

ECATS User Access



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:

<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats>

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

<https://www.dpi.nc.gov/data-reports/common-education-data-analysis-and-reporting-system-cedars/staff-uid-system>

- 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.

<https://www.dpi.nc.gov/documents/ecats/how-acquire-staff-uids-non-payroll-staff>



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

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/chart-accounts>

Purpose
Code

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/chart-accounts>

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:
111, 112, 113, 114, 115, 116, 117, 118, 121, 122, 123, 124, 127, 128,
131, 132, 133, 134, 135, 141, 142, 143, 144, 145, 146, 147, 148, 151,
152, 153, 311, 317, 318

ECATS and User Object(Job)/Purpose code

640 Nash-Rocky Mount Schools - 396 Williford Elementary

Job Class:

Hire Date: 08/22/2016

Annual Salary: 1215110

Alternate Staff ID: 000599973

Active: Yes

Last Update Date: 08/25/2016

Must have

Must say yes

980 Wilson County Schools - 357 Vick Elementary

Job Class:

Hire Date: 08/29/2007

Annual Salary:

Alternate Staff ID: 000599973

Active: No

**User has no association
with this LEA**

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:

The screenshot shows the ECATS Users management interface. At the top, there is a dropdown menu for 'School' set to 'All Schools'. Below this are two green buttons: 'CHECK ALL' and 'CHECK NONE'. A list of user types follows, each with a checkbox: DPI Administrator, DPI Administrator - Federal Reporting, EC Administrator, EC Teacher 1, EC Teacher 2, EC Teacher 2-504 Coordinator, Gen Ed Admin - Section 504 District Administrator, Gen Ed Teacher 2- 504, General Education Administrator, General Education Teacher 1, General Education Teacher 2, LEA Administrator 1, LEA Administrator 2, LEA Administrator 3, LEA Administrator 4, LEA Data Manager, School Admin 2- All Programs, School Administrator 1, School Administrator 2, School Data Manager, Service Provider 1, and Service Provider 2. To the left of this list is the text 'User Type(s): * (check none to match all)'. Below the list are four search fields: 'User Last Name', 'User First Name', 'Title', and 'User ID', each with an 'Exact Match' checkbox. At the bottom, there is a 'Sort List By' dropdown menu set to 'User's Last Name'.

Users in ECATS

- Look up user by name or State Staff UID and click View User(s)

School: All Schools

DPI Administrator LEA Administrator 1
 DPI Administrator - Federal Reporting LEA Administrator 2
 EC Administrator LEA Administrator 3
 EC Teacher 1 LEA Administrator 4
 EC Teacher 2 LEA Data Manager
 EC Teacher 2-504 Coordinator School Admin 2- All Programs
 Gen Ed Admin - Section 504 District Administrator School Administrator 1
 Gen Ed Teacher 2- 504 School Administrator 2
 General Education Administrator School Data Manager
 General Education Teacher 1 Service Provider 1
 General Education Teacher 2 Service Provider 2

User Type(s): *
(check none to match all)

User Last Name: Exact Match
User First Name: Exact Match
Title: Exact Match
User ID: Exact Match

Sort List By: User's Last Name

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

Name: First Middle Last Suffix *
 PsTest UserA40

User Name: *
 pusera40

User Code: 888888A40

Date of Birth: Gender:

SAML Identifier: 888888A40

Title: Job A40

Address:

City, State, ZipCode:

Home Phone:

Work Phone:

E-Mail Address: tfondren@pcgus.com

Allow Edit Access To Professional Development Interface

User Type: DPI Administrator *

Can Edit & Delete Events
 Can Edit & Delete Documents
 Can Inactivate Faxes
 Can Approve BTA/SRA
 Can Approve BTA Monitoring/Support Plans
 Receive BTA Alerts
 Receive BTA Acknowledgement Alerts
 Can Interview Threat

Ed Plan Permissions
 No Can Provide Interventions
 No Can Log Interventions
 No Can Provide Instructional Options
 No Can Provide Progress Monitoring Tools
 No Can Log Progress Monitoring Tools

Schools: PsTest UserA40 is associated with all Schools

Service Certifications
 Special Ed Services

Services:	Can Provide	Non-Billable Date Range	Can Approve Own Service Logs	Supervisor	Certified	Certifications
Special Education - Speech/Language	<input type="checkbox"/>		<input type="button" value="CHECK ALL"/>			<input type="button" value="VIEW"/>

Related Services

Services:	Can Provide	Non-Billable Date Range	Can Approve Own Service Logs	Supervisor	Certified	Certifications
Audiology	<input type="checkbox"/>		<input type="button" value="CHECK ALL"/>			<input type="button" value="VIEW"/>
Counseling Services	<input type="checkbox"/>					<input type="button" value="VIEW"/>
Nursing Services	<input type="checkbox"/>					<input type="button" value="VIEW"/>
Occupational Therapy	<input type="checkbox"/>					<input type="button" value="VIEW"/>
Physical Therapy	<input type="checkbox"/>					<input type="button" value="VIEW"/>
Psychological Services	<input type="checkbox"/>					<input type="button" value="VIEW"/>
Speech/Language	<input type="checkbox"/>					<input type="button" value="VIEW"/>

Service Logging Alerts set up for PsTest UserA40

Alerts will be sent to users with services scheduled on their My Calendar page when that log has not been entered and it is the configured number of days overdue. If Or Greater is checked, alerts will be sent for each day beyond the initial alert date that the log still has not been entered.

Days Overdue Or Greater

Documents PsTest UserA40 (SAML Account) NEW MAIL!

Documents created for PsTest UserA40

No documents have been generated yet for PsTest UserA40

Users in ECATS

- Once complete, click Update the Data Base button.
- The following message will display, then click OK:

