

# Obtaining & Updating EDIDs

---

Data Submissions

*Recorded July 2021*



# EDIS Resources

**EDIS Resources**

**EDIS Request and Update Process Training**

Slides

Webinar

**EDIS Access**

Open

**EDIS Request/Update Guide**

Open

**EDIS Request/Update Template**

Open

EDID	Leave blank if the staff member is new. Populate with Existing EDID if requesting an update.	Last Name	Staff member's last name	Date of Birth	MMDDYYYY (numbers only, no slashes or dashes)
Social Security Number	The nine digit numeric value of the Educators Social Security Number. This field is required for all staff working at the school.	First Name	Staff member's first name	Gender	Gender should be entered with a leading zero 01=Female, 02=Male
District Code	8001	Middle Name	Staff member's middle name.	Notes	Add additional clarification notes when updating an EDID.
LAEDID	This field is optional.  A system or school generated unique number for each staff member that can be added to this field for additional clarity.		This field is optional, if there is no middle name - use NMN.		Notes can be added for new requests on common names that may end up in case review.

**Educator Identifier (EDID) Attainment and Update Process**

COLORADO CHARTER SCHOOL INSTITUTE

**Contents**

- EDIS Attainment Request Process ..... 2
- Overview and Resources ..... 2
- EDID Process for Schools ..... 3
- Accessing and Using EDIS (to Identify Staff Needing EDID) ..... 3
- Requesting New or Changes to EDIDs ..... 6
- FileZilla ..... 7
- Email Notification to CSI from Schools ..... 8
- Email Notification from CSI to Schools and Checking EDIS for Generated EDIDs ..... 8
- Final Steps – EDIDs and SIS Updates ..... 9

**oede** **COLORADO**  
Educator ID Department of Education

Welcome - Ryan Hartung Charter School Institute [EDIS/EM / Login](#)

**Educator Maintenance**

[Go Home](#) [Add Single Educator](#) [Add Multiple Educators](#) [Data Pipeline](#)

**EDIS Home**

The purpose of the Educator Identification System (EDIS) is to be able to assign each educator in the state of Colorado a unique educator ID that will stay with the educator....

**There are three ways to obtain a State Assigned Educator ID (EDID):**

- 1. Add Single Educator**  
This method allows the institution to submit a single educator's information and to obtain a unique ID for the submitted educator. This function is not available to users with "Read-Only" access to EDIS.
- 2. Add Multiple Educators**  
This method allows the institution to submit a list of educators via an on-line form in order to assign each educator a unique identifier. A list of IDs will be supplied back to the institution through a listing on the web site.
- 3. Data Pipeline**  
This method allows the sending institution the option of sending a large batch of Educator information in order to assign each Educator a unique ID. The sending institution is able to receive the identifiers back via a similar Data Pipeline file.

**Reports**

[EDIS User Guide](#)

**CSI EDID Request Template**

EDID	SSN	District Code	LAEDID	Last Name	First Name	Middle Name	DOB	Gender	Notes





# EDIS Access


Due to the sensitive employee level data, school leaders must email [submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us) to request access to the EDIS system.

The screenshot shows the Colorado Department of Education website. At the top left is the logo with the text "COLORADO Department of Education". To the right is a search bar and a "SITE INDEX" link. Below the logo is a navigation menu with five items: "FAMILIES", "EDUCATORS", "DISTRICTS", "COMMUNITIES", and "SCHOOLview®". A teal banner below the menu contains a red medical icon and the text "STAY INFORMED: Visit CDE's COVID-19 Resources for Schools page". The main content area is titled "Home » Identity Management Applications:" and features "Educator Identification System (EDIS Web System)". Underneath is an "About EDIS" section with a "Log in to EDIS" button highlighted by a red box. On the right side, there is a list of "Identity Management Applications" including CEDAR, Data Pipeline, EDIS (Educator Identification System), ESSU Data Management, EZREPORTS, Facility Schools Student Data, IDEA Budget and Expenditures, LACES (Adult Education), RANDA (Performance Management System), RITS (Record Integration Tracking System), and SEES (Student Engagement Evaluation System).

Link to EDIS login page: <https://resources.csi.state.co.us/edis-access/>



# Looking Up Staff in EDIS

**cde** Educator ID  **COLORADO** Department of Education

Welcome - Ryan Hartung Charter School Institute [EDIS/HOME](#) / [logout](#)

---

**Educator Maintenance**

- [Educator Search / Update](#) (circled in red)
- [Add Multiple Educators](#)
- [Data Pipeline File Upload](#)

**EDIS User Guide**

- [EDIS User Guide](#)

**Reports**

- [Educator Activity Report](#)
- [Taken Educators Report](#)
- [Educator History Report](#)
- [EDIS Download Report](#)

**EDIS Home**


The **Educator Search**


The Educator Search provides the ability to search for an educator in the Master Educator Index. To begin your search, please enter available information in the fields. You may use upper and/or lower case letters for your search. Once you have finished, press the "Search" button.

Last Name :

First Name :

Middle Name :

DOB :  

Gender :  

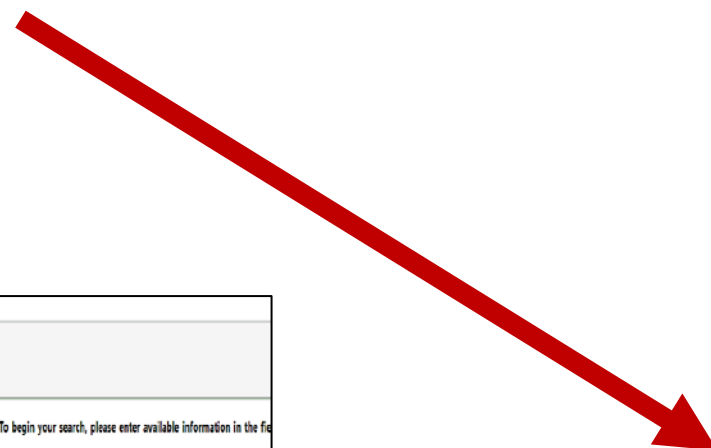
SSN :

EDID :

LAEDID :



# EDIS Best Practices



**Educator Search**

The Educator Search provides the ability to search for an educator in the Master Educator Index. To begin your search, please enter available information in the following fields. All fields are required. Please use lower case letters for your search. Once you have finished, press the "Search" button.

Last Name:

First Name:

Middle Name:

DOB:

Gender:

SSN:

EDID:

LAEDID:

**Educator Search**

The Educator Search provides the ability to search for an educator in the Master Educator Index. To begin your search, please enter available information in the following fields. All fields are required. Please use lower case letters for your search. Once you have finished, press the "Search" button.

Last Name:

First Name:

Middle Name:

DOB:

Gender:

SSN:

EDID:

LAEDID:

**Educator Search**

The Educator Search provides the ability to search for an educator in the Master Educator Index. To begin your search, please enter available information in the following fields. All fields are required. Please use lower case letters for your search. Once you have finished, press the "Search" button.

Last Name:

First Name:

Middle Name:

DOB:

Gender:

SSN:

EDID:

LAEDID:





# FileZilla – EDID File Transfer

Remote site: /Ascent Classical Academy Douglas County/Submissions/SASID and EDID Submissions

- Animas High School
- Ascent Classical Academy Douglas County
  - Assessments
  - HR
  - Submissions
    - December Count
    - EOY
    - March Report Card
    - October Count
    - P-EBT
    - READ Act
    - SASID and EDID Submissions
    - School Discipline
    - SPED Discipline
    - SPED EOY
    - TSDL
- Ascent Classical Academy Northern Colorado

**New Requests:**  
[code]\_[initials]\_EDID\_requests\_[mmddyyyy]

**Update Requests:**  
[code]\_[initials]\_EDID\_update\_[mmddyyyy]

**EDID Results:**  
[code]\_[initials]\_EDID\_RESULTS\_[mmddyyyy]

Filename	Filesize	Filetype	Last modified	Permis...	Ownr
..					
0079_RR_SASID_correction_02222021.xlsx	12,616	Microsoft Excel Worksheet	2/22/2021 7:46:30 AM		
0079_RR_SASID_requests_09302020.xlsx	16,373	Microsoft Excel Worksheet	10/9/2020 10:58:35 AM		
Completed Requests		File folder	2/22/2021 2:39:51 PM		

\*\*\*Depending on Access Level in FileZilla – Files can also be transferred to the HR Folder





# Updating EDID Request Form

## EDID Request Template

CSI EDID Request and Update Template

EDID	SSN	District Code	LAEDID	Last Name	First Name	Middle Name	DOB	Gender	Notes
	123456789	8001		Tribbett	Jessica	NMN	01011990	01	
	987654321	8001		Hartung	Ryan	M	01021991	02	
	132457689	8001		Eddy	Julie	A	01031992	01	
	978675643	8001		Dinnen	Janet	Elizabeth	01041994	01	

## EDID Update Template

CSI EDID Request and Update Template

EDID	SSN	District Code	LAEDID	Last Name	First Name	Middle Name	DOB	Gender	Notes
333333333	123456789	8001		Tribbett	Jessica	NMN	01011990	01	Got Married
222222222	987654321	8001		Hartung	Ryan	M	01021981	02	Wrong DOB
555555555	132457689	8001		Eddy	Julie	Ann	01031992	01	Full middle name
444444444	978675643	8001		Dinnen	Janet	Elizabeth	01041994	01	Incorrect gender coded



# Results Review

**Once CSI Processes the file, results will come back in one of two ways:**

1. CSI will provide a results report in FileZilla and contact you

**OR**

2. Once processed, search for EDID in EDIS System

Additional Notes:

- Blank results = CDE Case Review for potential duplicate. Check back in EDIS in the next 24-48 hours
- If no EDID was assigned, reach out as CSI will contact CDE
- Once EDIDs are received, update your system/Starting Point files



# Importance of Timeliness

- All Staff should have an EDID at the start of the HR collection.
- Consider submitting requests at time of hire to prevent delays which happen closer to HR deadlines.



# Resources & Supports

**For additional support, consider reviewing of the following resources and optional exercises.**

## Resources to Review:

- CSI SASID and EDIDs page
- EDID Request Update Guidance
- EDIS Template
- CDE Educator Identification System page

## Optional Quiz:

[EDID Process Quiz](#)



# Thank you!

For questions contact the CSI Submissions Inbox at:  
[submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us)