CONTACTS MANAGER
APPLICATION INSTRUCTIONS

ABOUT CONTACTS MANGER

This application serves as a centralized resource for both the Connecticut State Department of Education and Local Education Agencies to simplify and streamline the collection of contact information. The data collected is used to complete several requirements as well as the Teacher Negotiations Act.

The first data entry section records the basic information about an individual. If more details are needed there is a secondary screen to collect the necessary data elements.

USING THE APPLICATION

This section explains how to log into the system and add a contact:

LOGGING IN

1. You must have the role **Contact Manager Writer** assigned to you in Directory Manager.
   - What is Directory Manager? See page 3 for more information.
   - How do I get the **Contact Manager Writer** role assigned to me? See page 3 for more information.
2. Go to CSDE's application portal, https://csde.ct.gov/

3. Under Applications select **Contacts Manager.** The Organization will be your LEA.
   - If Contacts Manager is not in the drop-down box (see above) then you do not have the appropriate access rights. See page 3 for more information.
4. Select **Continue.**

ADDING A CONTACT

1. Select [Create New]

   - Any new contact will need to be entered manually. In subsequent years your LEA does not have to re-enter information, you can simply update the contact information as needed (see next section for instructions).

2. The Create District Contact screen will open:

   ### Create District Contact

* Email Address	
* Last Name	
* First Name	
* Phone Number	

   - Complete the required fields at the top of the screen:
     - Email Address
     - Last Name
     - First name
     - Phone Number
     - Certain contact lists (such as the Teacher Negotiations Act) may require additional fields.
   - The bottom of the screen lists various roles that could pertain to each contact.
   - If a role applies to the contact check the appropriate box. In some instances, a contact can have only one role within a contact list; in other cases a contact can have more than one role.
   - Select [Save] when you are done.

UPDATING/REMOVING A CONTACT

- Select [Add/View/Edit list of staff members with roles assigned.]
- Staff with one or more roles will be displayed.
- Select **Edit** to *update* the individual's role(s). Check or uncheck boxes as needed, then select **Save**.
- Select **Delete** to *remove* the individual. A confirmation screen will open. Select **Yes** at the bottom of the screen. This option is useful when a staff member exits your Reporting District.

ASSISTANCE

For Assistance with Contacts Manager please contact Keryn Felder at Keryn.Felder@ct.gov. Questions regarding other aspects of the data collected should be directed to the individual listed within the application.

ABOUT DIRECTORY MANAGER

Directory Manager (DM) is located in the Portal Applications website. DM is the official listing of all districts, schools and other educational facilities. DM is used to manage users and their roles for all Portal Applications.

Every LEA has at least one LEA Security Manager. This individual can assign the **Contact Manager Writer** role as needed. A list of LEA Security Managers is available in the Find Contacts section of EdSight (select Contacts Manger Writer in the District Data Contacts section).