COLORADO
Department of Education

ESSU Data Management System
Roles and LAM Guide

General Information

The ESSU DMS login can be bookmarked on the ESSU DMS webpage. Click on the blue rectangle to log into the Ascend DMS:

Log in to ESSU Ascend DMS

The username is your full email address, and users may request a new password at any time by clicking "**Forgot Password?**" on the login screen. If this is your first time signing into an IdM application, you will need to use the "**Forgot Password?**" link to set up your password.

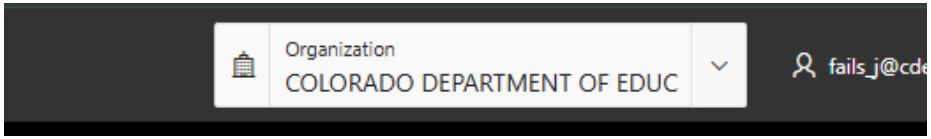
For questions regarding this ESSU DMS LAM Guide please contact: Josh Fails Fails_J@cde.state.co.us.

Local Access Managers (LAMs) – Assigning Roles for DMS

This document contains information for LAMs and descriptions of the different roles available for the ESSU DMS.

If you need to have a role assigned to you, then you will need to contact your AU's LAM.

LAMs can use the LAM user guide from IdM for overall steps on adding users and roles in the Delegated Administration system. Roles are under the **ASCDMS application**. You may need to adjust your "Organization" level at the top of the page to access the 5-digit AU level roles that the DMS uses.



Only one (1) role can be assigned per user! Refer to the role descriptions below to give each user the role that fits their needs.

If you still do not see the ASCDMS application in the available roles to assign, then you may not have the correct LAM access for DMS. Contact your SpEd/Gifted/Fiscal Director and cdeidm@cde.state.co.us
LAMs can also visit the Identity Management webpage for additional resources.

Roles Available for DMS

Director Roles – Special Education and Gifted Education

Role Code	Role Name in IdM	Type of Access in DMS
MD	AU_NAME ASCDMS-#####~MD AU_MONITORING_DIRECTOR	AU SpEd Directors and those who need full access to SpEd monitoring
GD	AU_NAME ASCDMS-#####~GD AU_GIFTED_DIRECTOR	AU Gifted Directors who need full access to Gifted monitoring
GDnMD	AU_NAME ASCDMS-#####~GDnMD GIFTED_DIRECTOR_AND_MONITORING_DIRECTOR	Combined role with SpEd and Gifted Director full access to both the SpEd and Gifted monitoring roles

Specific Collection Roles – Special Education and Gifted Education

Role Code	Role Name in IdM	Type of Access in DMS
MRR	AU_NAME ASCDMS-#####~MRR AU_MONITORING_RECORD_REVIEWER	Standard Record Reviews, Post School Outcomes Interviews (Indicator 14), Parent Surveys (Indicator 8), and Fed App Narrative and Performance Reports
MPSI	AU_NAME ASCDMS-#####~MPSI AU_MONITORING_POST_SCHOOL_INTERVIEWER	PSO Interviews
FP	AU_NAME ASCDMS-#####~FP AU_FISCAL	Fed App Narrative and Performance reports
BUD	AU_NAME ASCDMS-#####~BUD AU_BUDGET	IDEA Budget and Expenditures
FPBUD	AU_NAME ASCDMS-#####~FPBUD AU_FISCAL_AND_BUDGET	Combined roles with both Fiscal and Budget roles
GF	AU_NAME ASCDMS-#####~GF AU_GIFTED_FISCAL	Gifted Education Fiscal respondent
GGRC	AU_NAME ASCDMS-#####~GGRC AU_GIFTED_EDUCATION_REGIONAL_CONSULTANT	Regional consultants, access to certain AUs only by region