

## What is EDDIE?

The Educational Directory and Demographical Information Exchange (EDDIE) is an online application containing LEA (school district) and school information such as LEA numbers, school numbers, administrative contacts, school types, grade levels, calendar types, program types, addresses, and more. This information is maintained and edited by subscribed users at the LEAs and Charter Schools.

EDDIE is the authoritative source for NC public school numbers and demographic information, and is used by multiple systems including; Accountability, PowerSchool, NC School Report Cards, and is used to meet federal reporting requirements.

**LEAs and charter schools are responsible for ensuring data are complete, accurate, and current.**

## Who Can Use EDDIE?

Anyone can use EDDIE. However, content editors / administrators must subscribe before they can edit EDDIE. Access to edit EDDIE is given to LEA superintendents and charter school directors, or their designees, by DPI. LEA superintendents can give edit access to other central office staff and / or principals, if they choose to.

## Logging in / Subscribing

If you just want to look up information or generate a report, you don't need to login. Logging in is only necessary when you want to edit data.

If you already have an NCID user account, you are ready to subscribe to EDDIE.

If you don't have an NCID, register with the North Carolina Identity Management Service (NCID) by accessing the web site <https://ncid.nc.gov>.

If you have questions on activating or verifying an NCID, or you can't remember your User Name or Password, please contact your LEA's NCID Administrator listed at [www.ncid.its.state.nc.us/LEAListing.asp](http://www.ncid.its.state.nc.us/LEAListing.asp) or the NCDPI Service Desk at [dpi.incidents@its.nc.gov](mailto:dpi.incidents@its.nc.gov) or 919-807-HELP (4357).

NOTE: If you try to log in to EDDIE unsuccessfully three times, you will be locked out of EDDIE and NCID. Use the above contacts to re-set your password.

Upon successful completion of receiving an NCID user id and password, you are ready to log in to EDDIE, using the link on the Welcome - Main Menu page, in the blue navigation box, under Administrator Functions.

- Click on the link that says Click Here To >> LOGIN.
- Type in your User Name - this is your NCID user id
- Type in your Password - this is your NCID password
- If this is your first time accessing EDDIE, you will be asked to subscribe. If you are already subscribed to EDDIE, you will not see this screen again.

- o To subscribe, choose your user level and complete the information on the screen. You will get an email from EDDIE to let you know the request to subscribe was submitted. Your "approver" will also get an email to let them know you have submitted a subscription request. When your subscription is approved, you will receive another email.

**User Roles**

**Who Approves Them**

DPI IT Administrator	DPI EDDIE Administrator
DPI EDDIE Administrator	DPI EDDIE Administrator
DPI Data User	DPI EDDIE Administrator
Superintendent / Designee	DPI EDDIE Administrator
Secondary LEA Admin.	Superintendent / Designee
Principal / Designee	Superintendent / Designee
Charter School Director / Designee	DPI EDDIE Administrator

**Approving or Deleting a User**

Go to the user's account page (Manage Permissions > Pending or Active accounts > Click on icon next to name) and click on the appropriate button. This should be done by the person who approves that role. For example, if a principal leaves a school, the LEA superintendent / designee would disable the principal's account.

If an account is disabled in error, go to the Disabled Accounts link and open the user's account. Click on the Enable button and the account will go back to the Active Accounts list.

**Changing User Roles / Updating Information**

Some roles can be changed without deleting the user. Go to the user's account page (Manage Permissions > Active accounts > Click on icon next to name). On this page you can select a new User Role and go to the drop-down box labeled Change "Account For" To> choose an LEA or school. This can be used if a person is changing positions within an LEA. You can also update user's names, email addresses, and phone numbers.

**Editing Data**

Since the Read Only version of EDDIE is located on a different server, it will be possible for a user to edit data in the editable version and then go back to the Read Only version and not see the changes. The Read Only version will be refreshed at least once a day.

## Reports

The reports in EDDIE are awkward to use. This is a limitation of the software.

There are standard and custom reports in EDDIE. The standard reports are the ones that are the most requested. You can download a standard report, save it, and then delete the columns and rows you don't need. When downloaded, some cells contain more information than is visible. Enlarge the cell to see all the data.

### Standard Reports:

- Active Schools Report – Open schools (includes New schools)
- Approved New Schools Report – Schools with an operational status of New (first year school is open)
- Closed Schools Report – Closed schools
- Future Schools Report – Schools that have been assigned a number, but are not open yet.
- LEA Personnel Report – Contact information for DPI specified key areas in LEAs.
- Non-Regular Schools Report – Schools that are reported as Alternative, Exceptional Children, or Vocational Education (Career Technical).
- Pending Schools Report – Schools that are waiting to have a number assigned.

The reports display either the current school year or ALL years when opened. Use the drop-down box if you need a different school year.

To go to another page of a report - scroll all the way down to the bottom of the report and look to the right. Click on the Next link or use the drop-down box to skip ahead.

To download a standard report – scroll all the way down to the bottom of the report and look to the left. Click on either the link labeled CSV\_Output or the Print/Save link. (CSV = comma separated value.)

### Custom Reports:

The custom reports can be difficult to use, but provide more data and cleaner spreadsheets. Read "Creating a Report" - [www.ncpublicschools.org/fbs/accounting/eddie/](http://www.ncpublicschools.org/fbs/accounting/eddie/). You can also read the help section in the EDDIE report (click on the Actions button on a custom report page, then on Help from the drop-down box) before attempting to generate a custom report. If you need help with a report that you are unable to generate, send your requirements to [eddie@dpi.nc.gov](mailto:eddie@dpi.nc.gov). Someone will be assigned to help you.