Registering for the CEDARS Data Warehouse

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Introduction / Registration Prerequisites

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 and staff 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 be adhered to at all times.

All users must register for access to the CDW. Each LEA/Charter school must have a CDW Security Officer to approve registrations.

NCID Account

Before you are able to register for access to CDW, you must have an active NCID account.

If you do not already have a NCID account, go to http://www.ncpublicschools.org/ncid/user/ for User Instructions on how to obtain one.

Important: After three unsuccessful attempts to log in to the system, your NCID account may be locked. Please contact the DPI Service Desk at 919-807-4357 or dpi.incidents@its.nc.gov for assistance in unlocking your NCID account.

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 drop-downs are required based on the Program selection.

DPI

If you are an employee of the Department of Public Instruction (DPI), select this Program and then select the appropriate User Role. You may request more than one User Role as needed. Register for one initial role and then follow the process to register for additional roles, one at a time.

- Aggregate (State)

   This role has View only access to statewide aggregate reports.

- DPI Users Detail

   This role can view detail data across the state using State, LEA/Charter and School dashboards and generate ad hoc queries. Aggregate (State) access is provided by default.

- 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. Aggregate (State) access is provided by default.

- 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. Aggregate (State) access is provided by default.

- Validation and Verification Detail

   This role can access detail data on V&V dashboards. V&V data is data that has been loaded to the CEDARS Data Warehouse, but not yet published to the data repository.

- Validation and Verification Aggregate

   This role can access summary data on V&V dashboards. V&V data is data that has been loaded to the CEDARS Data Warehouse, but not yet published to the data repository.

LEA/Charter School

Select this Program if you are an LEA or Charter school level staff member and then select the appropriate User Role. You may request more than User Role as needed. Register for one initial role and then follow the process to register for additional roles, one at a time. Once you've determined your User Role, make sure to select your LEA/Charter School from the `Local Education Agency` drop-on on the registration form.

Note: Charter school users must request access at the LEA/Charter school level only.

- Aggregate (LEA/Charter)

  This role has View only access to statewide aggregate reports.

- LEA/Charter Users Detail

  This role can view detail data on LEA and School dashboards based on the LEA/Charter School they are associated. Aggregate (LEA/Charter) access is provided by default.

- 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. Aggregate (LEA/Charter) access is provided by default.

- 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.

School

Select this Program if you are a school level staff member and then select the appropriate User Role. You may request more than User Role as needed. Register for one initial role and then follow the process to register for additional roles, one at a time. Once you've determined your Role, 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.

- Aggregate (School)

  This role has View only access to statewide aggregate reports.

- School Users Detail

  This role can view detail data on School dashboards based on the school they are associated. Aggregate (School) access is provided by default.
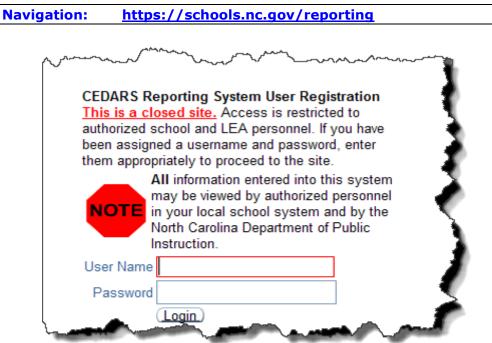
CEDARS Data Warehouse User Roles

User Group/ Role	Aggregate Dashboards	LEA Detail Dashboards	School Detail Dashboards	Oracle Analysis	Validation & Verification
DPI Roles					
DPI Super User	X	X	X	X	
DPI Users Detail	X	X	X	X	
Aggregate (State)	X				
Report Writers	X	X	X	X	
V&V Detail					X
V&V Aggregate					X
LEA/Charter School Roles					
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,				
LEA/Charter Detail Answers	X	X	X	X	
LEA/Charter Users Detail	X	X	X		
Aggregate (LEA/Charter)	X				
School Roles					
School Users Detail	X		X		
Aggregate (School)	X				

Registering for the CEDARS Reporting System

To receive access to the CDW, you must first register and subscribe. If you are requesting only one User Role, you need only register for the system once. You cannot access the CDW until your account has been approved.

Logging into CEDARS Reporting System User Registration

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

1. Type your NCID `User Name` and `Password`.

    The password is case sensitive.

2. Click `Login`.

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

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.

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 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 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.

Registering for Additional Programs or User Roles

After the initial registration request, users have the ability to register for more than one Program (DPI, LEA/Charter or School) and/or additional Users Roles.

An example of multiple users roles might be: If a School Level user requires the Role 'Aggregate (School)' at school **A**, and requires the Role of 'School User Detail' at school **B**, they must request that specific Role ('School User Detail') for school **B**.

Navigation:	https://schools.nc.gov/pls/apex/f?p=502:1

Click on the button below if you need to register for access to additional programs or schools.

Register For Access to Additional Roles, LEAs, Charters, or Schools

Below is a summary of your account(s)

Account For ▲	Name	Email Address	Role	Account Status
DPI	Terra Dominguez	tdominguez@dpi.nc.gov	DPI Super User	Active
				1 - 1

If your account allows for the ability to register for additional access, you will see the `Register for Access to Additional Roles, LEA, Charters or Schools` button once you log back into the CEDARS Reporting System Registration system.

The user roles you have already registered for will display in the `summary of account(s)` section. The `Account Status` column of the Account Summary lists the status of each registered role such as `Pending`, `Active` or `Inactive`.

To register for additional Programs or User Roles log into the CDW Registration system using your NCID User Name and Password. Continue the registration request by following steps 1-7 from the `Completing the Registration Form` section of this document.

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 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