

CEDARS Data Warehouse

Security:

All districts and charters must appoint at least one staff member to grant rights to the CEDARS Data Warehouse (CDW) at the local staff level. This colleague will assume the role of Security Officer as it applies to the CDW, will manage user accounts by approving requests, and ensure that access is limited to only those staff who are actively employed. Instructions for requesting this district level role and the accompanying expectations of a Security Officer are located at: <http://www.ncpublicschools.org/cedars/reporting/registration/>

A contact list of all current CDW LEA Security Officers, has been posted on the CEDARS website <http://www.ncpublicschools.org/cedars/reporting/documentation/>. **Please visit the document to verify that the correct Security Officer is listed for your LEA. As a reminder, in order for LEAs to access the CDW, a Security Officer *must be in place.***

If your security officer has not been designated yet for your LEA, you will need to determine who your security officer will be and they will need to follow steps 1 and 2 below. Then the CEDARS administrator at NC DPI will approve the security officer.

After the security officer has been approved, other users from your LEA can register using the steps below and your security officer will oversee approving their accounts.

Access:

Step 1: Obtain an NCID from your LEA/Charter School NCID Administrator

*** If you already have an NCID, you do not need to request another one. Please use your existing NCID account and move on to Step 2 for Reporting System registration***

Step 2: Register for Access to the CEDARS Reporting System (LEA USER DETAIL is the role needed to access reports published by EC)

<https://schools.nc.gov/pls/apex/f?p=502:101:1122980480460801>

Step 3: Your Security Officer will need to approve your access by logging in to the link above.

Step 4: Wait 12-24 hours and then access the CDW at the link below and log in to the data warehouse using your NCID and password.

<https://cedars.ncpublicschools.gov/analytics/saw.dll?bieehome&startPage=1>

For more information about accessing CEDARS and running reports please view the posted webinar from December 8th posted on the events page.

<http://www.ncpublicschools.org/cedars/reporting/events/>