

ECATS User Access

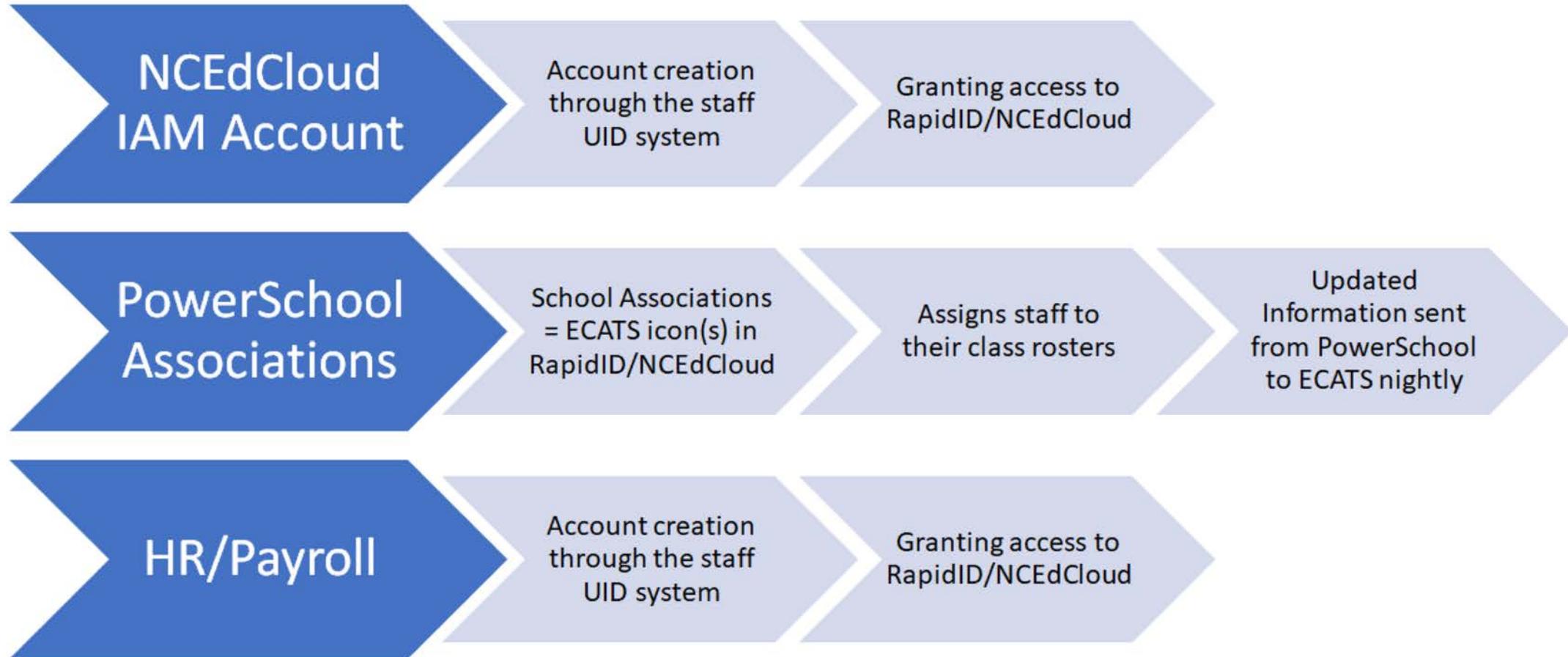


User Guide

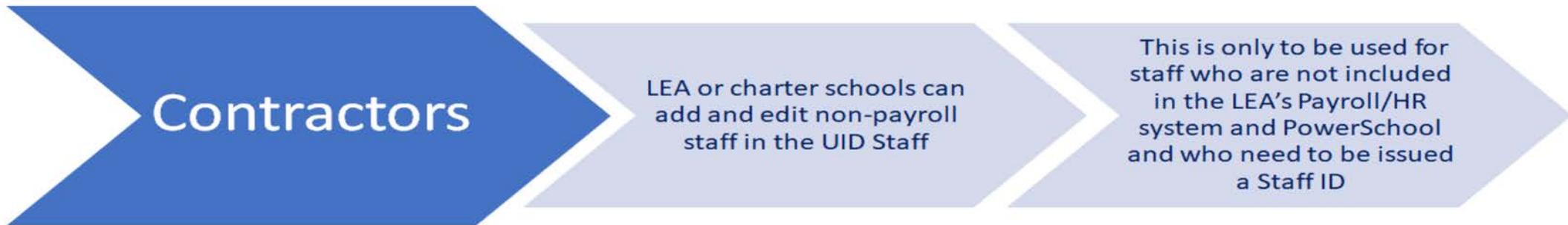
Updated User Guide has been posted with information for you to begin to consider as you plan for your ECATS implementation and assigning User Roles.

<https://ec.ncpublicschools.gov/ecats/special-education/training>

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https://ec.ncpublicschools.gov/ecats/resources/copy_of_20190909NonPayrollStaffUID.pdf

State Staff UID Full Information

<http://www.ncpublicschools.org/cedars/uniqueid/>

User Object(Job)/Purpose code

Vocational Information Tab on State Staff UID system:

- District Code –Required
- Active–Required
- School Code –Required
- Hire Date –Leave Blank
- Annual Salary –(Object(Job)/Purpose Code) –If the staff member is to be involved in ECATS then the first three digits of this seven-digit value will need to be accurate

User Object(Job)/Purpose code

640 Nash-Rocky Mount Schools - 396 Williford Elementary	
Job Class:	
Hire Date:	08/22/2016
Annual Salary:	1215110
Alternate Staff ID:	000599973
Active:	Yes
Last Update Date:	08/25/2016
980 Wilson County Schools - 357 Vick Elementary	
Job Class:	
Hire Date:	08/29/2007
Annual Salary:	
Alternate Staff ID:	000599973
Active:	No

Must have

Must say yes

User has no association with this LEA



User Object(Job)/Purpose Code

This code is a seven digit number with the first three being the Object(job) code. ncpublicschools.com has documents to assist:



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- Is this staff member primarily responsible for working at the administrative or central office level?
- Is this staff member seen as a School Lead/EC Coordinator in the school or LEA?
 - Does this staff member work only with data, or do they lead IEP meetings?



- Is this staff member responsible for delivering and recording special ed/related services prescribed on the IEP/PSSP?
 - Does this staff member work at one school or multiple schools?
- Does this staff member need access to all students at their school(s)?