

How to View* Employee Records in the NCEdCloud IAM Service

** (This must be done by an IAM Service user with the LEA Administrator or Data Auditor role).*

- 1) Log into my.ncedcloud.org using your NCEdCloud username/password
- 2) Choose Account Management tab on the left
- 3) From top row, choose the "Manage LEA Employees" tab (or similar name)
- 4) Enter "*" in the search text box (just the asterisk not the quotes)
- 5) Click on Search button
- 6) You should be presented with records for your Charter School's staff members. You can scroll through the data in your browser, or alternatively the following steps would allow you to download them to a local file where you can look at them with Microsoft Excel
 - a) Select all records by clicking on the top-left check box just to the left of First Name
 - b) Export these records to a local comma separated value (.csv) file suitable for Excel by clicking on the export button (this is the middle of three buttons near the upper right, if you hover over it you should be able to see "Export")
 - c) You should then be able to open your data in Excel using the local file that was downloaded to your hard drive