STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

TO: The NonCertified Staff Data Managers and Users

FROM: Y.H. Alison Zhou, E.D. Education Consultant

DATE: October 8, 2019

SUBJECT: Noncertified Staff Data Collection Application 2019-20

The Noncertified Staff Data Collection Application is open for the 2019-20 school year. The collection was transitioned from the legacy ED162 application to the online *Noncertified Staff* application in 2018-19.

In order to access this application, users must be set up with one of the two following Noncertified Staff (NonCert) roles: **NonCert Staff Certifier** and **NonCert Staff Writer**.

- If you already have an assigned role for the Noncertified Staff (NonCert) roles, you can go to https://csde.ct.gov/, then login, and begin accessing the application.
- If you no longer are responsible for this application, please contact your district's LEA Security Manager to have your Noncertified Staff (NonCert) roles removed.
- If this email was forwarded to you and you need access to the Noncertified Staff (NonCert) roles, please consult with your district's LEA Security Manager.

A list of LEA Security managers is available here: https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site/Documentation .

If you need assistance with user IDs or Passwords to the Noncertified Staff (NonCert) application, please visit: http://sdeportal.ct.gov/portaluser/.

Please submit complete and accurate data by October 31, 2019. Please feel free to contact us with any questions. For *Noncertified Staff* application questions, please contact Y.H. Alison Zhou, Ed.D. at Alison.Zhou@ct.gov or 860-713-6893. For *Directory Manager* questions, please contact Laura Guerrera at Laura.Guerrera@ct.gov or 860-713-6898.

Cc: District Noncertified Staff Data Managers

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