To: Superintendents of Schools
From: Ajit Gopalakrishnan
Chief Performance Officer
Date: March 29, 2018
Subject: EdSight Secure – School-level Access Now Available

The CSDE is pleased to extend access for EdSight Secure to school-level users. Up to two users from each school can now be provided with secure access to the reports, analysis tools, data visualizations, and student-level data contained in EdSight Secure. Principals/assistant principals, school-level data staff, or school counselors are likely the individuals who will benefit most from having this access. One user can be assigned to more than one facility e.g., a principal can be assigned access to the school and the alternative program.

To ensure that authorized school-level users can gain access to EdSight Secure, please:

1. identify two staff members at each school who should receive access to handle confidential student data; and

2. ask your district’s LEA Security Manager (see list of LEA Security Managers for all districts) to provide EdSight Secure access to those individuals through the Directory Manager (DM) application.

Detailed instructions and professional learning opportunities are described in the attached one-pager. Please emphasize to all individuals receiving access to the system that they should not share usernames and passwords as each is unique to the assigned individual. Sharing accounts may result in a breach of data privacy because EdSight Secure provides access to confidential, student-level data.

If you have any questions, please contact me at ajit.gopalakrishnan@ct.gov or 860-713-6888.

Thank you.

cc: LEA Security Managers
Steps for LEA Security Managers

1. Receive the names of individuals from the Superintendent who will be the authorized school-level users for EdSight Secure

2. If the individual has an existing DM Account:
   a. Assign the user the EdSight Secure School Analyst role (note that one user can be assigned this role for more than one facility e.g., a school and a program)
   b. Instruct the user to reset their password at http://sdeportal.ct.gov/portaluser/ and wait 10 minutes before accessing EdSight Secure

3. If an individual is new to DM:
   a. Create a new user in DM
   b. Assign the user the EdSight Secure School Analyst role (note that one user can be assigned this role for more than one facility e.g., a school and a program)
   c. Ask the user to use the link in the second email to reset their password and wait 10 minutes before accessing EdSight Secure

Steps for EdSight Secure Users

1. If you had a DM account previously and have been assigned the EdSight Secure School Analyst role:
   b. Wait 10 minutes and then go to https://secure-EdSight.ct.gov and login using your username and new password

2. If you have a new account in DM:
   a. You will receive one e-mail with a unique username and a second e-mail with a password
   b. Use the link in the second email to reset your password
   c. Wait 10 minutes and then navigate to https://secure-EdSight.ct.gov and login with your username and updated password

3. Remember not to share usernames and passwords as each is unique to the assigned individual. Sharing accounts may result in a breach of data privacy because EdSight Secure provides access to confidential, student-level data.

For general questions about EdSight Secure, please email EdSight.SDE@ct.gov. For assistance regarding DM, please contact Laura Guerrera at Laura.Guerrera@ct.gov / 860-713-6898 or Raymond Martin at Raymond.Martin@ct.gov / 860-713-6876.

Professional Learning Opportunities for School-Level Users (pre-registration required)

- April 12, 2018, 10:30 – 12:00, CSDE Hartford
- April 12, 2018, 3:00 – 4:30, CSDE Hartford
- April 17, 2018, 10:30 – 12:00, CAS Cheshire
- April 17, 2018, 1:00 – 2:30, CAS Cheshire
- April 26, 2018, 1:00 – 2:30, CSDE Hartford

If you are unable to attend a session but need assistance, please do not hesitate to reach out to edsight.sde@ct.gov.