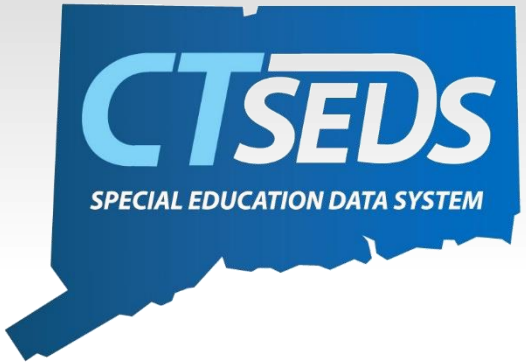
CT-SEDS Administrative Preview

Session #2 Users and Caseloads



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CSDE

Welcome

June 8th — Home Page and Orientation

- Dashboard and Widgets
- My Account tools
- Student Search

June 15th — **Users and Caseloads**

- User Types
- Adding/Inactivating Users
- Caseload Set-Up

June 22nd — Administrative Tasks

- District Calendar Management (Progress Report Periods, ESY)
- Schools Management
- Monitoring Imports

Topics Covered today

- User Types
  - User Permissions
  - Logging in for the first time
  - Adding/Inactivating Users
- Caseloads
  - User Caseload Setup
  - Caseload Administrative Wizard

Users and User Types

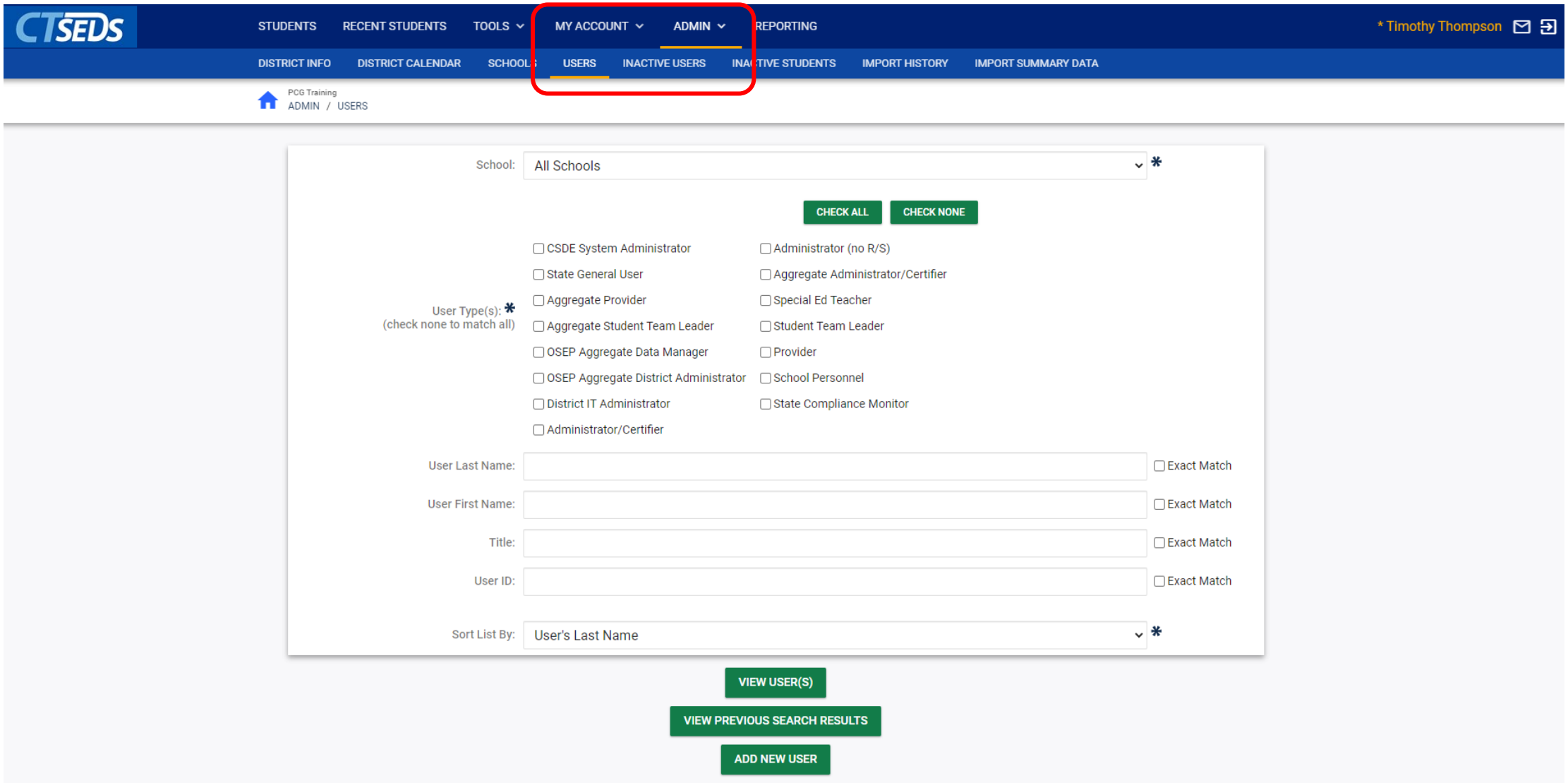
Available User Types

User Types
School Personnel
Provider
Aggregate Provider
Special Ed Teacher
Student Team Leader
Aggregate Student Team Leader
Administrator/Certifier
Administrator (no R/S)
Aggregate Administrator/Certifier
District IT Administrator
OSEP Aggregate Data Manager
OSEP Aggregate District Administrator

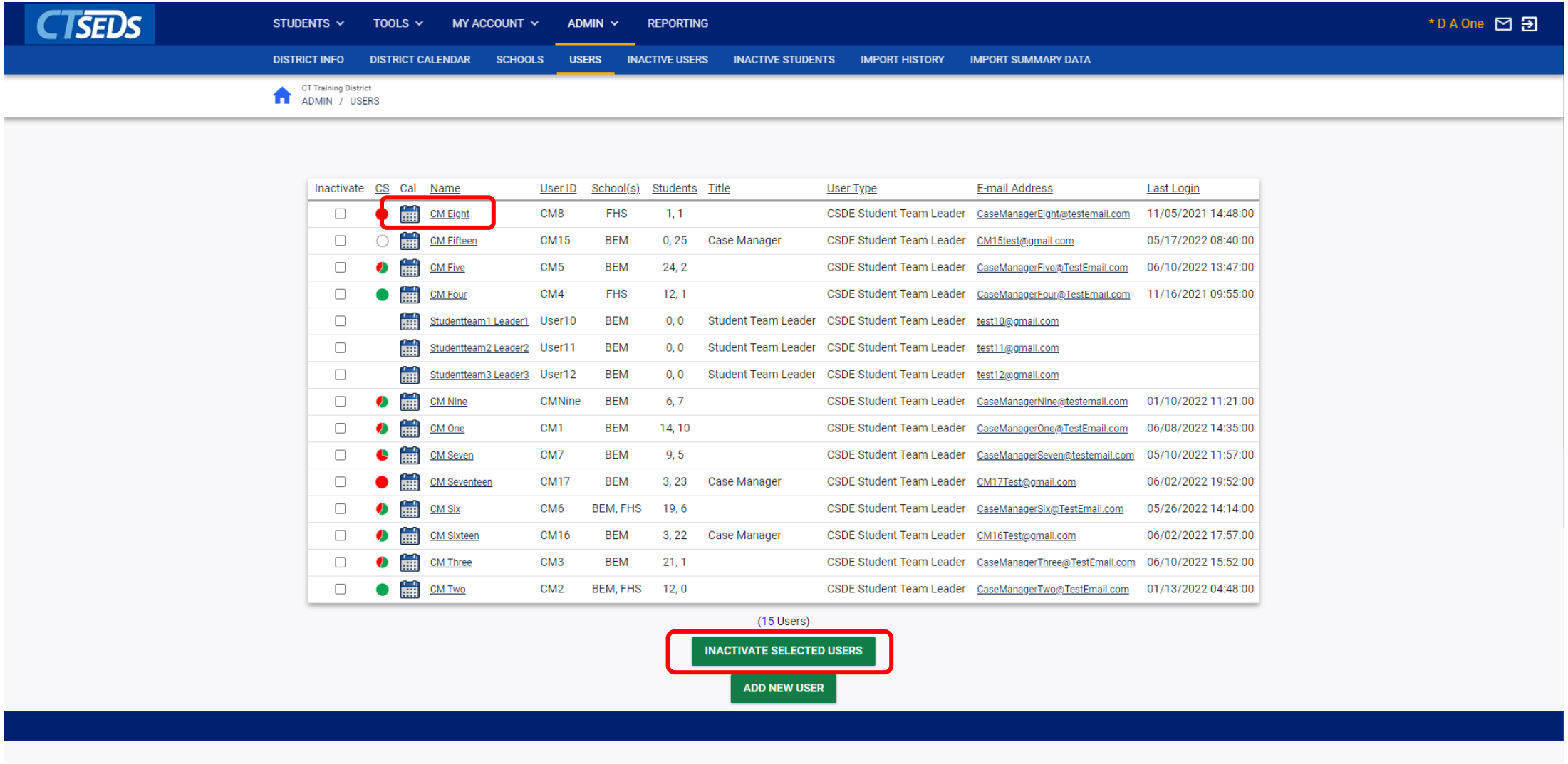
Logging into CT-SEDS for the First Time

- Users can login to CT-SEDS starting on 7/1/2022.
- Users will use their email address and a temporary password to access the CT-SEDS system.
- Administrators in each district will receive login information to distribute to their staff members including the URL to their CT-SEDS site and the temporary password.
  - If staff have more than one email address, the one listed in the spreadsheet distributed should be used.

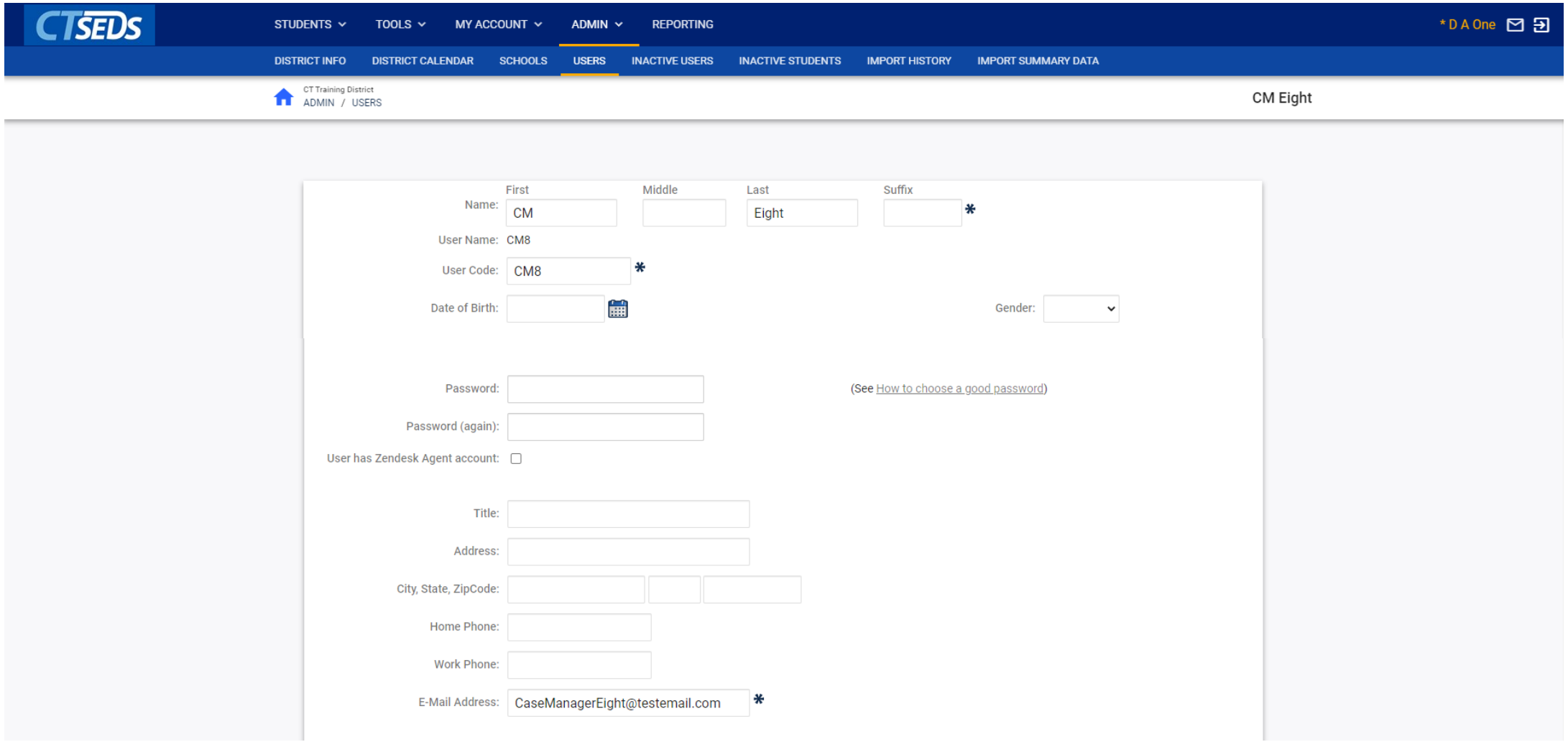
Manage Users



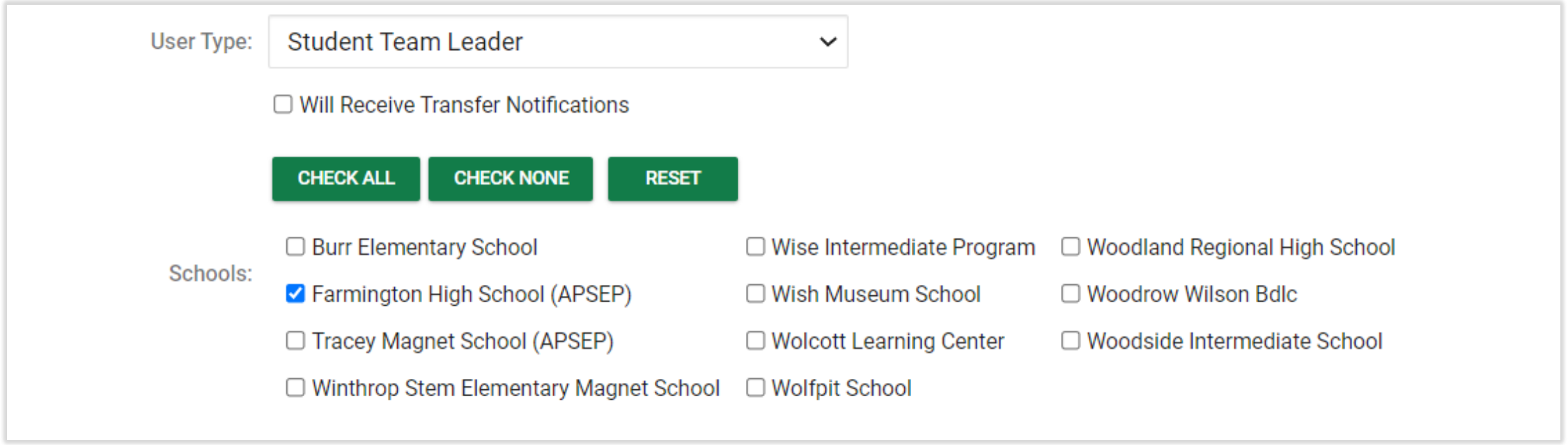
Manage Users

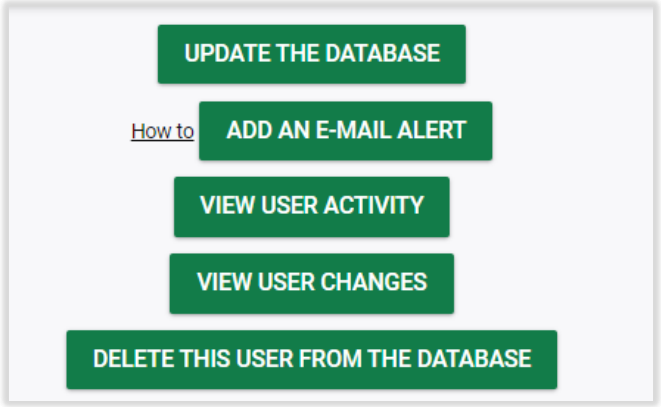


User Profile Page

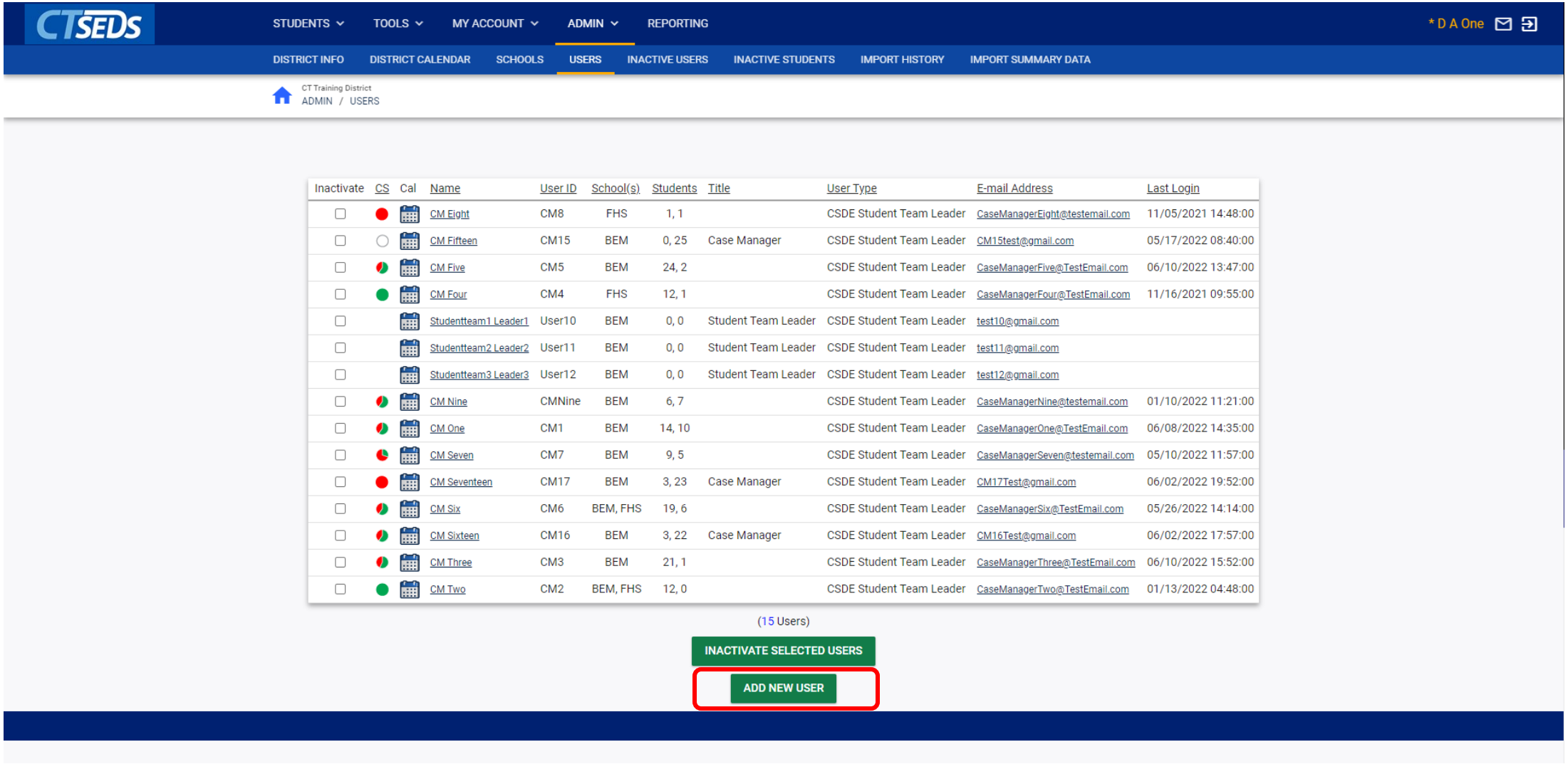


User Profile Page

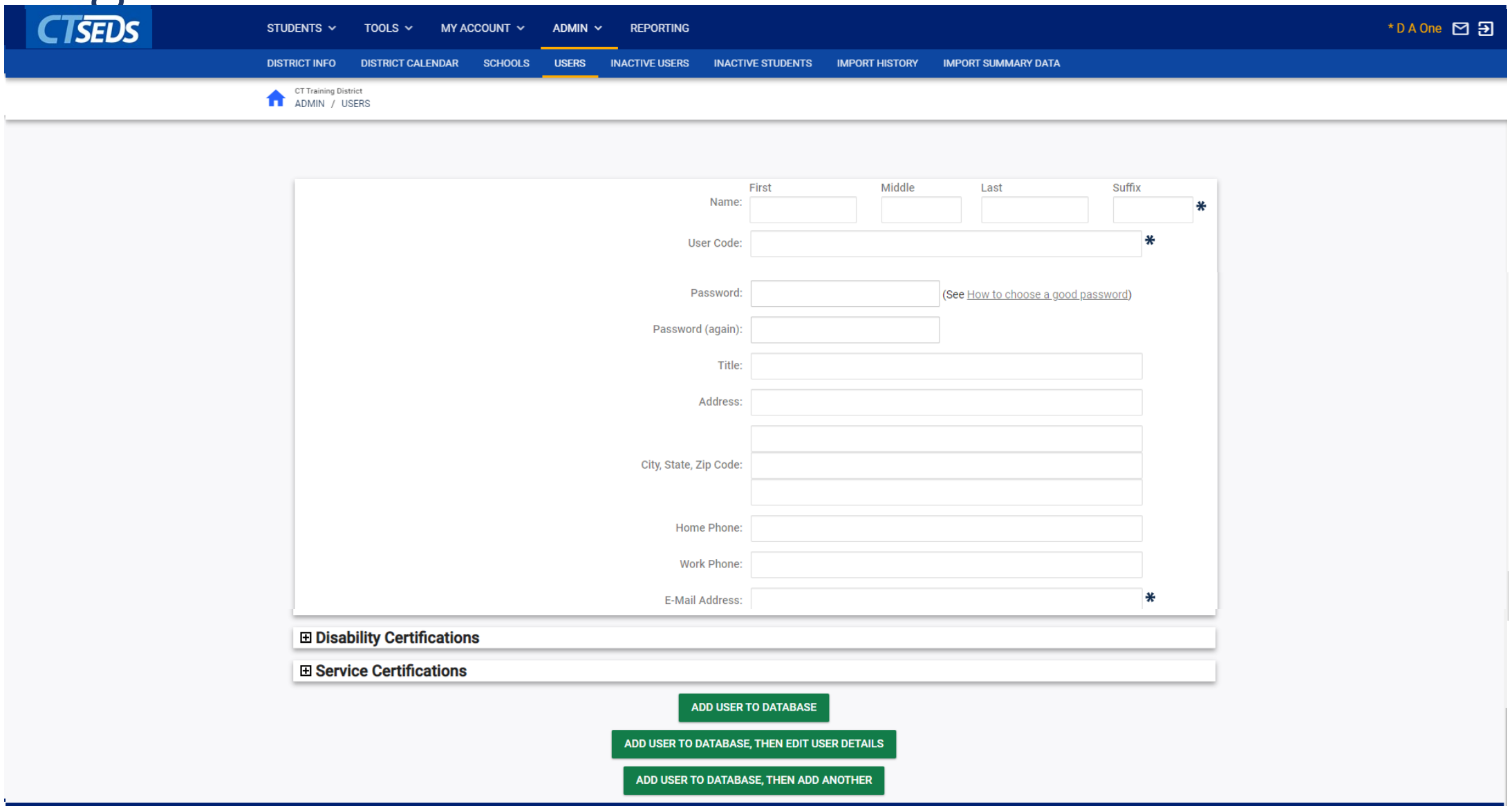




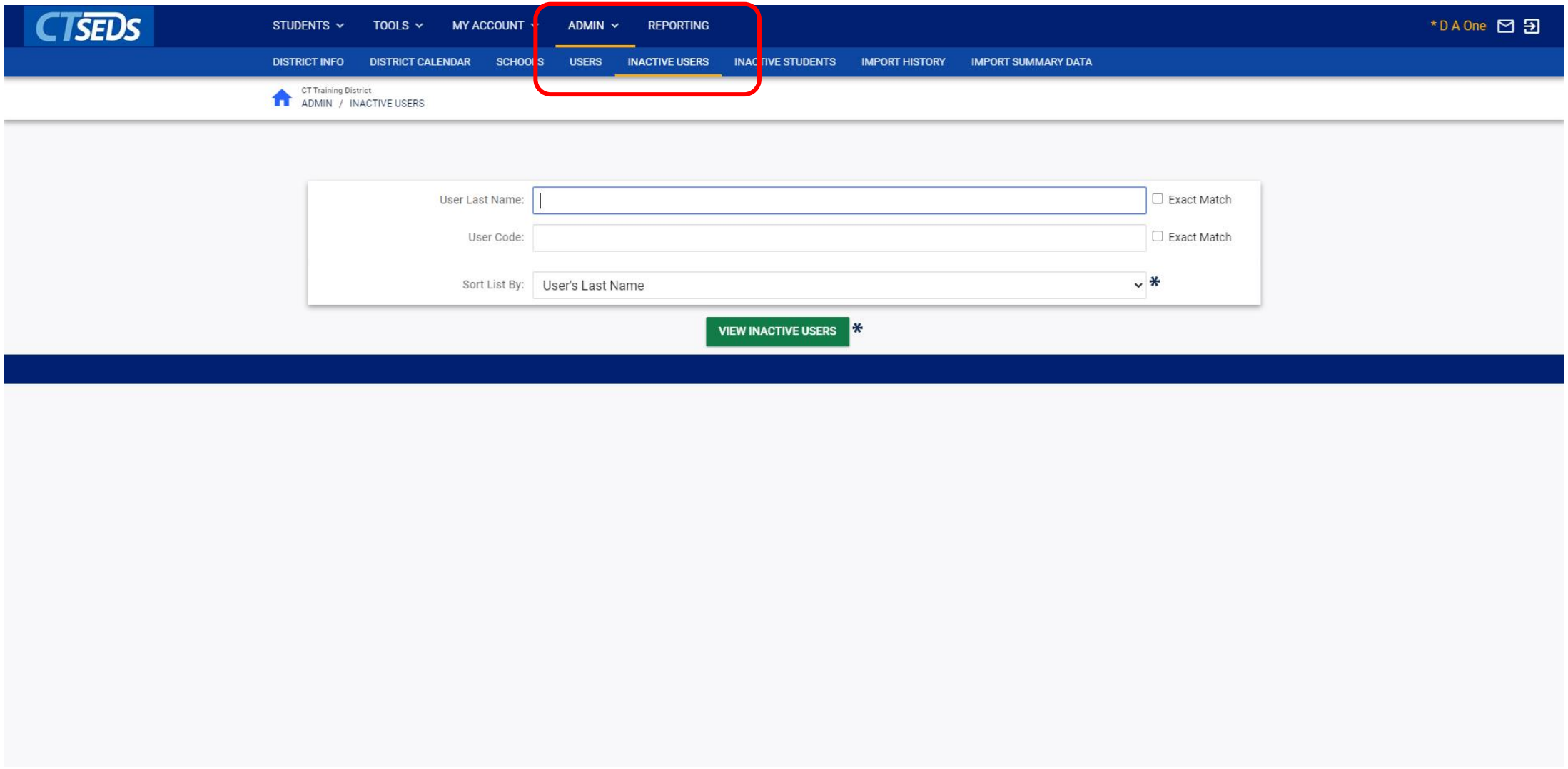
Adding Users



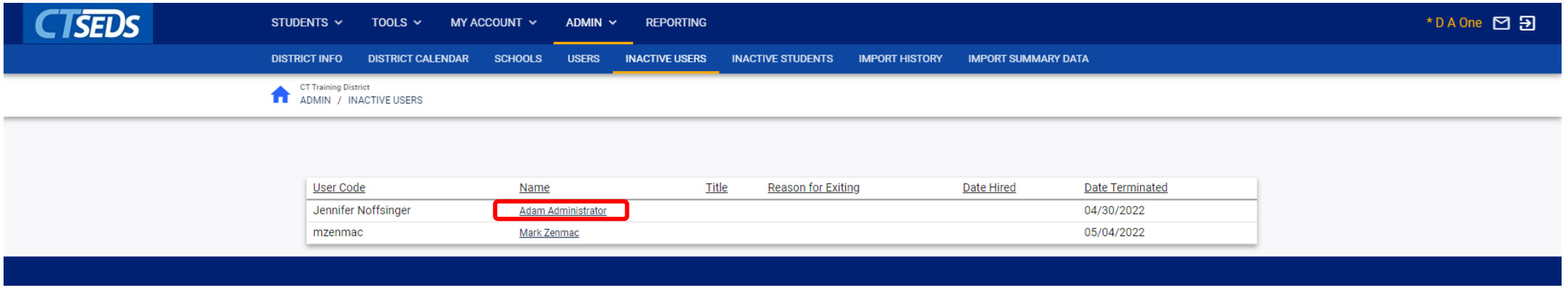
Adding Users

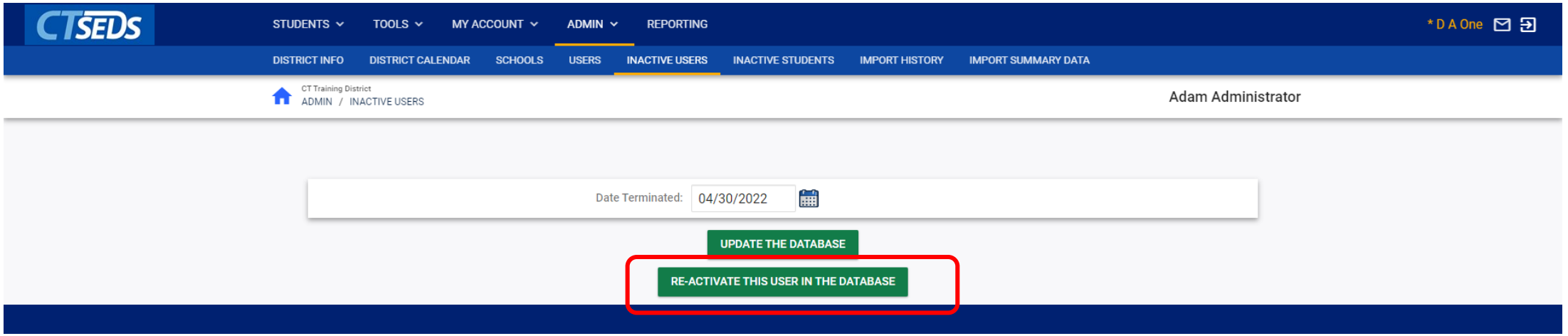


Inactive Users



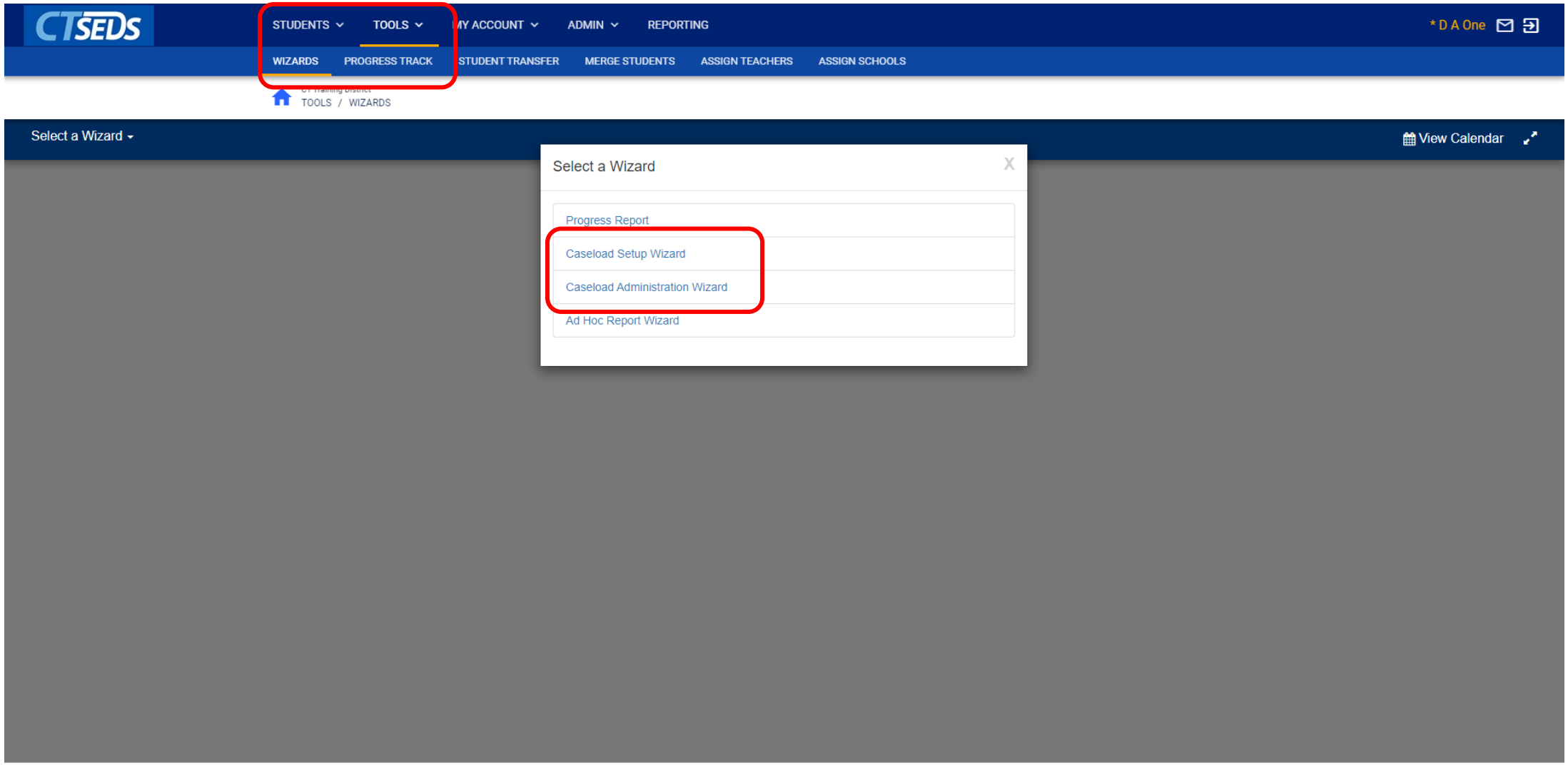
Reactivating User Screens



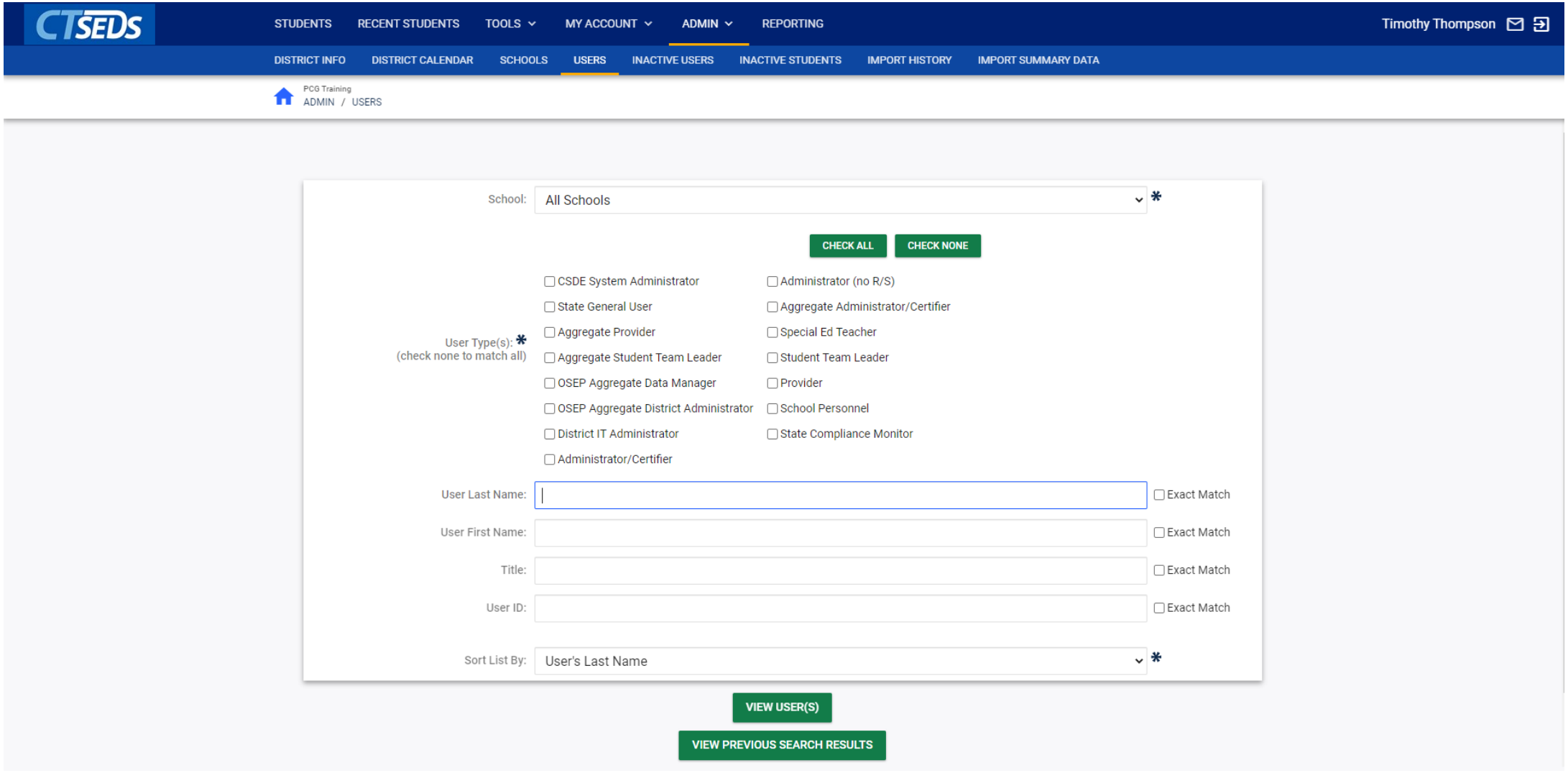


User Caseloads

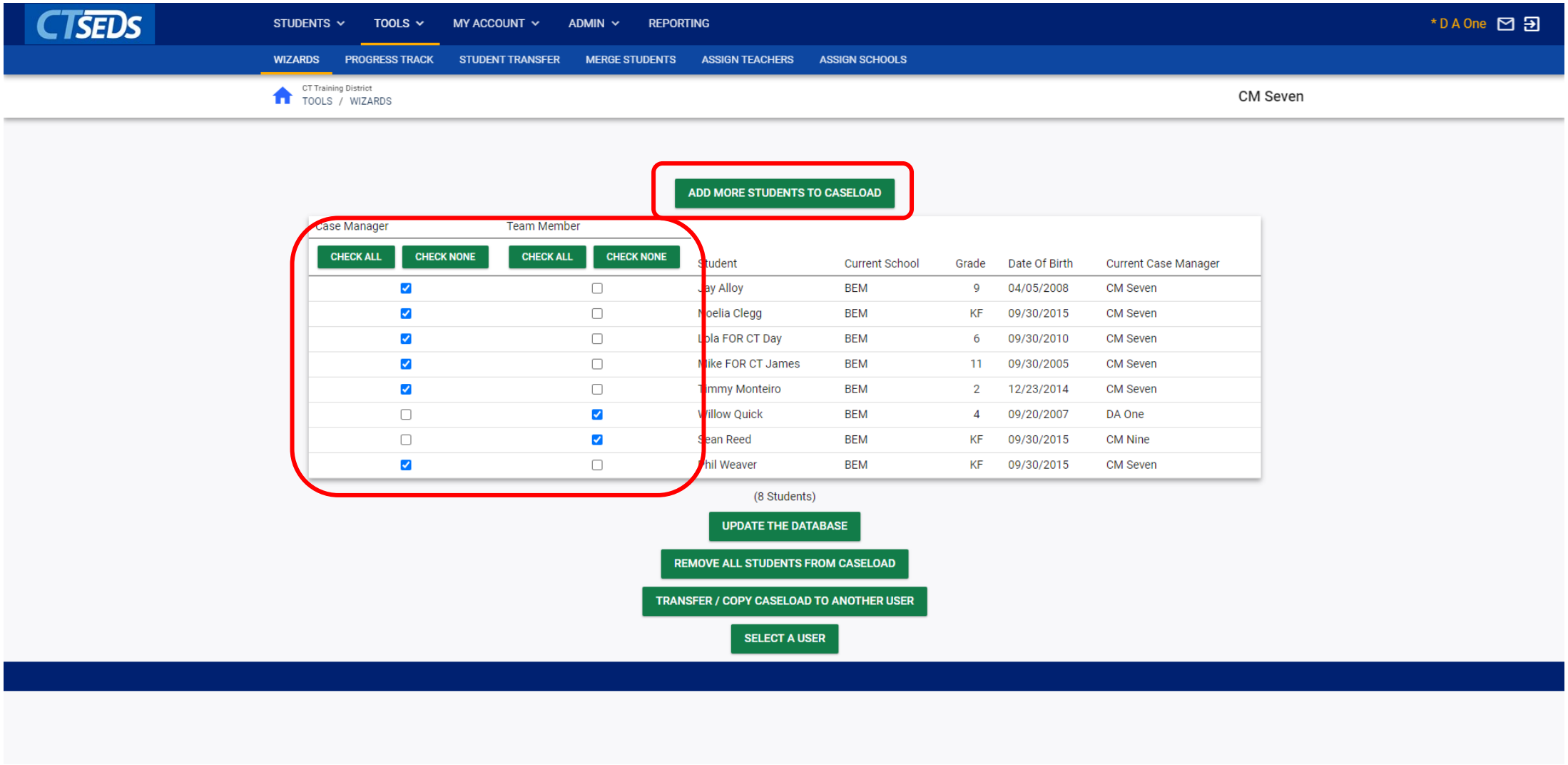
Caseload Wizards



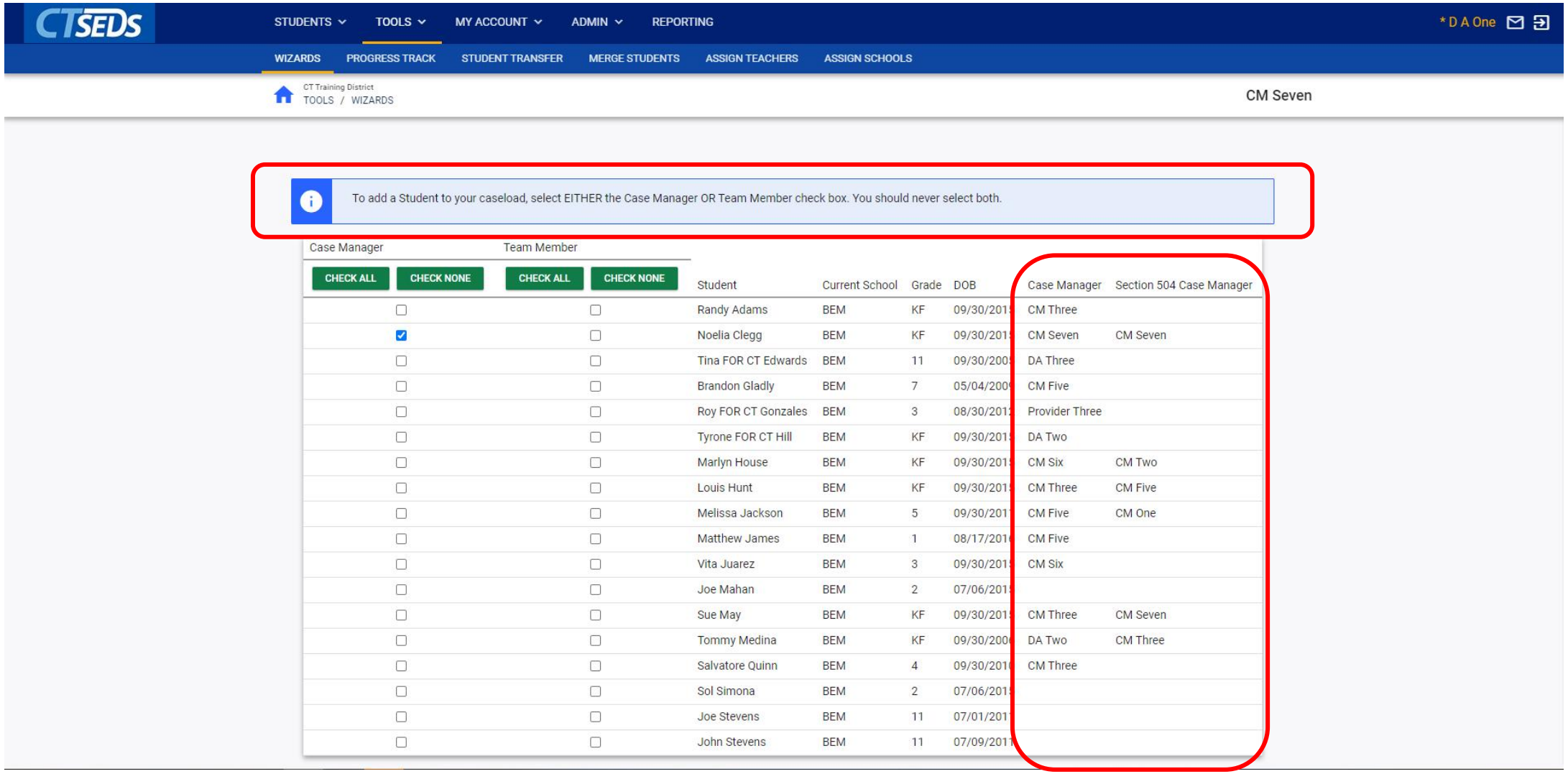
Caseload Admin Wizard – Search for User



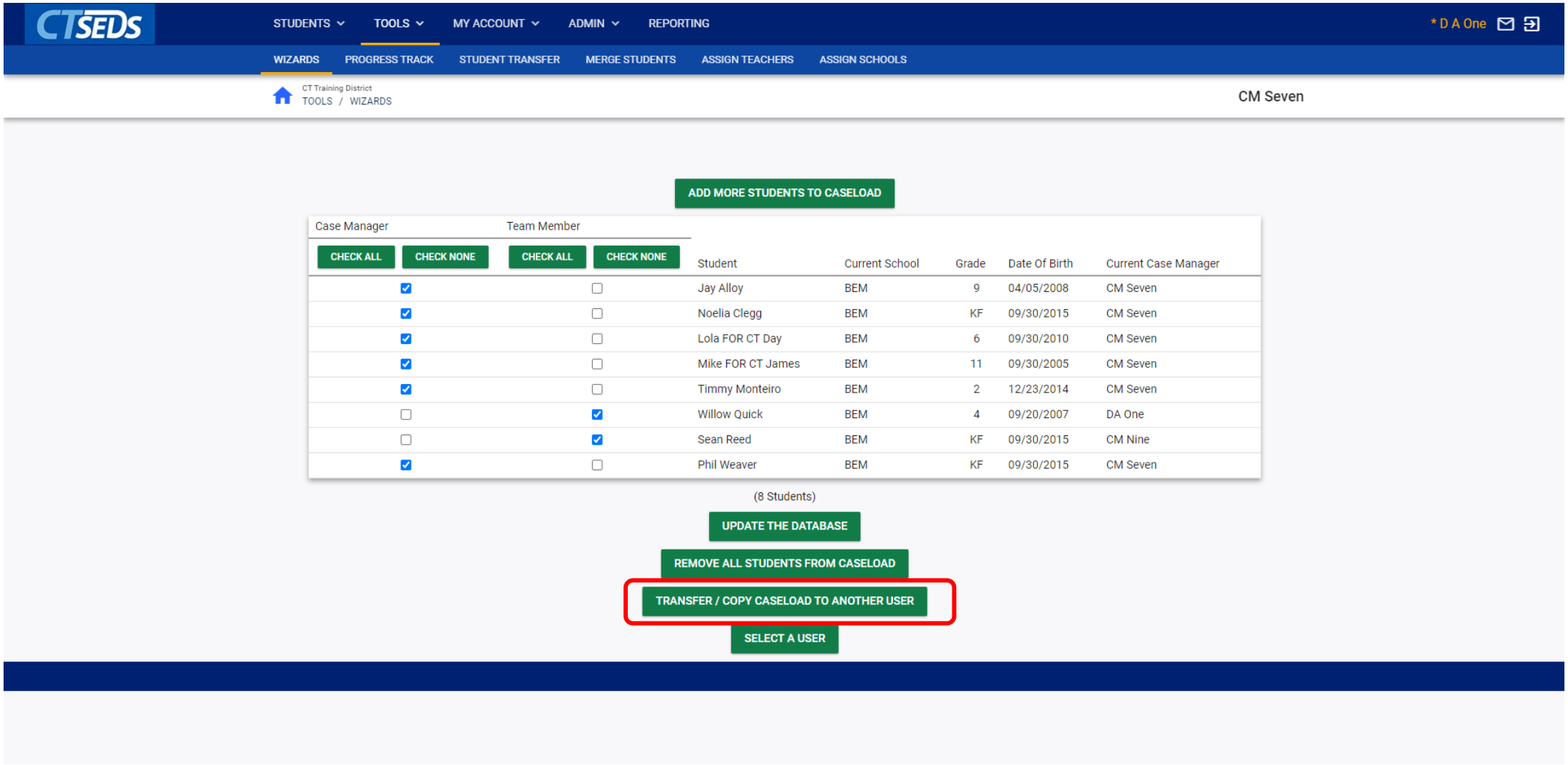
Caseload Admin Wizard – Viewing Caseload



Caseload Admin Wizard – Adding Students to Caseload



Caseload Admin Wizard – Transfer Caseload



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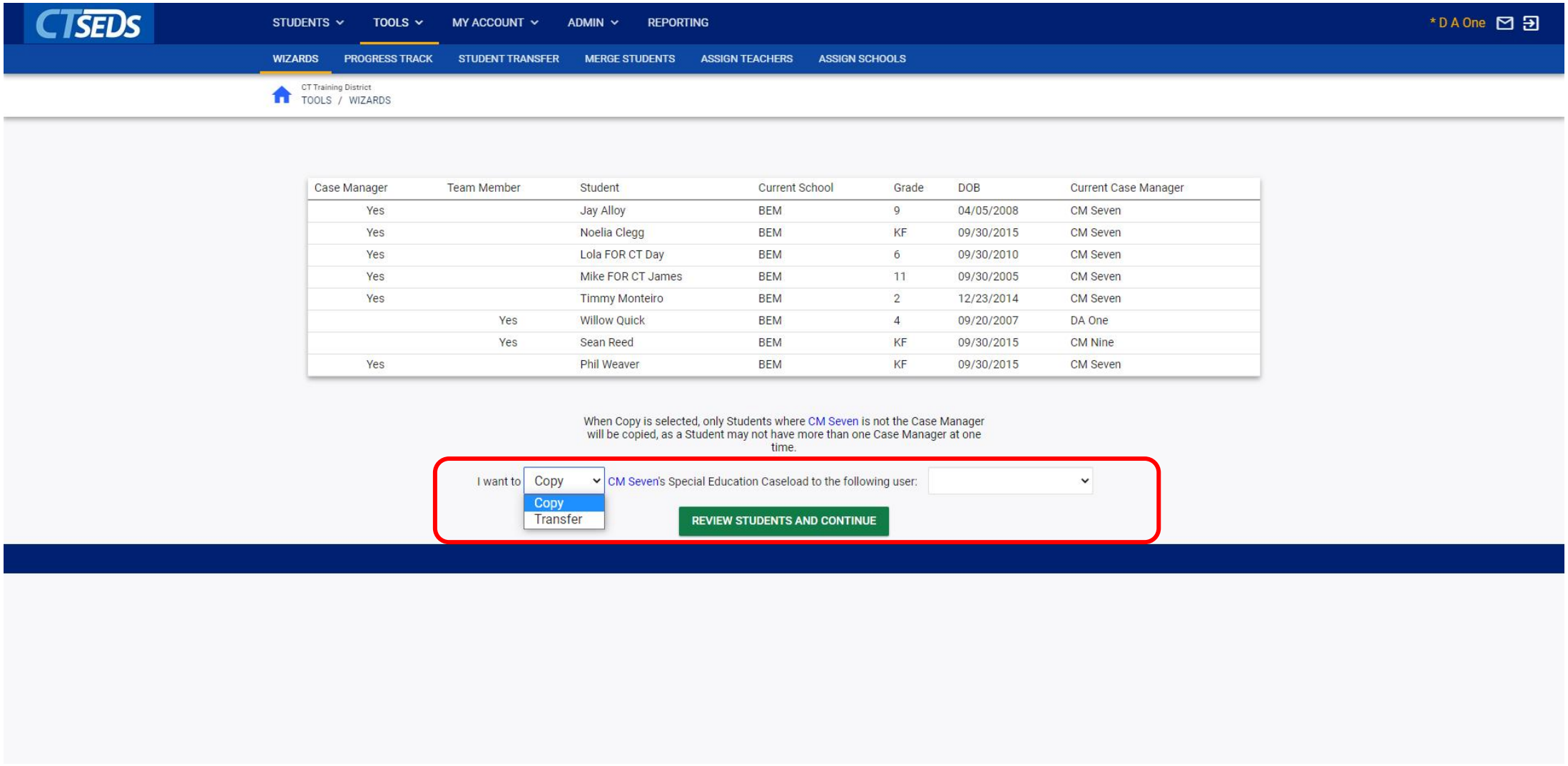

Upcoming Preview Sessions

June 8th — Home Page and Orientation

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- My Account tools
- Student Search

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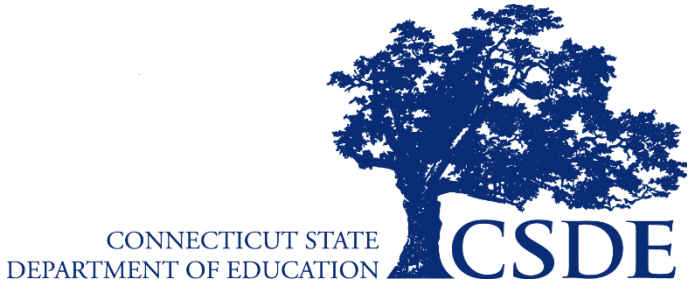
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