

EDDIE Updates – June 13, 2025

Navigating the New Look and Feel

Every PSU has a minimum of 2 types of information pages: Their PSU information page, accessible by clicking your three-digit PSU number when you search for your PSU (highlighted in yellow in the screenshot below), and your school-level information page(s), which are accessed by clicking on each six-digit school number (circled in red in the screenshot below). PSUs are responsible for keeping their PSU page and ALL their school information pages updated for the current fiscal year, as well as all their staff.

Note for charters: There are some fields on your information pages that are locked for editing, due to the required approvals from the Office of Charter Schools. If any of them need to be updated, please email a request to EDDIE@dpi.nc.gov and copy a member of OCS that can confirm the revision.

PSU Name	PSU Code	School Name	School Code	Address Line1	City	Zip Code 5	Fiscal Year	Operational Status	Grade Level Current
North Carolina Cyber Academy	00A	North Carolina Cyber Academy	00A000	2800 Meridian Parkway	Durham	27713	2025	Open	KG:01:02:03:04:05:06:07:08:09:10:11:12:XG
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Midway down each page in the Contact Information section, there will be a blue button to go to either the PSU Staff List page or the School Staff list page, depending on which information page you're on.

<p>LEA CONTACT INFORMATION</p> <p>LEA Staff List</p> <p>Web Address http://www.abss.k12.nc.gov</p>	<p>LEA CONTACT INFORMATION</p> <p>Charter Staff List</p> <p>Web Address http://www.myncca.com</p>	<p>SCHOOL CONTACT INFORMATION</p> <p>School Staff List</p> <p>Web Address https://www.abss.k12.nc.gov</p>
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You will have the option to either update or delete an existing staff record using the “edit” option, or adding a new one using the “create” button at the top of the screen. Be aware that the available staff titles may not exactly match the official title for that person at your PSU, and that the same person can have multiple staff titles in EDDIE. This is because the titles in the system are meant to help DPI and other stakeholders know who assumes certain job responsibilities to better assist them, and also to ensure they receive important updates and communications necessary to perform those responsibilities.

Also note that some titles can have multiple staff members assigned to them at once, while others can have only one staff member at a time.

Return to School Screen

Create A New Staff Record

School Name
ABSS Early College at ACC

School Number
010303

Edit	Staff Title	Interim	Name Prefix	F
Edit	Principal		Dr	V
Edit	School Testing/Accountability Coord		Dr	V

New Fields and Where to Find Them

- All PSUs:
 - Athletic Program – Any grade 6-12 school’s information page; near the bottom in the Special Categories section
- LEAs Only:
 - Restart – All School information pages near the bottom in the Special Categories section
- Charters/IPSs Only:
 - LEA district - for charters in a county with multiple LEAs; near the bottom in the Special Categories section
 - Nonprofit Board Name – PSU information page; near the top in the Identifier Information section
- New titles
 - All PSUs:
 - Athletics Director (School and PSU level)
 - LicSal Administrator (PSU only) - The person responsible for granting and approving access to Licensure and Salary systems.
 - Datafile contacts (PSU only) – 3 titles (primary, secondary, and vendor). Primary and secondary contacts should be people at your PSU who are responsible for the submission of the four financial datafiles (MFR, General expense, payroll detail, and payroll summary), as well as the person who can answer questions regarding the data files and/or resubmit corrected files. The vendor contact should be your PSU's representative at your datafile software vendor, if applicable.

- Note that these staff titles **are required** to be updated by June 19th to ensure a successful closure of FY2025.
- Cybersecurity (PSU only)
- Dropout (PSU only) - The primary and secondary Dropout Data Contacts are the people responsible for working with NCDPI's Dropout Data Coordinator to ensure the accuracy and the verification of dropout data for your PSU. They will receive communications throughout the year on any changes or updates to data collection policies and procedures.
- School Report Card (PSU only) - The primary and secondary School Report Card Contacts are the people responsible for working with NCDPI's School Report Card Coordinator to review and ensure the accuracy of data reported in the School Report Card for your PSU. They will receive communications throughout the year on any changes or updates to data collection policies and procedures.
- Incident/Discipline (PSU only) - The primary and secondary Incident/Discipline Data Contacts are the people responsible for working with NCDPI's Discipline Data Coordinator to ensure the accuracy of the incident and discipline data for your PSU. They will receive communications throughout the year on any changes or updates to data collection policies and procedures.
- Charters Only:
 - Business Manager

Other Important Updates

EDDIE administrators now have the option to see who else is an EDDIE administrator for their PSU (i.e., who has editing rights to their PSU's information in the system). Please make sure that your PSU has at least two administrators at all times, and that you contact EDDIE@dpi.nc.gov to request that any inactive users are removed. You can find this report by selecting Admin from the heading menu, then clicking on the All Users report.

