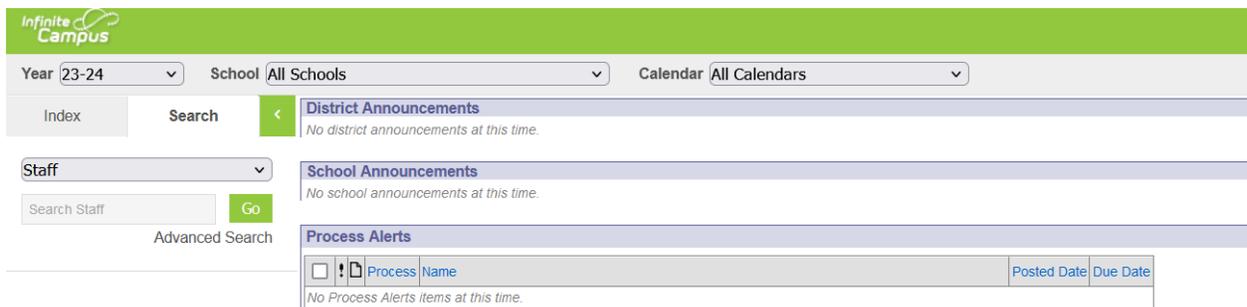


EWS Login Issue Checklist within Infinite Campus

Below are 5 areas in the Infinite Campus Staff Profile that are required for a user to have access to the EWS Application. Please verify the User has the following information in Infinite Campus.

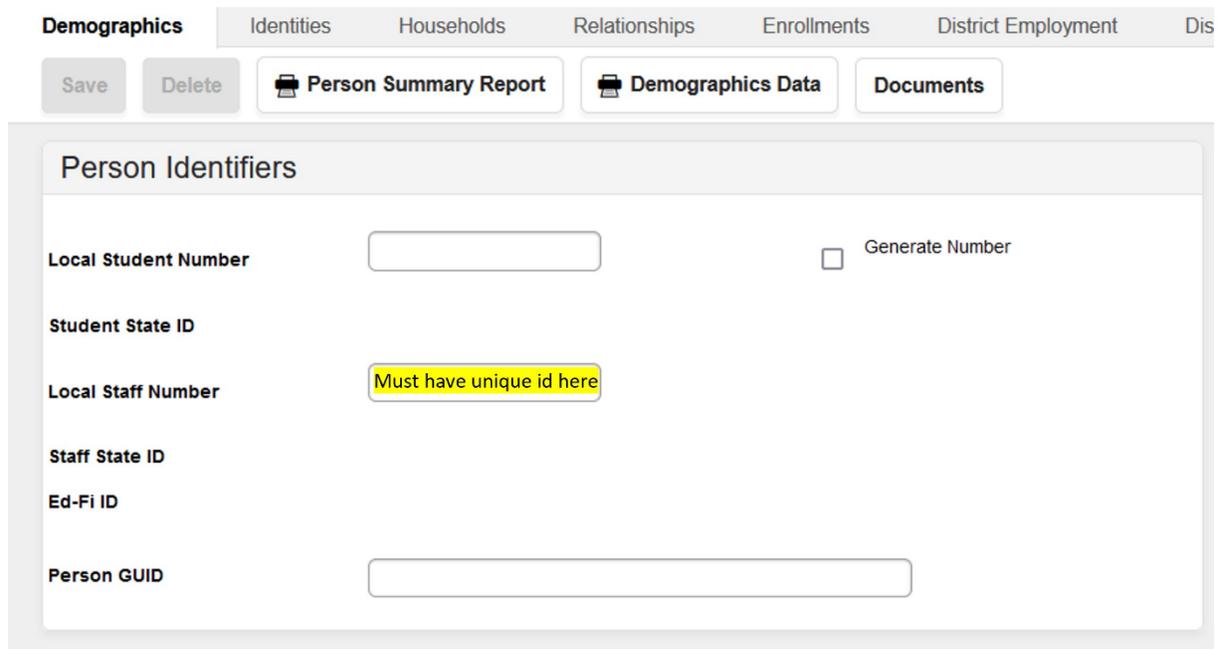
1. Does the User have a staff profile for the current school year?
 - a. Search by Last Name, First Name.
 - b. Search by current school year.



The screenshot shows the Infinite Campus interface for staff search. At the top, there are filters for Year (23-24), School (All Schools), and Calendar (All Calendars). Below these are three search sections: District Announcements, School Announcements, and Process Alerts. Each section has a search input field and a 'Go' button. The Process Alerts section includes a table with columns for Process Name, Posted Date, and Due Date.

Figure 1: Staff Search

2. Does the Staff User have a Local Staff Number in Infinite Campus?
 - a. This is found under the Demographics tab, in the Person Identifiers section.



The screenshot shows the 'Demographics' tab in Infinite Campus, specifically the 'Person Identifiers' section. It includes a navigation bar with tabs for Identities, Households, Relationships, Enrollments, District Employment, and Dis. Below the navigation bar are buttons for Save, Delete, Person Summary Report, Demographics Data, and Documents. The main form area contains several fields: Local Student Number, Student State ID, Local Staff Number (with a yellow highlight and the text 'Must have unique id here'), Staff State ID, Ed-Fi ID, and Person GUID. There is also a checkbox labeled 'Generate Number'.

Figure 2: Local Staff Number

3. Does the Staff User have a Primary email address?
 - a. This is the first email address found under the Demographics tab, in the Personal Contact Information section and should be a @cnmipss.org email address.
 - b. The email cannot be selected as 'Private'. If the email is set as 'Private' the user will not be able to log into the EWS Application.

Demographics | Identities | Households | Relationships | Enrollments | District Employment | D

Save | Delete | Person Summary Report | Demographics Data | Documents

Personal Contact Information

The Private box must not be checked

Contact Information	Private	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Email: @cnmipss.org	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Email: @mycnmipss.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3: Primary Email Address

4. Is the Staff User assigned to an Organization and has an Assignment Code?
 - a. The Staff User's assigned Organization (IE – Koblerville Elementary School) is found under the District Assignment tab, under the Assignments section.
 - b. The Assignment Code is found under the District Assignment tab, in the Employment Assignment Information section.
 - c. The Assignment Code must be one of the following:
 - i. Assistant Principal
 - ii. Assistant Superintendent
 - iii. Counselor
 - iv. Elementary School Counselors
 - v. Elementary Teachers
 - vi. Instructional Coordinator
 - vii. Kindergarten Teachers
 - viii. LEA Administrator
 - ix. LEA Specialist
 - x. Paraprofessionals/Instructional Aides
 - xi. School Administrator
 - xii. School Counselors
 - xiii. Secondary School Counselors
 - xiv. Secondary Teachers
 - xv. Superintendent
 - xvi. Teacher
 - xvii. Ungraded Teachers (SPED, ELL, Title 1)
 - d. The Staff User should either not have an End Date or have an End Date in the future (A current End Date or End Date in the past will not allow the User access to the EWS Application).

- e. The Teacher checkbox needs to be selected for the Staff User to be assigned to a Section (step 5).

Demographics Identities Households Relationships Enrollments District Employment **District Assignments**

Save Delete New Documents

Assignments

🏠 Koblerville Elementary School

✍️ CLASSROOM TEACHER - (01/01/1901-)

Employment Assignment Information

School: Koblerville Elementary School Department:

Start Date: 01/01/1901 End Date:

Type: 02:Certified FTE of Assignment:

Title: CLASSROOM TEACHER

Assignment Code: **ELMTCH:Elementary Teachers**

<input checked="" type="checkbox"/> Teacher	<input type="checkbox"/> Special Ed	<input type="checkbox"/> Program	<input type="checkbox"/> Behavior Admin	<input type="checkbox"/> Health	<input type="checkbox"/> Behavior Response Approver	<input type="checkbox"/> Response to Intervention
<input type="checkbox"/> Advisor	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Counselor	<input type="checkbox"/> Foodservice	<input type="checkbox"/> Exclude Behavior Referral	<input type="checkbox"/> Self Service Approver	<input type="checkbox"/> FRAM Processor
<input type="checkbox"/> Activity Staff	<input type="checkbox"/> Activity Preapproval	SPED Level: <input type="text"/>				

Primary Teaching Area:

Primary Grade Level:

Supervisors:

Figure 4: Organization Assignment and Assignment Code

5. Does the Staff User have a Section Assignment in the current school year?
 - a. Choose the current School Calendar for the Staff User and select the Schedule tab.

School Choice					Credentials					Overrides					Fees					ID History					Person Documents					Schedule					Payments					Impact Aid				
Print		Documents																																										
	Term Q1 (08/22/23-10/27/23)					Term Q2 (10/30/23-01/18/24)					Term Q3 (01/19/24-04/03/24)					Term Q4 (04/04/24-06/07/24)																												
Attendance	ES090911A-2 WkHabits 1 Primary Teacher					ES090911A-2 WkHabits 1 Primary Teacher					ES090911A-2 WkHabits 1 Primary Teacher					ES090911A-2 WkHabits 1 Primary Teacher																												
1st IB	ES010101A-2 ELA 1 Primary Teacher					ES010101A-2 ELA 1 Primary Teacher					ES010101A-2 ELA 1 Primary Teacher					ES010101A-2 ELA 1 Primary Teacher																												
2nd IB	ES030301A-2 MATH 1 Primary Teacher					ES030301A-2 MATH 1 Primary Teacher					ES030301A-2 MATH 1 Primary Teacher					ES030301A-2 MATH 1 Primary Teacher																												
3rd IB	ES020201A-2 SCIENCE 1 Primary Teacher					ES020201A-2 SCIENCE 1 Primary Teacher					ES020201A-2 SCIENCE 1 Primary Teacher					ES020201A-2 SCIENCE 1 Primary Teacher																												
4th IB	ES040401A-2 SOCIAL STUDIES 1 Primary Teacher					ES040401A-2 SOCIAL STUDIES 1 Primary Teacher					ES040401A-2 SOCIAL STUDIES 1 Primary Teacher					ES040401A-2 SOCIAL STUDIES 1 Primary Teacher																												
5th IB	ES060601A-2 PEH 1 (Tues-Fri) Primary Teacher					ES060601A-2 PEH 1 (Tues-Fri) Primary Teacher					ES060601A-2 PEH 1 (Tues-Fri) Primary Teacher					ES060601A-2 PEH 1 (Tues-Fri) Primary Teacher																												
6th IB	EMPTY					EMPTY					EMPTY					EMPTY																												
7th IB	ES101001A-2 CHARACTER ED 1 (Tues-Fri) Primary Teacher					ES101001A-2 CHARACTER ED 1 (Tues-Fri) Primary Teacher					ES101001A-2 CHARACTER ED 1 (Tues-Fri) Primary Teacher					ES101001A-2 CHARACTER ED 1 (Tues-Fri) Primary Teacher																												

Figure 5: Section Assignment

- b. The Staff User needs to have the Teacher checkbox selected from Figure 4: Organization Assignment and Assignment Code to allow for a Section Assignment.
- c. The Staff User will also need the District Assignment selected under Section Staff History (using the Try New Look view in Infinite Campus).
 - i. Choose the Try New Look view.
 - ii. Select the Staff User's current School Calendar.
 - iii. Select Scheduling and Courses.
 - iv. Search for a Course that is in the Staff User's Section
 - v. Select the Staff Member
 - vi. Verify the District Assignment is filled in
 1. This should be the same as the District Assignment from Figure 4: Organization Assignment and Assignment Code to allow for a Section Assignment.

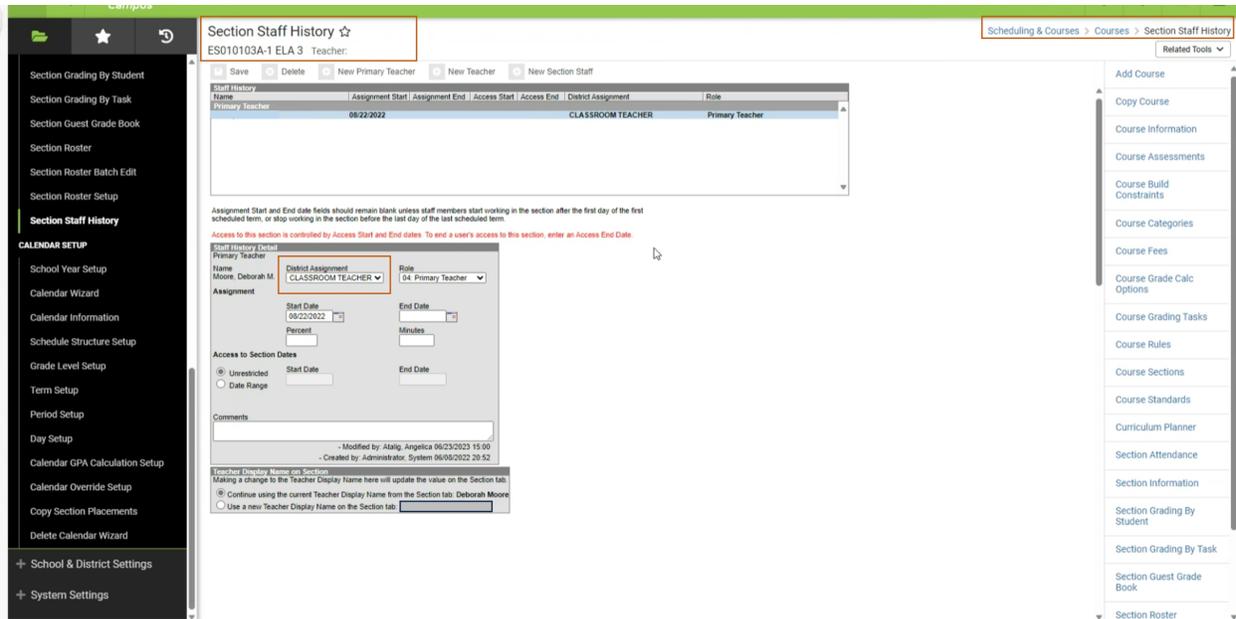


Figure 6: Section Staff History

If the Staff User profile meets the required criteria for access to the EWS Application but is still unable to log in, please do the following

- 1) Submit an EWS troubleshooting work request at <https://bit.ly/ewsisissue>
- 2) Reach out to CNMISupport@dbdriven.solutions and provide the User's First Name, Last Name, position and a screenshot of the error the User is receiving.