

## Add Back SEA Permissions

Your state department of education (SEA) has volunteered to pre-populate your CRDC survey with data. As a local school district, you can choose to have this data pre-populated or “opt-out” and complete the CRDC on your own. If you choose to “opt-out” and change your mind, then this tip sheet shows you how to add your SEA representative back into the CRDC system.

### Step 1: Log into the CRDC System

Access the CRDC survey at <http://surveys.nces.ed.gov/crdc>. Enter your email and password and click the green “Log In” button as shown in Figure 1.

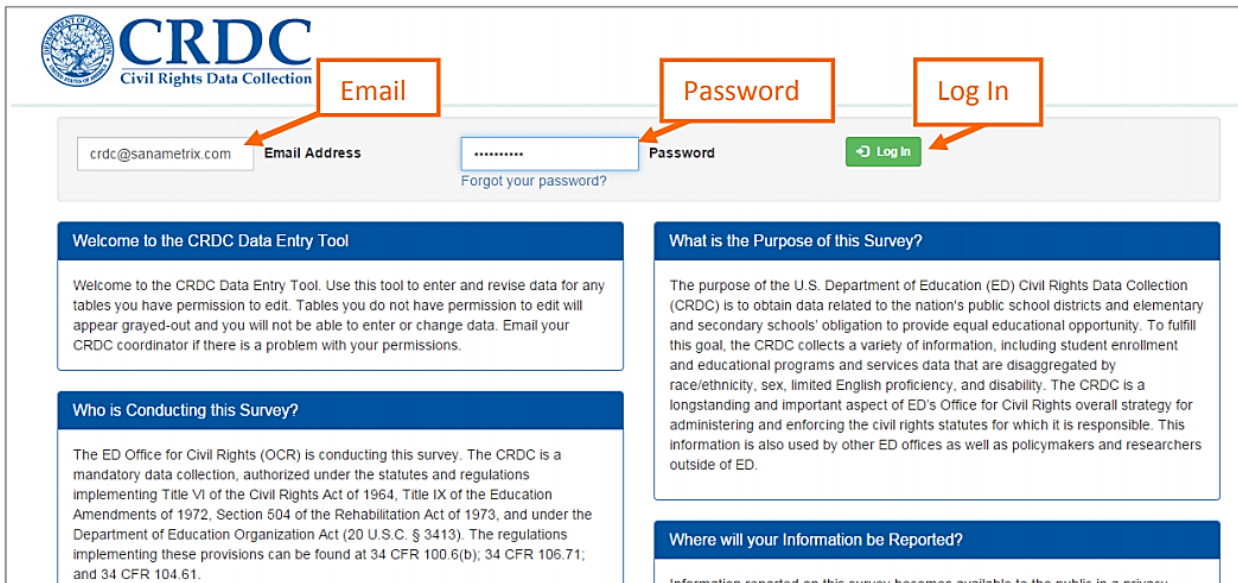


Figure 1: Log-in Screen



Don't have a password? See the information posted at [crdc@aemcorp.com](mailto:crdc@aemcorp.com).

### Step 2: Access the ADMIN page

Next to the silhouette icon with your username is the link to the ADMIN section of the site, shown in Figure 2.

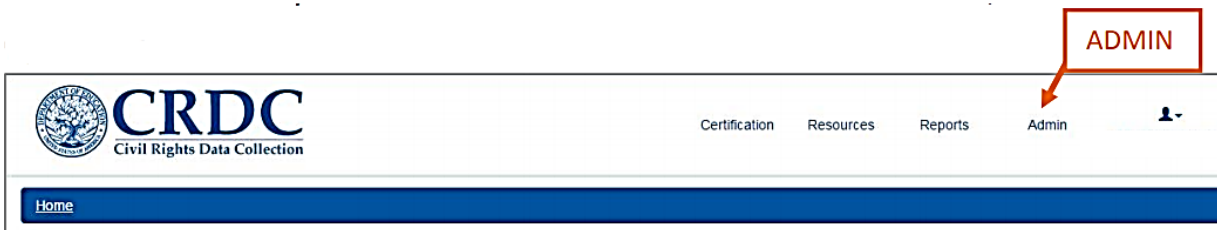


Figure 2: CRDC Menu

### Step 3: Select LEA Staff

On the ADMIN home page, click on LEA Staff as shown in Figure 3.

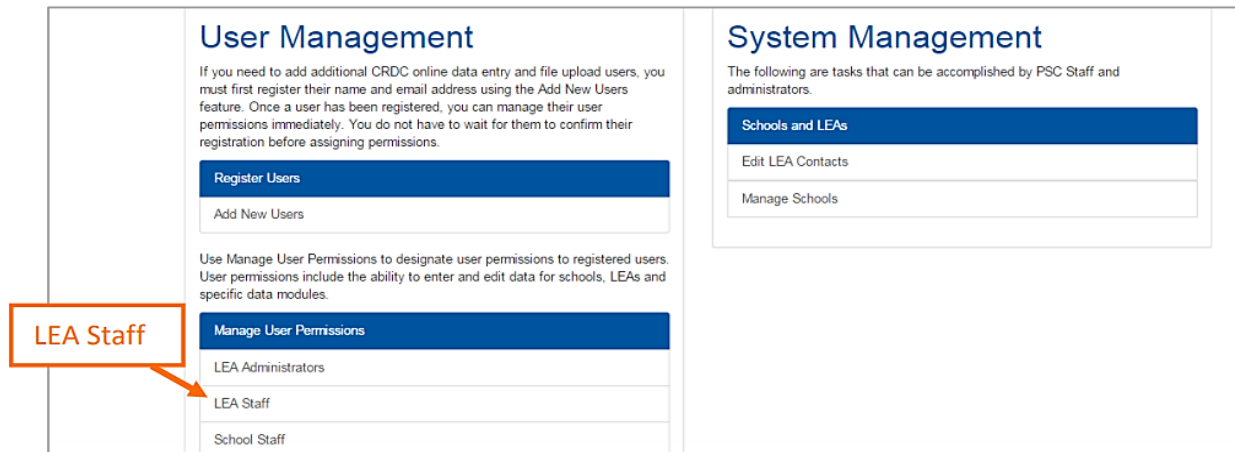


Figure 3: ADMIN Home Page

### Step 4: Click Add User

On the LEA Staff page, click the green “+ Add User” button to add a new user to your districts survey, as shown in Figure 4.

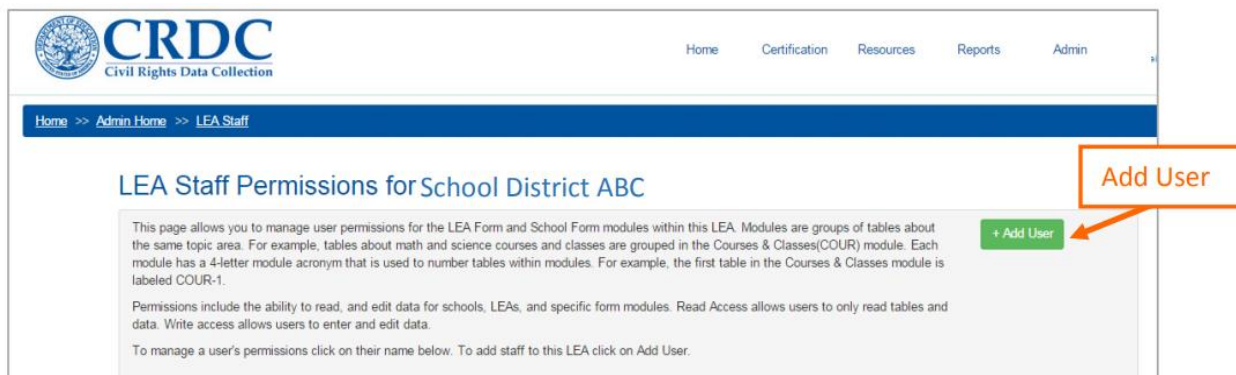


Figure 4: LEA Staff Page

## Step 5: Type in your SEA Representative's Email Address

The CRDC system will remember previous users. As you type the SEA representative's email address, similar usernames will appear, as shown in Figure 5.

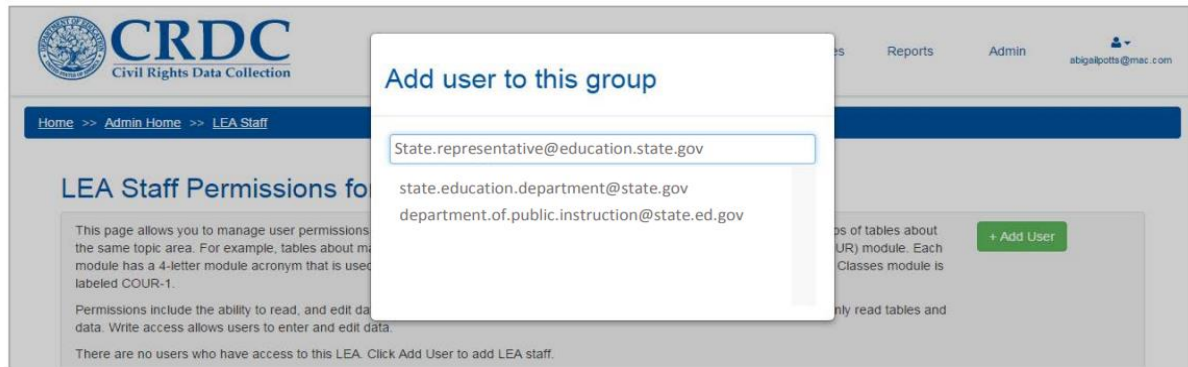


Figure 5: Add Users by Typing Email Address



Don't know who your state education agency contact is? Contact the Partner Support Center (PSC) at [crdc@aemcorp.com](mailto:crdc@aemcorp.com) or call 1 855-255-6901

## Step 6: Click Add User

Click the blue "Add User" button to add back your state representative.

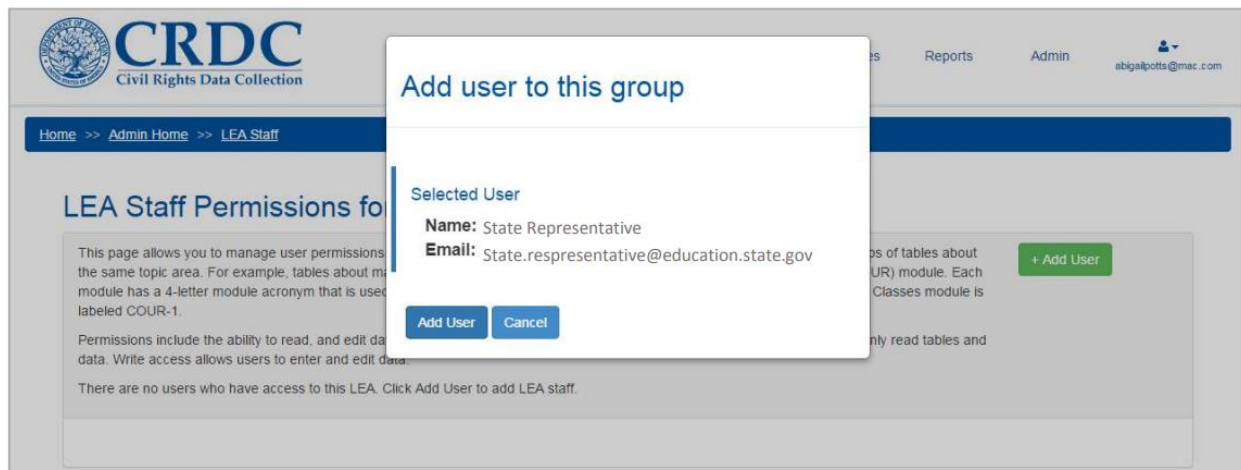


Figure 6: Add Users by Typing Email Address

## Step 7: Set Permissions and Access for Your State Representative

You can choose to add state access to specific CRDC forms, modules, or specific schools by changing your SEA representative's permissions.

### A. Click on the Plus Sign "+" to view options

Clicking on the plus sign will expand (or hide) more options to grant user permissions to your SEA.

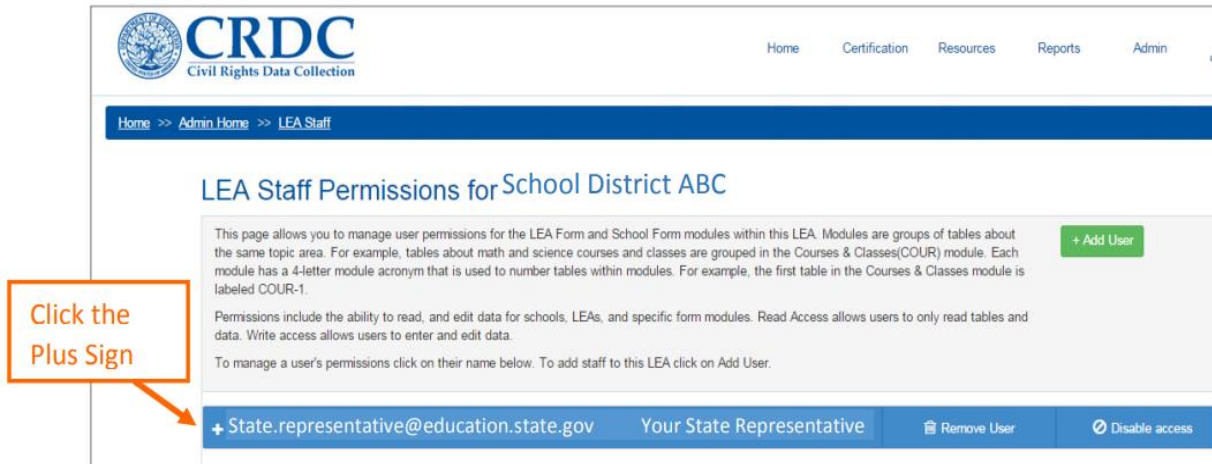


Figure 7: Access More Options for Setting Permissions

### B. Change Access by Form (LEA or School) and by Module

Expanding the options allows you to grant permissions to your SEA by district (LEA) or school and by topic- area module. Figure 8 shows how to add access on the LEA form by checking all or some topic-area modules.

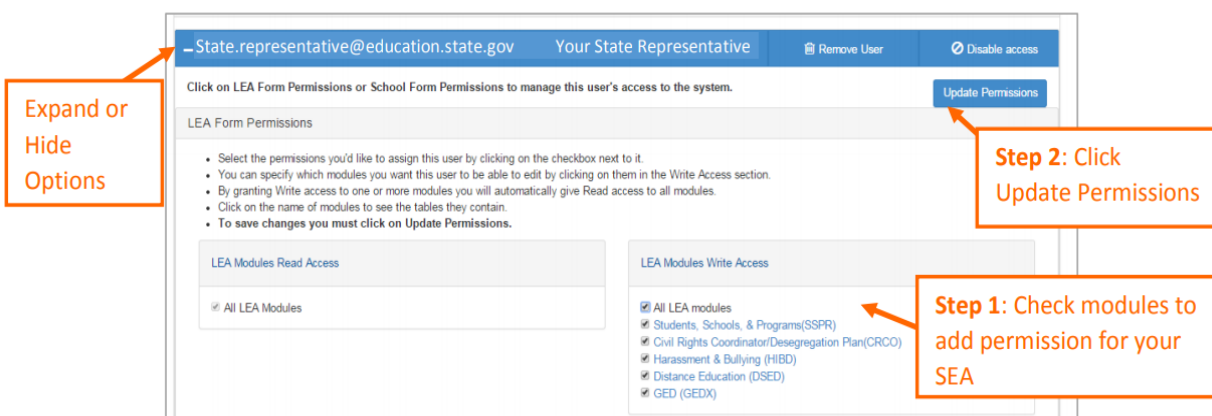


Figure 8: Setting LEA Permissions

You can also set individual permissions for schools in your district.  
Figure 9 shows options for adding permissions by topic-area module.

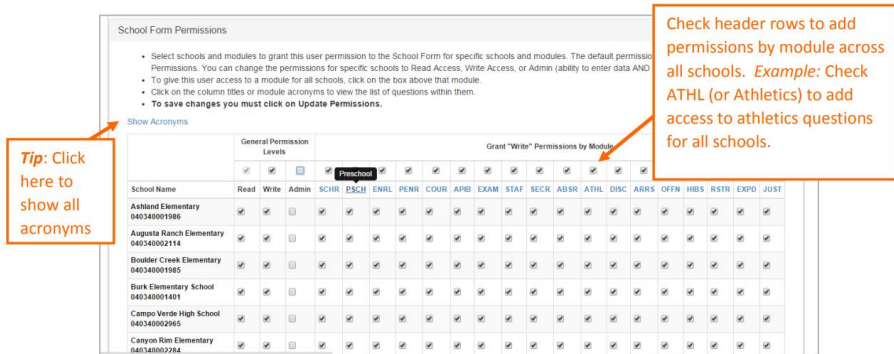


Figure 9: Setting School Form Permissions by Adding Access to Modules

Figure 10 shows how checking “write” next to Augusta Ranch Elementary will add access across all school- level data for that school.

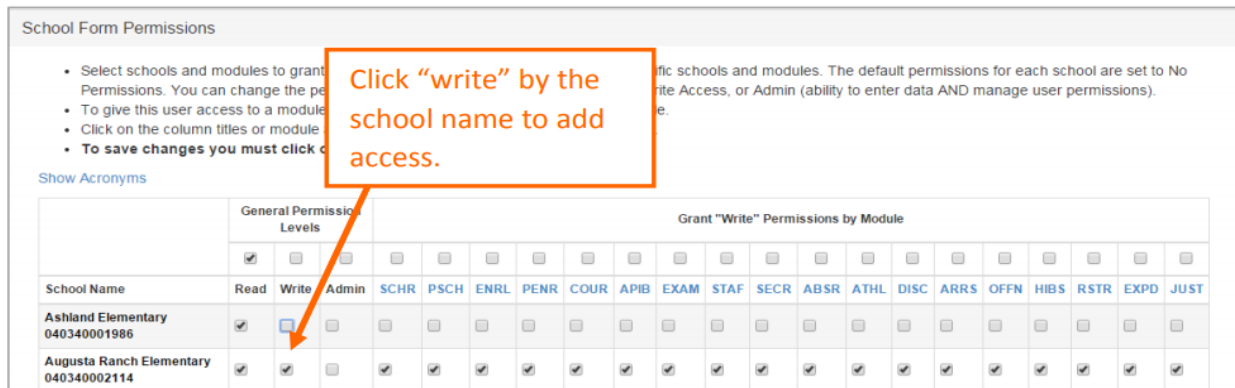


Figure 10: Setting School Form Permissions by Adding Access to Schools

You can also customize access for your state representative by checking or unchecking any box on the grid. Figure 11 shows that state representative access to upload preschool data was removed from Augusta Ranch Elementary, and state representative access to upload staff data was removed from Burk Elementary.

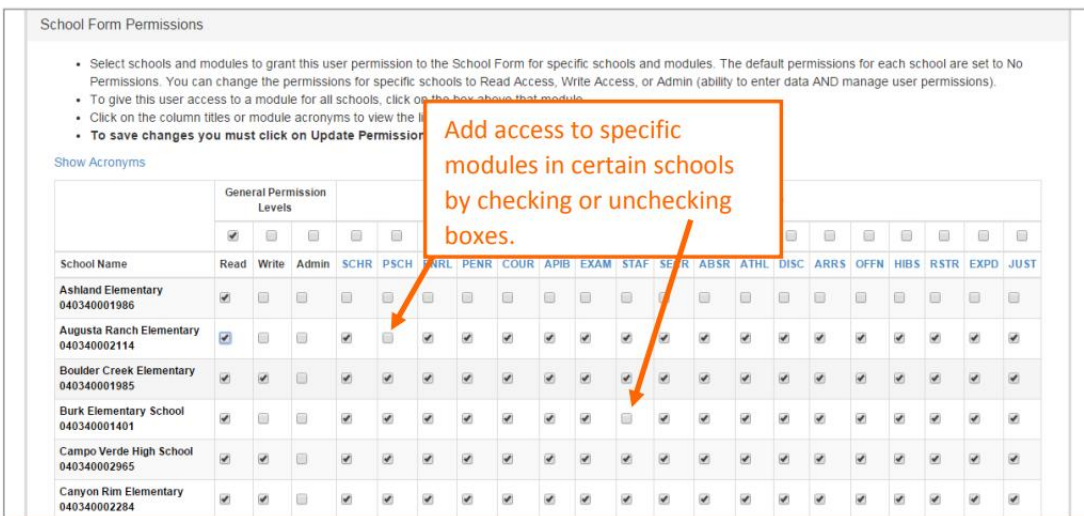


Figure 11: Setting Customized Access across Schools and Modules

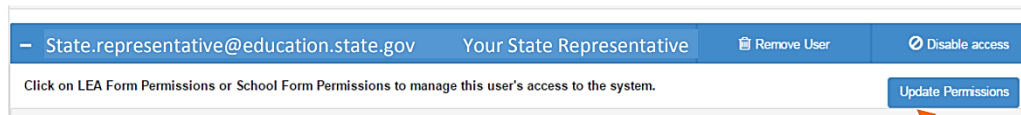




Have more questions about setting custom access? See the CRDC User Guide at [crdc.grads360.org](https://crdc.grads360.org).

### C. Last Step: Update Permissions

The last step in setting customized access is to update the permissions for your state representative by clicking the “update permissions” button shown in Figure 12.



**Last Step:** Click  
Update Permissions

Figure 12: Click Update Permissions