Registering for the CEDARS Data Warehouse

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Revision History

Date	Description	Revised by
11/16/2012	Original Creation	Terra Dominguez
10/19/2020	Updated to New Template Updates to User Roles section	Terra Dominguez
08/03/2021	Updated template to new NCDPI branding	Terra Dominguez

Introduction

The purpose of this registration system is to provision users for the CEDARS Data Warehouse (CDW). The CDW provides individual user access to historical data collected from multiple authoritative sources at the student, staff, school, and district level.

Data within the CDW are sensitive in nature. Student and Staff level data in the CDW are considered Personally Identifiable Information (PII) and FERPA guidelines must always be adhered to.

The warehouse is accessible only to state and local public education employees. Users must obtain an NCID, register for access to the warehouse, and be granted access by the Security Officer of the system.

State level and PSU Security Officer access requests are granted by the state level Security Officer. All PSUs must have a Security Officer to grant access to users at the local level.

Important: Before registering for access to the warehouse, all users must have an active NCID account. PSUs should have a local NCID administrator who can assist with this step.

About Security Roles

Security roles define what the users sees in the CEDARS data warehouse reporting system, OBIEE.

All users who are granted access to OBIEE will have access to pre-defined Dashboard reports, created by various agency business areas to support their processes throughout the state.

State and District/Charter level users may choose a role that allows them access to see all data available for the PSU/state, with the ability to create their own reports within the system.

Regional staff who plan to view data in the reporting system must register for each PSU.

Important: All PSUs must have a staff member who is the CEDARS Security Officer. If no Security Officer is in place at the local level, access requests will not be addressed. View the CEDARS Security Officer List on the NC DPI website for CEDARS if a registration request has not been addressed.

Staff who request the role of Security Officer and would like to access the warehouse must select a secondary role to access the OBIEE reporting system.

State level and PSU Security Officer requests are approved by the state level Security Officer.

Determining Your Security Role

To register for the CEDARS data warehouse, you need to identify a **Program** and a **User Role**. The subsequent section describes the three Programs and the User Roles that appear as each Program is selected in the registration system. Use these descriptions or the User Role table to assist you in determining which fits you.

Important: Each time the **Program** is selected in the registration system, the **User Role** options change. Additional drop-down fields such as **Local Education Agency** and **School** become available after the User Role is selected. These additional dropdowns are required based on the Program selection.

CEDARS Data Warehouse User Roles

User Group (Role)	Aggregate Dashboards	School Detail Dashboards	LEA Detail Dashboards	Oracle Analysis
School Role				
School Users Detail	X	X		
LEA/Charter Roles				
LEA/Charter Users Detail	X	X	X	
LEA/Charter Detail Answers	X	X	X	X
LEA/Charter Security Officer	This role is used solely for approving access to users at the LEA/Charter and School levels and does not have access to the Data Warehouse. Security Officers can register for approve a second user role for their account.			
State Roles				
DPI Users Detail	X	X	X	X
Report Writer	X	X	X	X
DPI Super User	X	X	X	X

Except for the LEA Security Officer, users need only one role to the CEDARS data warehouse.

School

Select this Program if you are a school level staff member. Make sure to select your LEA/Charter School from the **Local Education Agency** drop-down and then select your school from the **School** drop-down on the registration form.

- School Users Detail

     This role can view detail data on School dashboards based on the school they are associated.

LEA/Charter School

LEA and Charter level users will this Program. Make sure to select your LEA/Charter School from the **Local Education Agency** drop-on on the registration form.

Staff who request the role of Security Officer must also select a secondary role to access the OBIEE reporting system, if needed.

- **LEA/Charter Users Detail**

  This role can view detail data on LEA and School dashboards based on the LEA/Charter School they are associated.

- **LEA/Charter Detail Answers**

  This role can view detail data on the LEA and School dashboards and generate ad hoc queries based on the LEA/Charter School they are associated.

- **LEA/Charter Security Officer**

  This role is responsible for approving access to the CEDARS Data Warehouse for all LEA and school users. This role is used only for the approval process and does not provide access to the CEDARS Data Warehouse.

DPI

State level users will select this Program and then select the appropriate User Role.

- **DPI Users Detail**

  This role can view detail data across the state using State, LEA/Charter and School dashboards and generate ad hoc queries.

- **DPI Super User**

  This role is responsible for managing access for all DPI users. This role can view detail data across the state using State, LEA/Charter and School dashboards and generate ad hoc queries.

- **Report Writers**

  This role is responsible for developing agency reports. This role can view detail data across the state using State, LEA/Charter and School dashboards and generate ad hoc queries.

Registering for the CEDARS Reporting System

Users registering for the CEDARS data warehouse need only one role, unless they are both the Security Officer and plan to access the reporting system.

Logging into CEDARS Reporting System User Registration

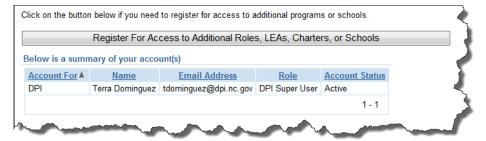| Navigation:	https://schools.nc.gov/reporting

1.   Type your NCID `Username` and `Password`.

       The password is case sensitive.

2.   Click `Login`.

       The `CEDARS Reporting System User Registration` home page opens.

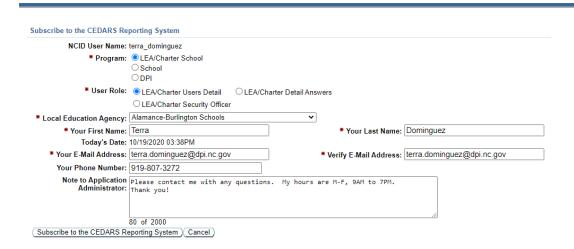3.   Click the `Register for Access to Additional Roles, LEA, Charters or Schools` button.

Completing the Registration Form

The image provided is an example of how an LEA/Charter school level staff member might fill out the Registration form.

CEDARS Reporting System User Registration

Subscribe to the CEDARS Reporting System

NCID User Name: terra_dominguez

* Program: ⦿ LEA/Charter School
◯ School
◯ DPI

* User Role: ⦿ LEA/Charter Users Detail   ◯ LEA/Charter Detail Answers
◯ LEA/Charter Security Officer

* Local Education Agency: Alamance-Burlington Schools

* Your First Name: Terra   * Your Last Name: Dominguez

Today's Date: 10/19/2020 03:38PM

* Your E-Mail Address: terra.dominguez@dpi.nc.gov   * Verify E-Mail Address: terra.dominguez@dpi.nc.gov

Your Phone Number: 919-807-3272

Note to Application Administrator: Please contact me with any questions. My hours are M-F, 9AM to 7PM. Thank you!

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[Subscribe to the CEDARS Reporting System] [Cancel]

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1. Make the appropriate selections from the **Program** and **User Role** sections.

    Each time the **Program** is selected, the **User Role** options change. Additional drop-down fields such as **Local Education Agency** and **School** become available after the User Role is selected and are required based on the Program selection.

2. Type your **First Name** and **Last Name** in the appropriate fields.

3. Type **Your E-mail Address**.

    This is the email address the NC DPI will use to communicate system information to you.

4. Type your email address a second time in the **Verify E-Mail Address** field.

5. Type **Your Phone Number**. (Optional)

    It is the NC DPI best practice to provide a contact number.

6. Add any additional information or questions to the administrator using the **Note to Application Administrator** field. (Optional)

7. Click **Subscribe to the CEDARS Reporting System**.

    You will receive two forms of verification regarding your registration request. The first will appear on the screen: **If you are seeing this page, then one or more of your subscriptions to the CEDARS Reporting System has already been approved**. From this screen you will be able to view the information you provided in the request form and any other user roles you may have requested, including the status of your request.   The second confirmation that your request was received will be in the form of an email, sent to the email address you provided. You will receive an additional email confirming access to the CEDARS Data Warehouse once your request is approved.

8. Repeat **steps 1-7** to request another user role.

Registration Approved	Once your account has been approved, you will be sent an email stating an administrator has approved your account. You cannot access the Reporting system until your account has been approved. When you are approved, the email will inform you of the URL to use to access the CEDARs Data Warehouse Reporting system.
Registration Denied	When reviewing a registration request, the system administrator may determine that you should not have access to the system, either based on the role that was requested or you were not recognized as an authorized user. Users who are denied access do not receive an email notification. You will be contacted by phone if the system administrator has denied your request.

Exiting the CEDARS Reporting Registration System

You may exit the system by clicking the Logout link located in the top right corner of any screen in the registration system.

terra_dominguez Logout