

What is EDDIE?

The Educational Directory and Demographical Information Exchange (EDDIE) is a web-based, user-friendly system that replaced the School Name and Address (SNA) file in April 2010. It contains LEA (school district) and school information such as administrative contacts, school types, grade levels, calendar types, program types, addresses, and more.

EDDIE is the authoritative source for NC school information and feeds multiple systems including; Accountability, NCWISE, 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 <https://www.ncid.its.state.nc.us/LEAListing.asp> or the NCDPI Service Desk at dpi.incidents@its.nc.gov or 919-807-HELP (4357). For more NCID information, please visit <http://www.ncpublicschools.org/ncid/>.

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 to let you know the request to subscribe was submitted. When your subscription has been 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
Secondary School Admin.	Principal / Designee
Charter School Director / Designee	DPI EDDIE Administrator

Deleting a User

Go to the user’s account page (Manage Permissions > Active accounts > Click on icon next to name) and click on the Disable button. This should be done by the person who approves that role. For example, if a principal leaves the LEA, the 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

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.

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 once a day.

Reports

The reports in EDDIE are awkward to use. This is a limitation of the software. We will look into enhancing the current reports and/or utilizing another reporting tool.

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.

Standard Reports:

- Active Schools Report – Open schools (does not include 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.
- 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 are more difficult to use. Read the help section (click on the green gear 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 exact requirements to the DPI Service desk at dpi.incidents@its.nc.gov. Someone will be assigned to help you.