User Guides

• User Guides can be located under Resources on your ECATS landing page.

• User Guides can also be found on the DPI ECATS website at the following link:
Access to ECATS

• Each user must have a State Staff UID.

• There are required fields in State Staff UID on the Vocational Tab that must be populated before the user will appear ECATS.

• Your HR/Payroll Department should be able to help with populating these fields.
State Staff UID Full Information


• Each user should only have one State Staff UID.

• PSU or Charter Schools can add and edit non-payroll staff in the State Staff UID System.

• The instructions at the link below are only to be used for staff who are not included in the PSU’s Payroll/HR system and who need to be issued a Staff ID to access ECATS.
State Staff UID Vocational Tab Required Fields

- **District Code** – Required
- **Active** – Required - Must be populated YES for your PSU/School
- **School Code** – Required
- **Hire Date** – Leave Blank
- **Annual Salary** – Must have an (Object(Job)/Purpose Code) – If the staff member is to be involved in the evaluation process and/or ECATS then this seven-digit value will need to be provided. This value is a combination of the staff member’s three-digit object/job code and four-digit purpose code. If the staff member in question does not need to be a part of the evaluation process and/or ECATS, this field can be left blank.
Annual Salary = User Object(Job)/Purpose Code

This code is a seven-digit number with the first three being the Object(job) code. The last four being the Purpose Code. You can find the Object/Purpose codes at the following links:

Object (Job) Code

Purpose Code
ECATS and User Object(Job)/Purpose Code

• The Object(Job)/Purpose Code must be the proper code that is associated with the user’s job at the PSU.

• The following are the only Object Codes being pulled into ECAT at this time:
ECATS and User Object(Job)/Purpose code

This user will appear in ECATS.
- Annual Salary includes ECATS allowable object code.
- Active = ‘Yes’

This user will not appear in ECATS.
- Annual Salary is blank.
- Active = ‘No’
Users in ECATS

The following slides will be additional information and screen shots of the process for updating a user in ECATS.
Users in ECATS

• Once State Staff UID process is completed correctly, it can take up to 4 business days for the user to appear in ECATS.

• The user will then be associated to your PSU.

• Next, the user will need to be assigned to the schools they need to access and given the appropriate user type.
Users in ECATS

- To locate the user’s record, log into ECATS, click Admin, then select Users.
- The following screen will display:
Users in ECATS

• Look up user by name or State Staff UID and click View User(s)
Users in ECATS

• Click the user’s name in the list, and the user’s record will open on a new page.

• Make sure to include and/or verify the following:
  - Name is correct
  - User Code (State Staff UID)
  - User E-Mail Address
  - SAML Identifier (Same as User Code-State Staff UID)
  - Select User Type
  - School associations
  - Service associations (if required for user type selected)
  - Any additional information on this page you feel necessary
Users in ECATS
Users in ECATS

• Once complete, click Update the Data Base button.

• The following message will display, then click OK: