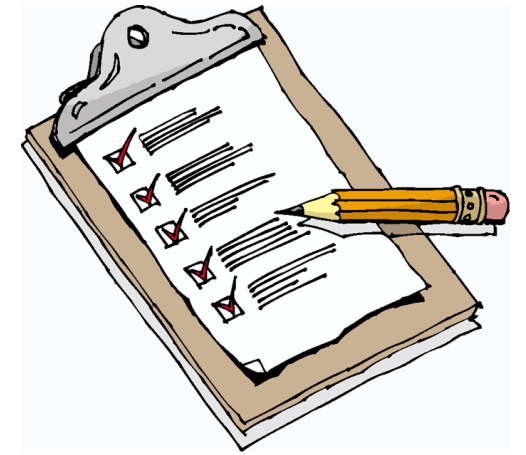




Welcome to the Educator Data Collection System (EDCS)

**“Entering Staff Data; Part C”
(Add New Staff, Shared Staff, Exited Staff,
and Delete Data)
District Training!!**

Objectives of this training:



- Revisit the purpose of EDCS.
- Revisit the EDCS timeline and deadlines.
- Discuss the relationship between EDCS and other systems.
- Recall how to access EDCS.
- Help navigate the “Staff Data” drop down menu options. This will be divided into THREE PARTS; Part C covers **Add New Staff, Shared Staff, Exited Staff, and Delete Data.**
- Share additional/upcoming EDCS District Training Module topics.
- Share KSDE contact information for help.



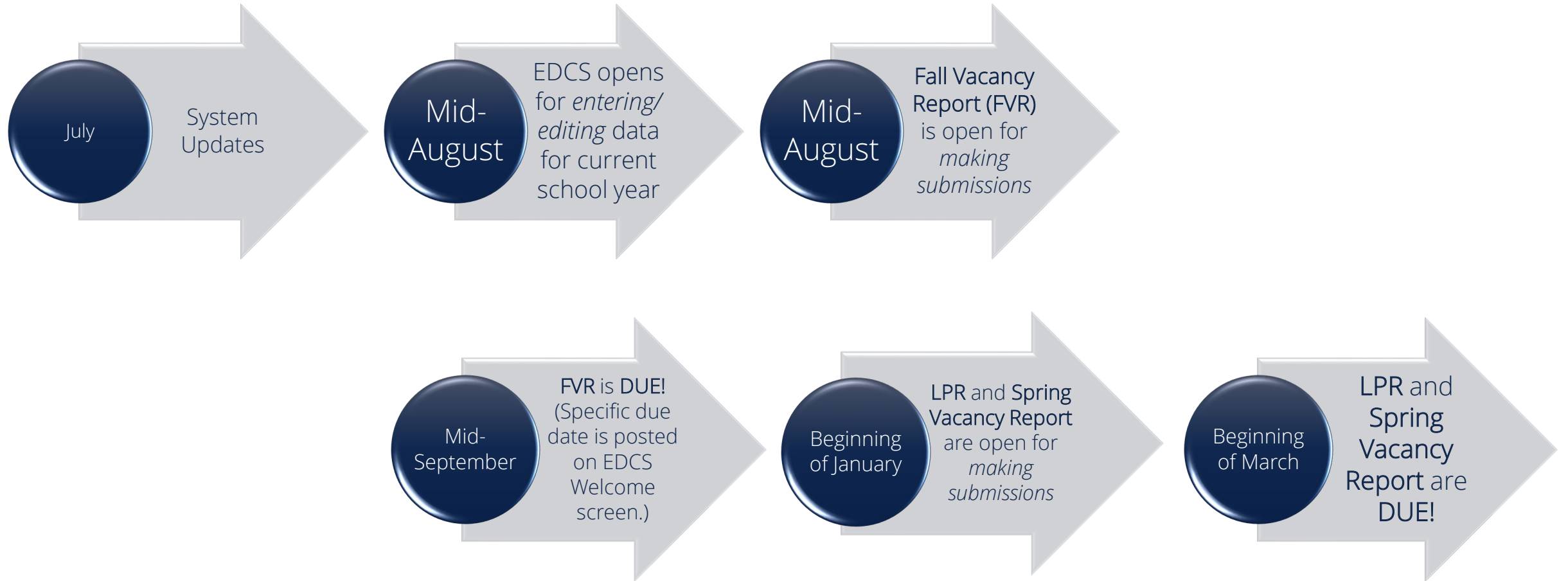


Purpose of EDCS:

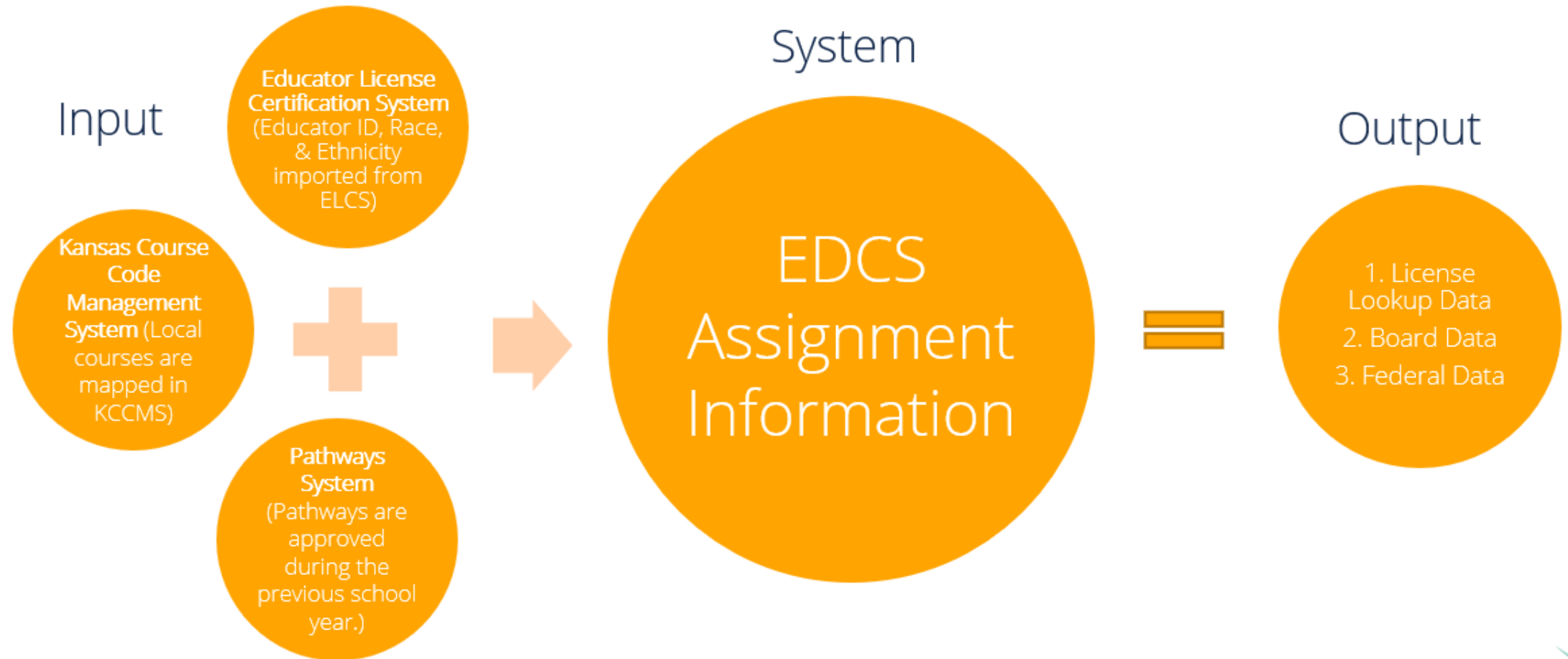
- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by:
 - The Kansas State Board of Education
 - The US Department of Education
 - School Districts
 - Educational Researchers



EDCS Timeline:



System Relationship:



How to access EDCS:

1. Go to www.ksde.org.
2. Select "Authenticated Applications".
3. Enter your "User Name" and "Password" if you are a returning user
OR click on "Register" if you are a new user.
4. Click "Login".

1. <https://www.ksde.org>

2. [Authenticated Applications](#)

1-877-626-8203
MAKE THE RIGHT CALL
Keep Kansas Schools Safe
Kansas School Safety Hotline
Anonymous • Toll Free

Kansas School Safety Hotline

In these halls, you can be a hero! Stop School Violence.
Kansas School Safety Hotline
1-877-626-8203
Anonymous • Toll Free

User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

3. (for returning users)

4.

[Forgot password?](#)

Need Assistance?

General Help	KN-CLAIM Support	KCCMS or Pathways Support
helpdesk@ksde.org (785) 296-7935	cnwapplications@ksde.org (785) 296-2276	pathwayshelpdesk@ksde.org (785) 296-4908
KESA Support		KEEP Support
jnobo@ksde.org - Jeannette Nobo mmelton@ksde.org - Myron Melton (785) 296-4948 - Jeannette Nobo (785) 296-8110 - Myron Melton		ayates@ksde.org - Ann Yates jnobo@ksde.org - Jeannette Nobo (785) 296-5140 - Ann Yates (785) 296-4948 - Jeannette Nobo

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

3. (for new users)



If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)



5. Read the privacy legal notices. Click Accept to access KSDE Web Applications.

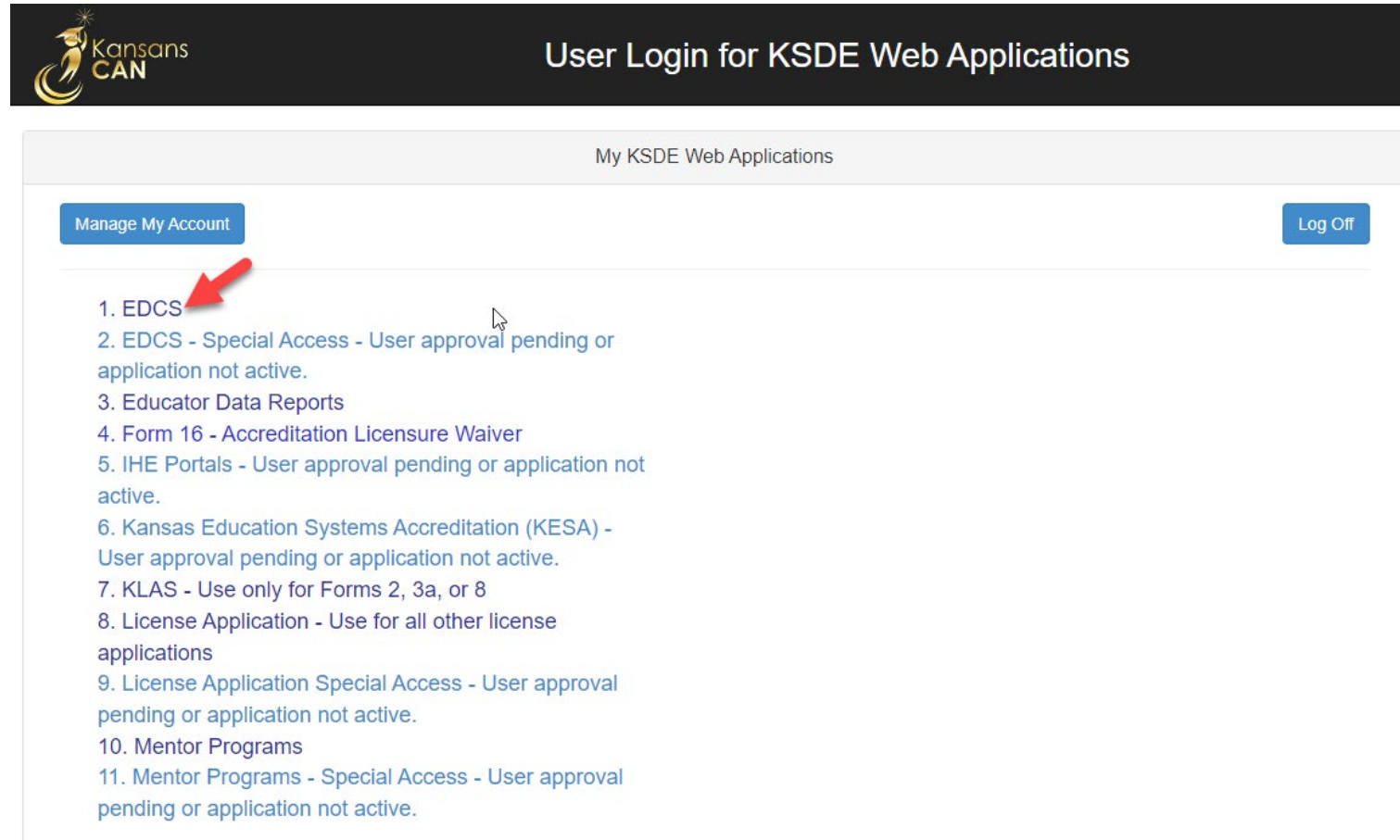
KSDE Web Applications - Legal Notice

Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6312 through 72-6320, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.



6. Select EDCS.

Note: If you don't have access to EDCS, select Manage My Account, check EDCS/district, enter the "In Case You Forget Your Password" information at the bottom of the screen, and Submit. Your district administrator will give you access.



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top left is the 'Kansas CAN' logo. The main heading is 'User Login for KSDE Web Applications'. Below this is a section titled 'My KSDE Web Applications'. On the left side of this section is a blue button labeled 'Manage My Account', and on the right is a blue button labeled 'Log Off'. A list of 11 items is displayed below the buttons. A red arrow points to the first item, '1. EDCS'. The other items are: '2. EDCS - Special Access - User approval pending or application not active.', '3. Educator Data Reports', '4. Form 16 - Accreditation Licensure Waiver', '5. IHE Portals - User approval pending or application not active.', '6. Kansas Education Systems Accreditation (KESA) - User approval pending or application not active.', '7. KLAS - Use only for Forms 2, 3a, or 8', '8. License Application - Use for all other license applications', '9. License Application Special Access - User approval pending or application not active.', '10. Mentor Programs', and '11. Mentor Programs - Special Access - User approval pending or application not active.'



7. The current school year will already be displayed. Click “Select Year”.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: KSDE Building: 0000 Access Level: KSDE Internal

Home > Welcome >

School Year:

Status of Licensed Personnel Report for the school year **NOT YET STARTED**

Status of Fall Vacancies for the school year **NOT YET STARTED**

When accessing the **EDCS**, the first step is to select the school year.

EDCS is now open. You may enter data for the 2021-2022 School Year Licensed Personnel Report.

The Fall Vacancy Report is now open for submission.

The Fall Vacancy Report is due September 27, 2021.



EDCS Welcome page:

Once you click Select Year, you will have access to the options in the Side Bar Menu on the left. Notice that "Staff Data", "License Personnel Report", and "Reports" can be expanded.

KANSAS
STATE DEPARTMENT OF
EDUCATION

EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Home > Welcome >

School Year: 2021-2022 Select Year

Status of Licensed Personnel Report for the school year **IN PROGRESS**
Status of Fall Vacancies for the school year **IN PROGRESS**

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.

Fall Vacancy Report is due 27 September 2021





A closer look at “Staff Data” options:

- When you expand “Staff Data”, you will see seven options which will be used to edit/enter data for the Licensed Personnel Report due in March.
- Let’s take a closer look at each of them.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Welcome

School Year: 2021-2022 Select Year

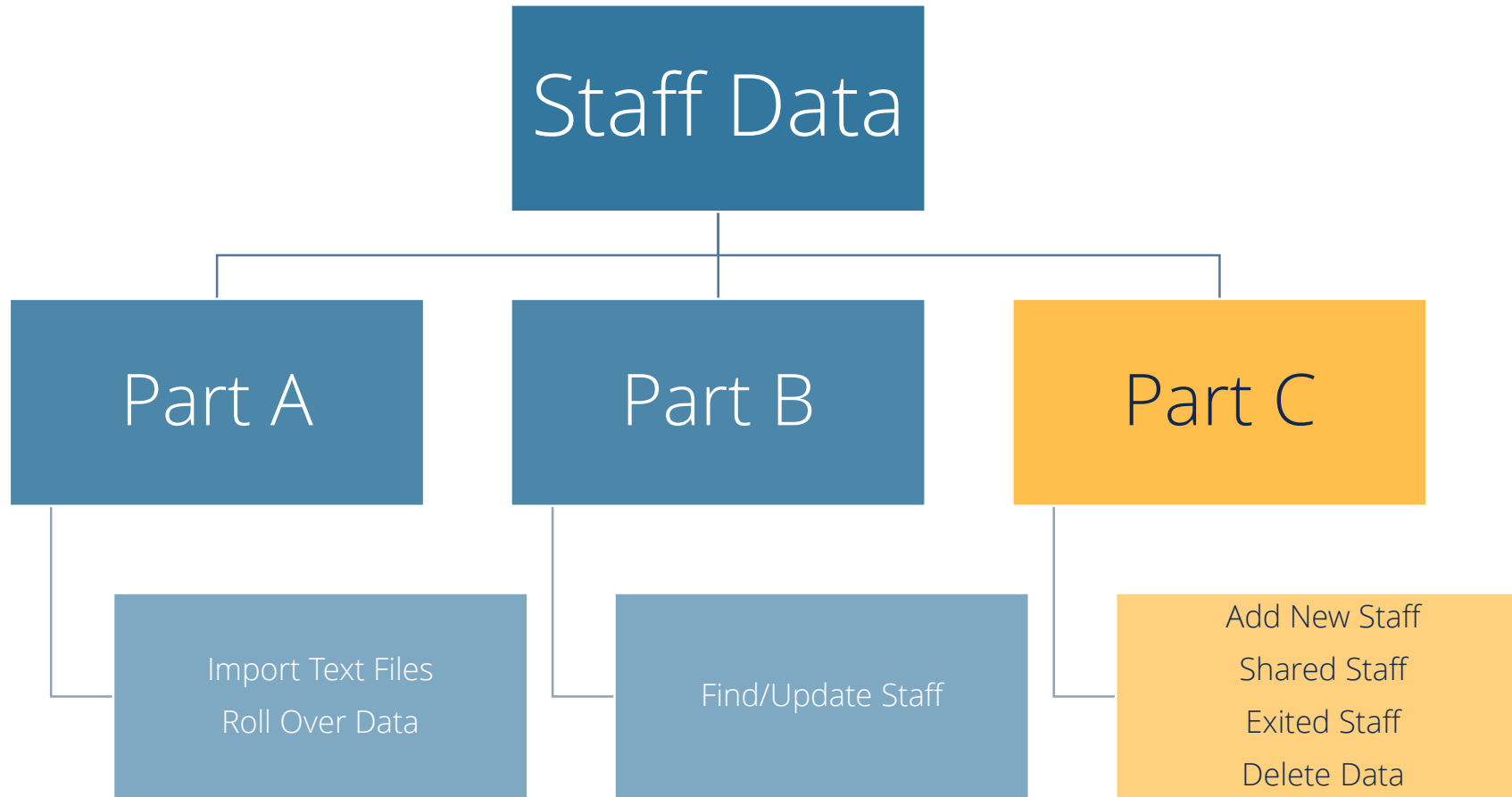
Status of Licensed Personnel Report for the school year **IN PROGRESS**
Status of Fall Vacancies for the school year **IN PROGRESS**

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.
Fall Vacancy Report is due 27 September 2021



This EDCS District Training over “Entering Staff Data” includes a lot of material, so we are breaking it up into THREE PARTS.



Part C

- Add New Staff
- Shared Staff
- Exited Staff
- Delete Data



“Add New Staff”:

- If a staff member was not included in a “file upload”, or was not “rolled over” from the previous school year’s EDCS, you can add him/her in this section.



How to Add New Staff:

1. Select the "Search By" SSN bullet.
2. Enter the new staff member's social security number (with *NO* dashes or spaces) in the "SSN" field.
3. Click on "Search Staff".

The screenshot shows the EDCS (Education Data Collection System) interface. The header includes the Kansas State Department of Education logo and the text 'EDCS'. Below the header, user information is displayed: 'User: Leslie Bruton District: D0259 Building: 0000 Access Level: District'. The main content area shows the 'Add New Staff' process. A sidebar on the left contains navigation options: 'Manage Applications', 'Logout', 'Welcome', 'Staff Data', 'Import Text Files', 'Roll Over Data', 'Find/Update Staff', 'Add New Staff' (highlighted), 'Shared Staff', 'Exited Staff', and 'Delete Data'. The main form area includes a 'District' dropdown menu set to 'D0259', a 'Search By' section with radio buttons for 'SSN' (selected) and 'Educator ID', an 'SSN (000000000):' text input field containing '333224444', and an 'Educator ID:' text input field. A 'Search Staff' button is located on the right. Red arrows and numbers 1, 2, and 3 indicate the steps: 1. Selecting the 'SSN' radio button; 2. Entering the SSN with no dashes or spaces; 3. Clicking the 'Search Staff' button.



Note: If the new staff member already has an Educator ID Number issued by KSDE, it will automatically populate in the “Educator ID” field.

The screenshot shows a web form for staff member details. At the top, there is a search bar with 'District: D0259' and 'Search By: SSN' selected. Below this, the 'SSN (000000000):' field contains '333224444' and the 'Educator ID:' field is empty. A red arrow points from the text above to this field. The main form area is enclosed in a red box and contains fields for 'DOB(MM/DD/YYYY):', 'Email:', 'First Name:', 'Middle Name:', 'Last Name:', 'Address:', 'Address 2:', 'City:', 'State:' (with a dropdown menu showing 'None Selected'), and 'Zip Code:'. Below the red box, there are fields for 'Total Experience:', 'USD Experience:', 'Base Salary (000000):', 'Base w/Fringe (000000):', 'Gender:' (with a dropdown menu showing 'None Selected'), and 'Entrance Code:' (with a dropdown menu showing 'None Selected'). A red arrow points from the text above to the 'USD Experience:' field. At the bottom right, there are 'Clear Form' and 'Save' buttons.

Note: If there is an existing staff member recognized by that SSN, the “Profile Details” will automatically populate.



1. If no information fields auto-populate with the SSN entry, you will manually enter the new staff member's information.
2. Click on "Save" at the bottom of the screen.

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Add New Staff

District: D0259 Search By: SSN Educator ID

SSN (000000000): 333445555 Educator ID:

DOB(MM/DD/YYYY):

Email:

First Name: Middle Name: Last Name:

Address: Address 2:

City: State: None Selected Zip Code:

Total Experience: USD Experience:

Base Salary (000000): Base w/Fringe (000000):

Gender: None Selected

Entrance Code: None Selected

Clear Form Save



“Shared Staff”:

Note: There is an EDCS District Training module titled “Shared Staff Data Entry” that covers this topic at length. Click on the link below to access that training module, or access any/all of the EDCS District Training modules at ksde.org.





“Exited Staff”:

- When you select the “Exited Staff” option, you will be able to view a list (in table form) of all the staff members that have been deleted.
- You can select which School Year to view.

KANSAS STATE DEPARTMENT OF **EDUCATION** EDCS 👤

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District


🏠 > Staff Data > Exited Staff

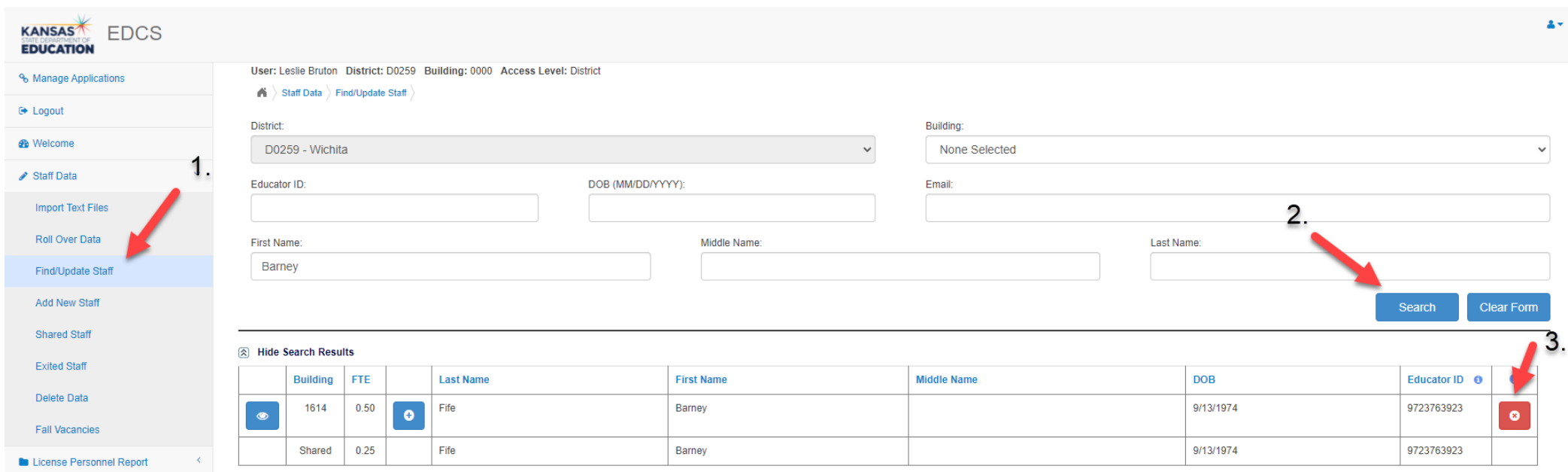
School Year:

	Year	SSN	First Name	Last Name	Middle Name	Exit Reason	Exit Date	Exit ID
	2010	4922	Lora	Bob	M	Termination	7/31/2009	8084
	2010	3892	Chris	Bob		Termination	7/31/2009	8012
	2010	2651	Bryan	Bob		Termination	7/31/2009	8118
	2010	82Z	Joseph	Bob		Retirement	7/31/2009	7974
	2010	8554	John	Bob	Mike	Termination	7/31/2009	8100
	2010	6461	Janet	Bob		Termination	3/10/2009	8186
	2010	5492	Gina	Bob	N	Termination	7/31/2009	8092
	2010	7946	Marcy	Bob		Moved from Area Employment Unknown	7/31/2009	7993




How to Exit Staff:

1. Select "Find/Update Staff".
2. Either enter information in the search fields to find a specific staff member, or leave the search fields blank to search from your entire staff listing. Click on "Search".
3. Click on the  (delete icon) on the right side of that staff member's search results.



The screenshot shows the EDCS interface. On the left is a navigation menu with 'Find/Update Staff' highlighted. The main area contains search filters for District, Building, Educator ID, and Name. Below the filters is a table of search results. Red arrows and numbers 1, 2, and 3 point to the 'Find/Update Staff' menu item, the 'Search' button, and the delete icon in the results table, respectively.

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
1614	0.50	Fife	Barney		9/13/1974	9723763923	
Shared	0.25	Fife	Barney		9/13/1974	9723763923	



Note: If the staff member is assigned to only one building, you will be immediately directed to this exit screen. If the staff member is assigned to multiple buildings, you will not be directed to this exit screen *until* you remove him/her from the last building assignment.

The screenshot shows the EDCS (Education Data Collection System) interface. The user is Leslie Bruton, District D0259, Building 0000, with Access Level: District. The user's information is displayed, including SSN, Educator ID, DOB, Email, First Name, Middle Name, and Last Name. The 'Exit Reason' dropdown menu is open, showing a list of options: Make your choice, 2016-2017 Reporting Re-Design, Academic Study, Administrative Error, COVID, Deceased, Health, In State USD (Leadership), In State USD (Teaching), Leave of Absence, Left Profession, Military, Moved from Area Employment Unknown, Out of State, Private School, Reduction in Force, Retirement, and Termination. The 'Exit Date' field is empty. The 'Delete' button is visible at the bottom right of the form.

4. Select the "Exit Reason" from the drop-down options.
5. Enter the exit date.
6. Click on "Delete".
7. On the next screen, you will be asked to confirm the deletion by clicking on "OK".



“Delete Data”:

Caution: This section allows you to delete all data from EDCS!!

You will have the following “delete” options:

- Delete all assignment data
- Delete all FTE and assignment data
- Delete all staff, FTE and assignment data
- Delete all staff, FTE, assignment and “staff exit” data
- Delete all “staff exit” data only



Scenario of when you might choose to delete data: After a “Roll Over” of last year’s data, you might want to delete last year’s assignment information because you plan to upload a new assignment file in the “Import Text Files” section later.

Caution: This section allows you to delete all data from EDCS!!



How to Delete Data:

1. Select the appropriate “delete” option from the drop-down menu.
2. Click on “Delete Data”.
3. Click on “OK” to confirm the deletion, or “Cancel” to cancel the deletion.

The screenshot displays the EDCS (Education Data Collection System) interface. On the left, a sidebar menu includes options like 'Manage Applications', 'Logout', 'Welcome', and 'Staff Data'. The 'Delete Data' option is highlighted at the bottom. The main content area shows a confirmation dialog box with the text: 'appst.ksde.org says Are you sure you wish to delete your data? By deleting this you will remove all educator demographic and assignment information, and remove the educator links to the Evaluation system.' The dialog has 'OK' and 'Cancel' buttons. A 'Delete Data' button is also visible in the main content area. Red arrows and numbers 1, 2, and 3 indicate the steps: 1. Select 'Delete Data' in the sidebar, 2. Click 'Delete Data' in the dialog, 3. Click 'OK' in the dialog.

Caution: This section allows you to delete all data from EDCS!!



Next “Training Modules” in the EDCS District Training series:

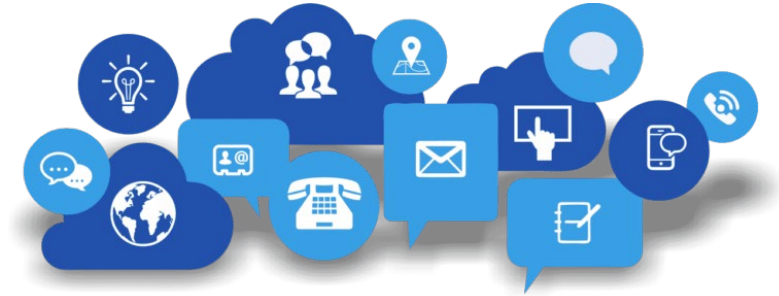


1. KSDE.org and EDCS Basics
2. Entering Staff Data (Part C)
3. Submitting the Fall Vacancy Report (FVR)
4. Entering Career & Technical Ed (CTE) assignments
5. Entering SPED/ESOL assignments
6. Entering Shared Staff data
7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
8. Wrap-Up, Troubleshooting, Questions



Contact information:

If you have any questions, please contact:



Shane Carter

Assistant Director Teacher Licensure

scarter@ksde.org

(785) 296-2289

OR

Leslie Bruton

Coordinator Teacher Licensure

lbruton@ksde.org

(785) 296-8011

