

# Louisiana Believes

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## CIS User Guide – Getting Started

# Inside this guide...

The Compass Information System is accessible to all educators, is free to use, and can be accessed on both home and work computers. This guide will help you begin your work in the Compass Information System by informing you of how to register an account, login to the web-based homepage, and begin the Compass process.

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## System Features

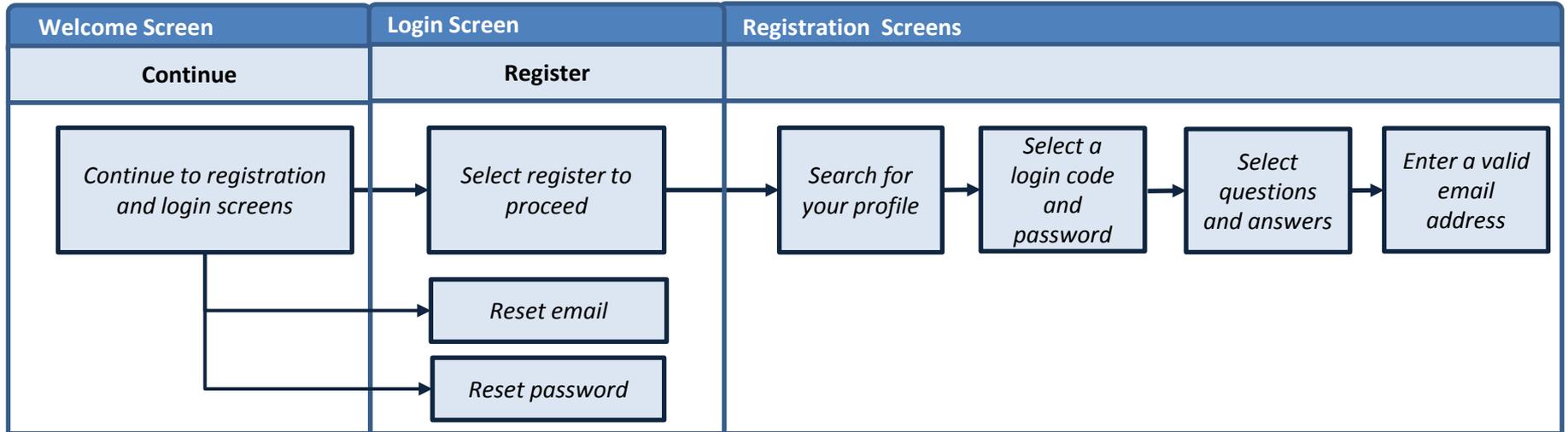
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## FAQs

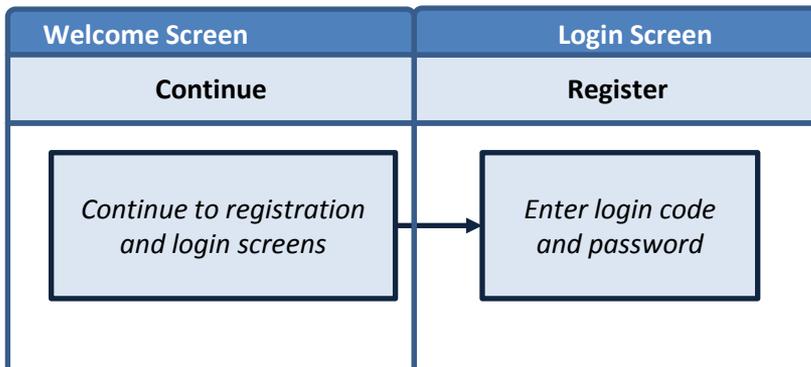
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# Process Flows

## Register/Reset Account *All Users*

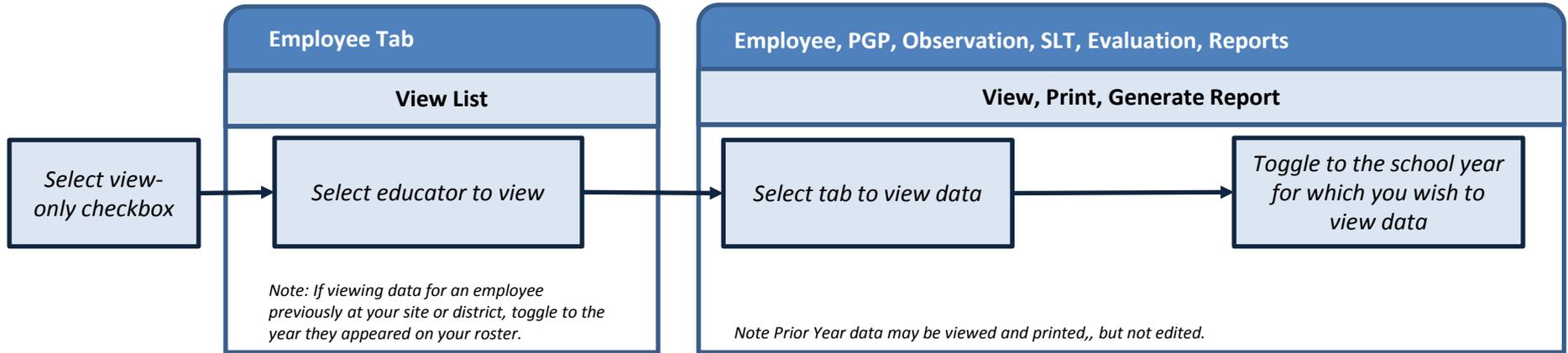


## Login to CIS *All Users*

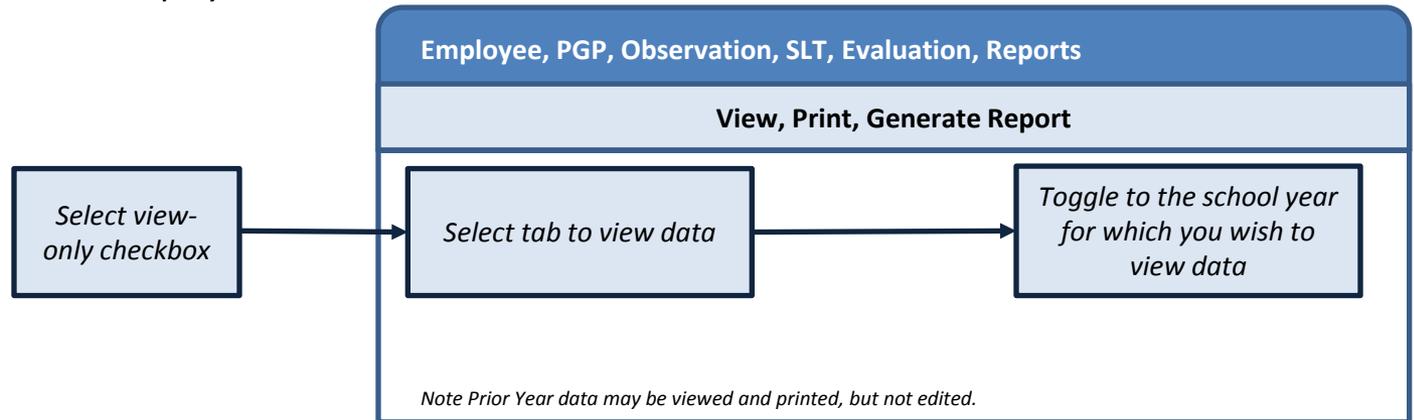


# Process Flows

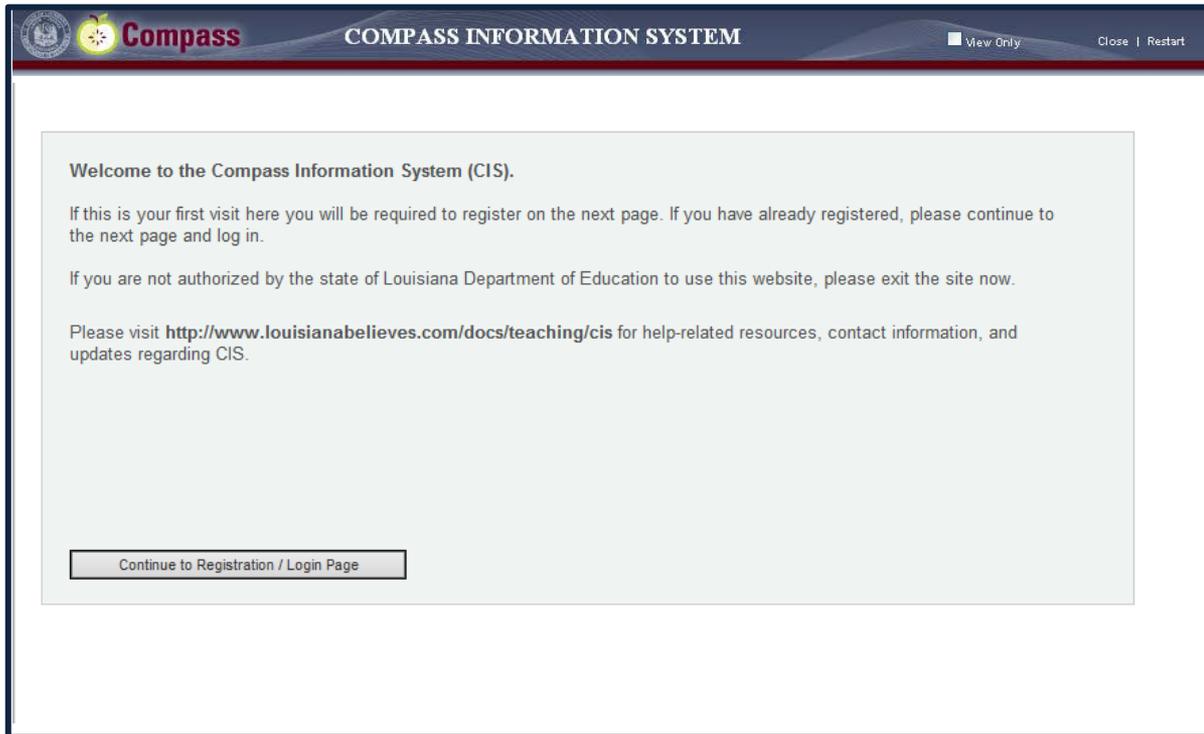
## Viewing Previous Year Data *Administrator, Supervisor, Evaluator only*



## Viewing Previous Year Data *Employee - new*



# Welcome Screen



The screenshot shows the Compass Information System (CIS) welcome screen. The header includes the Louisiana Department of Education logo, the word "Compass" in red, and "COMPASS INFORMATION SYSTEM" in white. On the right, there are links for "View Only", "Close", and "Restart". The main content area is light gray and contains the following text:

**Welcome to the Compass Information System (CIS).**

If this is your first visit here you will be required to register on the next page. If you have already registered, please continue to the next page and log in.

If you are not authorized by the state of Louisiana Department of Education to use this website, please exit the site now.

Please visit <http://www.louisianabelieves.com/docs/teaching/cis> for help-related resources, contact information, and updates regarding CIS.

At the bottom left, there is a button labeled "Continue to Registration / Login Page".

**Key messages about Compass Information System (such as expected downtime) will be posted here.**

# Login and Registration Page

The screenshot shows the COMPASS INFORMATION SYSTEM interface. At the top left is the 'Compass' logo with a sun icon. The title 'COMPASS INFORMATION SYSTEM' is centered in the header, with 'View Only' and 'Close | Restart' on the right. Below the header, a message states 'This web site requires you to log in.' There are two main sections: a login section on the left and a registration section on the right. The login section has fields for 'Personal Login Code' and 'Password', with 'I forgot my Code' and 'I forgot my Password' links, and a 'Submit' button. Below these are checkboxes for 'Change Password' and 'Change Email Address'. The registration section has a 'Register' button.

COMPASS INFORMATION SYSTEM

View Only Close | Restart

This web site requires you to log in.

Login here if you have previously registered.

Personal Login Code:  [I forgot my Code](#)

Password:  [I forgot my Password](#)

Change Password  Change Email Address

You must register before using this web site for the first time.

To register for the first time,  
click "Register"

Once registered, enter your  
Personal Login Code and  
Password to enter the site.

# Registration Screens

**1** Your School District:

**SECTION 1**  
Social Security Number:  (LAST 4 SSN Digits only)  
First Name:   
Last Name:

**SECTION 2**  
Social Security Number:  (ALL 9 SSN Digits)  
First Name:

**1** To locate your CIS profile, enter the social security number your LEA has on file

Before you can register your account, your LEA must add you to CIS

**2** Select a login code (this is the username you will use to log in to CIS)

**3** Select a password

**4** Select security questions (these will enable you to retrieve your password, if lost)

**5** Enter a valid email address

**2** Welcome LEASTAFF3 STAGING!

If you are not LEASTAFF3 STAGING, please click below...

Otherwise, enter a Personal Login Code of your choice, Re-enter it exactly the same way again, and click 'Submit'. You will be asked for this exact Personal Login Code in the future if you log into the HCS system again.

Personal Login Code:   
Re-enter:

**3** Please enter a Password of your choice then Re-enter it exactly the same way.

Passwords are case sensitive.

Password:   
Re-enter:

**4** Please choose two questions and enter the answer to each question. These will be used in case you forget your password.

Question 1:   
Answer:

Question 2:   
Answer:

**5** Please enter your Email Address.

Your Email Address will only be used to notify you of any change to your account.

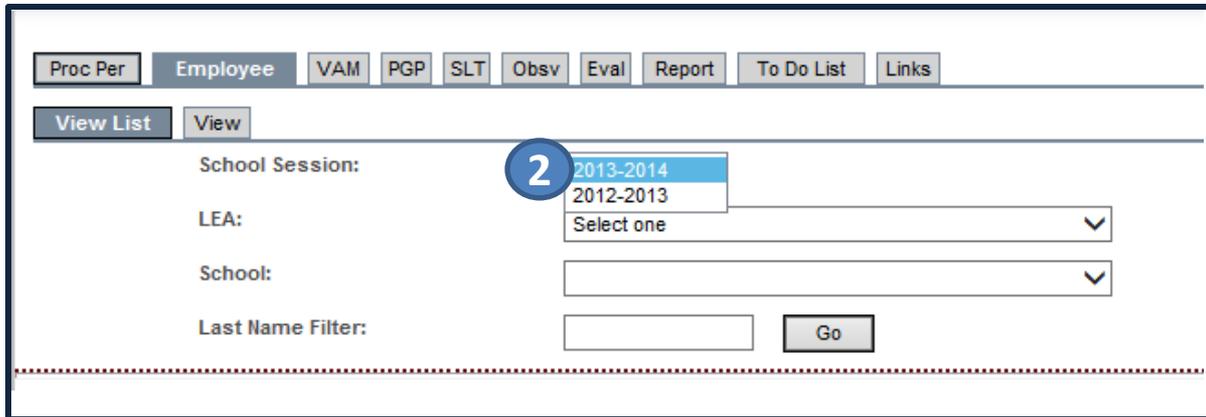
Email Address:   
Re-enter:

I do not have an Email Address

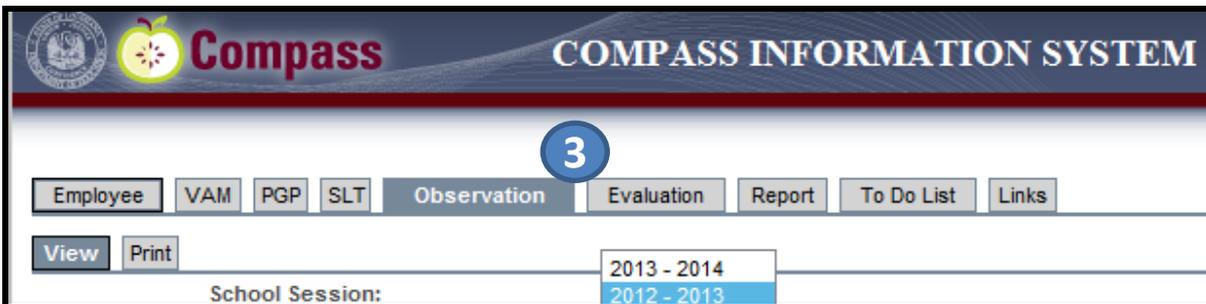
# Viewing data from previous years



**1** Use View Only check-box to access data that is not editable



**2** Next, toggle to the previous year on the employee screen



**3** On all subsequent tabs, toggle to the year for which you would like to view data. This year will be used to display data for all subsequent screens. You will not be able to make any edits.

*Note: Employees may now view their own data by selecting view-only checkbox and toggling to previous years on subsequent tabs.*

# F A Qs

## What to know:

- Compass Information System is compatible with the Internet Explorer, Chrome, and Safari browsers
- Before logging in, make sure pop-up blockers are turned off
- Districts and Schools may now view prior year data for employees currently at their locations.
- Employees may now view their own data from previous years.

## Additional Resources:

- Compass Information System URL: <https://leads13.doe.louisiana.gov/hcs>
- Additional CIS Guides
  - [CIS District/LEA Administrators Guide](#)
  - [CIS School Leaders/Supervisors Guide](#)
  - [CIS Observations & Site Visits Guide](#)
  - [CIS Student Learning Targets Guide](#)

## Where to go for help:

- For additional Compass resources, review the [Compass library](#)
- For questions about Compass and CIS, email [compass@la.gov](mailto:compass@la.gov)
- Network data specialist and district Compass contact [list](#)