, the Online Tool for IT Support to facilitate a secure transfer of Personally Identifiable information.	**AdvOps Reimbursement** **OTIS -** Online Tool for IT Support
AdvancedOps.School	This role provides access to someone who is overseeing approvals in just one particular school. This person will be able to see student data pertinent only to one school. The user will have the ability to approve student accounts, funding for courses, and editing privileges until the point of submission. The ***School*** user also has access to OTIS, the Online Tool for IT Support to facilitate a secure transfer of Personally Identifiable information.	**AdvOps Reimbursement** **OTIS -** Online Tool for IT Support
AnnualFinancialReport District Certifier	This role provides access to view and certify the Annual School Finance Report data after Public School Finance enters it in this application.	**Annual Finance Report**
AnnualFinancialReport District Viewer	This role provides access to only view data in the Annual Finance Report.	**Annual Finance Report**
Assessment Monitoring Submitter	This roll provides access to the District Assessment Monitoring Tool which is used to ensure that all federal assessment programs are conducted according to state and federal guidelines.	**District Assessment Monitoring**
Attend/Enroll Report Verifier	This role provides access to the user to run and view Attendance/enrollment reports.	**Reports - Attend/Enroll**

Admin Tool Role	Role Description	Application
Certification Lookup.User	This role provides access to search for educators who currently hold or have held Idaho certification. Includes the following: Credential status, Professional endorsement status, Application status, Any Idaho disciplinary action taken against an educator certificate, Endorsement information, which includes assignments they can teach with their current endorsements, Reported Contract information (beginning in the 1994-1995 school year), Reported Assignments (beginning in the 2010-2011 school year)	**Certification Lookup**
CLDS Certifier	***Provisioned by the State*** via an email from the superintendent, this role provides access to **certify and submit** evaluation data to the CLDS application if the Superintendent/Delegate is not available.	**CLDS -** Career Ladder Data Submission
CLDS Editor	This role provides access to **edit/upload** staff evaluation and/or Professional and Advanced Professional Endorsement recommendation data to the CCLDS application.	**CLDS -** Career Ladder Data Submission
CLDS Recommendation Certifier	This role provides access to submit/certify **recommendations** for Professional Endorsement and Advanced Professional Endorsement to the CLDS application.	**CLDS -** Career Ladder Data Submission
Cohort Grad Preview Viewer	This role provides access to the Cohort Grad Rate Preview Application to preview graduation status for potential appeals.	**Grad Rate Preview**

Admin Tool Role	Role Description	Application
ComplianceTrackingDistrict	This role provides access to The Compliance Tracking Tool, a database used to record, track, and monitor noncompliance findings to support LEAs, as well as the State, in successfully tracking improvement and correction.	**CTT** - Special Ed Compliance Tracking
DTT: Enrollment and Attendance	This role provides access to various enrollment/attendance reports and data extracts.	**DTT -** Data Transparency Tool
EDUID	This role provides access to the EduId (Education Unique Identifier) application, which allows lookup, verification, and assignment of unique identifiers for people in the education system in the state of Idaho.	**EDUID -** Education Unique Identification Application
ELMS.Editor	This role provides access for staff to enter required data into ELMS (English Learner Management System) e.g. WIDA screener scores and program information for the Consolidated State Performance Report (CSPR) to the US Dept. of Education.	**ELMS -** English Learner Management System
ELMS.Viewer	This role provides access to look up previous and current English Language Proficiency assessment scores when enrolling English Learner students in their district.	**ELMS -** English Learner Management System
Fica Match Certifier	This role provides access to submit and certify the Fica Match form (social security costs) for school district school lunch employees from the State General Fund appropriation.	**CNP FICA Matching**
Fica Match Editor	This role provides access to submit the Fica Match form (social security costs) for school district school lunch employees from the State General Fund appropriation.	**CNP FICA Matching**

Admin Tool Role	Role Description	Application
Gra User	This role provides access to grant funding and reimbursement. They also have access to the Title-I Comparability Application which verifies that the Title I-A schools that are at least comparable to the services provided in Non-Title I-A schools. The Title-I Comparability Application opens in October.	**GRA** - Grant Reimbursement **Title-I Comparability**
IBUS District	This role allows access the district to enter miles, rider's safety busing, etc. into the IBUS application.	**IBUS -** Idaho Bus Utilization System
IBus Vehicle Inspector	This is a limited role assigned to a mechanic so they can enter specific data only and have no access edit other information.	**IBUS -** Idaho Bus Utilization System
IDCI User	This role provides access to the Idaho District Contact Information Application to search for people by district, school, Program Contact Role, First Name, Last Name, and Email address.	**IDCI** - Idaho District Contact Information
IDEA Editor	This role provides access to submit the LEAs application for flow through funding under the Individuals with Disabilities Education Act (IDEA), Part B, Section 611 and Section 619 (Preschool).	**IDEA -** IDEA Part B and Preschool Application
ISEE Coordinator	This role provides access to the DTT (Data Transparency Tool).	**DTT -** Data Transparency Tool
MSIS Editor	This role provides access for LEAs migrant staff to enter required data into MSIS (e.g. eCOEs, immunizations, and services).	**MSIS -** Migrant Student Information System
MSIS Regional IDR Coordinator	This role is ***assigned by the state*** to the 3 Regional MSIS Coordinators.	**MSIS -** Migrant Student Information System
MSIS Viewer	coming soon - This role gives access to Counselors/registrars to support the enrollment of migrant children	**MSIS -** Migrant Student Information System

Admin Tool Role	Role Description	Application
NandD Editor	This role provides access to the district to complete and submit their Evaluations and Annual Count (also known as the October Count), Title I Part D Neglected, Delinquent, and At-Risk Evaluation and Annual Count web app.	**Neglected or Delinquent -** Title I-D Neglected, Delinquent, and At-Risk
OTIS.DistrictAdmin	This role provides access for a District assigned person to manage OTIS tickets for any district personnel.	**OTIS -** Online Tool for IT Support
OTIS.DistrictUser	This role provides access to submit and track IT support requests and to facilitate a secure transfer of Personally Identifiable Information (PII).	**OTIS -** Online Tool for IT Support
Report Card User	This role provides access to School Report Card data from 2006-2018	**Report Card**
RunDistrictBicReport	This role provides access to a user to track educator certification, applications, background information checks (BIC), and ethics information in the Idaho Teacher Certification Application.	**TCA (and BIC) -** Idaho Teacher Certification
SchoolNurse.Editor	***Initially assigned by the state. Then*** managed by the LEA program coordinator and only for eligible/authorized districts are required to have this role. State will turn on the role for the district, after adding a user and setting the flags for the LEA to manage who will be in the role afterwards.	**Healthy Schools Program**
SchoolStatus.Editor	This role provides access to supply information tracking how the Covid-19 pandemic has affected district instructional modes during the year. It also will help meet ESSER and PEBT requirements.	**Instructional Status -** School Instructional Status
SDFS User	This role provides access to the user to report Safe and Drug Free Funds and bullying information.	**SDFS -** Safe and Drug Free Schools

Admin Tool Role	Role Description	Application
SPED Application Director	This role provides access to all parts of the SPED Data Application, Early Childhood, Child Find, Child Count, and soon to come Early Childhood Transition.	**SPED Data Application**
SPED Child Count	This role provides access only to the Child Count portion of the SPED Data Application.	**SPED Data Application**
SPED Child Find	This role provides access only to the Child Find portion of the SPED Data Application.	**SPED Data Application**
SPED Early Childhood Outcome	This role provides access to the Early Childhood Part of the SPED Data Application. This role allows editing and assigning case managers or teachers to students. This role can see all students for a district.	**SPED Data Application**
SPED Early Childhood Outcome - Limited	This role provides access only to students that have been assigned to them by the previous role. It allows editing and entering ratings for just the students that have been assigned to.	**SPED Data Application**
SpedFileUploadECT	Under construction	**SPED Data Application**
Staffing Verifier	This role provides access the user to run and view Staffing reports.	**Reports - Staffing**
SWIP District.Editor	This role provides access to all Schoolwide Improvements Plans in a district.	**SWIP -** Schoolwide/Improvement Plan Application
SWIP School.Editor	This role provides school level access to a user who is involved with writing the Schoolwide Improvement plan for that particular school.	**SWIP -** Schoolwide/Improvement Plan Application
Swip Viewer	***Assigned by the state***, this role	**SWIP -** Schoolwide/Improvement Plan Application

Admin Tool Role	Role Description	Application
TestIncidentLog.DistrictReviewer	Intended for Administrators and Test Coordinators, this role provides access to add/edit all incidents at their own security level and submit incidents to the SDE, and export all incidents into Excel.	**Test Incident Log**
TestIncidentLog.Proctor	Intended for Test Administrator/Proctor, this role provides access to a proctor to edit/submit their own incidents to the District Reviewer. They cannot submit incidents directly to the SDE.	**Test Incident Log**
21stCCLC.Applicant	This role provides access to edit the grant application for 21st Century Community Learning Centers Funds.	**21st CCLC Application -** 21st Century Community Learning Centers
21stCCLC.Authorizer	***Assigned by the state***, this role provides access to the user who can sign the 21st Century Grant Application. They should be able to enter agreements/contracts for their LEA.	**21st CCLC Application -** 21st Century Community Learning Centers