



COLORADO
Department of Education

EDIS WEB TRAINING



EDIS WEB TRAINING 2020



EDIS WEB

Purpose of EDIS Web

- ❖ The creation of the EDIS Web System is to assign each educator an Educator Identifier (EDID).
- ❖ The EDID is used in place of the Social Security Number.
- ❖ Enables the user to submit via add single educator and multiple educators within the web system.
- ❖ Repository of READ and Batch submission through the EDID Download Report.
- ❖ The Web contains many useful reports.
- ❖ Case Management takes place in the Web.



The goal of this training is to assist districts/Local Education Agencies (LEAs) in the use of the EDIS Web System

This training will include:

- « Educator Search/Update
- « Add Single Educator and Add Multiple Educators
- « EDIS Users Guide, Quick Links to Training and Documentation
 - « Reports
 - « Case Management
- « Best Practices and Tips and Tricks

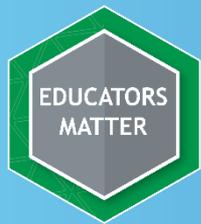


Access to the EDIS System –

To submit and update records via the EDIS Web System your district's Local Access Manager (LAM) must grant you permission.

To request access please go to this link:

<https://www.cde.state.co.us/idm>



Logging Into the EDIS Web System

To log into the EDIS Web System you will use this link:

<https://www.cde.state.co.us/idm/edis>

You can bookmark this link for easier access.

Click on log in to EDIS

Log in to EDIS



Navigating the EDIS Web Screen

Navigations tools are on the left side of the screen -

Educator Maintenance

EDIS User Guide

Reports



Educator Maintenance

Educator Search/Update

Before submitting an educator for an EDID **ALWAYS** perform a broad search.

A broad search is one in which you only enter part of the last name and first name i.e. your educators name is Shower Dirty Shiny. This search yielded 69 records. Doing a broad search will ensure that your search captures all possible records. At times you might need to refine your search criteria.

Last Name :	<input type="text" value="Sh"/>
First Name :	<input type="text" value="Sh"/>
Middle Name :	<input type="text"/>
DOB :	<input type="text" value="mm/dd/yyyy"/>
Gender :	<input type="text" value="None"/>
SSN :	<input type="text"/>
EDID :	<input type="text"/>
LAEDID :	<input type="text"/>





Educator Maintenance

Educator Search/Update

If needing to update on an existing record, such as name change, correcting inaccurate fields, gender change etc.

Click on Educator Search/Update

- ☼ Enter the EDID or the educator's name Click Search.
- ☼ When changing the name fields click on the field, make the change and click update. If you are altering more than one name field you **MUST** click update after each field is changed.
- ☼ All other fields can be altered, click Update to save your change(s).
- ☼ Please call the EDIS Consultant to make corrections to the SSN



Educator Maintenance

Other reasons to use Educator Search/Update

- When a educator is newly employed by your district you will want to update the educator to your district.
- Received legal documentation and corrections are needed.



Two ways to get an EDID for an educator in EDIS Web

Add Single Educator

Add Multiple Educator

Add Single Educator – Fields with red asterisk are a required field.

Add Multiple educators – If you have less than 5 educators who you have searched for then use Add Multiple Educators. If you have more than 5 educators to enter you might think about submitting an EDIS READ File. (See EDIS READ Training http://www.cde.state.co.us/datapipeline/yr_edis)



Adding an Educator

- ✓ The comments field can be used to communicate to the EDIS Consultant when there is a record that you think could go to case review. Some helpful comments can be, “verified per legal documents”, “Legal Name Change” “Gender change” This information is very helpful to the EDIS Consultant.
- ✓ Once you click add you can get different outcomes – the system will assign your educator a new EDID or it will say that case management is reviewing your submission. Click OK
- ✓ To check the status of your submitted record you can go to the EDID Download Report. We will go over this report in more detail later in the training.
- ✓ The LAEDID is an optional field.



Add Single Educator

Add Single Educator – Fields with red asterisk are a required field.

Add Single Educator

This page provides the ability to add an educator to the EDIS system for EDID assignment. To add an educator, enter all required data (marked in red with *) , then press the "Add" button.

Select an Organization

Colorado Department of Education - Licensure ▼

EDID

*Last Name

*First Name

*Middle Name

*DOB

*Gender

*SSN

LAEDID

Comments

Cancel

Add





Add Multiple educator

Add Multiple Educators Screen -

- Set your row size to 10 or 20 (max is 20 records)
 - Organization will default to your district
- Locally Assigned Educator Identifier (LAEDID) is an optional field



Add Multiple Educator

Start entering the educators in the required fields, Last Name, First Name, Middle Name, Gender, DOB, SSN are all required fields. The LADED and the Comment fields are optional. The comments field can be used to communicate to the EDIS Consultant when there is a record that you think could go to case review. Some helpful comments can be, “verified per legal documents”, “never worked in CO”, “brother works in our district” etc. This information is very helpful to the EDIS Consultant

Step 1: Select the number of rows you would like to add. If you change this after you've entered data, you will lose your data.

Step 2: Select the District for the educators. All educators in a batch must be for the same district.

Step 3: Enter educator information into the fields below.

Step 4: Once you have entered all required data (marked in red with *) press the "Add Educators" button.

Row Size

* Organization - You must select before adding educators

Colorado Department of Education - Licensure

Last Name	First Name	Middle Name	DOB (MM/DD/YYYY)	Gender	SSN	LAEDID	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Gender ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>





Add Multiple Educators

The system will return to you the list of educators that you submitted with the case type assigned as well as a Case ID number.

Added Multiple Educators - Confirmation

Thank you for your submission! following is a confirmation of the educators that were submitted on the Add Multiple Educators page.

If an educator match was not found, EDIS assigned an EDID.

If a match was found, a Case has been generated for Case Management to review.

Row	EDID	Last Name	First Name	Middle Name	DOB	Gender	SSN	LAEDID	Case Type	Case ID
1	[REDACTED]	Pout	Shark	Pout	06/01/1986	F	[REDACTED]	1420111111	A	611424
2	[REDACTED]	Shiney	Showser	Dirty	01/01/1985	M	[REDACTED]	1420333333	A	611425
3	[REDACTED]	Candy	Tootsy	Roll	05/23/1988	F	[REDACTED]	1420000000	A	611423
4	Not Assigned	Snow	White	Apple	04/11/1991	M	[REDACTED]	1420222222	R	611422





Add Multiple Educator

There will be three possible case types –

A=Add – No existing EDIDS were found so the system assigned a new EDID number. The new EDID will be under the EDID Column.

R=Review – There is a close possible match in the system, therefore the record went into case review.

U=Update – The submitted record matches on existing record, all fields match 100%.

Row	EDID	Last Name	First Name	Middle Name	DOB	Gender	SSN	LAEDID	Case Type	Case ID
1	[REDACTED]	Pout	Shark	Pout	06/01/1986	F	[REDACTED]	1420111111	A	611424
2	[REDACTED]	Shiney	Showr	Dirty	01/01/1985	M	[REDACTED]	1420333333	A	611425
3	[REDACTED]	Candy	Tootsy	Roll	05/23/1988	F	[REDACTED]	1420000000	A	611423
4	Not Assigned	Snow	White	Apple	04/11/1991	M	[REDACTED]	1420222222	R	611422





EDIS User Guides

The EDIS User Guide will bring you to the Users Guide created in 2010.

Educator Maintenance

[Educator Search / Update](#)

[Add Single Educator](#)

[Add Multiple Educators](#)

[Data Pipeline File Upload](#)



EDIS User Guide

[EDIS User Guide](#)

An enhancement has been submitted to add the hyperlink to EDIS Web. Upon clicking the link the system would take the user to the EDIS Documentation and Training page – http://www.cde.state.co.us/datapipeline/yr_edis



Reports

There are currently four separate reports for the EDIS user.

The EDIS Respondent can set the parameter(s) for the data that is needed per the report specifications.

Parameters such as:

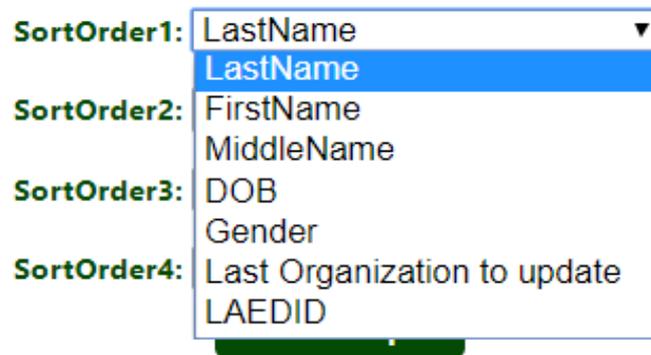
- ❖ Date
- ❖ Date Range
- ❖ EDID
- ❖ Case Type
- ❖ Batch ID
- ❖ Reports will have download capabilities



Educator Activity Report

This report will provide a list of educators found in the Master Educator Index (MEI) per the date range entered.

- ❖ Row size can display 10 – 150 records
- ❖ Enter the report date range – click Refresh Report
- ❖ The EDIS User has the capability to sort this data using the sort order dropdowns on the right side of the screen





Taken Educators Report

The Taken Educators Report provides a list of educators that have been updated away from your district.

- ☯ The row size expands from 10 – 150 records
- ☯ Enter one individual EDID or use the Data Range to see who has been updated since leaving your district.
- ☯ Sort Order 1,2,3 and 4 allows you to sort your data.
- ☯ If another Colorado District has not updated on the exited educator then this report will not yield any results for you. If the educator went to a private school or left the state the report will not yield any results.
- ☯ The MEI Last Updated will indicate when the district updated on the educators record in the EDIS System.



Educator History Report

The Educator History Report displays the history of an educator as it pertains to your district for the last two years, upon entering the EDID and clicking submit.

- If the educator has never worked in your district then you will not see any data when entering the EDID.
 - The date updated is the date in which any district has updated the record in the EDIS System. This could be your district or another Colorado District.



EDID Download Report

This report is one in which all records submitted via EDID Batch, EDID READ or EDIS Web (Add Single and Add Multiple Educator (s)) will populate into this report.

The EDID Download Report will supply the user with the status of the submitted record(s), no matter how the record(s) were submitted.

There are numerous options in this report.



EDID Download Report

- Districts dropdown - will default to your district
- Case Type – this is the way in which you submitted your records
- READ – Submitted via Pipeline
- Batch – Submitted via Pipeline
- Web – Submitted via EDIS Web

Organization

Jefferson County R-1 ▼

Case Type *(Select Case Type)*

Read ▼

Select Case Type

Batch & Date

Read (F) ▼

Web





EDID Download Report

Under the Case Type drop down you have three choices Web, Read and Batch. When you choose the case type, the file displayed will be unique to how you submitted.

WEB will display with a date range along with W at the end of the date range.

Organization
Jefferson County R-1

Case Type (Select Case Type)
Web

Data Pipeline Batch ID & Date

Select RequestID
Select RequestID
125991 - [05/06/20 (W)]
124804 - [10/02/19 (W)]
124512 - [09/27/19 (W)]
123266 - [09/12/19 (W)]
122963 - [09/10/19 (W)]
120963 - [08/16/19 (W)]
120543 - [08/13/19 (W)]
120486 - [08/13/19 (W)]
120039 - [08/07/19 (W)]
120038 - [08/07/19 (W)]
120037 - [08/07/19 (W)]
119890 - [08/06/19 (W)]
119825 - [08/05/19 (W)]
119668 - [08/02/19 (W)]
119573 - [08/01/19 (W)]
119572 - [08/01/19 (W)]
119460 - [08/01/19 (W)]
118137 - [07/15/19 (W)]
118136 - [07/15/19 (W)]

READ will display the file submitted with an R in front of the batch number along with the date of submission.

Organization
Jefferson County R-1

Case Type (Select Case Type)
Read

Data Pipeline Batch ID & Date

Select RequestID
Select RequestID
R362534 - [03/27/20 (F)]
R362533 - [03/26/20 (F)]
R362525 - [03/26/20 (F)]
R492613 - [10/11/19 (F)]
R492613 - [10/10/19 (F)]
R492613 - [10/08/19 (F)]
R492613 - [10/08/19 (F)]
R64583 - [04/24/14 (F)]
R39214 - [12/06/13 (F)]
R28048 - [11/01/13 (F)]
R14738 - [09/19/13 (F)]
R14305 - [08/30/13 (F)]
R14305 - [08/12/13 (F)]

BATCH file submission will display with the B in front of the batch number along with the date of submission.

Organization
Jefferson County R-1

Case Type (Select Case Type)
Batch

Data Pipeline Batch ID & Date

Select RequestID
Select RequestID
B362620 - [04/03/20 (F)]
B36687 - [11/30/18 (F)]
B19257 - [10/05/18 (F)]
B53365 - [11/16/17 (F)]
B29088 - [09/06/17 (F)]
B70302 - [11/16/16 (F)]
B57190 - [10/13/16 (F)]
B81952 - [10/27/15 (F)]
B69600 - [09/11/15 (F)]
B09962 - [11/10/14 (F)]
B9503 - [09/05/14 (F)]





EDID Download Report

The file format dropdown gives you multiple choices to download your file. You can choose to download the report with the full SSN

Download Report Containing Full SSN

Download File Format

CSV
CSV
Fixed Length
Tab Delimited

The sort order option 1,2,3,and 4 allows the user to sort your records.

Sort Data

SortOrder1: LastName
SortOrder2: FirstName
SortOrder3: DOB
SortOrder4: Last Organization to Update
EDID
LAEDID
SubmittedOrder
CaseType





EDID Download Report

The report will display the records you selected in your criteria.

Under the Case Type Column it will display three status types

Add – Indicates that the submitted record was assigned a new EDID

Update – Indicates there was an existing record that your educator matched on

Review – Indicates the submitted educator might possibly match a record that already exists in the EDIS System

EDID	Last Name	First Name	Middle Name	DOB	Gender	SSN	Last Organization to Update LAEDID	Case Type	Case ID	Status
	Pout	Pout	Fish	07/26/1957	Female		Jefferson County R-1	Add		
	Shiny	Shower	Dirty	10/10/1970	Male		Jefferson County R-1	Add		
	Unicorn	Rainbow	Bright	11/27/1981	Female		Jefferson County R-1	Review	611382	Open
	XXX	YYY	Zoe	04/11/1991	Female		Jefferson County R-1	Update		





EDID Download Report

- As cases are cleared out of case review the review status will change to either add or update depending on the outcome of what the EDIS Consultant sees.
- The case ID will no longer be displayed once the cases are processed out of review.
- The status will go from open to blank.
- There maybe times when the EDIS Consultant will need to call the district EDID Respondent in order to clarify information to make an informed decision when matching records.



Case Management

The EDIS Consultant reviews those cases that the system can't determine to be a match. The submitted educator is compared and weighed against the possible matches. Comments are so helpful during case management. This is most likely the same person but with the middle name being different the EDIS Consultant would need to call the district's EDIS Respondent.

SUBMITTED EDUCATOR - This educator was submitted for addition or update to EDIS. If the submitted educator does not have an EDID and match any of the records below and you want to add the educator to EDIS assignment:

- 1. Select the "Continue Adding Educator to EDIS" criteria.
- 2. Add your comments into the field at the bottom of the page.
- 3. Then press "Next-->" button. This will add the educator to EDIS and display the newly assigned EDID.

EDID	Last Name	First Name	Middle Name	DOB	Gender	SSN	LAEDID	Continue Adding Educator to EDIS
	Unicorn	Rainbow	Bright	11/27/1981	01	██████████	14201420000006	<input type="radio"/>

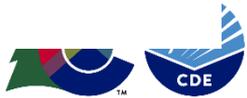
(1) POSSIBLE MATCHES - The following is a list of educator(s) found in the MEI that match the educator above. If one of the records matches the submitted educator above and you want to update the existing record:

- 1. Select the "Record to Update" criteria. This will update the existing record with the educator data above.
- 2. Add your comments into the field at the bottom of the page.
- 3. Then press the "Next-->" button. This will take you to a confirmation page recapping the action you are about to take.

Confidence	EDID	Last Name	First Name	Middle Name	DOB	Gender	SSN	LAEDID	Record to Update
0.5977	██████████	Unicorn	Rainbow	Horn	12/27/1981	01	██████████	14201420000006	<input type="radio"/>

Enter your Comments:

If you only want to add comments, press the "Save Comments" to add your comments to the Case.





Correcting SSN's

If you discover an educator has an incorrect SSN please call the EDIS Consultant. This process is in place to ensure the SSN is kept confidential.

You are welcome to enter the information including names, EDID, SSN etc. into your districts EDIS Syncplicity Folder. Once the information is in the folder please email the EDIS Consultant so he/she knows to look at the information. Syncplicity will not automatically notify CDE that something was placed in the folder.



EDIS Best Practices

- If you run across an employee with two EDID numbers please call the EDID Consultant or place the information into your districts EDIS Syncplicity Folder.
- When available always use the legal documents when verifying the legal name and DOB.
- Conduct a thorough search first before submitting an educator for a new EDID.
- Use NMN *No Middle Name* when the educator does not have a legal middle name
- To ensure data accuracy, the existing EDIS record should be updated soon after the educator is employed by the new LEA
- Entering comments in the comments box is very helpful to the EDIS Consultant. You can use acronyms to shorten the time entering into the comments box i.e. LN = last name, Prev Dist = Previous District.





Tips and Tricks

- When making changes to the name field(s) you must always click update after **each** name field is changed.
- During the busy time of year August – October, it can take 5-7 days to process records in case review.
- Communicate personally identifiable information PII through Syncplicity or a phone call, **never send PII via email.**
- The only acceptable punctuation is a dash -, a space and an ‘ apostrophe.
- SSN can only be corrected by the EDIS Consultant.





Should you have further questions please contact:

Debbie Puccetti
EDIS Consultant

Puccetti_d@cde.state.co.us

303-866-6612

This training as well as other information can be found at the following website:

http://www.cde.state.co.us/datapipeline/yr_edis

