

**UID Student Registration System  
LEA Administrator Manual**

**06/11/2009**

**V1.2**

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# UID Student Registration System

## **Purpose**

The purpose of this registration system is to provision users for the NC Student Identification System. The NC Student Identification System provides users the ability to see Personally Identifiable Information (PII) about students and is therefore deemed sensitive. PII includes student name, SSN, race/ethnicity, etc. No user should receive approval that is not authorized to see such information.

## **Who Approves Whom**

<b>Program and User Role</b>	<b>Approver</b>
DPI Employees	State Administrators
LEA Coordinators	Helpdesk
<b>School Coordinators</b>	<b>LEA Coordinators</b>
LEP LEA Coordinators	LEP State Administrators
MEP LEA and Regional Coordinators	MEP State Administrators
EC LEA Coordinators	EC State Administrators

## **Accessing the System**

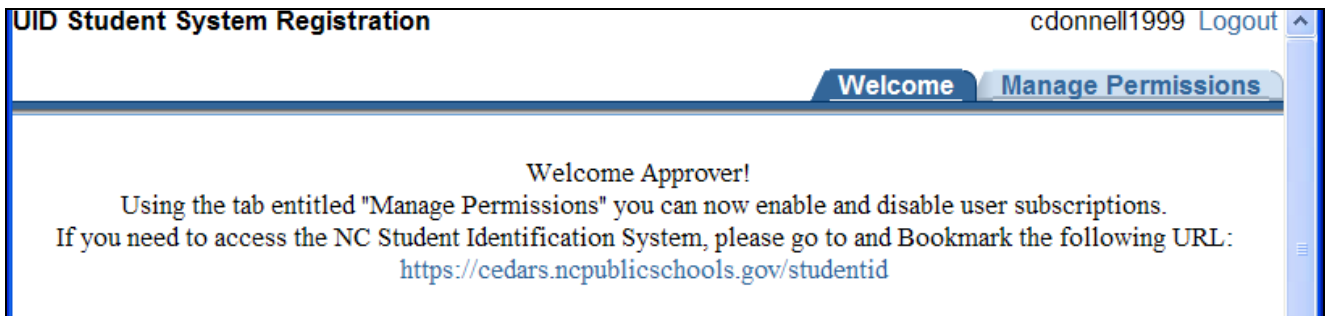
1. In general for all users, go to the UID Student registration website at - <https://schools.nc.gov/uidstudent>
2. Enter your NCID user name and password to log in.
3. If you have already registered and are in an Approver role, you will see a Welcome page. If you have not already registered, then follow the instructions to register your account. Instructions for registering can be found at <http://www.ncpublicschools.org/cedars/uniqueid/>

## General User Account Management (All Approver roles)

### Approving User Accounts

You will receive an email with the Subject *Approval Needed - NC Student Identification System Subscription Request*. This email contains the information submitted by the user requesting access so you can make some determination of approval or denial prior to logging into the system.

1. Go to the UID Student registration website at - <https://schools.nc.gov/uidstudent/>
2. Enter your NCID user name and password to log in.
3. If you have already registered the following page will appear. If you have not already registered, then follow the instructions to register your account. This is the Welcome page for Approvers.




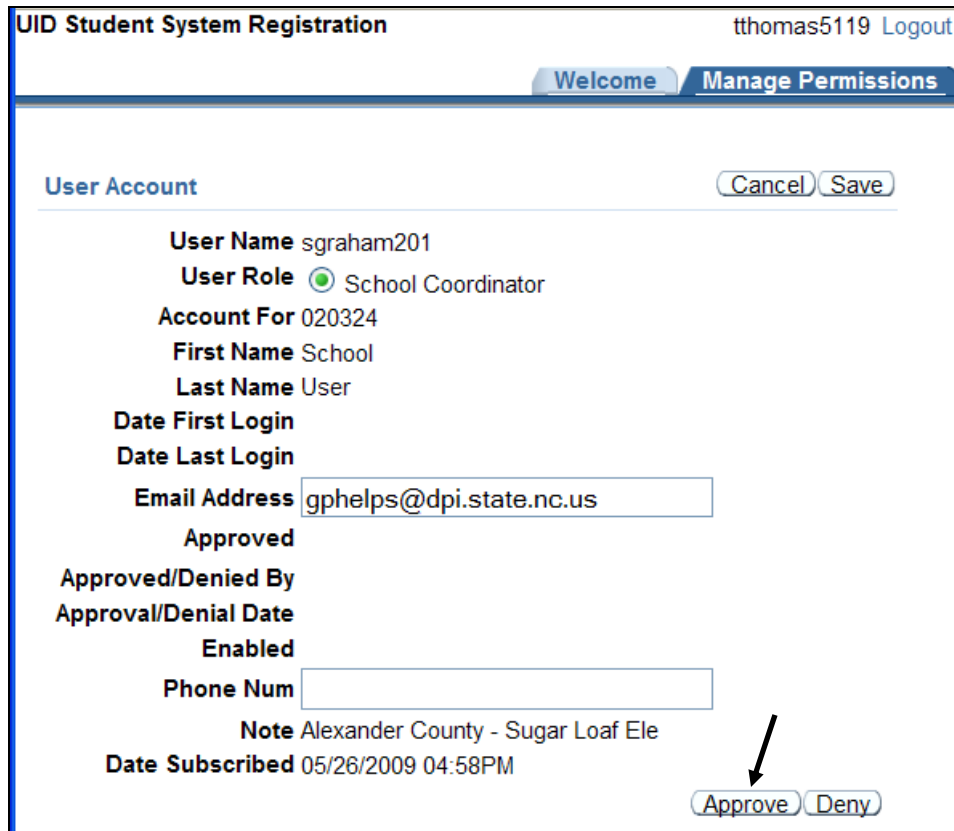
4. Click on the Manage Permissions tab. The Manage Permissions tab defaults to the Pending Accounts listing and provides links to Active Accounts, Disabled Accounts, and Denied Accounts.

**Note:** You only see users that your role can approve; therefore, you will not see all users that exist in the system. See the table entitled *Who Approves Whom* for more information.

The screenshot shows the 'UID Student System Registration' page for user 'sqatest1'. The 'Manage Permissions' tab is active, displaying a table of 'Pending Accounts'. The table has columns for First Name, Last Name, User Name, Email Address, Phone Num, Date Subscribed, and Account ID. There are three rows of data.

	First Name	Last Name	User Name	Email Address	Phone Num	Date Subscribed	Ac
	M	Gordon	mgordon2838		-	05/18/2009 07:08AM	000
	RR	Test	kbenefield711		-	05/14/2009 10:01AM	000
	tst	111	fperez2596		-	05/14/2009 10:37AM	000

- In order to approve a new user, be sure you are looking at the Pending Accounts listing. Next to a user you want to review, click the edit icon (  ) to see the detail. This screen shows you the same information that was emailed to you. Be sure you know the user should be authorized to access the NC Student Identification System. If you are unsure whether to process the request, use the contact information to follow up with the user requesting access or a business process appropriate for your program.



UID Student System Registration tthomas5119 Logout

Welcome Manage Permissions

**User Account** Cancel Save

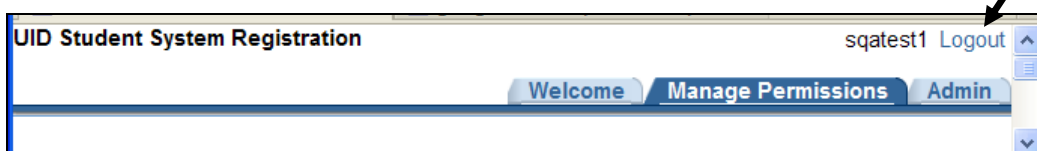
**User Name** sgraham201  
**User Role**  School Coordinator  
**Account For** 020324  
**First Name** School  
**Last Name** User  
**Date First Login**  
**Date Last Login**  
**Email Address** gphelps@dpi.state.nc.us  
**Approved**  
**Approved/Denied By**  
**Approval/Denial Date**  
**Enabled**  
**Phone Num**   
**Note** Alexander County - Sugar Loaf Ele  
**Date Subscribed** 05/26/2009 04:58PM

Approve Deny

LEA Coordinators – be sure that the user is a known person representing the school for which they are requesting access. This person should be the NCWISE school coordinator/data manager or designee at the school.

Once you are certain the user should access the system, click Approve.

- By clicking Approve, the user now appears in the Active Accounts listing and is removed from Pending Accounts. The system will automatically generate an email to the user notifying them that the account has been approved and how to access the system.
- Continue through the list of Pending Accounts following the same steps listed above. If you have no further accounts to approve and no other actions to take, be sure to click Logout at the upper right of your screen next to your user name.



UID Student System Registration sqatest1 Logout

Welcome Manage Permissions Admin

## Denying User Accounts

When reviewing a registration request, if you determine that the person listed should not have access to the system, either based on the role that they requested or being unknown to you as an authorized person, you shall deny their request. Before denying a request, contact the person requesting access using their contact information. Explain to the user that their request is being denied.

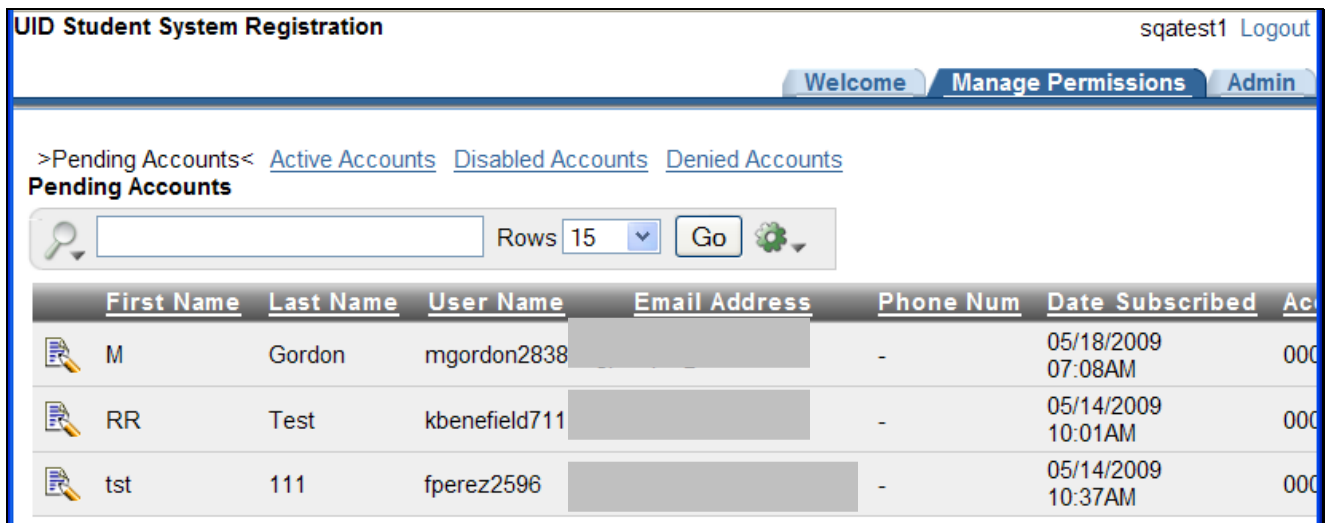
When contacting the user if it is determined the user registered incorrectly and there needs to be a change with the User's Account details, such as Program, User Role or LEA/School. Go to the *Change User Details* section for the process. You will need to Deny the account so that the Administrator can make the necessary changes.

### Notes:

Users who are denied access do not receive an email notifying them their request was denied. You must contact them personally to discern if the access request was made in error.

Once a user is denied their account can be reactivated; however if their role or other details need to be changed, contact the Super User as noted above.

1. Follow the steps to access the system.
2. Click on Manage Permissions tab and by default you see the Pending Accounts listing.



The screenshot shows the 'UID Student System Registration' interface. At the top right, it says 'sqatest1 Logout'. Below that are tabs for 'Welcome', 'Manage Permissions', and 'Admin'. The 'Manage Permissions' tab is active. Underneath, there are links for '>Pending Accounts<', 'Active Accounts', 'Disabled Accounts', and 'Denied Accounts'. The 'Pending Accounts' section is highlighted. It includes a search bar, a 'Rows' dropdown set to '15', and a 'Go' button. Below this is a table with the following columns: 'First Name', 'Last Name', 'User Name', 'Email Address', 'Phone Num', 'Date Subscribed', and 'Ac'. The table contains three rows of data:

First Name	Last Name	User Name	Email Address	Phone Num	Date Subscribed	Ac
M	Gordon	mgordon2838		-	05/18/2009 07:08AM	000
RR	Test	kbenefield711		-	05/14/2009 10:01AM	000
tst	111	fperez2596		-	05/14/2009 10:37AM	000

3. Next to a user you want to review, click the edit icon () to see the detail. Click the Deny button. Be sure you have contacted the person requesting access to inform them their request has been denied.

UID Student System Registration tthomas5119 Logout

Welcome **Manage Permissions**

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**User Account** Cancel Save

**User Name** sgraham201  
**User Role**  School Coordinator  
**Account For** 020324  
**First Name** School  
**Last Name** User  
**Date First Login**  
**Date Last Login**  
**Email Address**   
**Approved**  
**Approved/Denied By**  
**Approval/Denial Date**  
**Enabled**  
**Phone Num**   
**Note** Alexander County - Sugar Loaf Ele  
**Date Subscribed** 05/26/2009 04:58PM

Approve Deny

4. By clicking Deny, the user now appears in the Denied Accounts and Disabled Accounts listings and is removed from Pending Accounts.
5. If you have no further accounts to approve and no other actions to take, be sure to click Logout at the upper right of your screen next to your user name.

## Disabling User Accounts

When a user is no longer at your LEA, school or associated with your program, the user account needs to be disabled. By disabling their account you remove their access to the NC Student Identification System.

1. Follow the steps to access the system.
2. Click on Manage Permissions tab and then navigate to the Active Accounts listing.

UID Student System Registration sqatest1 Logout


Welcome **Manage Permissions** Admin

[Pending Accounts](#) >Active Accounts< [Disabled Accounts](#) [Denied Accounts](#)

**Active Accounts**

Rows **15**

	First Name	Last Name	User Name	Email Address	Phone Num	Date S
	SQA	Tester1	sqatest1			05/07/2 12:00AI
	EC	Coordinator	awilhelm6796			05/07/2 11:13AI
	Super	User	csmith7250			05/07/2 12:38PI

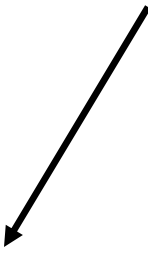
3. Next to a user you want to review, click the edit icon () to see the detail.

UID Student System Registration tthomas5119 Logout

Welcome **Manage Permissions**

**User Account**

**User Name** sgraham201  
**User Role**  School Coordinator  
**Account For** 020324  
**First Name** School  
**Last Name** User  
**Date First Login**  
**Date Last Login**  
**Email Address**   
**Approved** Y  
**Approved/Denied By** NCWISE  
**Approval/Denial Date** 05/26/2009 05:08PM  
**Enabled** Y  
**Phone Num**   
**Note** Alexander County - Sugar Loaf Ele  
**Date Subscribed** 05/26/2009 04:58PM



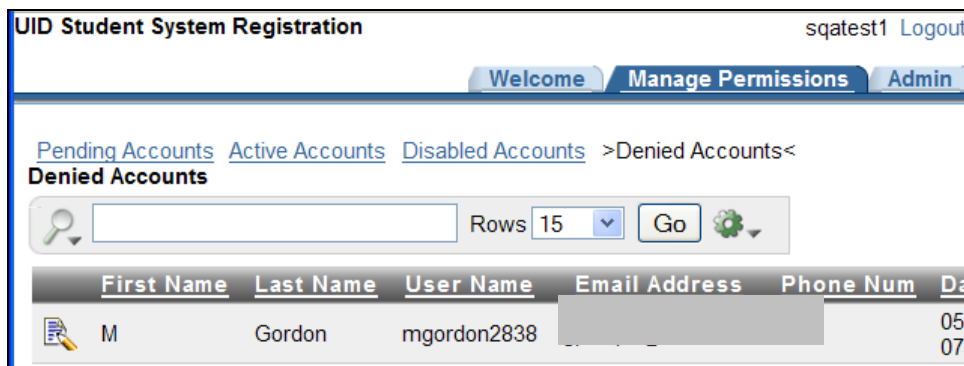
4. Click the Disable button.
5. By clicking Disable, the user now appears in the Disabled Accounts listing and is removed from Active Accounts.


6. If you have no further accounts to approve and no other actions to take, be sure to click Logout at the upper right of your screen next to your user name.

## Reactivating User Accounts

Once a user is registered with the system, they cannot register again. The user is maintained in the system as Active, Denied or Disabled. When a user needs to be reactivated this can be done by the Approver role listed in the *Who Approves Whom* table or the Super User. If you receive the reactivation request and are not the Approver for that user, send an email to the Super User at [StudentID@dpi.state.nc.us](mailto:StudentID@dpi.state.nc.us) providing the username and request that is being made.

1. Follow the steps to access the system.
2. Click on Manage Permissions tab and then navigate to the Disabled Accounts or Denied Accounts listing to find the user.



3. Next to a user you want to review, click the edit icon () to see the detail.


UID Student System Registration tthomas5119 Logout

Welcome Manage Permissions

---

**User Account** Cancel Save

**User Name** sgraham201  
**User Role**  School Coordinator  
**Account For** 020324  
**First Name** School  
**Last Name** User  
**Date First Login**  
**Date Last Login**  
**Email Address**   
**Approved** Y  
**Approved/Denied By** NCWISE  
**Approval/Denial Date** 05/26/2009 05:08PM  
**Enabled** N  
**Phone Num**   
**Note** Alexander County - Sugar Loaf Ele  
**Date Subscribed** 05/26/2009 04:58PM



4. By clicking Enable (for Disabled accounts) or Approve (for Denied accounts), the user now appears in the Active Accounts listing and is removed from Denied Accounts and/or Disabled Accounts.
5. If you have no further accounts to approve and no other actions to take, be sure to click Logout at the upper right of your screen next to your user name.

## Changing User Details

If there needs to be a change with the User's Account details, such as Program, User Role or LEA/School, send an email to the Super User at [StudentID@dpi.state.nc.us](mailto:StudentID@dpi.state.nc.us) providing the username, changes to the details that need to be made and whether the user is Active, Denied, Disabled. In order for a user to be edited, the account must be in one of those states.