

EDID Request and Update Process



 EDID Access and Roles

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Process

 EDID Results Review





EDIS Access

The first step will be to ensure that you have access to EDIS and G-Drive. The setup process for this differs from other collections as the school leader must send an email approving the setup due to the sensitive nature of the data. Ensure the school leader emails the submissions inbox at: submissions_csi@csi.state.co.us

The screenshot shows the Colorado Department of Education website. At the top left is the CDE logo. To the right is a search bar and a 'SITE INDEX' link. Below the logo is a navigation menu with links for 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 a section for 'Educator Identification System (EDIS Web System)'. Under this section, there is an 'About EDIS' heading and a paragraph stating 'EDIS, or Educator Identification System, assigns each educator in the state of Colorado a unique educator ID.' Below this text is a blue button labeled 'Log in to EDIS' which is highlighted with a red border. To the right of the main content is a sidebar titled 'Identity Management Applications:' containing a list of various systems: 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/>



EDIS Process Roles

Role of Schools

- Review EDIS and search for new staff at your school
- If an EDID has not been created, utilize the template provided on the CSI website
- Submit the template to G-Drive and email the submissions inbox (submissions_csi@csi.state.co.us) to notify CSI that a new request has been made
- Wait for a return response saying file has been processed and use!

Role of CSI

- Navigate to G-Drive obtain the updated template file that needs to be processed
- Review the file to check for any formatting issues
- Process in the data pipeline and email school to notify that either a Results report is in FileZilla or the EDIDs are available in EDIS

CSI SASID/EDID Resource page: <https://resources.csi.state.co.us/sasid-edid-requests/>



Process to Request and Update EDIDs



Searching EDIS Prior to Request

It is very important to search EDIS in various ways due to potential discrepancies or inaccurate data. Try searching various combinations of the Staff person's Name, Date of Birth, SSN etc. to ensure they do not have an EDID. This could look like:

1. Search Full Name, DOB, SSN
2. Then search by SSN
3. Try searching by Last Name and DOB

If all searches do not result in a match, then an EDID request is necessary. If an EDID is found, but some information is inaccurate, an EDID update request is necessary

The screenshot shows the 'Educator Search' interface. On the left, there is a sidebar with 'Educator Maintenance' (containing 'Educator Search / Update', 'Add Single Educator', 'Add Multiple Educators', and 'Data Pipeline File Upload'), 'EDIS User Guide', and 'Reports' (containing 'Educator Activity Report', 'Taken Educators Report', 'Educator History Report', and 'EDIS Download Report'). The main area is titled 'Educator Search' and contains a text box with instructions: '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.' Below this are input fields for: Last Name (Doe), First Name (John), Middle Name, DOB (01/08/1990), Gender (Male), SSN (123456789), EDID, and LAEDID. At the bottom right are 'Cancel' and 'Search' buttons.

This screenshot is identical to the one above, showing the 'Educator Search' interface. The only difference is in the 'Gender' dropdown menu, which is set to 'None' instead of 'Male'. All other fields and the sidebar remain the same.

For full instructions on the EDID process, see the [EDID Request Update Guide](#)



EDIS Template

Complete the EDIS Request Template when requesting new EDIDs or making updates to existing ones. These should be submitted separately

Hover over red triangle for formatting instructions

CSI EDID Request/Update Template

EDID	SSN	District Code	LAEDID	Last Name	First Name	Middle Name	DOB	Gender	Notes
Leave Blank unless EDID Update Process	No Dashes	8001 for CSI	Optional			Use NMN for No Middle Name	No slashes or dashes	01 = Female 02 = Male 03 = Nonbinary	Optional - good to provide clarifying details to CDE, especially for updates or common names

Link to CSI EDIS Template: <https://resources.csi.state.co.us/edid-request-template/>

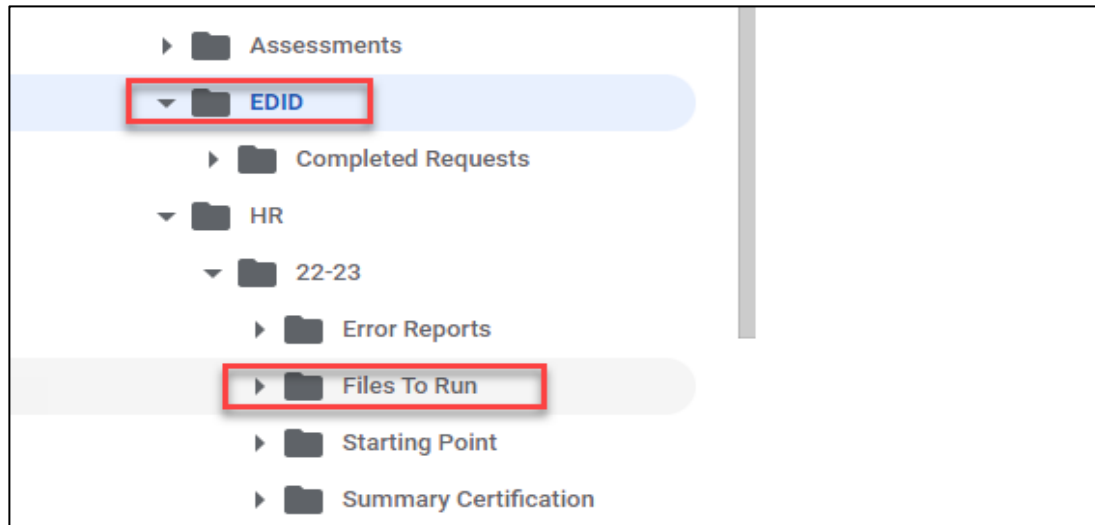


EDID Request File Transfer

EDID request templates should be named similar to how files are to ensure the most recent request is being processed. See below for an example:

- 5453_MMS_EDISRequest_09012022
- 3326_CILA_EDISUpdate_09012022

All files should be submitted in either the EDID folder or HR folder, depending on setup and access levels. Please email the submissions inbox when available at submissions_csi@csi.state.co.us





EDID Review



Results Review

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

1. CSI will provide a results report to G-Drive and notify you when available. OR
2. CSI will let you know they have been processed and to access EDIS and search to obtain the results.



Courtesy of clipartpanda.com

- Blank results typically mean the staff person when to CDE's case review. This means there may be a potential duplicate and may require further details or more time on CDE's end to review. Please allow 24-48 hours, so keep checking EDIS!
- Reach out to CSI if no EDID is assigned after 48 hours and we will contact CDE
- Once EDIDs are received, update your system or Starting Point files accordingly



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

