

ED166

DISCIPLINARY OFFENSE COLLECTION

Helpful Links:

[ED166 Help Site](#)

[ED166 Log In Page](#)

NEW USER CHECKLIST

Welcome to the ED166 Student Disciplinary Offense Application! Please use the following checklist to prepare yourself for the collection:

- Obtain your username and passwords. The ED166 is a Legacy Application, which means that there is one set of shared credentials per LEA. To access the ED166 one username and two passwords are needed:
 1. The username and first password (entered at <https://www.csde.state.ct.us>) are shared across several CSDE applications (such as PSIS). Obtain this information from someone at your LEA, or call CSDE's IT department at (860) 713-6610 to obtain it.
 2. The second password is used only for the ED166. Obtain this information from someone at your LEA, or email Keryn Felder at keryn.felder@ct.gov to obtain it.

NOTE: For security purposes it is highly recommended that passwords are updated when there is a change in personnel. If you obtain your ED166 password directly from your LEA please email Keryn Felder at keryn.felder@ct.gov to update it.

- Bookmark the Help Site.
url: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site>
The site includes everything you need for a successful collection such as documentation, FAQ's, statutory references and more.
- Familiarize yourself with the Record Layout. The Record Layout defines all of the data elements (fields) collected in the ED166. The Record Layout is available in the Documentation section of the Help Site.
- Even if you are not yet entering data, log onto the ED166 to familiarize yourself with the ED166 application itself. Log on and explore the various screens and reports.
- Note the deadlines and what is needed for each time frame. The dates are posted on the first page of the Help Site.
- Visit the Training section of the Help Site to see if in-person or online training is available.

If you have any questions, email is always the fastest way to reach me. I encourage you to contact me with any feedback or ideas you have on improving this collection.



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