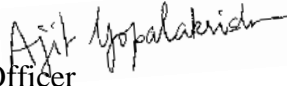# STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

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 <u>two users from each school</u> 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 <u>not</u> 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

Box 2219 ● Hartford, Connecticut 06145
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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 <u>existing</u> 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 <u>new</u> 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:
   a. Go to http://sdeportal.ct.gov/portaluser/ and reset your password.
   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 <u>new</u> 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.