

## Requesting Access to Hawaii DOE Data Systems

<b>SYSTEM: ADC      AKA: Accountability Resource Center – Hawaii’s Accountability Data Center</b>	
<b>PURPOSE</b>	<p>ADC is an interactive web portal for educational accountability information. It complements the many other federally and state required accountability reports at the school, complex, complex area and the state levels that are available as static documents on the Hawaii Department of Education’s <i>ARCH (Accountability Resource Center – Hawaii)</i> website.</p> <p>The purpose of ADC is to provide helpful information on school and student performance for Hawaii’s public schools in a user-engaged, visual format. It is designed to serve as a dedicated “data mart” allowing users to view data from a variety of data panels to produce customized visual analyses of accountability outcomes and trends.</p> <p>ADC provides schools with secure access to the student rosters that will be used to calculate Strive HI results and school classifications and the opportunity to correct inaccurate information before final results are posted. In addition, prior year Strive HI as well as NCLB/AYP rosters are available for multi-year analyses.</p>
<b>URL</b>	<a href="https://adc.hidoe.us">https://adc.hidoe.us</a>
<b>HOW TO REQUEST ACCOUNT</b>	<p>School principals/directors are automatically provided ADC access. Principals/directors who cannot access ADC should contact Kirsten Rogers at <a href="mailto:kirsten_rogers@notes.k12.hi.us">kirsten_rogers@notes.k12.hi.us</a> or Glenn Nochi at <a href="mailto:glenn_nochi@notes.k12.hi.us">glenn_nochi@notes.k12.hi.us</a> or by phone at (808) 733-4008.</p> <p><i>Only principals/directors may request access for school staff.</i> Principals/directors are advised to limit the number of individuals who have access, and to inform the Accountability Section when such persons leave the school or are no longer required to access these data.</p> <p>Please note: the download function of this site should help to minimize the number of school personnel requiring access as student rosters can be downloaded by one individual and then disseminated to other school personnel requiring this information. <b>This individually identifiable information is highly confidential and is not to be shared with the public under any circumstances.</b></p> <p><u>To request an ADC account:</u></p> <ol style="list-style-type: none"><li>1. Please have the individual the account is being requested for confirm that he/she cannot access the secure portion of the ADC.</li><li>2. The principal/director sends an email request from her/his account to Kirsten Rogers or Glenn Nochi (see email address above).</li><li>3. Provide the following information for each individual for whom access is being requested:<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Position title</li></ul></li></ol> <p>Non-Lotus Notes email addresses can be accommodated. If an individual’s email address is typed incorrectly (spelling</p>

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error, extra space, missing initial, etc.), the person may not be able to access ADC.

4. Upon establishment of accounts, an email from the ADC server will be sent to recipients for whom accounts have been setup.

### Information about usernames and passwords:

Your username is your first and last name separated with a space.

Depending on the email address used to establish access, passwords will vary. Recipients with non-Lotus Notes email addresses will be emailed their password from the ADC server. Please copy and paste the alphanumeric password when logging into ADC as certain letters and numbers can sometimes be misread. Access using a Lotus Notes email address will require your DOE Internet Password, which is the same one used to access Lotus Notes via the Web, eCSSS, PDE3, and Official Enrollment Count.

If you don't know your DOE Internet Password or need to request a new one, contact the DOE's Customer Service Desk (CSD) at 808-564-6000 as soon as possible since it may take several days for a reply depending on how busy they are. Please note, if you change your password that may affect all other single-sign-on and Intranet passwords as well.

### **DOE OFFICE/ BRANCH**

Office of Strategy, Innovation and Performance (OSIP)/  
Assessment and Accountability Branch (AA), Accountability Section

### **SUPPORT**

Kirsten Rogers or Glenn Nochi  
Email: [kirsten\\_rogers@notes.k12.hi.us](mailto:kirsten_rogers@notes.k12.hi.us) OR [glenn\\_nochi@notes.k12.hi.us](mailto:glenn_nochi@notes.k12.hi.us)  
Phone: 808-733-4008

## **SYSTEM: eCSSS AKA: Electronic Comprehensive Student Support System**

### **PURPOSE**

Data system used to document activities and programs related to special needs students (e.g., SPED, ELL, etc.); may also be used for after-school activities scheduling.

### **URL**

<https://www.ecsss.k12.hi.us>

### **HOW TO REQUEST ACCOUNT**

*Only the Student Services Coordinator (SSC) or SSC clerk (or anyone at a school serving in one of these roles) may access and submit the eCSSS Access Request form.*

1. Login to eCSSS.
2. Click on the "Access Request" link in the top left of the eCSSS homepage to access the online Access Request form.

Note: Click on the link "Access Request Form Instructions" immediately below the link to the form for information about how to complete the form.

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	3. Submit online form.
<b>DOE OFFICE/ BRANCH</b>	Office of Information Technology Services (OITS)
<b>SUPPORT</b>	DOE's Customer Service Desk (CSD) Web: <a href="http://csd.k12.hi.us">http://csd.k12.hi.us</a> Phone: 564-6000 (Oahu)/808-692-7250 (neighbor islands)

<b>SYSTEM: LDS</b>	<b>AKA: Longitudinal Data System</b>
<b>PURPOSE</b>	Reporting system that draws data from DOE source data systems (e.g., eSIS, eCSSS).
<b>URL</b>	<a href="https://staff.hawaiidoe.net/lds">https://staff.hawaiidoe.net/lds</a>
<b>HOW TO REQUEST ACCOUNT</b>	<p><i>Only principals/directors may request access for school staff.</i></p> <p>Please note: If Ceridian has loaded a school's personnel data correctly to Lotus Notes, many school personnel should already have LDS access. By default, teachers have student-level access to the students in their classroom and other positions have default access at their respective level (e.g., the principal/director should have access to data about all students in the school). <b>Please try to log in before requesting access.</b></p> <p><u>To request access to the LDS:</u></p> <ol style="list-style-type: none"> <li>1. The principal/director sends an email request from her/his account to <a href="mailto:lds@notes.k12.hi.us">lds@notes.k12.hi.us</a></li> <li>2. Provide the following information for each individual for whom access is being requested: <ul style="list-style-type: none"> <li>• Name</li> <li>• DOE Employee ID</li> <li>• Position title</li> <li>• Level of access requested: School-wide, student-level</li> <li>• For first-time users: justification for access; for existing users: justification for increased/changed level of access (e.g., new position requires new level of access, current access level does not match current position/duties)</li> </ul> </li> </ol>
<b>DOE OFFICE/ BRANCH</b>	Office of Strategy, Innovation and Performance (OSIP)/ Data Governance and Analysis Branch (DGA)

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<b>SUPPORT</b>	DOE's Customer Service Desk (CSD) Web: <a href="http://csd.k12.hi.us">http://csd.k12.hi.us</a> Phone: 564-6000 (Oahu)/808-692-7250 (neighbor islands)
<b>SYSTEM: PDE3</b>	<b>AKA: Professional Development Experiences that Educate and Empower</b>
<b>PURPOSE</b>	Reservation and reporting system for professional development opportunities for staff and faculty.
<b>URL</b>	<a href="https://pde3.k12.hi.us">https://pde3.k12.hi.us</a>
<b>HOW TO REQUEST ACCOUNT</b>	<p><i>Only principals/directors may request access for school staff.</i> If a principal/director will be requesting access for a large number of school personnel, please compile all of the requested information (see #2 below) into a single spreadsheet rather than sending it in the body of the email.</p> <p>Please note: If school personnel have a Lotus Notes account, they should be able to login to PDE3 using their Lotus Notes username and password. <b>Please try to log in before requesting access.</b></p> <p>For schools participating in the DOE's Education Effectiveness System (EES): Additional information about school personnel may be required.</p> <p><u>To request access to PDE3:</u></p> <ol style="list-style-type: none"><li>1. The principal/director sends an email request from her/his account to Sean Arai at <a href="mailto:sean_arai@notes.k12.hi.us">sean_arai@notes.k12.hi.us</a></li><li>2. Provide the following information for each individual for whom access is being requested:<ul style="list-style-type: none"><li>• Name</li><li>• School name</li><li>• DOE employee ID</li><li>• Email address</li></ul></li></ol>
<b>DOE OFFICE/ BRANCH</b>	Office of Human Resources (OHR)/ Personnel Development Branch
<b>SUPPORT</b>	DOE's Customer Service Desk (CSD) Web: <a href="http://csd.k12.hi.us">http://csd.k12.hi.us</a> Phone: 564-6000 (Oahu)/808-692-7250 (neighbor islands)