

Add Back SEA Permissions

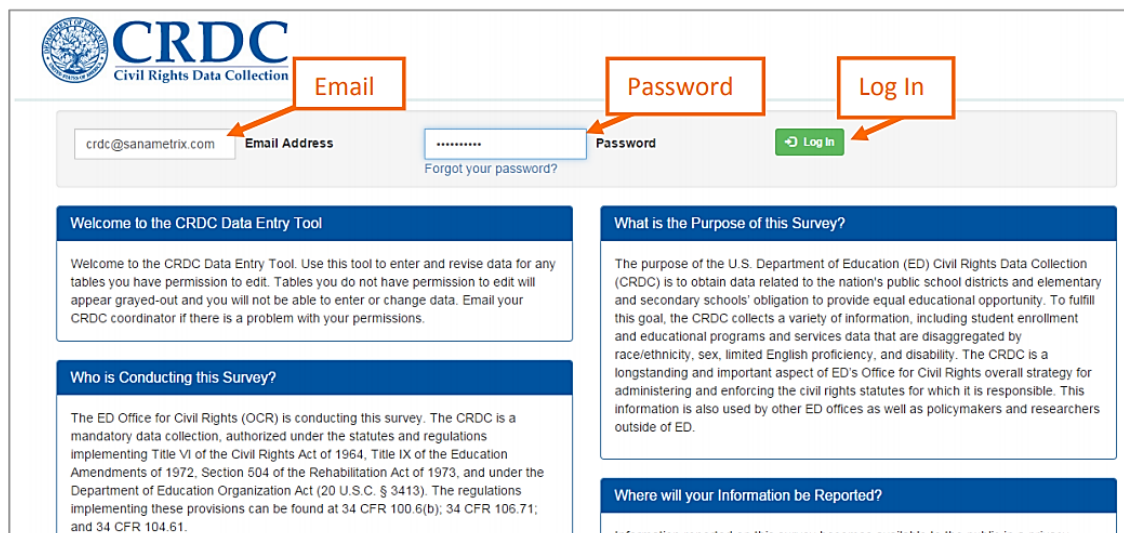
A state department of education (SEA) can volunteer to pre-populate a local educational agency's (LEA's) CRDC survey with data. An LEA can choose to "opt-in" to have this data pre-populated or "opt-out" and complete the CRDC independently. If the LEA chose to "opt-out" but later wishes to "opt-in," this document illustrates how to add a SEA representative back into the CRDC system.



Unsure if a user has an existing account? Enter the user's email address and click on "Forgot Your Password?" to see if the user is in the system. If not, a login can be requested by contacting the CRDC PSC by email or calling (855) 255-6901.

Step 1: Log into the CRDC System

Access the CRDC survey at <http://surveys.nces.ed.gov/crdc>. Enter the user's email and password and click the green **Log In** button as shown in Figure 1.



The screenshot shows the CRDC login interface. At the top is the CRDC logo. Below it are three input fields: 'Email Address' (containing 'crdc@sanamatrix.com'), 'Password' (with a masked password '.....' and a 'Forgot your password?' link), and a green 'Log In' button. Arrows point from labels 'Email', 'Password', and 'Log In' to their respective elements. Below the login fields are three informational boxes: 'Welcome to the CRDC Data Entry Tool', 'Who is Conducting this Survey?', and 'What is the Purpose of this Survey?'. A fourth box at the bottom right is titled 'Where will your Information be Reported?'.

Figure 1: Submission system log-in screen.

Step 2: Access the ADMIN page

Next to the silhouette icon with the username is the link to the ADMIN section of the site, shown in Figure 2. Click on the link to navigate to the ADMIN page.



The screenshot shows the CRDC navigation menu. It includes the CRDC logo, a navigation bar with links for 'Certification', 'Resources', 'Reports', and 'Admin' (which is highlighted with an orange box), and a user profile section with a silhouette icon and the email 'user.name@gmail.com'. A 'Home' link is located in the bottom left corner.

Figure 2: Submission system menu with ADMIN specified.

Step 3: Select LEA Staff

On the ADMIN home page, click on **LEA Staff** as shown in Figure 3.

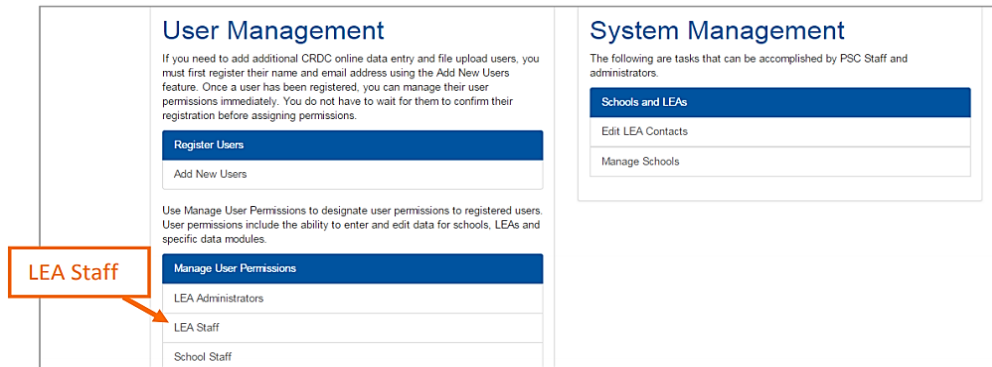


Figure 1: Submission system ADMIN home page.

Step 4: Click Add User

On the LEA Staff page, click the green + **Add User** button to add a new user to the LEA survey, as shown in Figure 4.

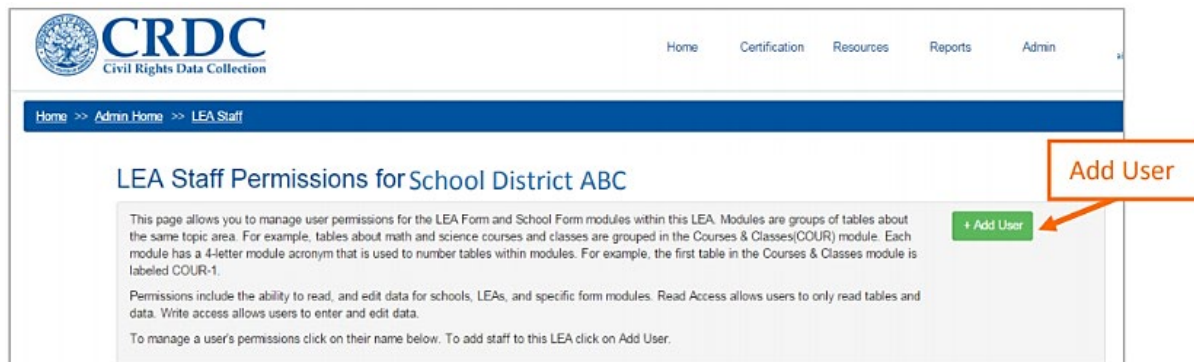


Figure 2: LEA staff permissions page.

Step 5: Enter an SEA Representative's Email Address

The CRDC submission system will remember previous users. As the SEA representative's email address is entered, similar usernames will appear, as shown in Figure 5.

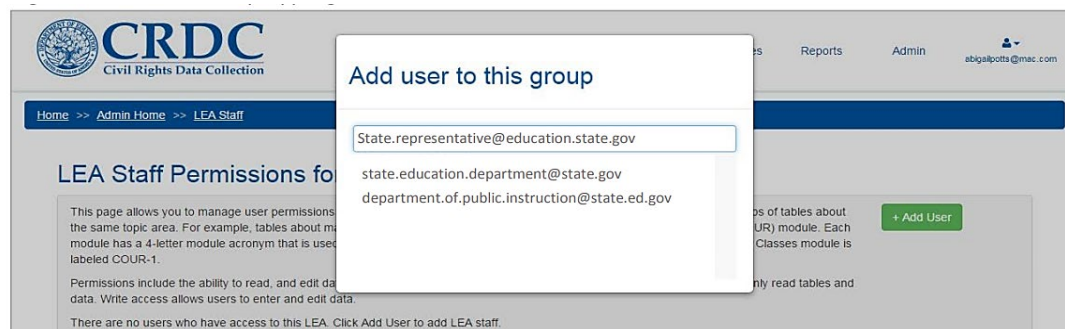


Figure 3: LEA Staff Permissions - Add users by typing their email address.



Do not know who the contact is for a SEA? We can help. Request further information by contacting the contacting the CRDC PSC by email or calling (855) 255-6901.

Step 6: Click Add User

Click the blue **Add User** button to add back the SEA representative.

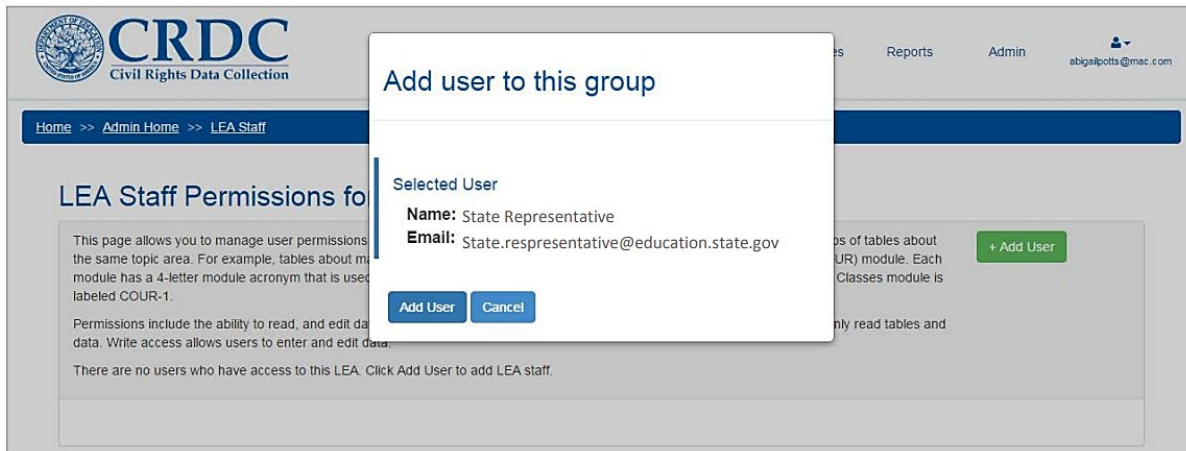


Figure 4: LEA Staff Permissions - Select and add user.

Step 7: Set Permissions and Access for an SEA Representative

Access can be added to specific CRDC forms, modules, or specific schools by changing an SEA representative's permissions.

Click the Plus Sign "+" to View Options

Clicking the plus sign will expand (or hide) more options to grant user permissions to an SEA.

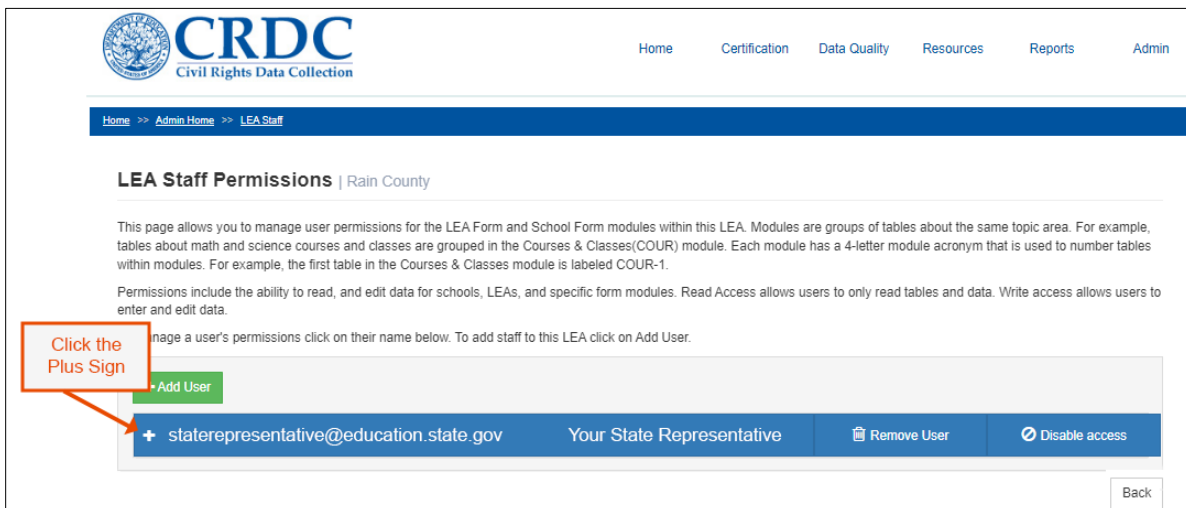
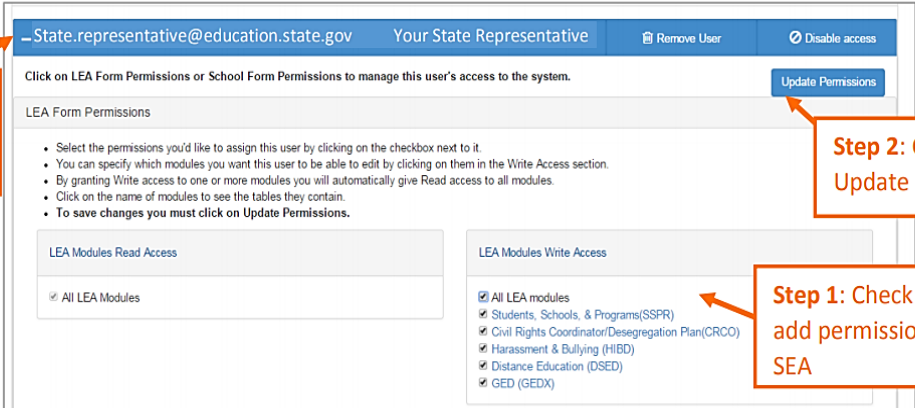


Figure 5: Access more options for setting permissions.

Change Access by Form (LEA or School) and by Module

Expanding the options allows a user to grant permissions to an SEA by LEA or school and by topic area module. Figure 8 shows how to add access to the LEA form by checking all or some topic area modules.



Expand or Hide Options

Step 2: Click Update Permissions

Step 1: Check modules to add permission for your SEA

LEA Form Permissions

- Select the permissions you'd like to assign this user by clicking on the checkbox next to it.
- You can specify which modules you want this user to be able to edit by clicking on them in the Write Access section.
- By granting Write access to one or more modules you will automatically give Read access to all modules.
- Click on the name of modules to see the tables they contain.
- To save changes you must click on Update Permissions.

LEA Modules Read Access

☒ All LEA Modules

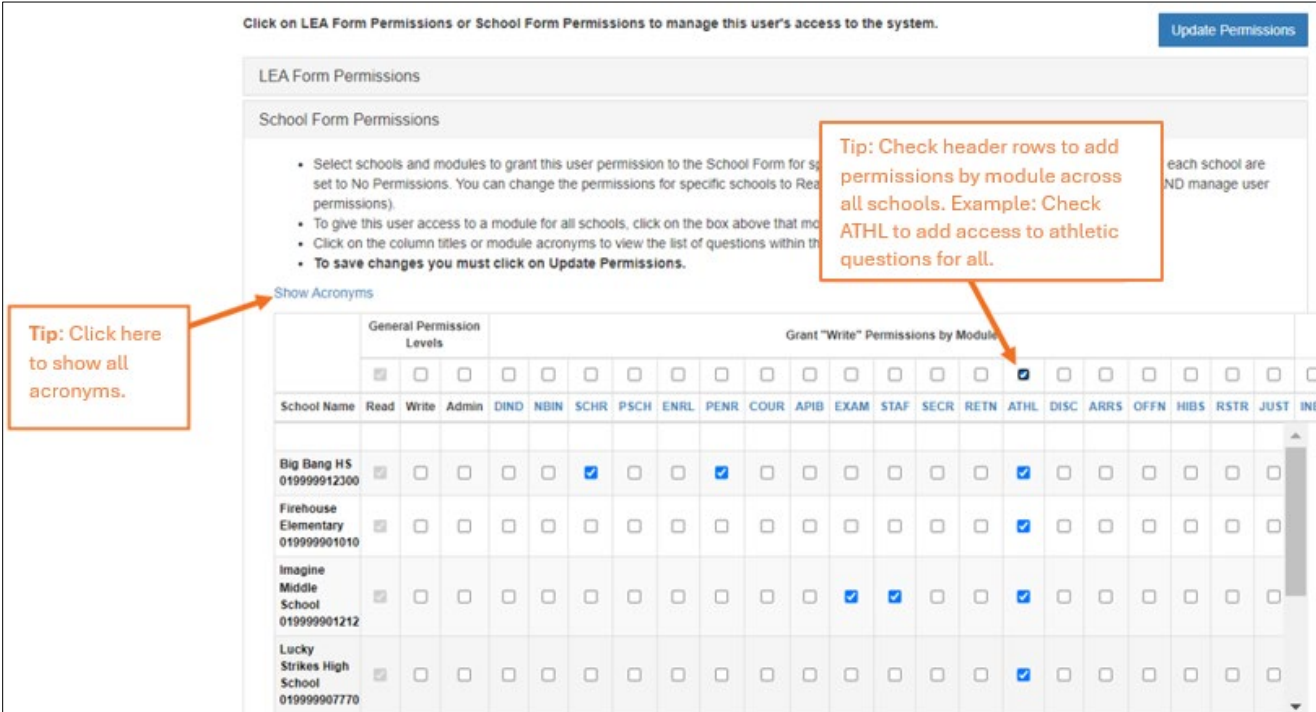
LEA Modules Write Access

- ☒ All LEA modules
- ☒ Students, Schools, & Programs(SSPR)
- ☒ Civil Rights Coordinator/Desegregation Plan(CRCO)
- ☒ Harassment & Bullying (HIBD)
- ☒ Distance Education (DSED)
- ☒ GED (GEDX)

Figure 6: Setting LEA permissions.

School Form Permissions

Individual permissions can be set for schools in an LEA. Figure 9 shows options for adding permissions by module.



Tip: Click here to show all acronyms.

Tip: Check header rows to add permissions by module across all schools. Example: Check ATHL to add access to athletic questions for all.

Click on LEA Form Permissions or School Form Permissions to manage this user's access to the system.

Update Permissions

LEA Form Permissions

School Form Permissions

- Select schools and modules to grant this user permission to the School Form for set to No Permissions. You can change the permissions for specific schools to Read permissions).
- To give this user access to a module for all schools, click on the box above that module.
- Click on the column titles or module acronyms to view the list of questions within the module.
- To save changes you must click on Update Permissions.

Show Acronyms

School Name	General Permission Levels			Grant "Write" Permissions by Module																				
	Read	Write	Admin	DIND	NBID	SCHR	PSCH	ENRL	PENR	COUR	APIB	EXAM	STAF	SECR	RETN	ATHL	DISC	ARRS	OFFN	HIBS	RSTR	JUST	INE	
Big Bang HS 019999912300	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firehouse Elementary 019999901010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagine Middle School 019999901212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucky Strikes High School 019999907770	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 7: Setting school form permissions by adding access to modules.

Figure 10 shows how checking **write** for Big Bang HS will add access across all school- level data for that school.

School Form Permissions

- Select schools and modules to grant this user permission to the School Form for specific schools and modules. The default permissions for each school are set to No Permissions. You can change the permissions for specific schools to Read Access, Write Access, or Admin (ability to enter data AND manage user permissions).
- To give this user access to a module for all schools, click on the box above that module.
- Click on the column titles or module acronyms to view the list of questions within them.
- To save changes you must click on **Update Permissions**.

Show Acronyms

School Name	General Permission Levels			Grant "Write" Permissions by Module															
	Read	Write	Admin	APIB	EXAM	STAF	SECR	RETN	ATHL	DISC	ARRS	OFFN	HIBS	RSTR	JUST				
Big Bang HS 019999912300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Firehouse Elementary 019999901010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Tip: Click "write" by the school name to add access.

Figure 8: Setting school form permissions by adding access to schools.

Access can be customized for an SEA representative by checking or unchecking any box on the grid. Figure 11 shows that SEA representative access to upload preschool data was removed from Big Bang HS, and SEA representative access to upload staff data was removed from Firehouse Elementary.

School Form Permissions

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Show Acronyms

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Big Bang HS 019999912300	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Firehouse Elementary 019999901010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add access to specific modules in certain schools by checking or unchecking boxes.

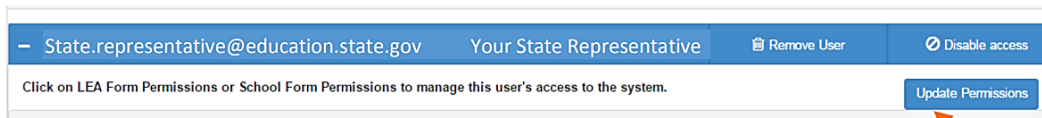
Figure 9: Setting customized access across schools and modules.



Need more information on setting custom access?
Check out the [CRDC Submission System User Guide](#).

Last Step: Update Permissions

The last step in setting customized access is to update the permissions for an SEA representative by clicking the **Update Permissions** button shown in Figure 12.



Last Step: Click
Update Permissions

Figure 10: Click update permissions.

Contact the Partner Support Center

(855) 255-6901 | [PSC Contact Us](#)