

Idaho State Department of Education



Administration Tool Application

Training Manual

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Administration Tool Application

1. Introduction

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

The Idaho State Department of Education, in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) created 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 the Idaho State Department of Education’s longitudinal data system for receiving and extracting education information.

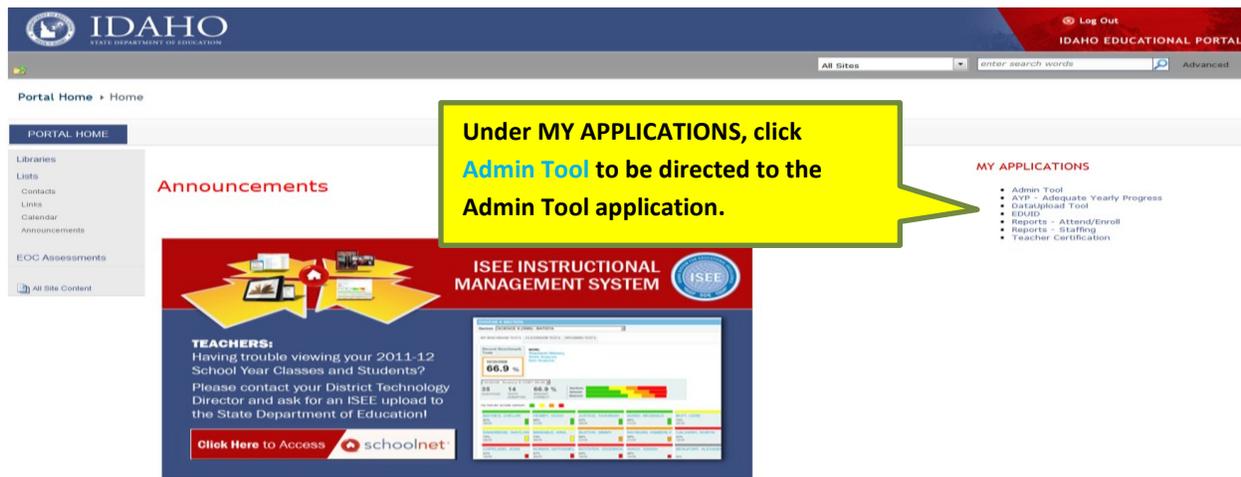
Students, teachers, principals, administrators, superintendents, etc. all hold vested interests in educational data. In order to allow authorized user(s) to a particular application for the entry or retrieval of specific data, each “User” is assigned to a specific role. Each role enables the bearer of that role access to specific State Department of Education (SDE) applications.

The Administration Tool (Admin Tool) is the security application that allows Users to be assigned specific roles. Each role is aligned with specific SDE applications, enabling the User to access educational information necessary for the performance of his/her job.

The Admin Tool provides exclusive role assignment, whether it is to a counselor, an administrator, a superintendent, etc. For example: Assigning the Technology Director role to an individual gives the User access to different SDE applications than an individual assigned the Curriculum Director role. Additionally, due to the variance in size and structure between 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.

2. Accessing the Admin Tool

The User logs onto the ISEE system. After correctly logging onto the ISEE system, the User is directed to the Idaho Educational Portal (as noted in the graphic below). For assistance on how to log onto the ISEE system, refer to the “How to Log Onto ISEE” section in the Appendix.



This is a single landing page where the User accesses the application(s) he/she is authorized to use. The Admin Tool application is listed under “My Applications”. The applications the User has access to is listed in alphabetical order under the “My Applications” heading.

The list of authorized applications varies between individuals based on their roles and responsibilities, as well as their school district, charter school, or school structure.

Banners under the “Announcements” heading vary. In the graphic noted above, the banner for Schoolnet is shown. **Please note that the view of this landing page significantly changes based on the announcement or banner.**

- Click “Admin Tool” to be directed to the Admin Tool application page.

If the User does not see the “Admin Tool” application listed under the “My Applications” heading, this indicates the User has not been provisioned with access to this application. To obtain authorization, the User should reference the “How to Obtain Admin Tool Authorization” section in the Appendix of this manual.

2. Accessing the Admin Tool

After clicking on the “Admin Tool” heading, the User is directed to the Admin Tool application.

The User knows he/she has been directed to the Admin Tool application by seeing the “Administration” heading in the red section of the banner. Additionally, the User is greeted with “Welcome to Administration”. Although the User is on the Admin Tool application, the User needs to log into the application. To log into the Admin Tool application, click on “Log On” lettering at the top of the screen. When the cursor is over the “Log On” lettering, the color of the letters changes from white to yellow.

- Click on “Log On” lettering to log into the Admin Tool application.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log On Administration

Click on “Log On”.

Welcome to Administration

▼ At A Glance

This is the main administration application for the State Department of Education web applications. This application manages all the definitions for roles and tasks as well as any top-level entities (i.e. providers, programs, etc.) User rights management is also managed using this application.

Only the menu items that you have rights to are visible. Each of the main menu areas functions are explained under "More Info".

► More Info

2. Accessing the Admin Tool

Once the User clicks on the “Log On” lettering, the system logs the User into the Admin Tool application. The User knows he/she is logged into the system, as the system displays his/her User Name in the upper right hand corner. Additionally, the system now lists the following three functions on the left hand side: Information, Person Assignment, and User Roles. Lastly, in the page banner, the system now provides the User with the option to “Log Off”.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off cachabal@edu.id Administration

Links

SDE Users

- Information
- Person Assignment
- Programs
- User Roles

Admin Tool now lists the three functions.

Welcome to Administration

At A Glance

This is the main administration application for the State Department of Education web application. This application manages all the definitions, roles and tasks as well as any top-level entities (i.e. providers, programs, etc.) User rights management is also managed using this application.

Only the menu items that you have rights to are visible. Each of the main menu areas functions are explained under "More Info".

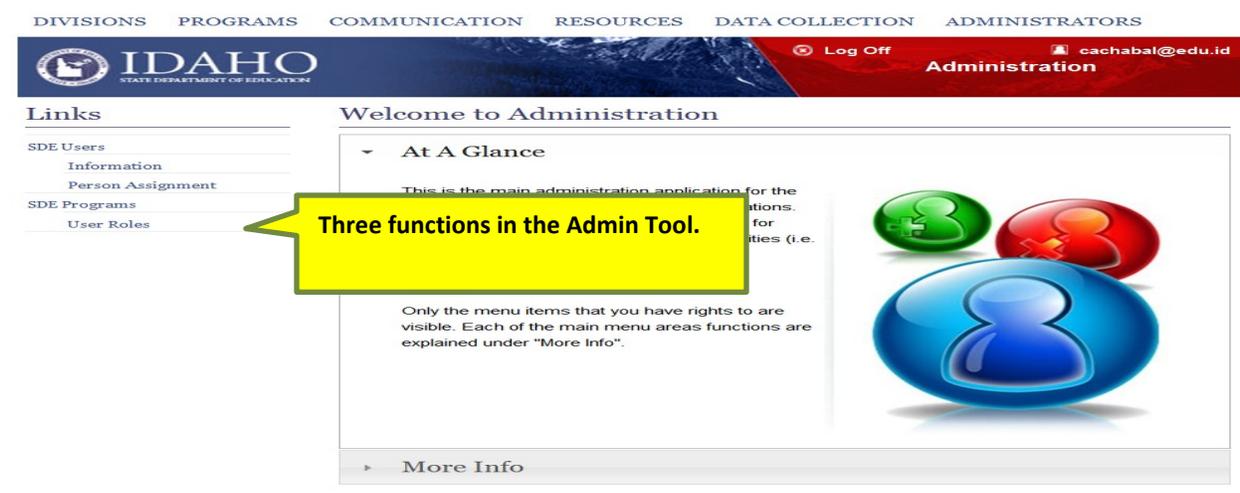
More Info

User Name appears in upper right hand corner. The Admin Tool provides the option to "Log Off".

3. Admin Tool Functionality

Users authorized to access the Admin Tool application can perform three functions:

- **Information:** This link enables the User to see what role(s) has been assigned to individuals in the User’s organization. It also enables the User to delete roles assigned to individuals within his/her organization.
- **Person Assignment:** This link enables the User to join User Names (email addresses) to Person Names, which is tied to an individuals’ legal name, gender, date of birth, and Education Unique Identification number (EDUID). The union of the User Name to the Person Name, creates a complete User record. A complete User record is needed to assign roles and access Schoolnet.
 - An EDUID is an educational unique identification number. It is a nine digit number assigned to each individual within the educational system, from a superintendent, to an instructor, to a substitute teacher, to each individual student. This unique identifier eliminates the use of Social Security Numbers to identify individuals in the educational system. The EDUID is generated after confirming the individual’s legal name (first and given names), date of birth, and gender from legal documents.
- **User Roles:** This link enables the User to assign a role to a specific individual within his/her organization. It also enables the User to delete an individual from a role. This function allows the User to view all assigned roles for a specific local educational agency (LEA).



3.1. Functionality: Information

The three Admin Tool functions are:

- [Information](#)
- [Person Assignment](#)
- [User Roles](#)

The first function listed is [Information](#). By clicking on this link, the User is able to see what role(s) has been assigned to individuals in his/her organization. It also enables the User to delete roles assigned to an individual in his/her organization. This link provides a quick way to see the role assignments for an individual.

- Click [Information](#) to access this function.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off cachabal@edu.id Administration

Links Welcome to Administration

SDE Users
Information
Person Assignment

SDE Programs
User Roles

Click on [Information](#).

This is the main administration application for the State Department of Education web applications. This application manages all the definitions for roles and tasks as well as any top-level entities (i.e. providers, programs, etc.) User rights management is also managed using this application.

Only the menu items that you have rights to are visible. Each of the main menu areas functions are explained under "More Info".

More Info

3.1. Functionality: Information

After clicking on [Information](#), the system directs the User to the following page.

The screenshot shows the top navigation bar with links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, ADMINISTRATORS. The header includes the IDAHO STATE DEPARTMENT OF EDUCATION logo and a red bar with 'Log Off' and 'cachabal@edu.id Administration'. The page title is 'SDE Users - Information'. A sidebar on the left lists 'SDE Users', 'Information', 'Person Assignment', 'SDE Programs', and 'User Roles'. The main content area says 'This screen will show the information about a user.' Below this is a 'User Name:' label followed by an empty text input field and a 'Submit' button. A yellow callout box points to the input field with the text 'Type in the User Name here.'

To verify the role(s) assigned to individuals in the organization, type in the individual's User Name in the User Name box. As the User Name (which is the email address) is typed, the system compares the characters typed with the existing User Names in the user table and displays possible matches in a drop down menu. See the example below.

This screenshot is similar to the previous one but shows the 'User Name' input field containing the text 'cac'. A dropdown menu is open below the input field, displaying 'cachabal@edu.id' as a possible match. A yellow callout box points to the dropdown menu with the text 'As the User Name is typed, the Admin Tool displays possible matches in a drop down menu.'

- Click on the appropriate selection from the drop down menu.

3.1. Functionality: Information

If the User Name is listed in the drop down menu, select the desired User Name. The selected name then appears in the User Name text box.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

Log Off cachabal@edu.id Administration

Links SDE Users - Information

SDE Users This screen will show the information about a user.

Information User Name: Submit

Person Assignment

SDE Programs

User Roles

When the User Name is in the text box, click "Submit".

- Click "Submit" to process the information request for this individual.

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

Log Off cachabal@edu.id Administration

Links User information for cachabal@edu.id

Carmen M Achabal

Assigned Roles		
Admin Tool User	Delete Administration	/idaho state/administration
Assessment Monitoring Submitter	Delete Blackfoot Charter Community Learning Center (477)	/idaho state/academics/blackfoot charter community learning center
Business Manager	Delete MOSCOW DISTRICT (281)	/idaho state/academics/moscow district
Curriculum Director	Delete Blackfoot Charter Community Learning Center (477)	/idaho state/academics/blackfoot charter community learning center
Higher Education Data Manager	Delete Higher Education	/idaho state/higher education
	Delete Higher Education	/idaho state/higher education
	Delete University of Idaho	/idaho state/higher education/university of idaho
	Delete University of Idaho	/idaho state/higher education/university of idaho

Admin Tool provides information for this User Name.

3.1. Functionality: Information

The Admin Tool presents the User with a list of the roles assigned to a User Name (email address). The number of applications assigned to an individual varies based on his/her roles and responsibilities within an educational organization. Roles are listed in alphabetical order. See the example below.

[Links](#)

[SDE Users](#)

[Information](#)

User information for [john.superintendent@yahoo.com](#)

John Superintendent

Assigned Roles	Delete All Roles	
<p> AYP Test Coordinator</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>
<p> Curriculum Director</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>
<p> Principal</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>
<p> Schoolnet Leadership</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>
<p> Technology Directors</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>

Admin Tool lists Assigned Roles in alphabetical order.

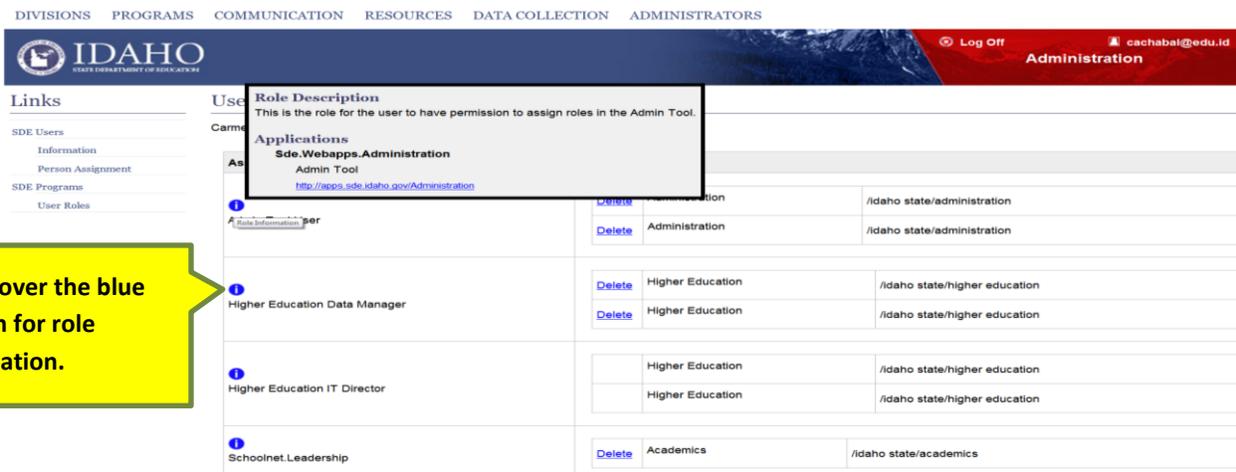
Please note: Admin Tool users at the school district or charter school level are only able to see the roles assigned to a User Name for their respective educational organization. If the Admin Tool User is from the Boise School District, he/she only views the individuals within the Boise School District as well as seeing only Boise School District roles. This prevents individuals from one school district seeing individual access in another educational entity.

Access to see roles across different educational entity boundaries is only available at the state level.

3.1. Functionality: Information

The Admin Tool provides the User with additional assistance in understanding the individual roles. Above each role, the Admin Tool displays a blue “i” icon. The “i” icon refers to “information”. By hovering over this icon, the system provides a pop-up box that lists the role description and the SDE applications provisioned for this role. See the examples below.

- Hover over the blue “i” information icon for role information.

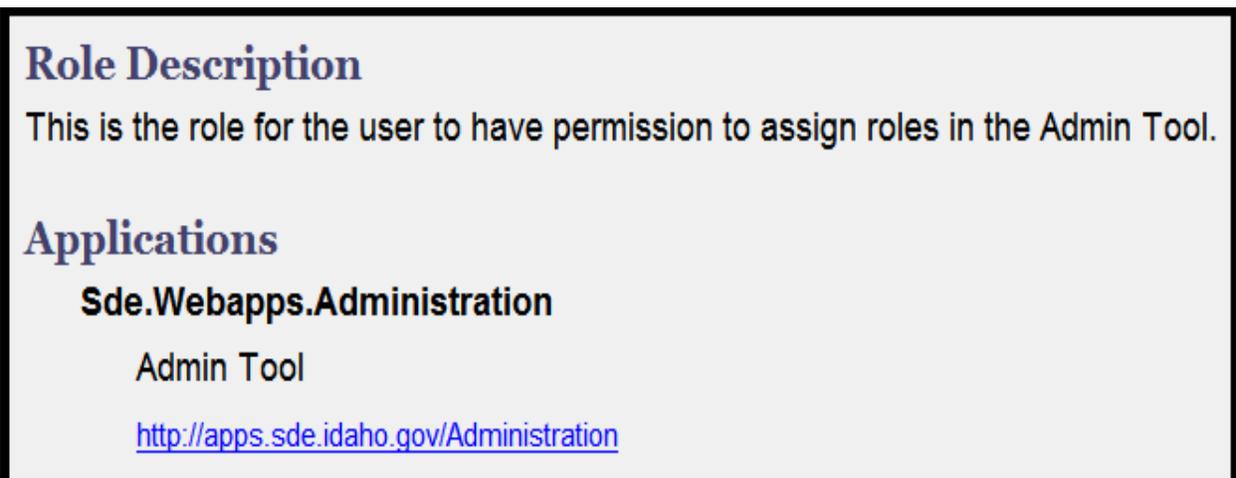


The screenshot shows the IDAHO State Department of Education Admin Tool interface. A yellow callout box on the left contains the text: "Hover over the blue 'i' icon for role information." The interface displays a list of roles with a blue 'i' icon above each role name. A pop-up box is shown above the 'i' icon, displaying the following information:

Role Description
This is the role for the user to have permission to assign roles in the Admin Tool.

Applications
Sde.Webapps.Administration
Admin Tool
<http://apps.sde.idaho.gov/Administration>

The pop-up box has been enlarged for reference.



Role Description
This is the role for the user to have permission to assign roles in the Admin Tool.

Applications
Sde.Webapps.Administration
Admin Tool
<http://apps.sde.idaho.gov/Administration>

3.1. Functionality: Information

Within the **Information** function, the User can delete a role from an individual. To delete a role, hover the cursor over **Delete**. The word **Delete** is underlined. When the cursor is over **Delete**, the lettering turns grey and the word **Delete** is no longer underlined. See the screenshot below.

- Click on **Delete** to remove a role from an individual.

Links

User information for john.superintendent@yahoo.com

SDE Users

Information

Person Assignment

SDE Programs

User Roles

John Superintendent

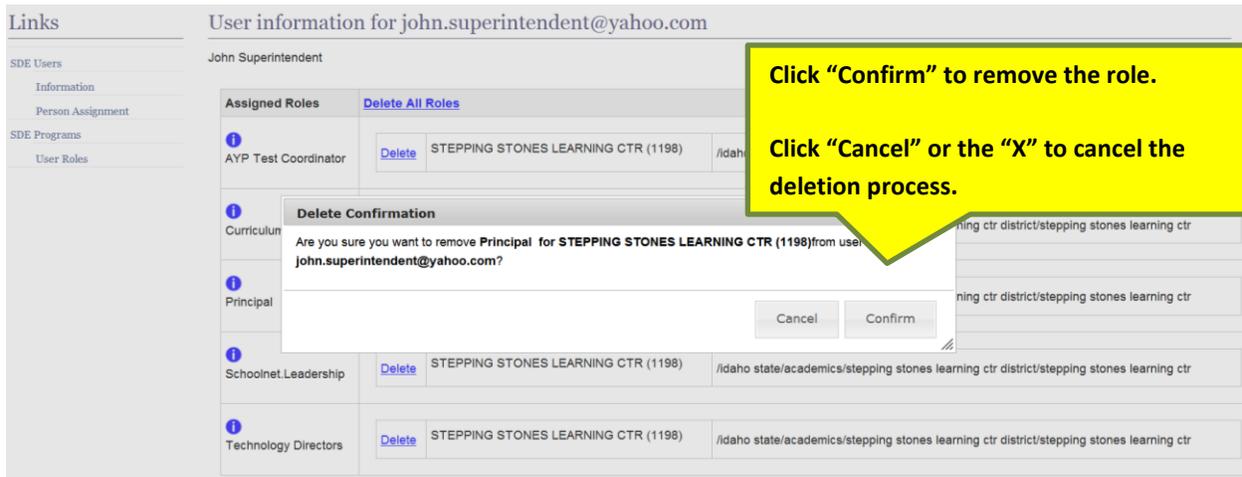
Assigned Roles	Delete All Roles	
 AYP Test Coordinator	Delete	STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr
 Curriculum Director	Delete	STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr
 Principal	Delete	STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr
 Schoolnet Leadership	Delete	STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr
 Technology Directors	Delete	STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr

Click on **Delete** to remove a role.

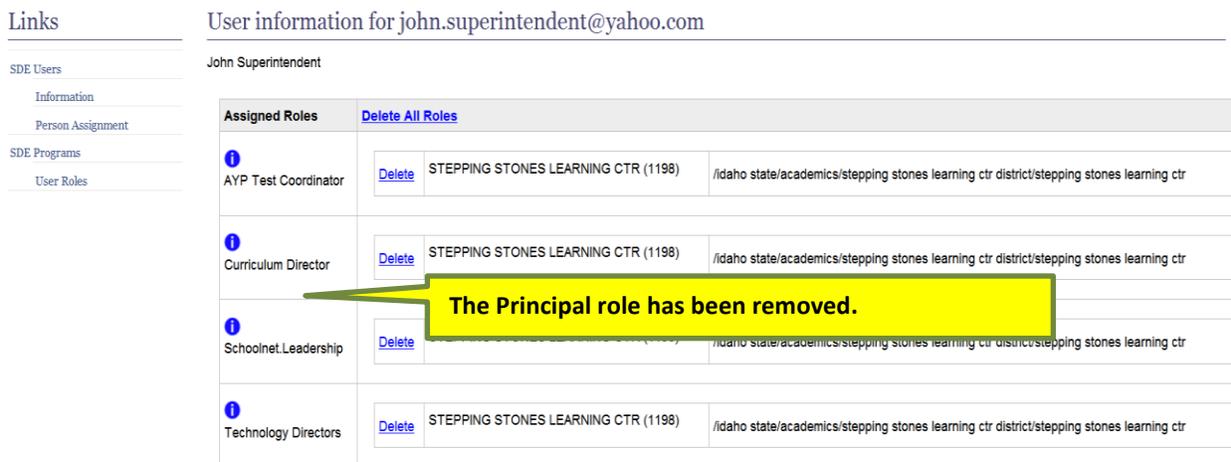
3.1. Functionality: Information

After clicking on “Delete”, the Admin Tool screen turns grey, bringing attention to a system generated pop-up box. The pop-up box asks the User to either: (1) Confirm the deletion transaction or (2) Cancel the deletion transaction.

- 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.



After clicking on “Confirm”, the Admin Tool processes the transaction and returns to the User Information page. The Admin Tool removes the role from the individual and no longer displays the information.



3.1. Functionality: Information

If the User clicked on “Cancel” or the “X” in the upper right hand corner of the pop-up box, the system returns the User to the original User Information screen.

Links

SDE Users

Information

Person Assignment

SDE Programs

User Roles

User information for john.superintendent@yahoo.com

John Superintendent

Assigned Roles	Delete All Roles	
<p> AYP Test Coordinator</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>
<p> Curriculum Director</p>		<p>stones learning ctr district/stepping stones learning ctr</p>
<p> Principal</p>		<p>stones learning ctr district/stepping stones learning ctr</p>
<p> Schoolnet Leadership</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>
<p> Technology Directors</p>	<p>Delete</p>	<p>STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr</p>

After clicking “Cancel” or the “X”, the Admin Tool directs the User back to the User Information page.

Role has not been deleted.

3.1. Functionality: Information

The Admin Tool User deletes roles one by one or collectively for a specific individual. This function should be used sparingly and with extreme caution. When an individual quits, retires, or is discharged, the school district or charter school Admin Tool User must remove all roles for the individual.

To remove all roles for a specific individual, hover the cursor over “[Delete All Roles](#)”. The words are underlined. When hovering, the lettering turns grey and the link is no longer underlined. Refer to the screenshot below.

- Click “[Delete All Roles](#)” to remove all roles for this individual.

Links

User information for john.superintendent@yahoo.com

SDE Users

Information

Person Assignment

SDE Programs

User Roles

John Superintendent

Assigned Roles	Delete All Roles
AYP T	emics/stepping stones learning ctr district/stepping stones learning ctr
Curriculum Director	Delete STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr
Principal	Delete STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr
Schoolnet.Leadership	Delete STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr
Technology Directors	Delete STEPPING STONES LEARNING CTR (1198) /idaho state/academics/stepping stones learning ctr district/stepping stones learning ctr

Click “Delete All Roles” to remove all roles.

3.1. Functionality: Information

After clicking “[Delete All Roles](#)”, the screen turns grey. The Admin Tool displays a pop-up box, asking for confirmation to delete all the roles for the particular individual. The system asks, “Are you sure you want to remove All roles for All entities from user john.superintendent@yahoo.com?”.

Click on “Confirm”, to process the deletion of all roles for this individual. If “[Delete All Roles](#)” is selected in error, click on the “X” located in the upper right hand corner of the pop-up box or click “Cancel”. Refer to the screenshot below.

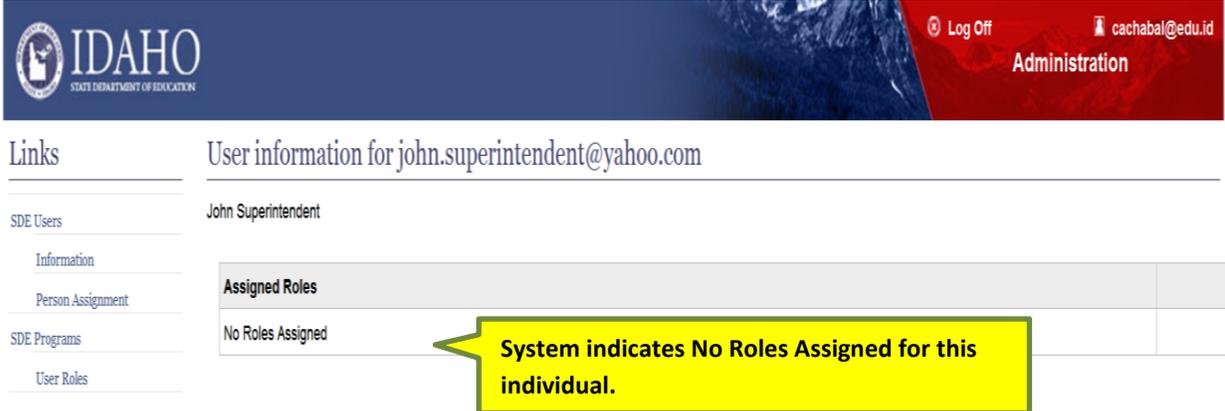
- Click “[Delete All Roles](#)” to remove all roles for an individual.
- Click “Confirm” to process the deletion of these roles.
- Click “Cancel” or click on the “X” in the upper right hand corner to cancel the deletion process.

The screenshot displays the user information page for john.superintendent@yahoo.com. The page is titled "User information for john.superintendent@yahoo.com" and shows the user's name as "John Superintendent". A table of assigned roles is visible, with a "Delete All Roles" link at the top. A "Delete Confirmation" pop-up box is overlaid on the table, asking for confirmation to delete all roles for the user. The pop-up has "Cancel" and "Confirm" buttons. A yellow callout box highlights the "Confirm" button with the text: "Click 'Confirm' to process all role deletion. Click 'Cancel' or the 'X' to prevent the deletion process."

3.1. Functionality: Information

Once “[Delete All Roles](#)” is selected and confirmed, the Admin Tool processes the User’s request and deletes all roles assigned to the specific individual. The Admin Tool updates the Information page. The Information page now indicates that there are no roles assigned for the specific individual. Refer to the screenshot below.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS



IDAHO
STATE DEPARTMENT OF EDUCATION

Log Off cachabal@edu.id
Administration

Links User information for john.superintendent@yahoo.com

SDE Users John Superintendent

Assigned Roles
No Roles Assigned

Information
Person Assignment
SDE Programs
User Roles

System indicates No Roles Assigned for this individual.

Recap of the Information function:

- User can quickly see what role(s) is assigned to an individual within his/her organization.
- User can delete a single assigned role from a specific individual.
- User can delete all assigned roles from a specific individual.

3.2. Functionality: Person Assignment

The second of the three functions within the Admin Tool is [Person Assignment](#).

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off cachabal@edu.id Administration

Links

- SDE Users
 - Information
 - Person Assignment
- SDE Programs
- User Roles

Welcome to Administration

At A Glance

Click "[Person Assignment](#)" to ensure individuals have a complete User Name and Person Name record.

roles and tasks as well as any top-level entities (i.e. providers, programs, etc.) User rights management is also managed using this application.

Only the menu items that you have rights to are visible. Each of the main menu areas functions are explained under "More Info".

More Info



By selecting [Person Assignment](#), the User sees if an individual within his/her organization has a complete record (User Name and Person Name). A **complete record** entails having a User Name (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. The EDUID is generated after confirming the individual's legal name (first and given names), date of birth, and gender from legal documents.

In addition, [Person Assignment](#) enables the User to create a complete record for an individual in their organization. The User maps the User Name (email address) to a Person Name, after confirming the legal name, date of birth, and gender.

- Click [Person Assignment](#) to access this function.

3.2 Functionality: Person Assignment

In the User Name text box, the User types the individual's email address. As characters are typed, the user table matches the characters typed with the names in the user table and brings up matching names in a drop down menu.

- Type the User Name (email address) in the User Name text box.

Select the correct User Name from the options provided. By selecting the User Name, the email address (User Name) will be entered into the User Name box.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

Log Off cachabal@edu.id Administration

Links

- SDE Users
 - Information
 - Person Assignment
- SDE Programs
 - User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person.
The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - **Only unassigned users may be assigned to a person.**
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk to remove the user's currently assigned person.

Assign a person to a user

User Name: john.superintendent
(i.e. user@sde.id)

Person Name: john.superintendent@sd123.idaho.edu
john.superintendent@yahoo.com

Type the User Name. The user table matches the characters typed with names in the user table and brings up matching name(s) in a drop down menu. Select the correct User Name (email address).

- Select the correct User Name (email address) from the drop down options.

3.2 Functionality: Person Assignment

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

If the User Name is assigned to a Person Name record, the system displays the User Name, then display the Family Name, followed by the First Name, and then the EDUID. This represents a complete person name record.

Links

SDE Users

Information

Person Assignment

SDE Programs

User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person.

The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - **Only unassigned users may be assigned to a person.**
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk to re

Assign a person to a user

User Name:
(i.e. user@sde.id)

Person Name:

This User Name/email address is assigned to a Name and EDUID. Record is complete.

User Name	Name	Eduld	Actions
john.superintendent@yahoo.com	Superintendent, John	538767143	<input type="button" value="unassign"/>

Since the Person Name record is complete, the User Name can be assigned a role within the Admin Tool.

Please note: A User Name (email address) is only assigned to one Person Name.

3.2. Functionality: Person Assignment

After selecting the User Name from the drop down menu, the second response the Admin Tool application provides is: Unassigned. This means that the User Name is not mapped or aligned to a specific Person Name. The Person Name record is not complete. Since the User Name (email address) is not mapped to a Person Name, the User Name can not be assigned a role in the Admin Tool.

If the User Name is not assigned to a Person Name in the user table, the system indicates that the User Name is not assigned.

Links

SDE Users

Information

Person Assignment

SDE Programs

User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person.

The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - Only unassigned users may be assigned to a person.
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk to remove the user's currently assigned person.

Assign a person to a user

User Name:
(i.e. user@sde.id)

Person Name:

This User Name/email address is not assigned to a Name or an EDUID. Record is incomplete. Notification is in red font.

User Name	Name	Eduld	Actions
achabals@q.com	not assigned		

To assign the User Name to a Person Name record, the User must obtain the following information:

- The individual's full legal name,
- The individual's date of birth, and
- The individual's EDUID.

3.2. Functionality: Person Assignment

The User begins by typing the individual's last name/family name in the Person Name text box, followed by the individual's first name. As characters are typed, the user table matches the typed characters with those names in the user table. The Admin Tool application displays a drop down list of matching names from the user table. The names are listed with the following information:

- Last name (family name)
 - First name (given name)
 - EDUID (a nine digit identifier based on the individual's name, gender, and date of birth)
 - Date of Birth
-
- Click on the matching Person Name.

Links

SDE Users

Information

Person Assignment

SDE Programs

User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person.

The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - Only unassigned users may be assigned to a person.
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support.

**The Admin Tool brings up a drop down list based on matching characters from the names in the user table.
Select and click on the Person Name.**

Assign a person to a user

User Name:
(i.e. user@sde.id)

Person Name:

Achabal, Angus 855323232
(1/1/1972)

User Name	Name	Eduld	Actions
achabals@q.com	not assigned		

3.2. Functionality: Person Assignment

After selecting the correct Person Name, the Name is entered into the Person Name text box. It is listed in the following order beginning with the Last Name (FamilyName), First Name (Given Name), and then the EDUID. See the screenshot below.

Links

- SDE Users
 - Information
 - Person Assignment**
- SDE Programs
- User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person.
The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduid are correct
 - Only unassigned users may be assigned to a person.**
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk t

Assign a person to a user

User Name:
(i.e. user@sde.id)

Person Name:

After selecting a name from the drop down menu, the name will appear in the Person Name text box in the following format: Last name, First name, and EDUID.

Click "assign" to make the assignment complete.

User Name	Name	Eduid	Actions
achabals@q.com	not assigned		

- Click "assign" to map the User Name to the Person Name.

By mapping the User Name to the Person Name, the Person Name record is now complete. The User Name is mapped to the Legal Name, Date of Birth, and the EDUID. Roles can now be properly assigned to this User Name.

3.2. Functionality: Person Assignment

By mapping the User Name to the Person Name, the Person Name record is now complete. The Admin Tool provides the User with complete details about the alignment of the User Name to the Person Name. Refer to the screenshot below.

The Admin Tool recognizes that User Name (achabals@q.com) is mapped to Achabal, Angus, who has an EDUID of 855323232 (which was generated based on his legal name, gender, and date of birth).

Links

- SDE Users
 - Information
 - Person Assignment
- SDE Programs
- User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person.
The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - Only unassigned users may be assigned to a person.
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education.

Assign a person to a user

User Name:
(i.e. user@sde.id)

Person Name:

The User Name and Person Name have been assigned together, creating a complete User/Person record.

User Name	Name	Eduld	Actions
achabals@q.com	Achabal, Angus	855323232	<input type="button" value="unassign"/>

With a complete Person Name record, the User Name (individual) can now be properly assigned roles with the Admin Tool.

3.2. Functionality: Person Assignment

In the event that a User Name has been mapped to an incorrect Person Name, only the State Department of Education IT Department can “unassign” this misalignment. Contact the SDE IT Department if a User Name needs to be unassigned from a Person Name.

Links

- SDE Users
 - Information
 - Person Assignment
- SDE Programs
- User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person. The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - Only unassigned users may be assigned to a person.**
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk to remove the user's currently assigned person.

Assign a person to a user

User Name:
(i.e. user@sde.id)

Person Name:

Only the State Department of Education IT Department can “unassign” a User Name from a Person Name.

User Name	Name	EduId	Actions
achabals@q.com	Achabal, Angus	855323232	<input type="button" value="unassign"/>

To unassign a Person Name from a User Name, SDE IT Personnel must be authorized with Admin Tool access. Once access is obtained, click on the “unassign” button.

- Click “unassign” to disjoin the User Name from the Person Name.

After clicking “unassign”, the system updates the Person Assignment page. The system provides the User with a response indicating the Person Name is “not assigned”.

Links

- SDE Users
 - Information
 - Person Assignment
- SDE Programs
- User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person. The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - Only unassigned users may be assigned to a person.**
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk to remove the user's currently assigned person.

Assign a person to a user

User Name:
(i.e. user@sde.id)

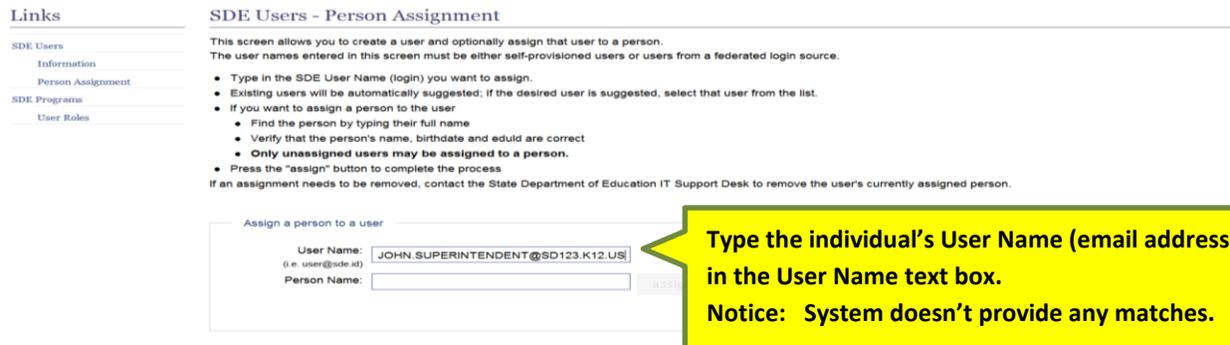
Person Name:

After clicking on the “unassign” button, the User Name is no longer assigned to the Person Name. System posts a “not assigned” message in red font.

User Name	Name	EduId	Actions
achabals@q.com	not assigned		

3.2. Functionality: Person Assignment

The last response within the Person Assignment function is to receive no response. The User encounters this when the User Name (email address) entered does not present any matches from the user table. This may be a result of (1) Having typed the incorrect email address, (2) System requiring the entire email address typed out, or (3) The person has not yet completed the registration process. Refer to the screenshot below.



Links

- SDE Users
- Information
- Person Assignment
- SDE Programs
- User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person. The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - Only unassigned users may be assigned to a person.**
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk to remove the user's currently assigned person.

Assign a person to a user

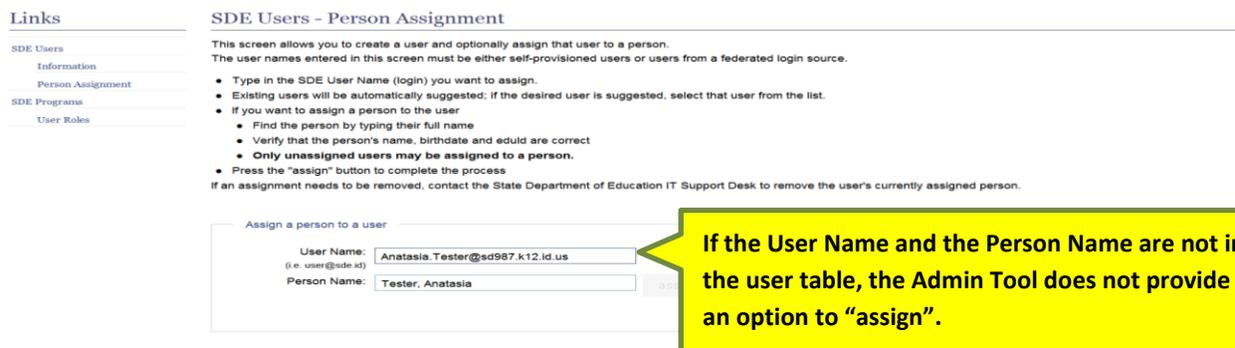
User Name:
(i.e. user@side.id)

Person Name:

**Type the individual's User Name (email address) in the User Name text box.
Notice: System doesn't provide any matches.**

- Check to see if the email address has been correctly data entered.
- Type out the entire User Name (email address).

Additionally, if the Person Name is not recognized, nor does it match a User Name or existing Person Name, a person names assignment can not be made. A lack of response indicates that there is no record of the User Name or the Person Name in the user table. Refer to the screenshot below.



Links

- SDE Users
- Information
- Person Assignment
- SDE Programs
- User Roles

SDE Users - Person Assignment

This screen allows you to create a user and optionally assign that user to a person. The user names entered in this screen must be either self-provisioned users or users from a federated login source.

- Type in the SDE User Name (login) you want to assign.
- Existing users will be automatically suggested; if the desired user is suggested, select that user from the list.
- If you want to assign a person to the user
 - Find the person by typing their full name
 - Verify that the person's name, birthdate and eduld are correct
 - Only unassigned users may be assigned to a person.**
- Press the "assign" button to complete the process

If an assignment needs to be removed, contact the State Department of Education IT Support Desk to remove the user's currently assigned person.

Assign a person to a user

User Name:
(i.e. user@side.id)

Person Name:

If the User Name and the Person Name are not in the user table, the Admin Tool does not provide an option to "assign".

If the system does not recognize either the User Name or the Person Name, the User can not make a person assignment. Please refer to the section on "How to Register" in the Appendix to register the User. In addition to this, the User needs to refer to the EDUID manual on how to create an EDUID for an individual (if the User is a provisioned User of the EDUID application).

3.2. Functionality: Person Assignment

Recap of the Person Assignment function:

- User can quickly see if a User Name has a complete Person Name record.
- User can assign a User Name to its respective Person Name record, which is necessary for assigning roles.
- User can verify if a User Name needs to be registered and/or needs an EDUID.

3.3. Functionality: User Roles

The last function within the Administration Tool is **User Roles**. This function allows the User to assign an individual to a specific role(s). By assigning an individual to a role, the User is providing the individual with access to SDE applications like EDUID, AYP, Admin Tool, as well as Schoolnet functionality.

- Click **User Roles** to assign individuals to specific roles.

The screenshot displays the Administration Tool interface. On the left, a navigation menu titled 'Links' includes 'SDE Users', 'Information', 'Person Assignment', 'SDE Programs', and 'User Roles'. The 'User Roles' link is highlighted in yellow. A yellow callout box points to this link with the text: 'Click **User Roles** to assign individuals to roles.' The main content area is titled 'Welcome to Administration' and contains a section 'At A Glance' with the following text: 'This is the main administration application for the State Department of Education web applications. (User, provider, program, etc.) User rights management is also managed using this application. Only the menu items that you have rights to are visible. Each of the main menu areas functions are explained under "More Info".' To the right of the text are three glossy icons: a green one with a plus sign, a red one with a minus sign, and a large blue one with a person silhouette. At the bottom of the main content area is a 'More Info' link.

After clicking **User Roles**, the Admin Tool directs the User to the SDE Programs – User Roles screen.

3.3. Functionality: User Roles

After selecting **User Roles** from the main menu, the Admin Tool directs the User to the SDE Programs – User Roles screen. See screenshot below.

Links

- SDE Users
- Information
- Person Assignment
- SDE Programs
- User Roles

SDE Programs - User Roles

This screen is used to assign Roles to Logins for a School or District.

Start typing the name or number of a district or school

Name:

Type in the name or the number of the school district, school, or charter school.

Roles can be assigned at the district level, as well as the individual school level. The Admin Tool provides school districts and individual schools with the flexibility to provision staff with appropriate roles, according to the structure and design of their organization. In compliance with FERPA, access is granted 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 his/her 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 his/her school; therefore, access is provisioned at the school level.

The system asks the user to enter the name or number of the school or school district in the Name text box.

- Type in the name or number of the school or school district.

3.3. Functionality: User Roles

As the User types either the name or the number of the educational entity, the characters typed are compared to those names and numbers in the user table. The Admin Tool displays the names of educational entities with similar characteristics. Refer to the example below.

The screenshot shows the 'SDE Programs - User Roles' page. On the left is a navigation menu with 'Links' at the top, followed by 'SDE Users', 'Information', 'Person Assignment', 'SDE Programs', and 'User Roles'. The main content area has the title 'SDE Programs - User Roles' and a subtitle 'This screen is used to assign Roles to Logins for a School or District.' Below this is a text input field with the placeholder 'Start typing the name or number of a district or school'. The input field contains 'stepping stones learning ctr di'. To the right of the input field is a 'select' button. A dropdown menu is open below the input field, showing 'STEPPING STONES LEARNING CTR District (626)'. A yellow callout box points to the dropdown menu with the text: 'Type in the name or the number of the school district, school, or charter school. As the name is typed, the characters are cross referenced with those in the user table. Click on the educational organization from the drop down menu.'

- Click the correct educational entity from the drop down menu.

Once an educational entity is selected, the system enters the name into the Name text box and a select button appears to the right of the Name text box. Refer to the example below.

The screenshot shows the 'SDE Programs - User Roles' page. On the left is a navigation menu with 'Links' at the top, followed by 'SDE Users', 'Information', 'Person Assignment', 'SDE Programs', and 'User Roles'. The main content area has the title 'SDE Programs - User Roles' and a subtitle 'This screen is used to assign Roles to Logins for a School or District.' Below this is a text input field with the placeholder 'Start typing the name or number of a district or school'. The input field contains 'PING STONES LEARNING CTR District (626)'. To the right of the input field is a 'select' button. A yellow callout box points to the 'select' button with the text: 'After selecting the educational organization from the drop down menu, the system places it in the Name text box. Click "select" to process this selection.'

- Click "select" to process this selection.

3.3. Functionality: User Roles

After typing the school or school district name or number and clicking “select”, the AdminTool directs the User to that local educational agency’s (LEAs) User Roles page, which lists all the roles and the individuals assigned to those roles.

Links

SDE Users

Information

Person Assignment

SDE Programs

User Roles

Actions

Return to List

STEPPING STONES LEARNING CTR District (626) Roles

Note: **If you see this, the role is required to have a user.**

Academics

+ Business Manager	
+ Assessment Monitoring Submitter	
+ Child Count Legacy	
Delegate for District Superintendent	
+ Schoolnet.Curriculum and Instruction Staff	
+ Schoolnet.Leadership	
+ AYP Test Coordinator	
+ Curriculum Director	
+ Schoolnet.Assessment Coordinator	
+ Schoolnet.Staff	
+ Technology Directors	
Schoolnet.Trustee (Guest)	
Superintendent	
+ Child Count User	
EDUID	
Capacity Builder	
+ ERI Coordinator	

In the example above, no roles have been assigned within this educational entity. The yellow highlighting informs the Admin Tool user that this role is required to have a User Name assigned to it.

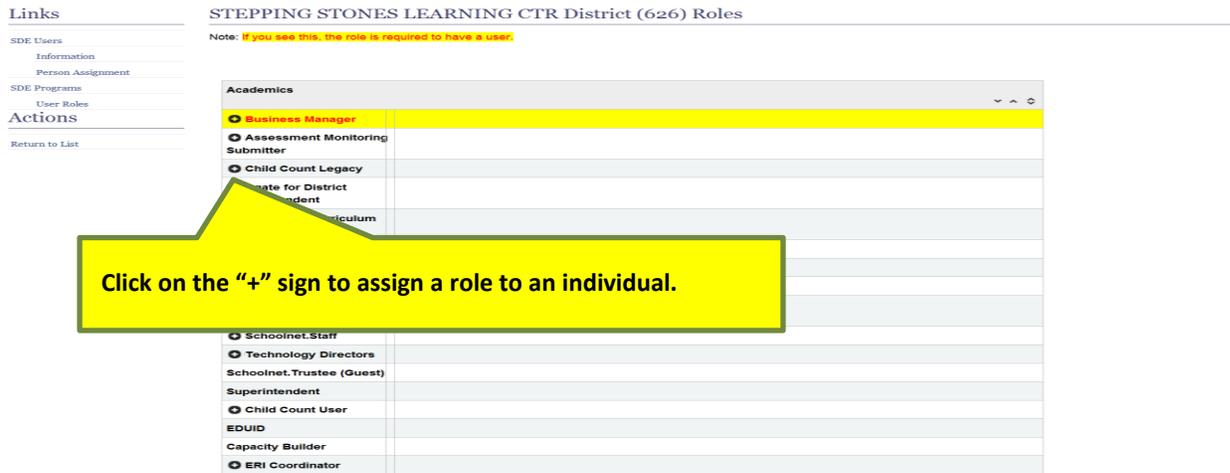
Roles are listed on the left hand side of the screen. The “+” sign to the left of the role name indicates that this role can be assigned to an individual using the Admin Tool.

Roles that do not have a “+” sign to the left of the role title can not be assigned with the Admin Tool. These roles 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 he/she has access to.

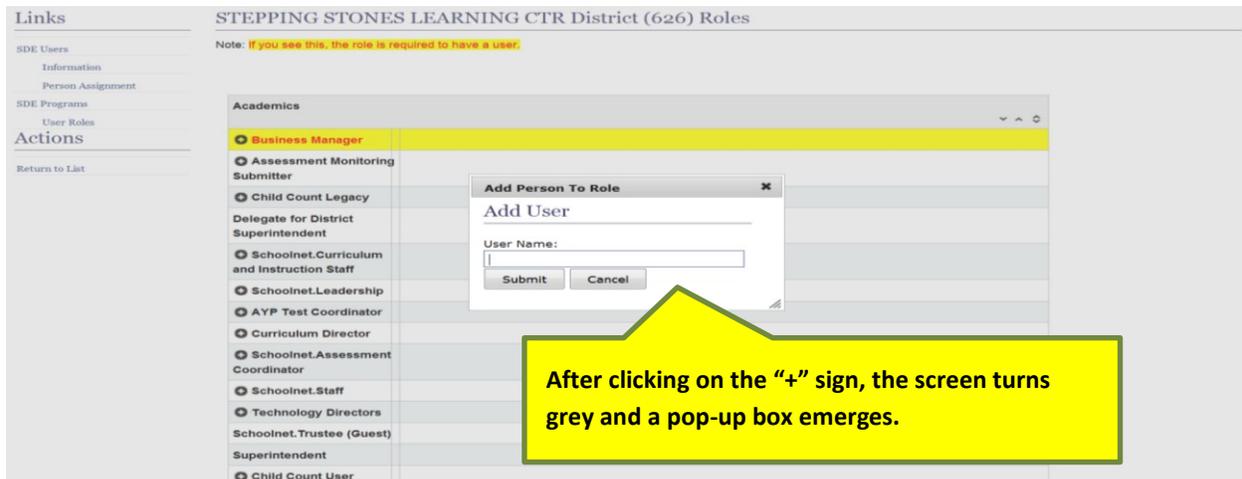
3.3. Functionality: User Roles

To assign an individual to a role, click on the “+” sign located to the left of the role name.

- Click on the “+” sign to assign a role to an individual.



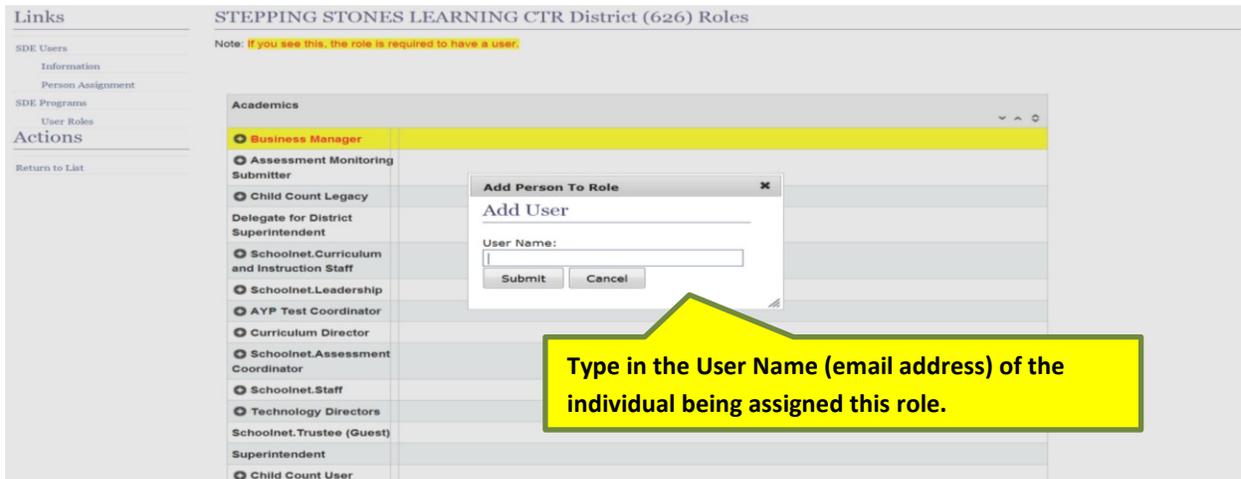
Once the “+” sign is selected, the screen turns grey and a pop-up box emerges.



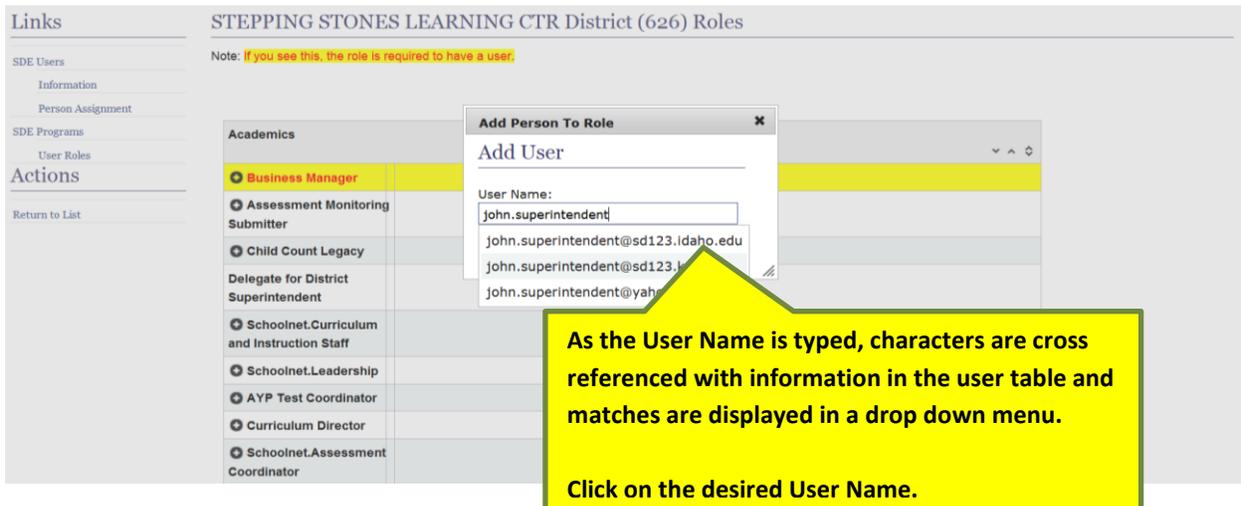
3.3. Functionality: User Roles

The pop-up box directs the Admin Tool user to “Add Person To Role”. In the User Name text box, enter the User Name (email address) of the individual being assigned to this role.

- Type in the User Name (email address) of the individual being assigned this role.



As the User Name (email address) is typed, the user table displays a number of User Names that match the characters typed. Click on the User Name (email address) of the individual being assigned a role.



- Click on the User Name (email address) of the individual being assigned a role.

3.3. Functionality: User Roles

By selecting the User Name, the Admin Tool places the User Name, (email address) in the User Name text box.

Links

STEPPING STONES LEARNING CTR District (626) Roles

Note: **If you see this, the role is required to have a user.**

Academics

Business Manager

Assessment Monitoring Submitter

Child Count Legacy

Delegate for District Superintendent

Schoolnet.Curriculum and Instruction Staff

Schoolnet.Leadership

AYP Test Coordinator

Curriculum Director

Schoolnet.Assessment Coordinator

Add Person To Role

Add User

User Name:
john.superintendent@yahoo.com

Submit Cancel

After selecting the User Name, the system places it in the User Name text box. To process the role assignment, click "Submit".

To cancel the process, click on the "X" or "Cancel".

- To process this role assignment, click "Submit".
- To cancel this role assignment, click on the "X" in the upper right hand corner of the pop-up box or click "Cancel".

If the process is cancelled, the Admin Tool directs the User back to the User Roles pages. Refer to screenshot below.

Links

STEPPING STONES LEARNING CTR District (626) Roles

Note: **If you see this, the role is required to have a user.**

Academics

Business Manager

Assessment Monitoring Submitter

Child Count Legacy

Delegate for District Superintendent

Schoolnet.Curriculum and Instruction Staff

Schoolnet.Leadership

AYP Test Coordinator

Curriculum Director

Schoolnet.Assessment Coordinator

Schoolnet.Staff

Technology Directors

If the "X" or "Cancel" is selected, the screen returns to its original state.

3.3. Functionality: User Roles

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

- Note: The Admin Tool lists the User Name (email address) in a different format.

The screenshot shows the 'Academics' section of the Admin Tool. A table lists various roles, with 'Business Manager' selected. The user assigned to this role is 'john.superintendent_yahoo.com@edu.i'. A yellow callout box highlights the email address and contains the text: "User Name is in a different format. Press F5 (function 5) key on keyboard to modify email format."

- Press the F5 (function 5) key to reformat the User Name to a user friendly format.

The screenshot shows the 'Academics' section of the Admin Tool. The 'Business Manager' role is still selected, but the user name is now 'John Superintendent'. A yellow callout box highlights the user name and contains the text: "User Name is now in a user friendly format."

Repeat this process as many times as needed to add role assignments.

To add Schoolnet roles, the process is identical. Repeat the process as needed.

3.3. Functionality: User Roles

On occasion, after pressing the F5 (Function 5) key on the keyboard, the User Name (email address) does not change its format to First Name and Last Name.

The screenshot shows the 'STEPPING STONES LEARNING CTR District (626) Roles' page. On the left is a navigation menu with 'Links' (SDE Users, Information, Person Assignment, SDE Programs, User Roles) and 'Actions' (Return to List). The main content area has a note: 'Note: If you see this, the role is required to have a user.' Below is a table titled 'Academics' with columns for role and user names. The 'Business Manager' role is assigned to 'John Superintendent'. The 'Curriculum Director' role is assigned to 'achabals_q.com@edu.id', 'John Superintendent', and 'Carmen M Achabal'. A yellow callout box points to the email address in the Curriculum Director row, containing the text: 'If the User Name doesn't change format, it means either: (1) User Name is not assigned to a Person Name or (2) Individual has never logged onto the ISEE system.'

There are two possible causes for this:

- The first occurs when the User Name (email address) is not assigned to a Person Name, meaning the Person Name record is incomplete.
- The second instance occurs when the Person Name has never logged on to the ISEE site.

In the first instance, refer to the [Person Assignment](#) section for step by step instruction on how to assign the User Name (email address) to the Person Name (which is tied to an individual's legal name, date of birth, and EDUID).

Once the User Name has been assigned to a Person Name, the name in the User Roles section changes formats. In the second instance, please refer to the "How to Log Onto ISEE" section in the Appendix for instruction on how to log onto the ISEE website.

The screenshot shows the 'STEPPING STONES LEARNING CTR District (626) Roles' page. On the left is a navigation menu with 'Links' (SDE Users, Information, Person Assignment, SDE Programs, User Roles) and 'Actions' (Return to List). The main content area has a note: 'Note: If you see this, the role is required to have a user.' Below is a table titled 'Academics' with columns for role and user names. The 'Business Manager' role is assigned to 'John Superintendent'. The 'Curriculum Director' role is assigned to 'John Superintendent', 'Carmen M Achabal', and 'Angus Achabal'. A yellow callout box points to the user names in the Curriculum Director row, containing the text: 'The User Name changes format when the User Name and Person Name are assigned in the Person Assignment function.'

3.3. Functionality: User Roles

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 educators 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. Refer to the screenshot below.

Links

STEEPING STONES LEARNING CTR District (626) Roles

Note: **if you see this, the role is required to have a user.**

SDE Users

Information

Person Assignment

SDE Programs

User Roles

Actions

Return to List

Academics	
Business Manager	John Superintendent
Curriculum Director	John Superintendent, Carmen M Achabal
Schoolnet.Curriculum and Instruction Staff	Carmen M Achabal
Assessment Monitoring	
Schoolnet.Leadership	
AYP Test Coordinator	
Schoolnet.Assessment Coordinator	
Schoolnet.Staff	
Technology Directors	
Schoolnet.Trustee (Guest)	
Superintendent	
Child Count User	

Multiple individuals assigned with the same role.

Likewise, an individual can be assigned multiple roles.

Additionally, an individual in a LEA, may be assigned to multiple roles depending on his/her responsibilities.

Schoolnet roles are assigned in the same manner as SDE application roles. Please refer to the preceding section for instruction on how to assign roles for SDE applications, including Schoolnet roles.

3.3. Functionality: User Roles

To delete an individual from a role, the process is similar. The “X” located to the left side of the individual’s name indicates the role can be deleted with the Admin Tool.

- To delete an individual from a role, click on the “X” located to the left side of the name.

Links

STEPPING STONES LEARNING CTR District (626) Roles

Note: **If you see this, the role is required to have a user**

SDE Users

Information

Person Assignment

SDE Programs

User Roles

Actions

Return to List

Academics	
Business Manager	John Superintendent
Curriculum Director	John Superintendent Carmen M Achabal
Schoolnet.Curriculum and Instruction Staff	Carmen M Achabal
Assessment Monitoring Submitter	
Child Count Legacy Delegate for District Superintendent	
Schoolnet.Trustee (Guest)	
Superintendent	
Child Count User	

To remove an individual from a role, click on the “X”.

After clicking on the “X”, the screen turns grey. A pop-up box will appear. The pop-up box asks the User, “Are you sure you want to remove Carmen Achabal from the role Schoolnet. Curriculum and Instruction staff?”

Person Assignment

SDE Programs

User Roles

Actions

Return to List

Academics	
Business Manager	John Superintendent
Curriculum Director	John Superintendent Carmen M Achabal
Schoolnet.Curriculum and Instruction Staff	Carmen M Achabal
Assessment Monitoring Submitter	
Child Count Legacy Delegate for District Superintendent	
Schoolnet.Leadership	
AYP Test Coordinator	

Remove Person From Role

Are you sure you want to remove Carmen M Achabal from the role Schoolnet.Curriculum and Instruction Staff ?

Continue Cancel

To remove the role, click “Continue”. To cancel the removal process, click “Cancel” or the “X” in the upper right hand corner of the pop-up box.

3.3. Functionality: User Roles

- To proceed with the deletion process, click “Continue”.
- To cancel the deletion process, click “Cancel” or click on the “X” in the upper right hand corner of the pop-up box.

If the User clicked “Continue” to proceed with deletion, the Admin Tool processes the User’s request and deletes the individual from the specific role. Once the request is processed, an updated screen appears confirming the deletion of the individual.

The screenshot shows a web interface for managing roles. On the left is a navigation menu with 'Links' and 'Actions' sections. The main content area is titled 'STEPPING STONES LEARNING CTR District (626) Roles' and includes a note: 'Note: If you see this, the role is required to have a user.' Below this is a table with the following data:

Academics	
Business Manager	John Superintendent
Curriculum Director	John Superintendent, Carmen M Achabal
Schoolnet, Curriculum and Instruction Staff	
Assessment Monitoring Submitter	
Child Count Legacy	
Coordinator	
Schoolnet, Staff	
Technology Directors	
Schoolnet, Trustee (Guest)	
Superintendent	
Child Count User	

If the User clicked on either “Cancel” or clicked on the “X” (in the upper right hand corner of the pop-up box) to stop the deletion process, the Admin Tool directs the User back to the User Roles page, which lists assigned roles.

The screenshot shows the same web interface as above. The table data is as follows:

Academics	
Business Manager	John Superintendent
Curriculum Director	John Superintendent, Carmen M Achabal
Child Count Legacy	
Delegate for District Superintendent	
Schoolnet, Leadership	

3.3. Functionality: User Roles

- The User can click on [User Roles](#) or [Return to List](#) to return to the SDE User Roles page.

Links **STEPPING STONES LEARNING CTR District (626) Roles**

SDE Users Note: **If you see this, the role is required to have a user!**

Information

Person Assignment

SDE Programs

User Roles

Actions

Return to List

and Instruction Staff **Carmen M Achabal**

- Assessment Monitoring Submitter
- Child Count Legacy
- Delegate for District Superintendent
- Schoolnet.Leadership

This directs the User back to the SDE Program – User Pages.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION Log Off Administration cachabal@edu.id

Links **SDE Programs - User Roles**

This screen is used to assign Roles to Logins for a School or District.

Start typing the name or number of a district or school

Name:

Quick-picks

- LAPWAI ELEMENTARY SCHOOL (0844)
- LAPWAI MIDDLE SCHOOL (0584)
- LAPWAI HIGH SCHOOL (0583)
- LAPWAI DISTRICT (341)

The **Quick-picks** list displays a list of LEAs that the User recently accessed. To select an LEA, hover over the desired LEA and a faint yellow box surrounds the school or district title.

- Double click on the highlighted school or district, to be directed to their page.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION Log Off Administration cachabal@edu.id

Links **SDE Programs - User Roles**

This screen is used to assign Roles to Logins for a School or District.

Start typing the name or number of a district or school

Name:

Quick-picks

- LAPWAI ELEMENTARY SCHOOL (0844)
- LAPWAI MIDDLE SCHOOL (0584)
- LAPWAI HIGH SCHOOL (0583)
- LAPWAI DISTRICT (341)

3.3. **Functionality: User Roles**

Recap of the User Roles function:

- User can assign a specific role to an individual.
- User can view all the roles assigned to individuals in his/her organization.
- User can delete a role from a specific individual.

4. Admin Tool General Navigation

Navigation within the Admin Tool is user friendly. By clicking **Information**, the system directs the User to the Information function. The **Information** function provides the User a quick check of a specific User Name (email address) and enables the User to see what roles the User Names has been assigned. Within this function, the User can also delete roles from the specific User Name if warranted.

By clicking on **Person Assignment**, the User will be directed to the Person Assignment function. This function enables the User to verify if a User Name has a complete Person Name record, meaning that the User Name (email address) is assigned to a specific Person Name, which is comprised of a legal name, a date of birth, and an EDUID. This page enables the User to assign a User Name to a Person Name, in order to make a Person Name record complete. A complete Person Name record is necessary to assign roles to the specific individual.

By clicking on **User Roles**, the User will be directed to the User Roles function. This function enables the User to view all assigned roles for an LEA at one given time. The User can assign a specific User Name (email address) to a role within the Admin Tool. The User can also delete a role from a specific User Name.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off cachabal@edu.id Administration

Links

SDE Users

Information

Person Assignment

SDE Programs

User Roles

SDE Programs - User Roles

This screen is used to assign Roles to Logins for a School or District.

Start typing the name or number of a district or school

Name:

Click on any of the function tabs.

LAPWAI ELEMENTARY SCHOOL (0844) LAPWAI MIDDLE SCHOOL (0584) LAPWAI HIGH SCHOOL (0583) LAPWAI DISTRICT (341)

4. Admin Tool General Navigation

The User returns to the main Administration Menu page by clicking on either the [SDE Users](#) or [SDE Programs](#).

- Click [SDE Users](#) or [SDE Programs](#) to return to the Administrative Menu page.

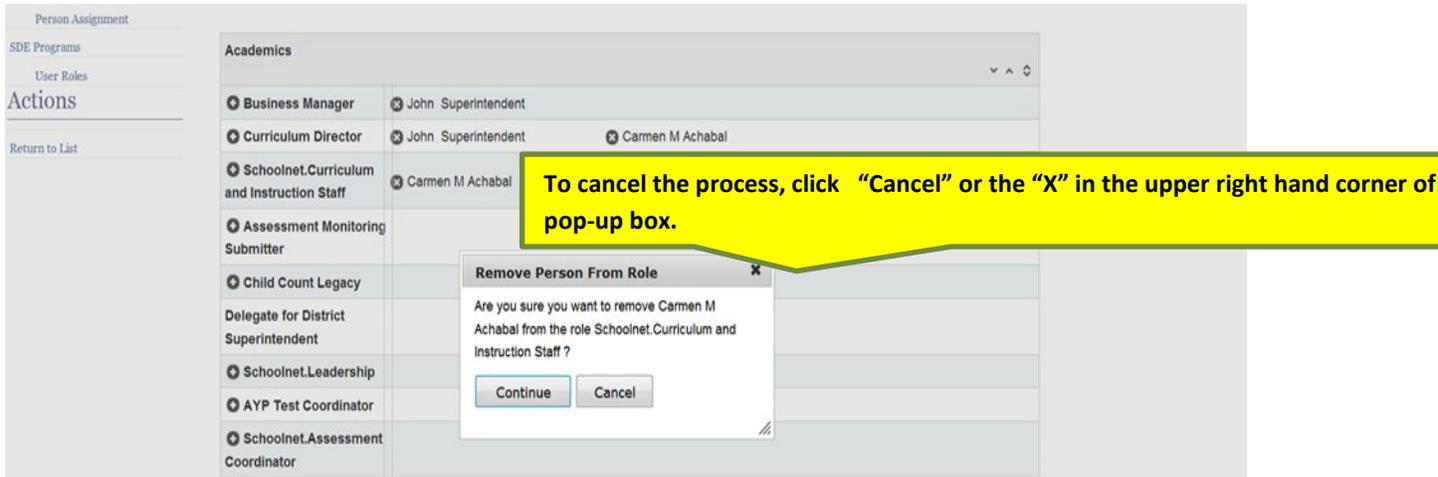
The screenshot shows the Administration web application interface. At the top, there is a navigation menu with links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. On the right side of the header, there are links for Log Off and a user profile for cachabal@edu.id. The main content area is titled "Welcome to Administration" and features a section titled "At A Glance" with a dropdown arrow. The text in this section describes the application's purpose and user rights. To the right of the text are three large, glossy icons: a green one with a plus sign, a red one with a minus sign, and a large blue one with a person silhouette. Below the "At A Glance" section is a "More Info" link. On the left side, there is a sidebar menu with links for SDE Users, Information, Person Assignment, SDE Programs, and User R. Two yellow callout boxes are overlaid on the image: one pointing to the "SDE Users" link in the sidebar, and another pointing to the "SDE Programs" link in the sidebar.

Click [SDE Users](#) to return to the Admin Tool Main Menu page.

Click [SDE Programs](#) to return to the Admin Tool Main Menu page.

4. Admin Tool General Navigation

The Admin Tool provides the User with navigational options. Within the various functions, the User can either process a request or cancel the transaction by clicking on Cancel or the “X”. Below is an example of the Cancel and “X” options.



By selecting either Cancel or the “X”, the transaction is cancelled.

Additionally, the Admin Tool requires the User to use the function 5 (F5) key. Below is an example of a standard keyboard and where to find the function 5 key.



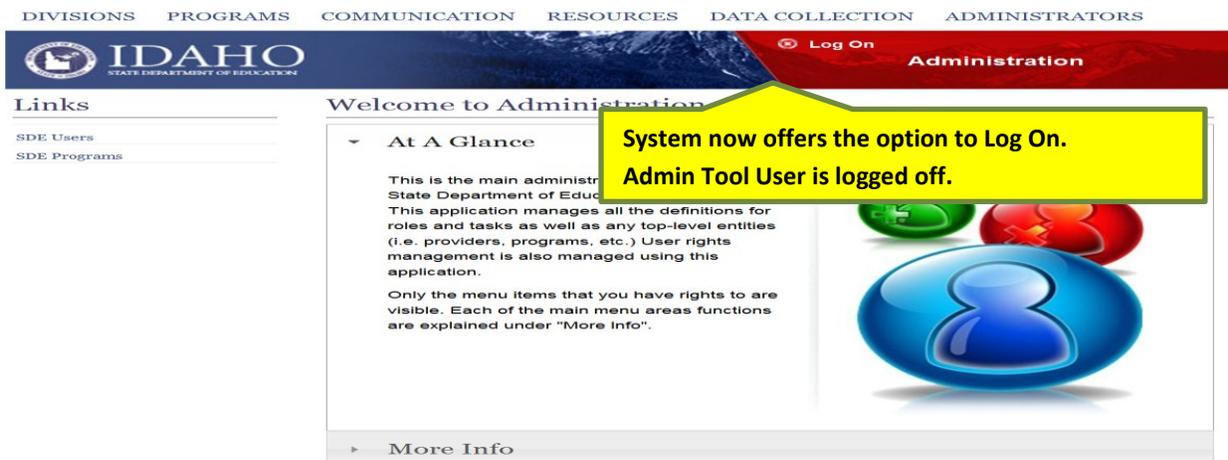
5. Admin Tool Logging On and Off

To log off the Admin Tool, hover the cursor over the “Log Off” lettering located in the upper right hand corner of the page banner. As the cursor hovers over “Log Off”, the lettering turns yellow. When the lettering is yellow, double click on “Log Off”

- To Log Off, click on “Log Off”.



The Admin Tool logs off the User and redirects the User to the Administration Page, where the User can begin the log in process.



6. APPENDIX SECTION

6.1. How to Register

In order for an individual to access ISEE applications, he or she must have an account and be registered within the ISEE system.

For State Department of Education employees, registration questions should be directed to the SDE IT Department. For educational entities like the Meridian Joint School District who utilize ADFS (Active Directory Federated Services, a Microsoft application offering single sign on functionality for applications across organizational boundaries), registration questions should be directed to their respective organization's IT Department.

For all "Other" Users, registration begins on the "Log On" page. To begin the registration process, the User clicks on **Registration** located on the Log On page. Refer to the screen shot below.

- Click **Registration** to create an account within the ISEE system.



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Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the [Registration](#) page. There is also a page to assist you if you [lost your password](#).

Account Information
User name:
Password:

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

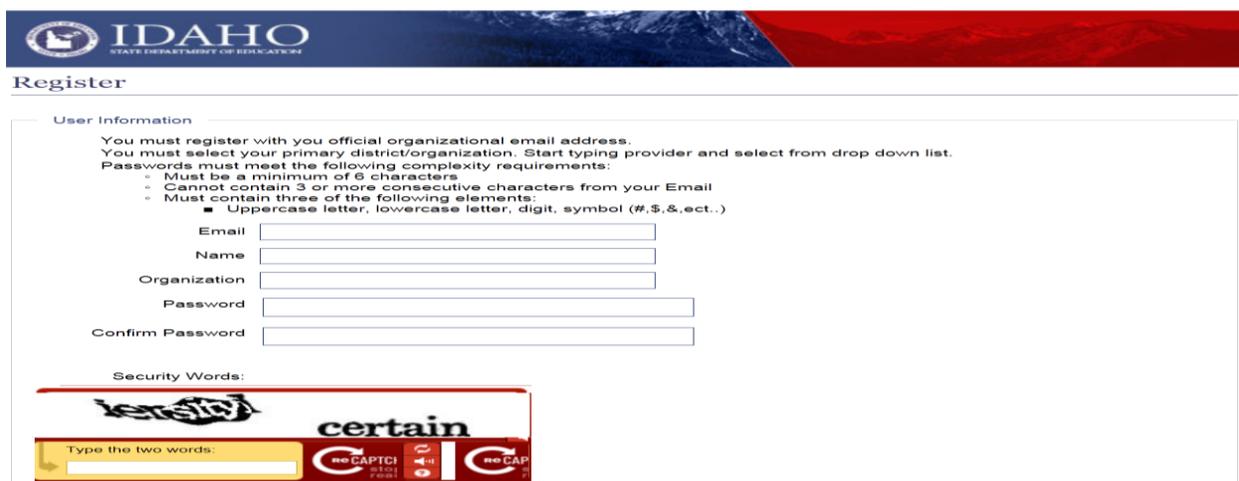
Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

Click [Registration](#) to begin the registration process.

6.1. How to Register

Please do not select **Registration** if the User is already registered but simply can't remember his or her password. If the User is confident that he or she is registered but can't recall his or her password, the User should click on **lost your password** located in the same paragraph. To reset the password, click on **lost your password**. For step by step assistance, please refer to the "How To Reset Your Password" section of manual appendix.

After clicking **Registration**, the Admin Tool directs the User to the following screen to begin the registration process. Complete the Data Fields as instructed.



The screenshot shows the registration page for the IDAHO State Department of Education. The page has a blue header with the IDAHO logo and the text "IDAHO STATE DEPARTMENT OF EDUCATION". Below the header, the word "Register" is displayed. The main content area is titled "User Information" and contains the following instructions and fields:

- You must register with your official organizational email address.
- You must select your primary district/organization. Start typing provider and select from drop down list.
- Passwords must meet the following complexity requirements:
 - Must be a minimum of 6 characters
 - Cannot contain 3 or more consecutive characters from your Email
 - Must contain three of the following elements:
 - Uppercase letter, lowercase letter, digit, symbol (#, \$, &, ect..)

The form includes input fields for Email, Name, Organization, Password, and Confirm Password. Below these fields is a "Security Words" section with a CAPTCHA image showing the words "certain" and "certain" (partially obscured). The CAPTCHA prompt says "Type the two words:".

- Enter the User's email address.
- Enter the User's First and Last name.
- Select the User's District or LEA
- Create and data enter a password that is at least six (6) characters in length.
- The password must contain at least three of the following elements:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Symbol
- Enter the password again for confirmation.

6.1. How to Register

- Type in the Security Words displayed in the Security Words pop-up box. The Security Words prevent the ISEE system from being inundated with false registration requests.
 1. If the User does not recognize the security words, the User can click on the top box with the two arrows to generate new security words to data enter.
 2. If the User needs an audio challenge, the User can click on the middle box with the speaker icon to generate an audio challenge. The User types what he or she heard. To return to a visual challenge, click on the “T” and the User is returned to the visual challenge.
 3. For assistance, click on the question mark (?) icon.
- Click “Register” to process the registration request.

Register

User Information

You must register with you official organizational email address.
You must select your primary district/organization. Start typing provider and select from drop down list.
Passwords must meet the following complexity requirements:

- Must be a minimum of 6 characters
- Cannot contain 3 or more consecutive characters from your Email
- Must contain three of the following elements:
 - Uppercase letter, lowercase letter, digit, symbol (#,\$,&,ect..)

Email

Name

Organization

Password

Confirm Password

Security Words:



Type the two words:

Email address is the official LEA email address used.

Enter first and last name.

Enter LEA.

Enter password.

Enter password again for confirmation.

Enter security words.

Click on Register.

6.1. How to Register

After selecting “Register”, the User automatically receives a message similar to the one displayed below. The message directs the User to check the email account that the User listed as his or her User Name. The User is also advised to open an email from the SDE, which contains a link that is vital to the registration process.

[DIVISIONS](#) [PROGRAMS](#) [COMMUNICATION](#) [RESOURCES](#) [DATA COLLECTION](#) [ADMINISTRATORS](#)



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Registration Entered

An email has been sent from the State Department of Education to the address you provided as your user name. When you receive the email, click on the link it contains. The link will take you to a web page that verifies your email address. That final step is needed to complete the registration process.

[State Board of Education](#) [Employee Resources](#) [State of Idaho](#) [Privacy Policy](#) [Contact Us](#)

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Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

- Go to the email account listed in the registration and open the email originating from the SDE.

Once inside the email account, the User opens the email originating from the SDE. Within the email message, the User is directed to click on a “Verification” link to continue with the registration process.

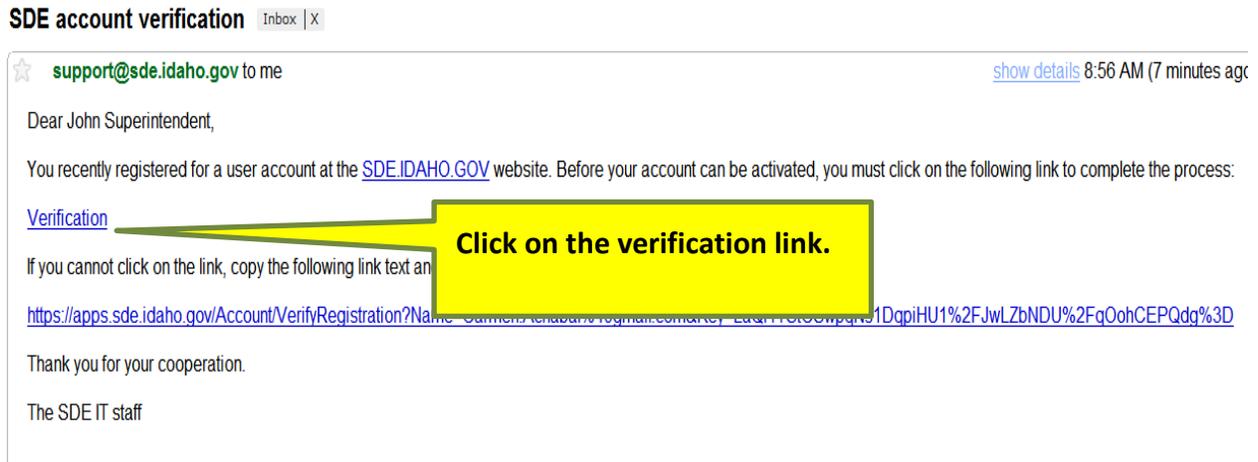
- Click on the “Verification” link to continue with the registration process.

On rare occasions, the “Verification” link may not be compatible with the User’s system. In these rare instances, the User copies the link listed in the email message and pastes it into the web browser address line. Refer to the following page.

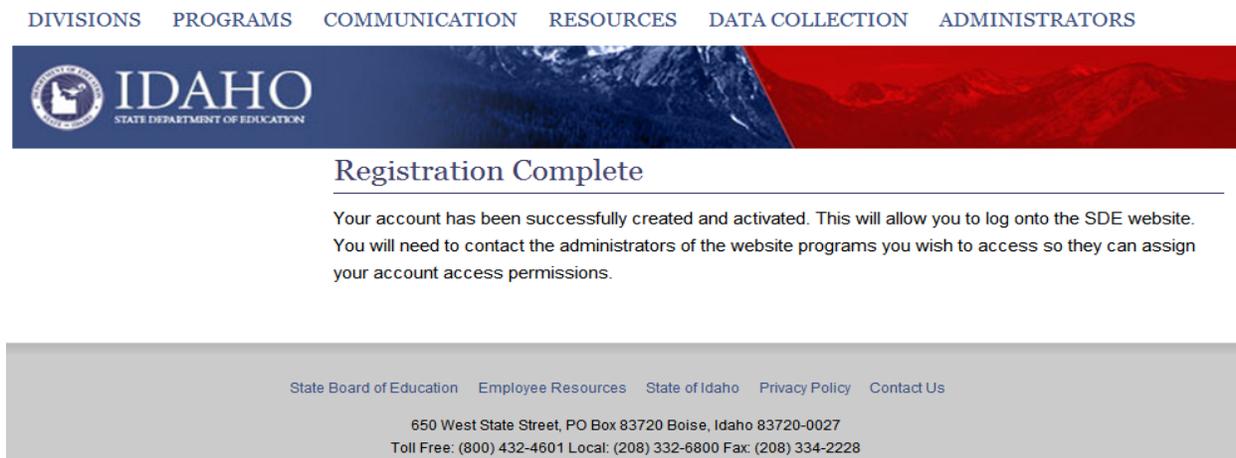
- Copy the URL and paste it into a browser web address line.

6.1. How to Register

Attached is a copy of the SDE registration email for reference.



After clicking on the “Verification” link or after pasting the URL into a web browser, the system provides the User with a “Registration Complete” message. This message appears once the User’s account has been created and activated.



6.1. How to Register

The final step in making the registration process complete is to return to the ISEE login page and log in.

- Select either SDE, Meridian Joint School District, or Other from the drop down menu.
- Click on the “Continue to Sign In” button.



The site that you are accessing requires you to sign in. Select your organization from the following list.

*****Please note the following changes to the Organization selection process*****

Meridian Joint School District users – select Meridian Joint School District 002

All other School District and Non-District users – select Other

Idaho Department of Education employees - select SDE

SDE
Meridian Joint School District (002)
Other

Click on the appropriate option.

6.1. How to Register

For SDE and Other users, the system directs them to this log in page.

- Type in the User Name (email address) in the User Name text box.
- Type in the newly created password.
- Click on “Sign In” button.

Meridian Joint School District and other ADFS Users log into their organization’s log in page.



The system directs the User to the Idaho Educational Portal. From here, the User is able to navigate within the system.



6.2. How to Reset a Password

If an individual in your organization has registered with the State Department of Education but can't remember his or her password, the User's password needs to be reset. Additionally, if it has been more than 180 days with the same password, the User needs to reset the password. In both situations, the User must click on [lost your password](#).

For SDE, Meridian Joint School District employees, and other LEAs using ADFS , Users need to contact their respective IT Departments for password resets.



Click [lost your password](#) for reset assistance.

- Click [lost your password](#) to reset the User's password.

After clicking [lost your password](#), the system directs the User to the "Request New Password" page.

6.2. How to Reset a Password

After clicking [lost your password](#), the system directs the User to the “Request New Password” page. The User types in his or her User Name (email address) in the User Name text box.

- Type in the User Name (email address) in the User Name text box.
- Identify the security words and type them in.
- Click “Request New Password”.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

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Request New Password

Request New Password
If you're having trouble logging into your account, you can request a new password. Enter your user login, as well as the two security words, and then click on the "Request New Password" button. After clicking on the button, you will receive further instructions. You may only use this feature if you are the owner of the account entered below. Information associated with requests for a new password are logged and monitored to assist in preventing abuse of the password reset feature.

User Name:

Security Words:

together naimit

Type the two words:

no CAPTCHA™
read aloud

Type in the User Name (email address).
Enter the security words.
Click "Request New Password" .

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The system displays the security words for the User to identify and type in. The security words prevent the ISEE system from being inundated with bogus requests for a new password.

- Type in the security words displayed in the security words pop-up box.
 1. If the User does not recognize the security words, the User can click on the top box with the two arrows to generate new security words to data enter.
 2. If the User needs an audio challenge, the User can click on the middle box with the speaker icon to generate an audio challenge. The User types what he or she heard. To return to a visual challenge, click on the “T” and the User is returned to the visual challenge.
 3. For assistance, click the question mark (?) icon.

Security Words:

naimit Commission

Type the two words:

no CAPTCHA™
read aloud

6.2. How to Reset a Password

After the User clicks on the “Request New Password” link, the system presents the following message to the User.

[DIVISIONS](#) [PROGRAMS](#) [COMMUNICATION](#) [RESOURCES](#) [DATA COLLECTION](#) [ADMINISTRATORS](#)



Reset Password Email Sent

Email sent to User’s email account.

An email has been sent from the State Department of Education to the email address you provided as your user name. When you receive the email, click on the link it contains. The link will take you to a web page that will allow you to reset your password. The link will be valid for 24 hours.

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The message indicates the system has received the request for a new password and a link has been sent to the User Name (email address) submitted in the password request. Within this email, there is a link that enables the User to reset his/her password.

Please note that the link to reset the password is only valid for 24 hours. The limited time for this links is a cautionary measure to keep access limited to legitimate and authorized users.

- Go to the email account listed as the User Name and open the email originating from the State Department of Education (SDE).

Dear SDE website user,

We received a request through our website to reset your lost password for your account John.Superintendent@SD123.idaho.gov. If you did not make this request, please contact the Idaho State Department of Education Helpdesk at support@SDE.IDAHO.GOV. If you made the request and wish to reset your password, click on the following link to complete the process:

[Reset Password](#)

If you cannot click on the link, copy the following link text and paste it into your browser’s address line. This link will only be valid for 24 hours.

<https://apps.sde.idaho.gov/Account/ResetPassword?Key=A6v6L5L390aP49Yv7s5fsuXal0GgArdeDmFXybc1MfeYQkgBqwrpsPg1X5NBmQlQosAj%2Bv4hCv3miXcFlzLcuw%3D%3D>

The State Department of Education IT staff

6.2. How to Reset a Password

Once inside the email account, the User should open the email originating from the SDE. Within the email message, the User is directed to click on a “Reset Password” link to continue with the password reset process.

- Click on the “Reset Password” link to continue with the password reset process.

Dear SDE website user,

We received a request through our website to reset your lost password for your account John.Superintendent@SD123.idaho.gov. If you did not make this request, please contact the Idaho State Department of Education Helpdesk at support@SDE.IDAHO.GOV. If you made the request and wish to reset your password, click on the following link to complete the process:

[Reset Password](#)

Click the [Reset Password](#) link.

If you cannot click on the link, copy the following link text and paste it into your browser's address line. This link will only be valid for 24 hours.

<https://apps.sde.idaho.gov/Account/ResetPassword?Key=A6v6L5L390aP49Yv7s5fsuXal0GgArdeDmFXybc1MfeYQkgBqwprsPg1X5NBmQlQosAj%2Bv4hCv3miXcFzLcuw%3D%3D>

The State Department of Education IT staff

If [Reset Password](#) doesn't work, copy and paste this link into a browser address line.

On rare occasions, the “Reset Password” link may not be compatible with the User's system. In these rare instances, the User can copy the link listed in the email message and paste it into a web browser address line.

- From the User's email account, click on the “[Reset Password](#)” link.
- Copy the link URL and paste it into a browser web address line.

6.2. How to Reset a Password

After clicking on the [Reset Password](#) link or after successfully pasting the [Reset Password](#) URL into a web browser, the User is directed to the following screen.

The screenshot shows the 'Reset Password' form on the Idaho State Department of Education website. The form includes a navigation menu at the top with links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. Below the navigation is the Idaho State Department of Education logo and the title 'Reset Password'. The form instructions state: 'Use the form below to set your password. Passwords must be at least 6 characters, and contain at least three of the following elements: lowercase letter, uppercase letter, digit, symbol. In addition, the Password cannot contain your name, or 3 or more consecutive characters from your name.' The form fields are: 'Account Information' with 'Login name:' containing 'carmen.achabal_gmail.com@edu.id', 'New password:' with a masked field, 'Confirm password:' with a masked field, and a 'Set Password' button. A yellow callout box on the right contains three instructions: 'Enter your User Name (district or organization email address).', 'Enter your new password. Data enter the password again for confirmation.', and 'Click on "Set Password" to complete.' The footer of the page includes links for State Board of Education, Employee Resources, and State of Idaho, along with the address: 650 West State Street, PO Box 83720 Boise, Idaho 83720-0027, and contact numbers: Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 332-2228.

- Enter the User Name (email address) in the Login Name text box.
- Type in a new password, using the password perimeters cited on the page.
- Type the password again to confirm the new password into the system.
- Click on the "Set Password" button.

The system sends the User a message confirming that the password has been reset.

The screenshot shows the confirmation screen after a password reset. The navigation menu and logo are the same as in the previous screenshot. The title is 'Reset Password' and the message reads: 'Your password has been successfully reset.' A yellow callout box on the right contains the text: 'Confirmation email from the SDE.' The footer of the page is identical to the previous screenshot, including the navigation links, address, and contact information.

6.2. How to Reset a Password

The final step in making the reset password process complete is to return to the ISEE login page and log in.

- Select SDE, Meridian Joint School District, or Other from the drop down menu.
- Click on the “Continue to Sign In” button.



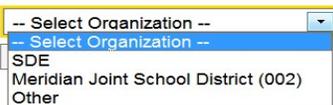
The site that you are accessing requires you to sign in. Select your organization from the following list.

*****Please note the following changes to the Organization selection process*****

Meridian Joint School District users – select Meridian Joint School District 002

All other School District and Non-District users – select Other

Idaho Department of Education employees - select SDE



Click appropriate organization

The system directs the User to the log in page.

- Type in the User Name (email address) in the User Name text box.
- Type in the newly created password.
- Click on “Sign In” button.



Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the [Registration](#) page. There is also a page to assist you if you [lost your password](#).



Enter the User Name and Password.

Click on the “Sign In” button.

6.2. How to Reset a Password

The system directs the User to the Idaho Educational Portal. From here, the User is able to navigate within the system.

The screenshot shows the Idaho Educational Portal homepage. At the top, there is a navigation bar with the Idaho State Department of Education logo, a search bar, and a "Log Out" button. Below the navigation bar, there is a "PORTAL HOME" section with a sidebar on the left containing "Libraries" (Lists, Contacts, Links, Calendar, Announcements) and "All Site Content". The main content area features an "Announcements" section with a large banner for the "ISEE INSTRUCTIONAL MANAGEMENT SYSTEM". The banner includes a "TEACHERS:" notice: "Having trouble viewing your 2011-12 School Year Classes and Students? Please contact your District Technology Director and ask for an ISEE upload to the State Department of Education!" and a "Click Here to Access" button with a "schoolnet" logo. To the right of the banner is a "MY APPLICATIONS" section with a list of links: Admin Tool, AYP - Adequate Yearly Progress, DataUpload Tool, EDUID, Reports - Attend/Enroll, Reports - Staffing, and Teacher Certification. Below the banner is a screenshot of the ISEE system interface showing a dashboard with a large "66.9%" value and various data points.

6.3. How to Log Onto ISEE

The Admin Tool application utilizes the State Department of Education single sign on scheme. The single sign on application is designed to consolidate the number of User Names and passwords Idaho School District users create and manage. For a single user account, multiple applications can be accessed (i.e. AYP, CNP, Transportation, etc.) with one User Name and password. To access the Admin Tool application, Users must sign onto the SDE portal entry page.

The site that you are accessing requires you to sign in. Select your organization from the following list.

*****Please note the following changes to the Organization selection process*****
Meridian Joint School District users – select Meridian Joint School District 002
All other School District and Non-District users – select Other
Idaho Department of Education employees - select SDE

-- Select Organization --
Continue to Sign In

Select the correct organization.

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- Select Organization: There are currently three selections.
SDE = State Department of Education
Meridian Joint School District (002) = Meridian JSD
Other = All other users not from the SDE or the MJSD

****This page and its selection options are static. As more educational organizations make the decision to utilize ADFS, this will impact and change the look of this page.***

- Click on the drop down arrow to view the selections.
- Click on the correct organization.
- Click on the “Continue to Sign In” button.

6.3. How to Log Onto ISEE

After clicking on the appropriate educational entity, the User is directed to a log on page. If SDE or Other is selected, the User is directed to a log on page similar to the one below. If Meridian Joint School District or another ADFS compliant school district is selected, the User is directed to their respective organization's log on page.

For employees from non-ADFS school districts, who need assistance on registering please refer to the "How to Register" section in this appendix for step by step assistance.

Please keep in mind that this page is static and will undergo slight modifications.



Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the [Registration](#) page. There is also a page to assist you if you [lost your password](#).

Account Information

User name:

Password:

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

- **User Name:** The User Name is typically a school district issued email address.
For example, sjohnson@sd123.k12.idaho.us

SDE employees only need to input their User name. This is the User Name used to log into the ISEE system.

For example, if the employee's email is jbrown@sde.idaho.gov, the SDE employee only needs to data enter jbrown.

For ADFS school districts, Users are directed to their organization's log in page and will need to follow their normal log in process.

- **Password:** This is defined by the individual.
- Click on the "Sign In" button

6.3. How to Log Onto ISEE

The Admin Tool User will have the ability to designate certain roles to himself/herself in addition to those individual's in the LEA. The ability to make these designations provides access to private educational information. Users should become familiar with regulatory restrictions to ensure confidentiality of student and staff information. The United States Department of Education has an official version of FERPA at <http://www.ed.gov/policy/gen/reg/ferpa.index.html>.

User accounts should never be shared with another person. Official district or organization email account should be used as the User Name. Passwords must be at least 6 characters in length, and contain at least three of the following four elements; lowercase letter, uppercase letter, number, symbol (&, *, %, etc.). In addition, the password cannot contain the individual's name, or 3 or more consecutive characters from the individual's name. The User is prompted to periodically change their password in keeping with security practices.

If the User has never registered with the State Department of Idaho ISEE system before, the User should reference the "How to Register" section in the Appendix of this manual for step by step instruction.

If the User has registered with the State Department of Idaho ISEE system but has forgotten his/her password or if it has been more than 180 days since the activation of the password, the User must reset his/her password. The User should reference the "How to Reset a Password" section in the Appendix of this manual for step by step instruction.

After entering the User Name and password, the User will be directed to the Idaho Educational Portal.

6.3. How to Log Onto ISEE

After correctly logging onto the ISEE system, the User is directed to the Idaho Educational Portal (as noted in the screenshot below).

Announcements

ISEE INSTRUCTIONAL MANAGEMENT SYSTEM

TEACHERS:
Having trouble viewing your 2011-12 School Year Classes and Students?
Please contact your District Technology Director and ask for an ISEE upload to the State Department of Education!

[Click Here to Access schoolnet](#)

MY APPLICATIONS

- Admin Tool
- AYP - Adequate Yearly Progress
- Data/Upload Tool
- EDUID
- Reports - Attend/Enroll
- Reports - Staffing
- Teacher Certification

6.4. How to Obtain Administration Tool Authorization

The Administration Tool (Admin Tool) is the security application that allows school district and charter school officials to designate staff members with specific roles, which then provides these individuals with access to designated SDE applications. The Admin Tool provides only authorized Users access to SDE applications.

Access to the AdminTool is limited to a few authorized Users: The District Superintendent or the Charter School Administrator, the Superintendent or Charter School Administrator Delegate, the School District or Charter School's Technology Director, or anyone provisioned by SDE (State Department of Education) with a legitimate need for access to the Admin Tool.

To obtain access to the Admin Tool, the State Department of Education's IT Department must receive an Access Authorizations form signed by the School District Superintendent or Charter School Administrator, which identifies the School District Superintendent or Charter School Administrator and his or her Delegate. The form can be emailed to SDE IT Support Desk at support@sde.idaho.gov or faxed to 208-332-6923. The original should be mailed immediately to:

Idaho State Department of Education
IT Department
650 West State Street, Suite 343
Boise, ID 83720

The Access Authorizations form is located on the ISEE webpage, click here or go to <http://www.sde.idaho.gov/site/isee>.



The screenshot shows the ISEE website interface. At the top, there are navigation links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, ADMINISTRATORS. Below this is the ISEE logo and a banner with the text "I.S.E.E." and a globe graphic. A quote from Tom Luna, Superintendent of Public Instruction, is displayed. Below the quote, there is a section titled "Frequently Asked Questions" with several paragraphs of text. On the right side, there is a list of "ISEE Documents" including: ISEE Reporting System Selection Process-Final, Guidance-Names, Access Authorizations, Idaho SDE Security Policy Design C, List of Schools, Data element explanations by section, State Trial April 10, Form 6 - Non-District Certified, Form 7 - Non-District Non-Certified, ISEE Schoolnet Deployment Plan-State Assessment, and 2010-2011 Noncertified Assignment Code Descriptions. A yellow callout box with a black border points to the "Access Authorizations" link, containing the text: "From the ISEE page, scroll and click on 'Access Authorizations.'"

6.4. How to Obtain Administration Tool Authorization

The Superintendent or Charter School Administrator may also delegate access to the Admin Tool to the Technology Director.

In the case of a voluntary termination, a retirement, or a discharge of an educational employee, all access to SDE applications should be removed. If the Superintendent or the Charter School Administrator severs employment with the LEA, the acting Superintendent or Charter School Administrator and or the Technology Director must fax written notice to the SDE IT support desk at 208-332-6878 to inform the SDE of the employee's employment separation. The SDE IT Department removes all access to SDE applications from the School Superintendent or Charter School Administrator. The School District or the Charter School should then send the SDE IT Department new Access Authorizations form identifying who has taken over for the employee. All Users and authorized delegates must be employees of the District or the Charter School.

6.5. Active Directory Federated Services (ADFS) & Single Sign On

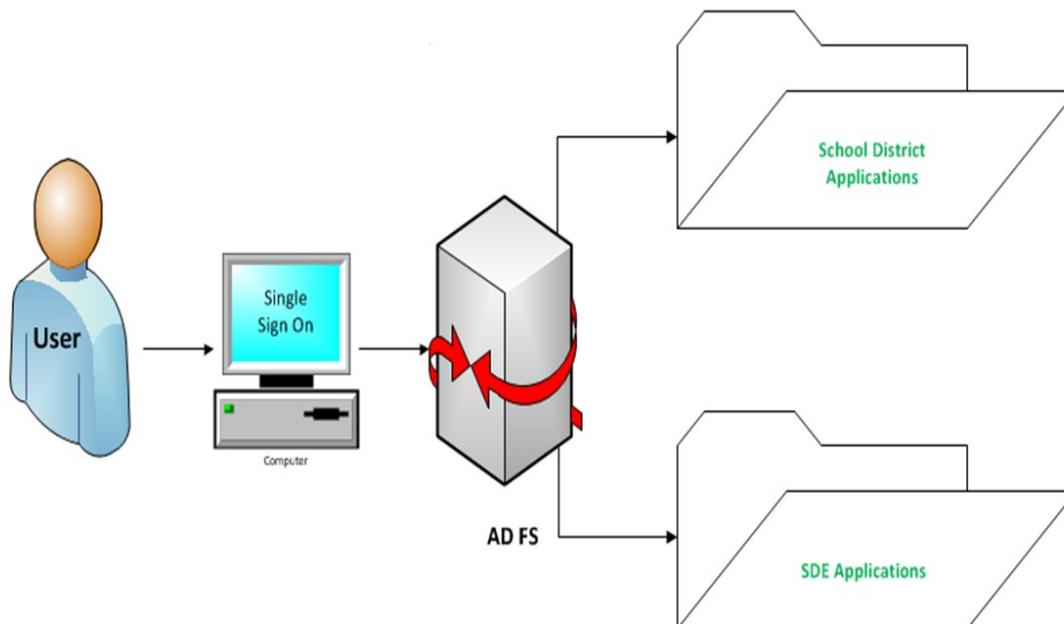
The SDE currently supports a single sign on environment for SDE applications that support Active Directory Federated Services. ADFS is a Microsoft software component that provides users with Single-Sign-On access to applications and systems across organizational boundaries like SDE and school districts.

If the User's district is participating in the ADFS environment, the individual's User Name (email address) and password are the same as those the User enters when accessing the local district computer services.

For example: Employees of the Meridian School District use ADFS. By using ADFS, the Meridian User only signs in once and has access to Meridian School District information and applications, as well as SDE information and provisioned applications. When a Meridian School District User, changes his/her password, the password will also change for SDE applications automatically. At the current time, the Meridian Joint School District is the only Idaho school district utilizing ADFS.

Non ADFS school district Users log onto his/her respective school district's system and separately log onto SDE's system, which often require two logins and or two passwords.

Please see your local network administrator for further clarification.



6.6. Browsers supported

A web browser is a software application used for retrieving, presenting, and traversing information from the internet. Web browsers are used to access information provided by web servers in private networks or files in file systems. Common browsers supported by the Administration Tool. They include: Internet Explorer, Google Chrome, Firefox, Safari, etc.

6.7. Disclaimer - Fictitious Names

Disclaimer – the names used in this document are fictitious. Any similarity to actual names is purely coincidental.