CEDARS

COMMON EDUCATION DATA ANALYSIS AND REPORTING SYSTEM

North Carolina Department of Public Instruction

Security Administration for the CDW

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Revision History

Date	Description	Revised by
8/11/2011	Created	Authored by George Phelps, edited by Terra Dominguez
10/28/2020	Updated contact information, user role information	Terra Dominguez

Purpose

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.

Who Approves Whom?

Program, User Role	Approver
DPI (all roles)	DPI Super User (Security Officer)
LEA/Charter School, Security Officer	DPI Super User (Security Officer)
LEA/Charter School (all other roles)	LEA/Charter School Security Officer
School	LEA/Charter School Security Officer

Description of Roles

CAUTION: The CDW contains student and staff **PII** (Personally Identifiable Information) for the LEA(s) and School(s).

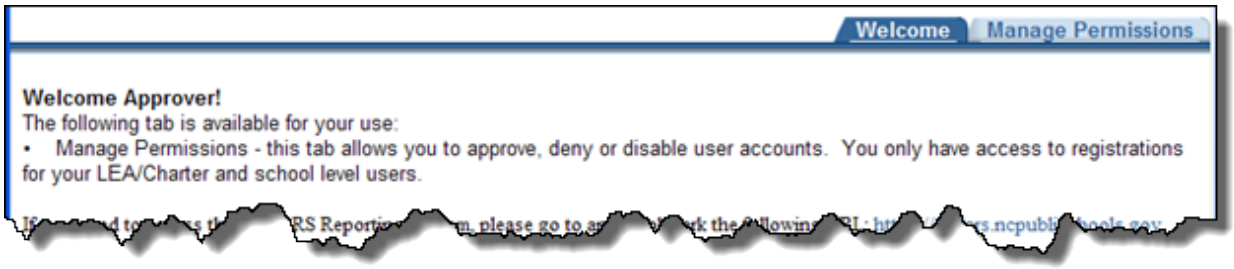
CEDARS Data Warehouse User Roles

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

Accessing the CDW Registration System

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

1. Type your NCID **User Name** and **Password**.
   The password is case sensitive and cannot contain an asterisk (*).
2. Click **Login**.
   If you have already registered and are in an Approver role, you will see a **Welcome** page.



If you have not already registered, follow the instructions to register for your account.

Note: Instructions for registering for the CEDARS Data Warehouse can be found on the NC DPI website.

General User Account Management

The following section applies to all Security Officer user roles.

PSU Security Officers for the CDW will manage user registrations and functionally Approve or Deny access. Each PSU must have a staff member with the role of Security Officer at the local level to grant access to local user requests. If no PSU Security Officer exists at the local level, requests for access for the given PSU will not be approved.

PSU Security Officer users will manage only registrations requests specific to their PSU. PSU Security Officers are approved by the state level Security Officer. See the table entitled Who Approves Whom for more information.

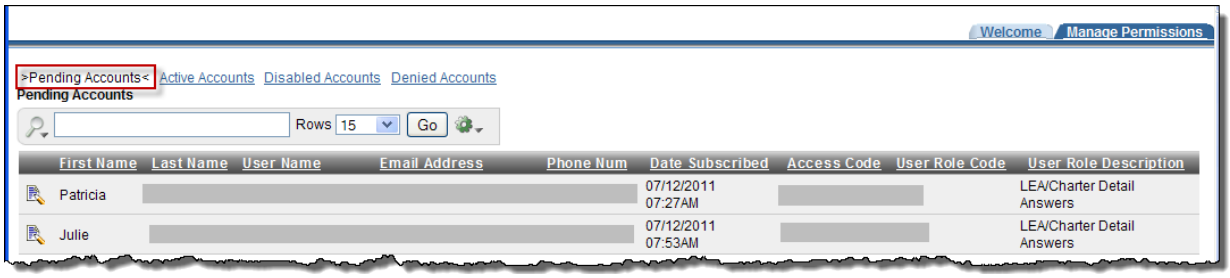
As the Security Officer, you will only manage requests for access to the CDW. Users will enter their NCID credentials to access the system. If you are not the NCID Administrator for your LEA/Charter school, you will not need to manage usernames and passwords.

Note: Once the PSU Security Officer is approved by the state, to access the data warehouse, register and approve a second user role.

Approving User Accounts

As the Security Officer, once a user submits a registration request, you will receive an email with the Subject **Approval Needed - CEDARS Data Warehouse Registration Request**. This email contains the information submitted by the user requesting access so you can make some determination of approval or denial prior to logging into the system.

1. From the Welcome screen, click the **Manage Permissions** tab.



The Manage Permissions tab defaults to the **Pending Accounts** listing and provides links to Active Accounts, Disabled Accounts, and Denied Accounts. To approve a new user, verify you are viewing the Pending Accounts list.

2. Click the **Edit** icon

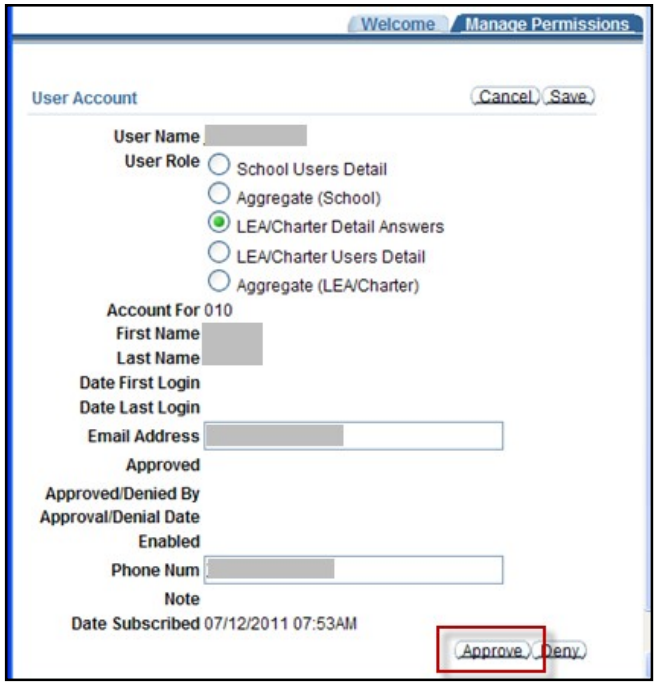
located to the left of the user name to view the detail of the User Account.

The **User Account** tile opens. The information displayed is the same information that was emailed to you.

> ***CAUTION:*** Be sure you know the user should be authorized to access the CDW for the specified User Role and location. If you are unsure whether to process the request, use the contact information to follow up with the user requesting access.

a. Click **Approve** or **Deny** as applicable.

3. Repeat Step 2 as needed.



About Approved User Accounts

Once the account is approved, the registration record is removed from the Pending Accounts list and will appear in the **Active Accounts** listing.

The user receives an email from the system indicating the account has been approved. This email also provides instructions on how to access the CDW.

The user will have access to the OBIEE (CDW) within one business day.

About Denied User Accounts

Once the account is denied, the registration record is removed from the Pending Accounts list and will appear in the **Denied Accounts** and **Disabled Accounts** listings.

Contact the user when denying the account. A user who is denied access will not receive an email from the CDW Registration System.

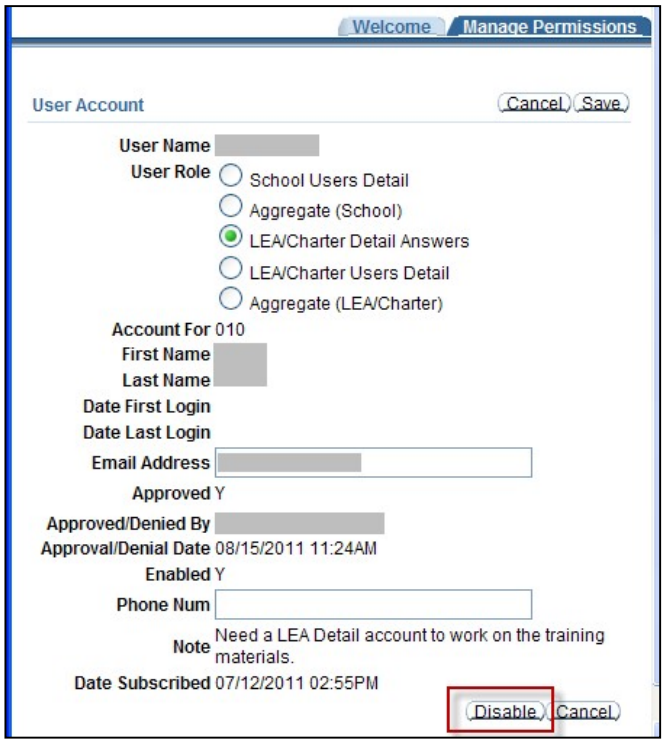
Examples of why an account may be denied:

- User mistakenly requested access to CEDARS
- User does not require access to this data to perform staff duties

Disabling User Accounts

When a user is no longer at your LEA, school or associated with your program, the user account **must** be disabled. By disabling their account, you remove their access to the CDW.

Note: PSU Security Officer roles but be disabled at the state level. Send an email to terra.dominguez@dpi.nc.gov



1. Navigate to the **Manage Permissions** tab.
2. Click the **Active Accounts** link .
3. Click the **Edit** icon located to the left of the user to view the detail of the User Account.

   The **User Account** tile opens.
4. Click **Disable**.

   Once the user account is disabled, the record is removed from the Active Account list and appears in the **Disabled Accounts** listing.

Reactivating User Accounts

Once a user is registered with the system, they can be maintained in the system as Active, Denied or Disabled. When a user needs to be reactivated this can be done by the Approver role listed in the *Who Approves Whom* table or the Super User. If you receive the reactivation request and are not the Approver for that user, use the process provided in the *Requesting User Account Details Updates* section of this document.

1. Navigate to the **Manage Permissions** tab.
2. Click the **Disabled Accounts** or **Denied Accounts** link located in the top right corner.
3. Click the **Edit** icon located to the left of the user to view the detail of the User Account.

   The **User Account** tile opens.
4. Click **Approve**.

   Once the account is approved, the record is removed from the Disabled Accounts and/or the Denied Accounts lists and appears in the **Approved Accounts** listing.

Important Information for LEA Security Officers

- Security Officers accounts are managed at the state level. NC DPI must be notified to disable the account when a Security Officer is no longer employed at the LEA. Contact terra.dominguez@dpi.nc.gov.

- As a best practice, it is important to review who has access to the CDW periodically. If accounts are not disabled as staff members accept new positions in other LEAs/Charters or schools, they will still have access to your data due to their NCID credentials. It is recommended that accounts be evaluated at the start of school, close of school and quarterly.

- 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 a user needing multiple roles is if the user will be managing registration to the system and will also be a user of the CDW. The initial role of `LEA/Charter Security Officer` will not provide them access to the CEDARS Data Warehouse.

    - Another example of multiple users roles might be: A regional staff member supporting multiple PSUs.

- Approvers can disable users they have approved, but they cannot edit all of the details of the user. In some instances, it may be necessary to change a user's Role, LEA or school association if they relocate or change jobs. Only a Super User may change a user's Role, LEA or school association.

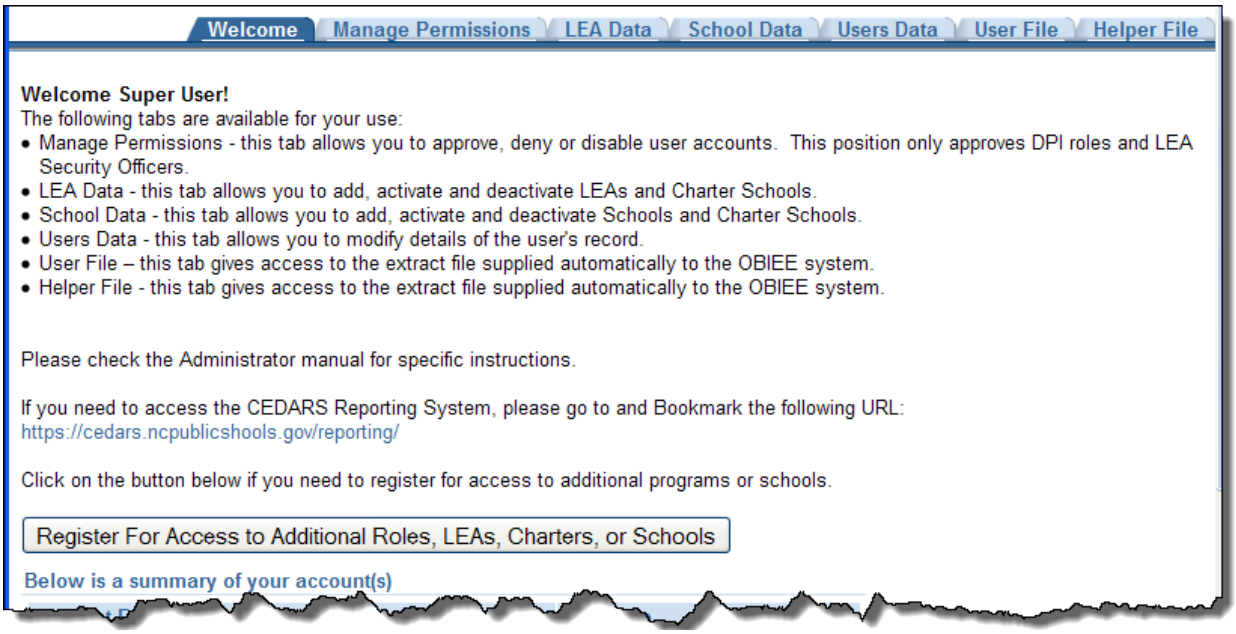
Super User (State Level Only)

The Super User Role has general access to the CDW Registration system.

From this system a Super User can:

- Approve, Deny or Disable user accounts
- Edit user account details
- Add new LEAs, Charters or Schools
- Edit LEAs, Charter or Schools
- Create data file downloads

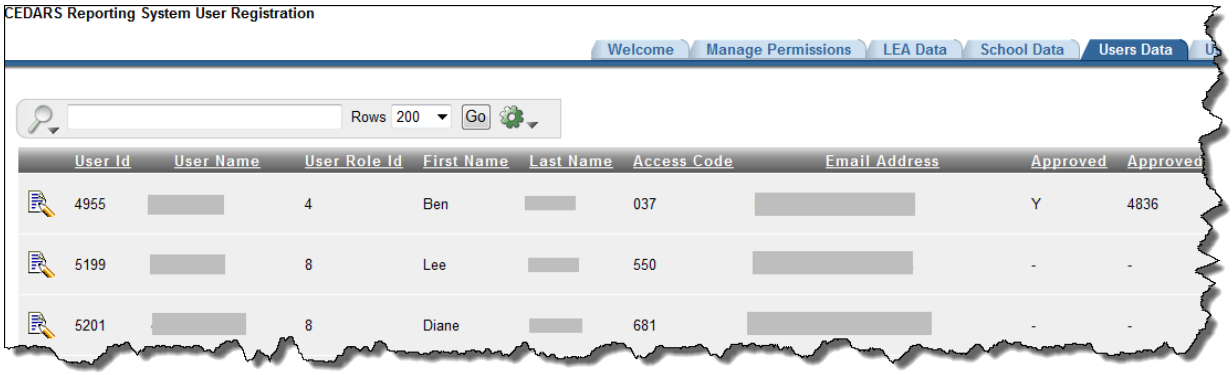
When a Super User logs in the CDW Registration system, by default the system opens to the Welcome tab. Notice from the subsequent image the Welcome screen displays more information and the Super User has access to multiple tabs.



Editing User Account Details

Only a Super User may change a user's Role, LEA or school association. The LEA Security Officer will send a request to the cedars-info.@dpi.nc.gov mailbox indicating an update needs to be made.

1. Navigate to the **Users Data** tab.



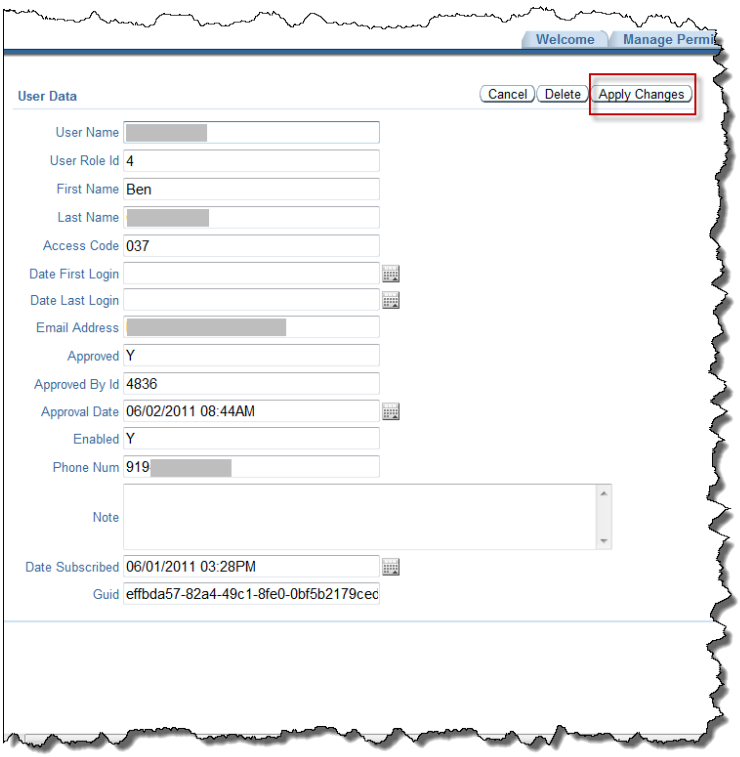
2. Click the **Edit** icon located to the left of the user to view the detail of the User Account.

The **User Data** tile opens.

3. Edit fields as applicable.

4. Click **Apply Changes**.

5. If the change made affects Role or Access Code (LEA and School), Notify the LEA Security Officer that the Role/Access Code has been updated so they can enable, etc. as appropriate.



Working with LEA, Charter and School Records

There may be times when it is necessary to edit the details of LEA, Charter or school records.

An Example of a record requiring an edit:

- A name change is requested

There will be times when a new LEA, Charter or school must be added to the CEDARS Registration System.

Examples include:

- New Charter schools as approved by the State Board of Education
- When a LEA, Charter or school changes their number
- When a new LEA is added for State Operated programs

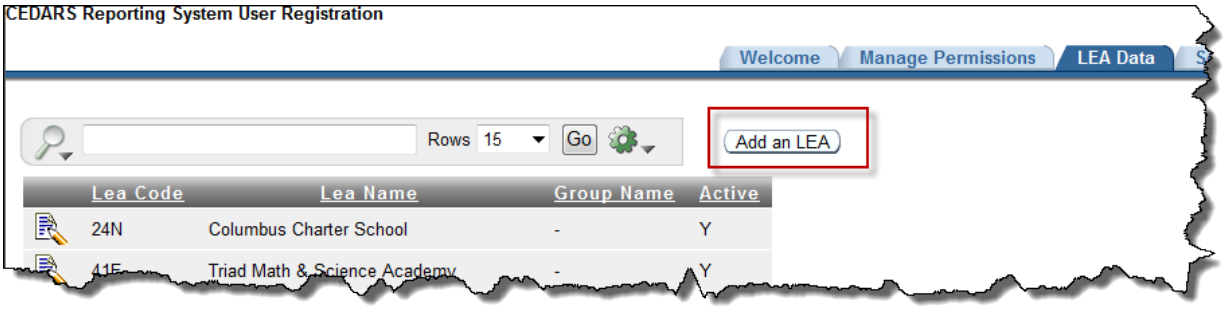
Important: Adding new LEA, Charter and schools records may be required at least once a year, prior the new school year beginning date of July 1.

CAUTION: All LEA, Charter and school records should remain set to **Active** in the CDW Registration system. Only deactive records created in error.

Adding LEA and Charter Records

1. Navigate to the LEA Data tab.

2. Click **Add an LEA**.

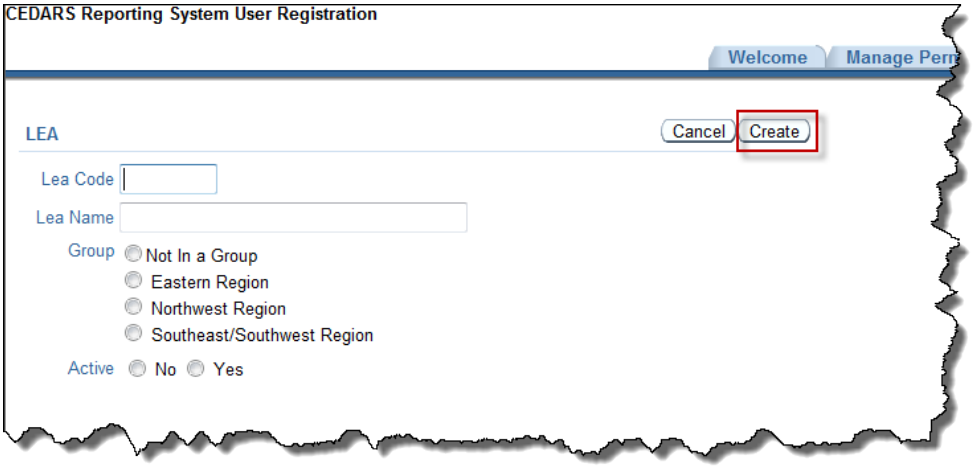


The **LEA** tile opens.

3. Type the **LEA Code** and **LEA Name** into the appropriate fields.

4. Click the **Yes** radio button to **Activate** the LEA.

5. Click **Create**.



Important: Add Charters schools as an LEA only. Do not add the Charter schools to the schools tab.

Editing LEA and Charter Records

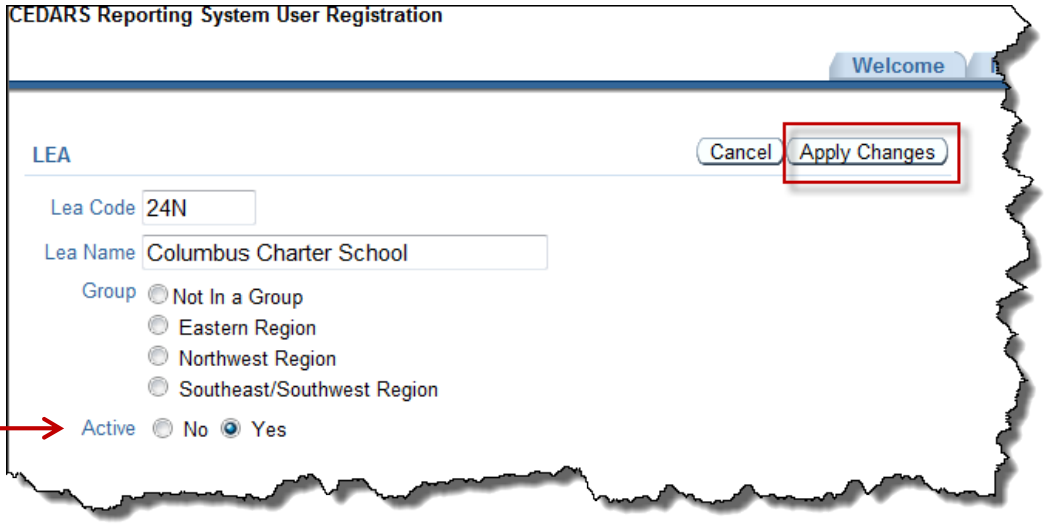
1. Navigate to the **LEA Data** tab.

2. Click the **Edit** icon located to the left of the user to view the detail of the LEA record.

   The **LEA** tile opens.

3. Edit fields as applicable.

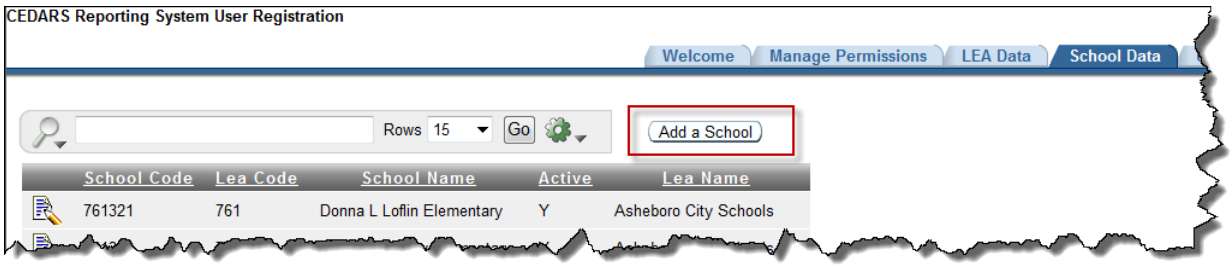
4. Click **Apply Changes**.



CAUTION: All LEA, Charter and school records should remain set to **Active** in the CDW Registration system. Only deactive records created in error.

Adding School Records

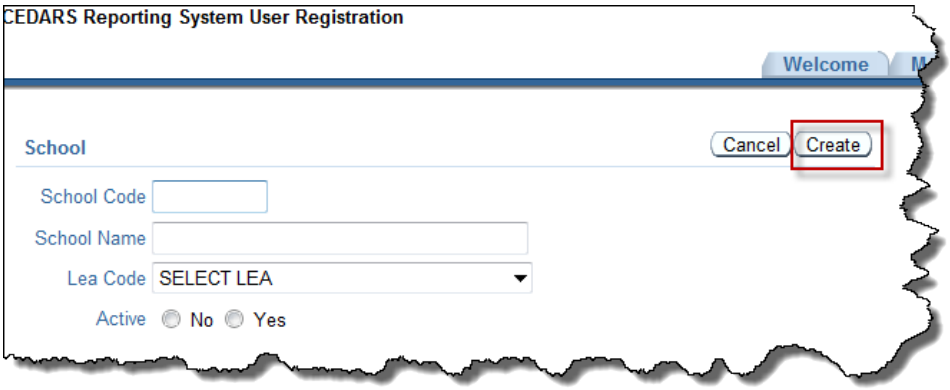
1. Navigate to the **School Data** tab.



2. Click **Add a School**.

   The **School** tile opens.

3. Type the six digit **School Code** and **School Name** into the appropriate fields.



4. Click the **Yes** radio button to **Activate** the LEA.

5. Click **Create**.

Editing School Records

1. Navigate to the **School Data** tab.

2. Click the **Edit** icon located to the left of the user to view the detail of the school record.

   The **School** tile opens.

3. Edit fields as applicable.

4. Click **Apply Changes**.

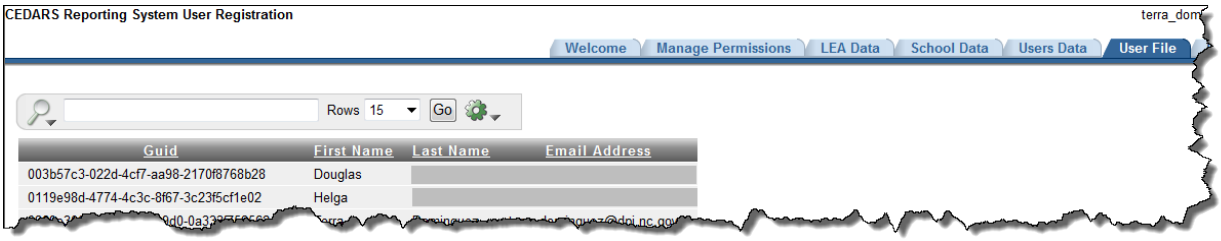
Data File Downloads

The data files are system-generated files created periodically based on changes or additions. In general the system creates the files, and provides them to the CEDARS Data Warehouse automatically. In the event some part of the creation and transport of the file is not working properly, the file can be created manually.

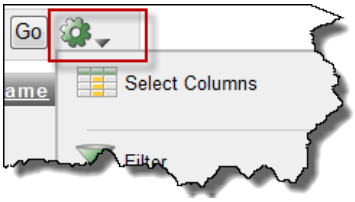
Important: Both the User File and the Helper File must be provided together.

Downloading the User File

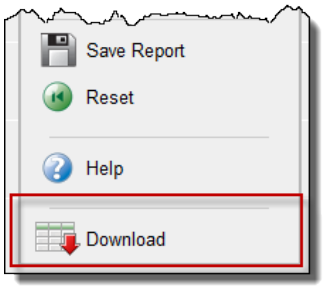
1. Navigate to the **User File** tab.



2. Click the **Gear** icon.

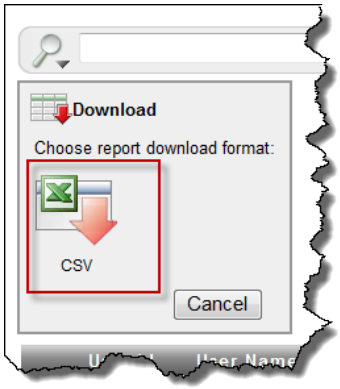


3. Click **Download** from the menu.



The Download tile opens.

4. Click the **CSV** icon to begin the download.



5. If you are prompted by your web browser to accept the download, click **Yes** or **Accept**.

6. Save the file to the appropriate location.

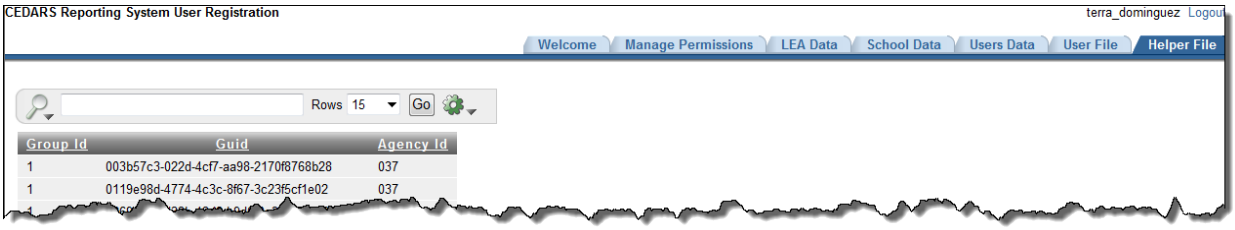
   a. Update the file name to the following: **CDWR-YYYYMMDDHHMISS-00-2218-DWMGT- -user.txt**

   Note: YYYY is the four digit year, MM is the two digit month, DD is the two digit day, HH is the two digit hour, MI is the two digit minute, SS is the two digit second.

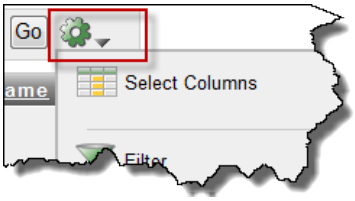
7. Send the file to your System Administrator.

Downloading the Helper File

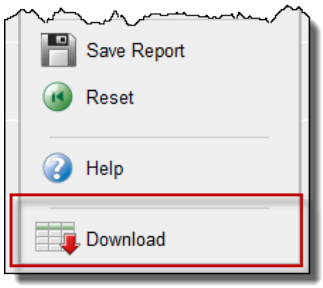
1. Navigate to the **Helper File** tab.



2. Click the **Gear** icon.

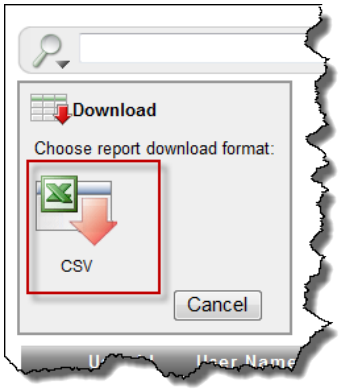


3. Click **Download** from the menu.



The Download tile opens.

4. Click the **CSV** icon to begin the download.



5. If you are prompted by your web browser to accept the download, click **Yes** or **Accept**.

6. Save the file to the appropriate location.

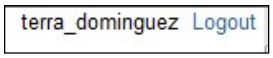
   a. Update the file name to the following: **CDWR-YYYYMMDDHHMISS-00-2218-DWHLP- -help.txt**

   Note: YYYY is the four digit year, MM is the two digit month, DD is the two digit day, HH is the two digit hour, MI is the two digit minute, SS is the two digit second.

7. Send the file to your System Administrator.

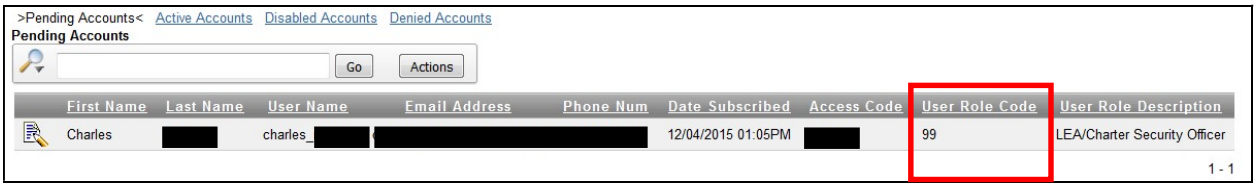
Logging Out

Once you have no further actions to take in the system, be sure to use the **Logout** link located at the top right corner of each screen.



User Role Crosswalk

Use this section to determine, from the registration record, what type of User Role Code a staff member has registered for. This information may also be used to search the registration system for staff members with similar access.



Registration Record Header Information

Header	Description
First Name	Staff member's first name
Last Name	Staff member's last name
User Name	Staff member's NCID User Name
Email Address	Email address staff member has recorded
Phone Number	Phone number staff member has recorded (optional)
User Role Code	ID of role selected by staff member

Note: LEA/Charter Security Officers may drill into the registration record to review descriptions of the staff member's role request.

User Role Crosswalk

User Role Code (APEX)	User Role Code (OBIEE)	Group Name
2	2	DPI User Detail
3	3	DPI Super User
4	4	Report Writer (DPI)
6	30	LEA Users Detail
8	32	LEA Detail Answers
9	99	LEA Security Officer
16	31	School Users Detail