

Centralized Authentication System

User Guide

03/20/2014



California Department of Education

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Centralized Authentication System Access

In the new Centralized Authentication System (CAS), users self-register new user accounts, and update existing user accounts, for the purpose of establishing login data to gain online access to various systems of the California Department of Education (CDE). In order to access the CDE's Consolidated Application and Reporting System (CARS), a user must have a user name and password. In order to obtain a user name and password, a user must register in CAS. CAS is a separate system from CARS, although within both systems are links to the other.

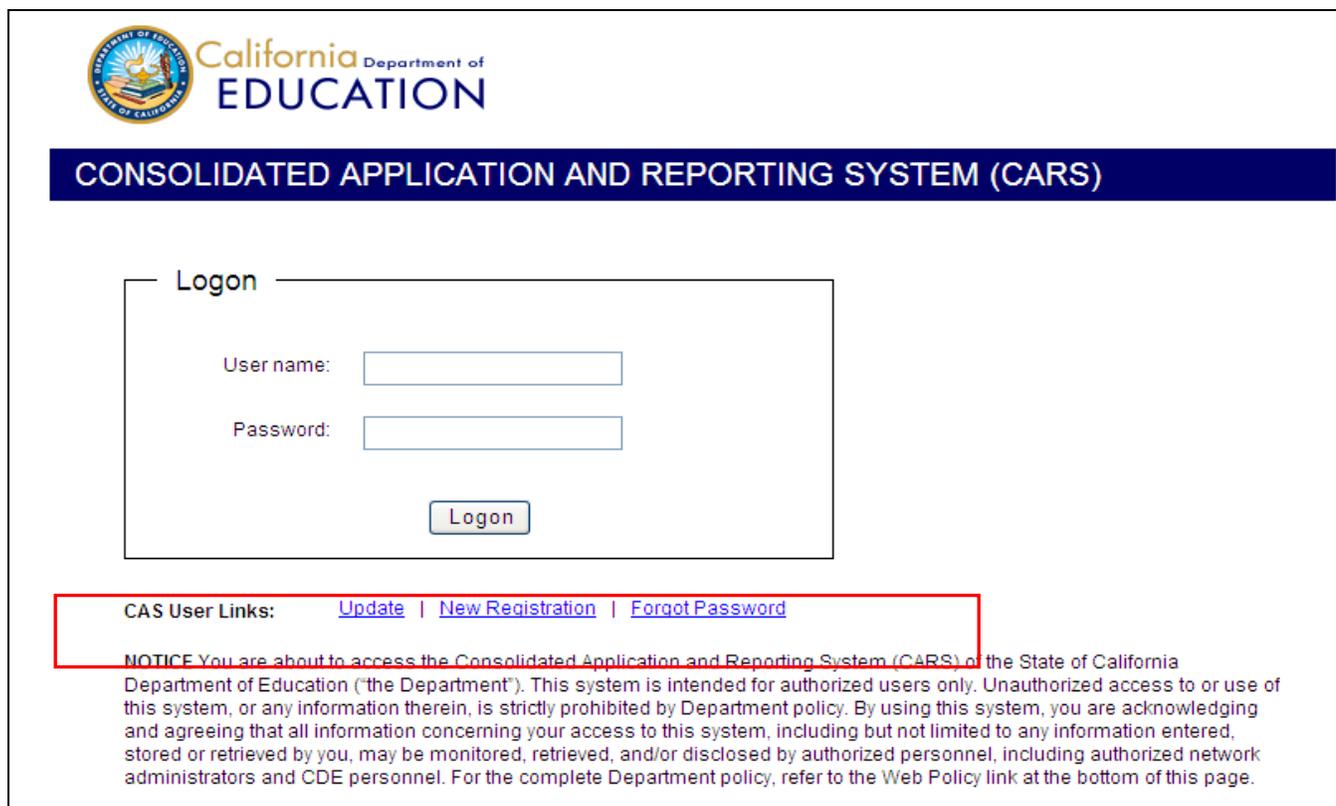
Links to CAS can be found on the CARS Logon page at:

<https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=CARS>.

Audio/Video training for CAS is available in an on-line training module entitled "User Access" on CDE's Web site at: <http://www.cde.ca.gov/fg/aa/co/carsonlinetrngs.asp>.

New User Registration

New Registration is one of the CAS User Links found on the CARS Logon page. Click on the **New Registration** link to get started.



The screenshot displays the CARS Logon page. At the top left is the California Department of Education logo. Below it, the text "California Department of EDUCATION" is shown. A dark blue banner contains the text "CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)". Below the banner is a "Logon" section with a white box containing two input fields: "User name:" and "Password:". Below these fields is a "Logon" button. Below the logon box is a red-bordered box containing the text "CAS User Links:" followed by three links: "Update", "New Registration", and "Forgot Password". Below this box is a "NOTICE" section with a red border, containing a disclaimer about the system's intended use and data security.

After clicking on the **New Registration** link on the CARS Logon page, the user is directed to the CAS Registration page.

Centralized Authentication System (CAS)

Registration

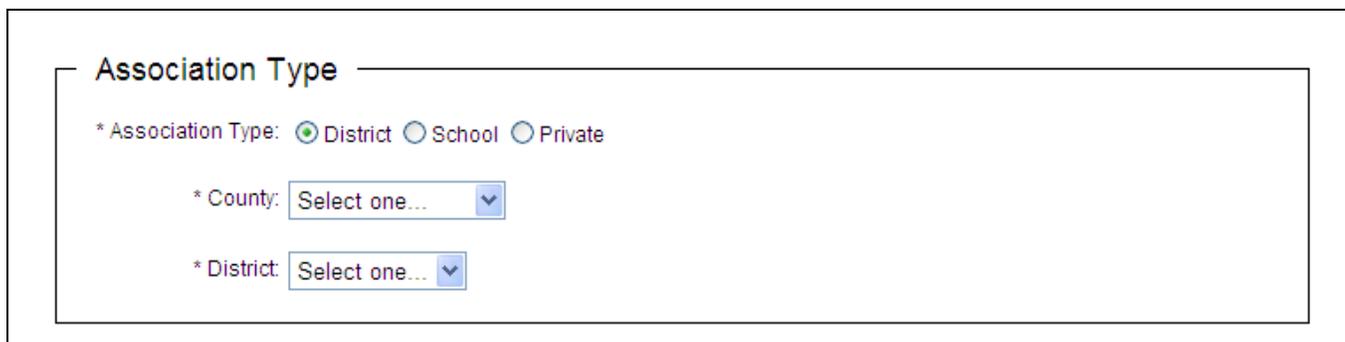
Instructions:

- The fields marked with an asterisk (*) are required
- Passwords expire every 90 days
- Cannot reuse last 24 passwords
- Passwords must have at least 8 characters including letters, numbers, and special characters (!,@,#,\$%^&*~+,-,_,+?)
- Passwords must contain at least one uppercase letter, at least one lowercase letter, and at least one special character
- The format for Telephone and Fax numbers is 555-5555

Add the new user's information to the three sections of the Registration page: Association Type; User Information; and Security Questions.

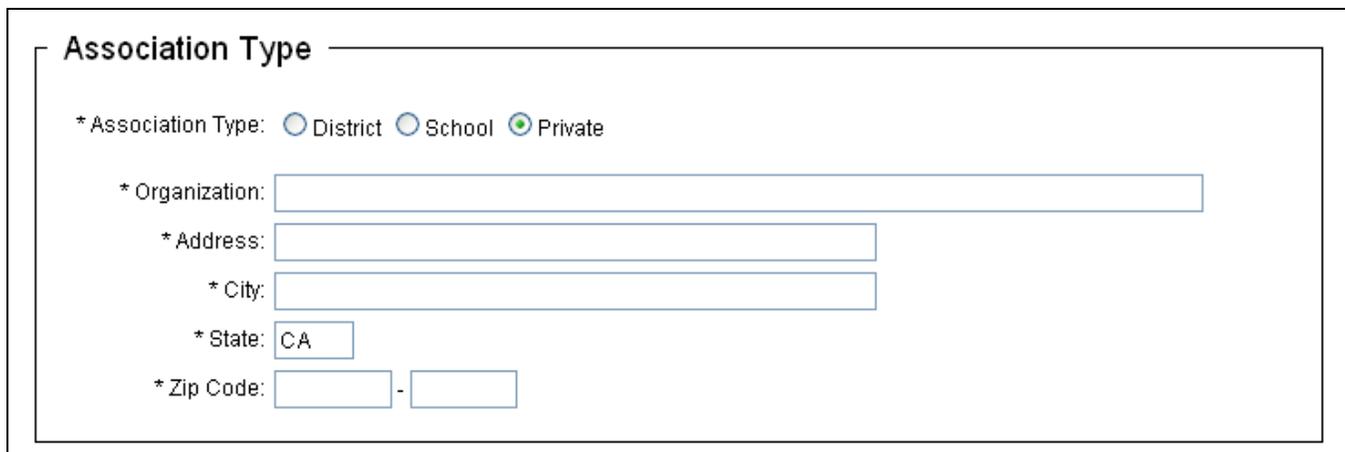
Association Type

The Association Type provides information about the LEA with which the user is affiliated.



The screenshot shows the 'Association Type' section of the registration form. It features three radio buttons: 'District' (selected), 'School', and 'Private'. Below the radio buttons are two dropdown menus: '* County:' and '* District:', both with 'Select one...' as the placeholder text.

Select the most appropriate association type. Choosing the **District** or **School** radio button will lead to related drop down boxes, which will allow the user to drill down to applicable selections. If the **Private** radio button is selected, the user will have to provide information about the organization they represent.



The screenshot shows the 'Association Type' section of the registration form with the 'Private' radio button selected. Below the radio buttons are several text input fields: '* Organization:', '* Address:', '* City:', '* State:' (with 'CA' entered), and '* Zip Code:' (with a hyphen separator).

Important Note: The Association Type selected during registration is relevant in the CAS system, but is not used by CARS.

User Information

User Information provides data about the user and allows the user to create a user name and password.

User Information

* Username:

* First Name:

* Last Name:

* Password:

* Confirm Password:

Primary Telephone

* Area Code: * Telephone: Extension:

Secondary Telephone

Area Code: Telephone: Extension:

Fax Area Code: Fax:

* E-mail Address:

* Confirm E-mail:

When completing this section, the system will enforce the following:

- The user name must be unique to the system. (Error message: **Username already exists. Select another Username.**)
- The fields marked with an asterisk (*) are required.
- Passwords expire every 90 days.
- Cannot reuse any of the user's previous 24 passwords. (Error message: **The new password you submitted has been used by you before. Select another password.**)
- Passwords **must** have at least 8 characters and **must** contain at least one upper case letter; one lower case letter; and one allowable special character (!@#\$\$%^&*+=_?). Passwords can also include numbers.
- The format for Telephone and Fax numbers is 555-5555.

Important Notes:

- **Make a note of the user's password.** CARS Support does **not** have visibility to passwords and so cannot provide users with that information. If a password is forgotten, the user must go through the Forgot Password process described later in this guide.
- It is strongly recommended that a user's individual email address be used as contact, as opposed to a general department or organization-wide email address.

Security Questions

Security Questions are used to validate the user's identity for password resets. The system requires the user to select two questions from among several choices.

Security Questions

* Security Question	<input style="width: 90%;" type="text" value="Select one..."/>
* Security Answer	<input style="width: 90%;" type="text"/>
* Security Question	<input style="width: 90%;" type="text" value="Select one..."/>
* Security Answer	<input style="width: 90%;" type="text"/>

Important Note: Make a note of security questions and answers; CARS Support does not have access to either.

When all sections have been completed, click on the **Submit Registration** button. If the user's registration information is accepted by the system, a confirmation message will display on the screen, and a confirmation email will be sent to the email address provided.

Example screen confirmation:

Centralized Authentication System (CAS)

Confirmation

You have successfully registered.

Name: Beverly Hills
Username: beverlyhills
E-mail: tdow@cde.ca.gov
Primary Telephone: (916)555-5555
Primary Affiliation: Beverly Hills Unified

Security Question What is the name of your favorite childhood friend?
One:

Security Question When you were young, what did you want to be when you grew up?
Two:

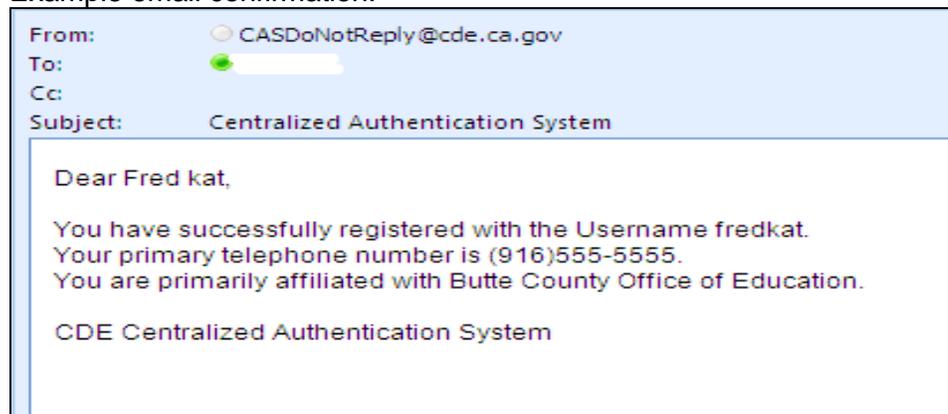
[CARS Logon](#)

[Logon to Centralized Authentication System](#)

[CDE Home](#)

Questions: CARS | conappsupport@cde.ca.gov

Example email confirmation:



Important Notes:

- Register each user only once. Even if the user is associated with multiple LEAs, do not register that user more than once, or create separate user names for each LEA.
- With CAS registration complete, the user has log-in data that can be used in CARS after the user name has been linked to a LEA. Only the district's LEA User Administrator can link a CAS registered user name to their LEA and give access to their CARS. The user can be associated with multiple LEAs, using the same user name. The user should contact each User Administrator of each LEA to which the user wants CARS access.
- After registering or resetting a password in CAS, the user should wait 1-5 minutes before attempting to logon to CARS. This allows time for the CAS data to be forwarded to the CARS database.
- If you are using a browser other than Microsoft Internet Explorer and repeatedly receive a "logon data is invalid" message, close your browser and logon using Microsoft Internet Explorer.

Reminder: CAS is a separate system from CARS. Once registration or changes have been completed in CAS, if the user wants to go to CARS, the user must logon to CARS as a separate action.

Forgot Password

If a password is forgotten, a new password can be created. The user can click on **Forgot Password** in the CAS User Links section of the CARS Logon page, and be directed to the appropriate CAS page.

Centralized Authentication System (CAS)

Forgot Password

Instructions: All fields are required.

User Information

Username:

E-mail Address:

Security Question: Select one...

Security Answer:

[Reset password using information in E-mail.](#)
[Logon to Centralized Authentication System](#)

[Questions: CARS | \[conappsupport@cde.ca.gov\]\(mailto:conappsupport@cde.ca.gov\)](#)

Enter the user's information into the Forgot Password page, being sure that the email address noted matches the email address that the user already has on file in CAS. After clicking on the **Submit** button, the system will advise the user that an email containing information to create a new password will be sent to the address provided.

Centralized Authentication System (CAS)

Forgot Password

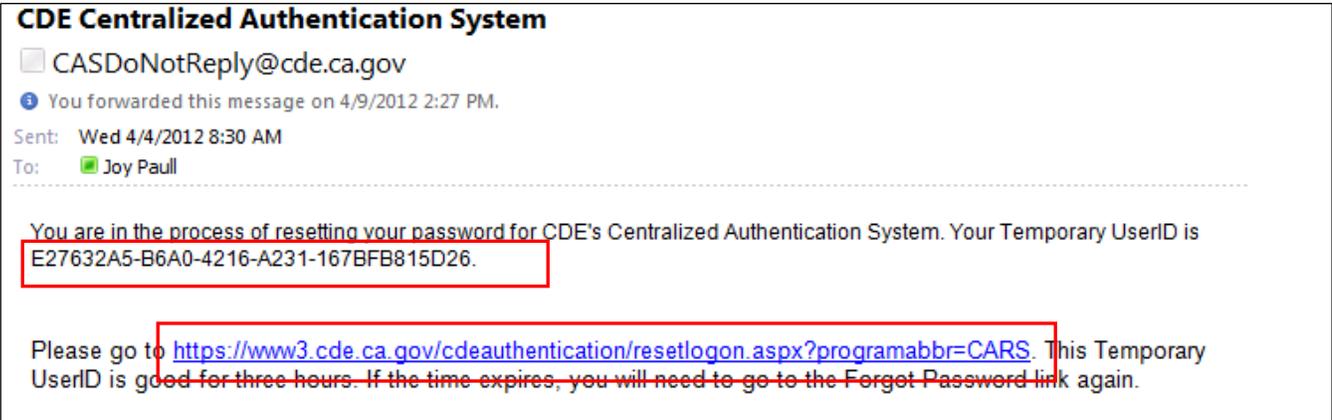
An E-mail has been sent to the address provided. It may take a few minutes to receive it. Use that information to create your new password.

[Reset password using information in E-mail.](#)
[Logon to Centralized Authentication System](#)

[Questions: CARS | \[conappsupport@cde.ca.gov\]\(mailto:conappsupport@cde.ca.gov\)](#)

The email sent from CASDoNotReply@cde.ca.gov will contain a Temporary UserID and a Web link, both of which will be needed to reset the password.

Example email:



To complete the Forgot Password process:

- Copy the Temporary UserID that appears in the email, but do not copy the period at the end.

- Click on the Web link provided in the email, and be directed to the appropriate CAS page.

Centralized Authentication System (CAS)

Instructions: All fields are required.

- Passwords expire every 90 days
- Cannot reuse last 24 passwords
- Passwords must have at least 8 characters including letters, numbers, and special characters (!,@,#,\$%^&*~,-,+,_+?)
- Passwords must contain at least one uppercase letter, at least one lowercase letter, and at least one special character

Reset Logon

Temporary UserID:

New Password:

Confirm Password:

[CARS Logon](#)
[Forgot Password](#)
[Logon to CAS](#)

Questions: CARS | conappsupport@cde.ca.gov

- Paste the Temporary UserID into the Temporary UserID field that appears on the screen.
- Enter a new password and confirm it, following the password requirements previously mentioned in this guide.
- Click on the **Submit** button, then receive a confirmation.

Centralized Authentication System (CAS)

Your new password has been updated.

[CARS Logon](#)
[Forgot Password](#)
[Logon to CAS](#)

Questions: CARS | conappsupport@cde.ca.gov

Important note: The Temporary UserID is good for only three hours. If you do not complete the process within that timeframe you will have to restart the Forgot Password process.

Reminders:

- **Make a note of the user's new password.** CARS Support does **not** have visibility to passwords and so cannot provide users with that information.
- CAS is a separate system from CARS. Once registration or changes have been completed in CAS, if the user wants to go to CARS, the user must logon to CARS as a separate action.
- After registering or resetting a password in CAS, the user should wait 1-5 minutes before attempting to logon to CARS. This allows time for the CAS data to be forwarded to the CARS database.

- If you are using a browser other than Microsoft Internet Explorer and repeatedly receive a “logon data is invalid” message, close your browser and logon using Microsoft Internet Explorer.



If you typically have the computer “remember” your password, be sure to clear your cache and previously saved passwords before you reset your password.

Update Password and Personal Information

To update password and/or personal information, from the CARS Logon page the user may click on the **Update** link. The user will be directed to the CAS Logon page.

The screenshot shows the "Centralized Authentication System (CAS)" logon page. At the top center, the title "Centralized Authentication System (CAS)" is displayed in blue. Below the title is a "Logon" section enclosed in a rectangular box. Inside this box, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. To the right of these fields is a "Logon" button. Below the logon box, there are three blue links: "New User Registration", "Forgot Password", and "CARS Logon". At the bottom right of the page, there is a footer that reads "Questions: CARS | conappsupport@cde.ca.gov".

The user will need to log-on to CAS with current user name and password, after which the user will be directed to the CAS Main Menu where one of the update options can be selected.

The screenshot shows the "Centralized Authentication System (CAS)" Main Menu page. At the top left, it says "Logged in as: beverlyhills" and at the top right, there is a "Logoff" link. The title "Centralized Authentication System (CAS)" is centered at the top in blue, with "Main Menu" centered below it. A "Menu" section is enclosed in a rectangular box, containing two blue links: "Update Password" and "Update Personal Information". At the bottom right of the page, there is a footer that reads "Questions: CARS | conappsupport@cde.ca.gov".

When updating either a password or personal information remember to follow the steps from the New User Registration section of this guide, which explains format and field requirements.

Reminders:

- If a password has been updated, make a note of the new password. CARS Support does not have visibility to passwords and so cannot provide users with that information. If a password is forgotten, the user must go through the Forgot Password process.

- If you typically have the computer “remember” your password, be sure to clear your cache and previously saved passwords before you reset your password.
- CAS is a separate system from CARS. Once registration or changes have been completed in CAS, if the user wants to go to CARS, the user must logon to CARS as a separate action.
- After registering or resetting a password in CAS, wait 1-5 minutes before attempting to logon to CARS. This allows time for the CAS data to be forwarded to the CARS database.
- If you are using a browser other than Microsoft Internet Explorer and repeatedly receive a “logon data is invalid” message, close your browser and logon using Microsoft Internet Explorer.