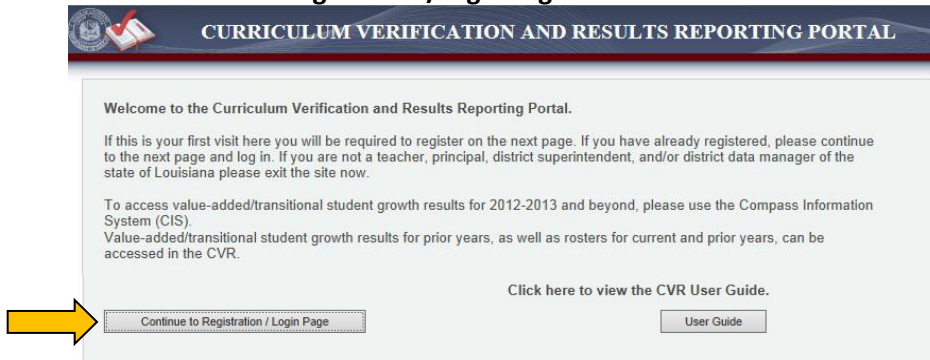


Principal and Superintendent Secure Site Account Access

Since principals and superintendents have a secure login that allows them to access the Curriculum Verification and Results Reporting (CVR) System, the new Principal and Superintendent Reporting System will utilize the same login credentials. Please be aware that the data in the secure system includes data protected under LA R.S. 17:3884 (Act 54). This law makes evaluation results, and documents related to evaluation results, confidential and prohibits the release of such data to persons other the employee and authorized school system officers that deal with personnel matters. Please ensure that you consider this law when provisioning rights to the system.

Verifying Current Access

1. To verify access to the principal and superintendent secure reporting site, visit CVR at: <https://leads13.doe.louisiana.gov/cvr>.
If you are unable to access the link, please contact your local security coordinator to provide access.
2. The first page is a welcome page and may also include updates in red text about the CVR collection.
3. Select **Continue to Registration/Login Page** to continue.



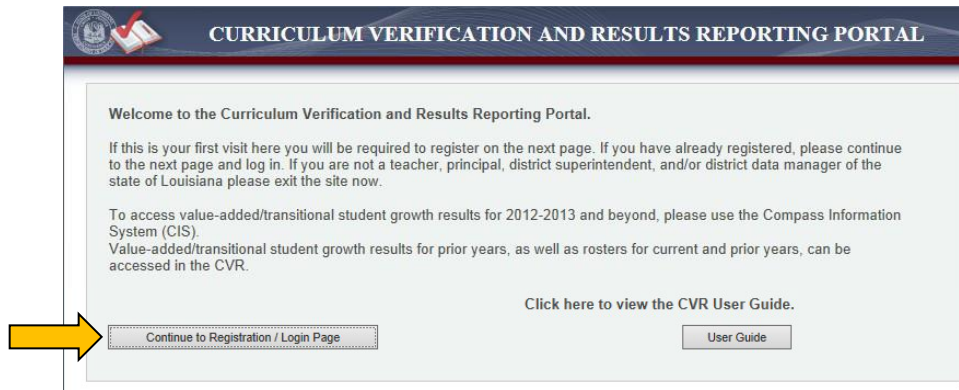
4. Returning users will enter **Personal Login Code** and **Password**. If you have forgotten your login information, there is an option to reset it here as well.



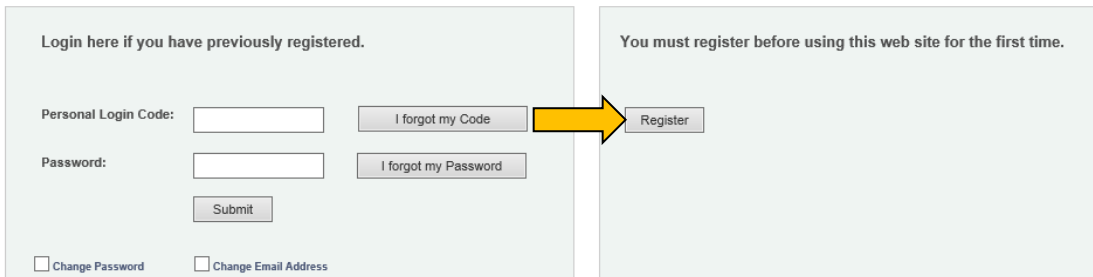
5. Users that are listed as a superintendent or principal in the Profile of Educational Personnel (PEP) System will have access to the principal and secure reporting site using the login information provided in step 4. Therefore confirming this login works means that your access to the secure site will work.
6. If no such user account exists, however, proceed to the section of this document on **Obtaining or Updating Access**.

Obtaining or Updating Access

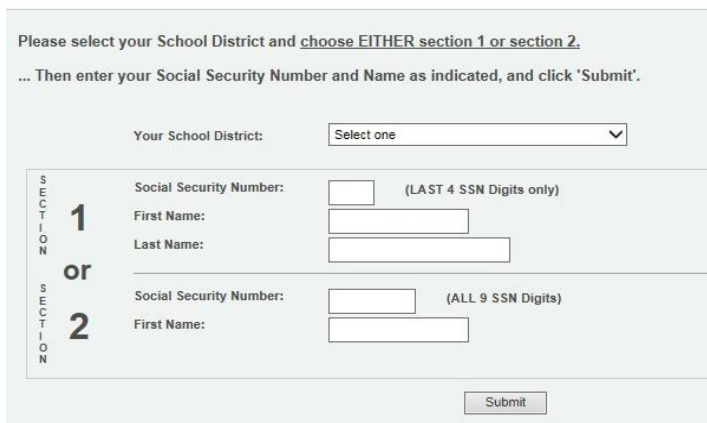
1. To set up access for the first time, or to update access after reset, visit CVR at:
<https://leads13.doe.louisiana.gov/cvr>.
If you are unable to access the link, please contact your local security coordinator to provide access.
2. The first page is a welcome page and may also include updates in red text about the CVR collection.
3. Select **Continue to Registration/Login Page** to continue.



4. First time users and users with an account that was reset will select **Register** from the login screen.



5. Use the drop-down to select **Your School District**.



6. Enter your personal information to find your profile. You will have two options to choose from:
 - **Recommended for first-time users:** You may register using your SSN and your first name. This information must match what was submitted to PEP.
 - **Returning users:** You may register using the last four digits of your SSN, first name AND last name.
 - **PLEASE NOTE:** If you are having trouble registering, FIRST, please check with your District CVR Data Manager to make sure that the first and last names you are using are what was entered in PEP.
7. Select **Submit** to proceed with registration.
8. Create a **Personal Login Code** to serve as your new username and enter it twice.



Welcome POLLY PELICAN!

If you are not POLLY PELICAN, please click below ...

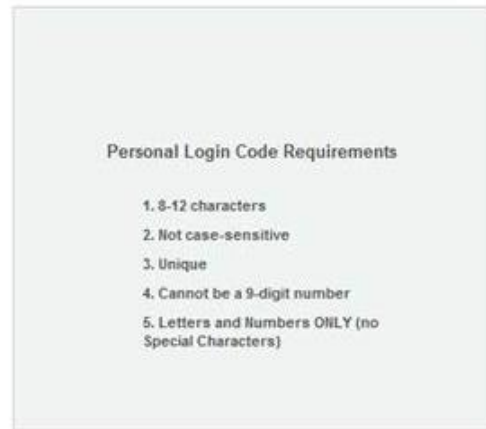
[I'm not POLLY PELICAN](#)

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 CVR system again.

Personal Login Code:

Re-enter:

[Save Changes](#)



Personal Login Code Requirements

1. 8-12 characters
2. Not case-sensitive
3. Unique
4. Cannot be a 9-digit number
5. Letters and Numbers ONLY (no Special Characters)

9. Select **Save Changes** to proceed with registration.
10. Create a **Password** and enter it twice.



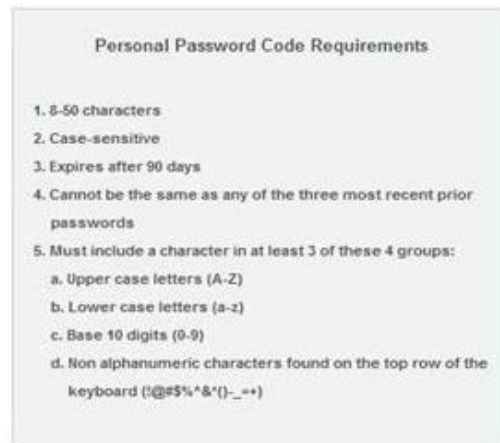
Please enter a Password of your choice then Re-enter it exactly the same way.

Passwords are case sensitive.

Password:

Re-enter:

[Save Changes](#)

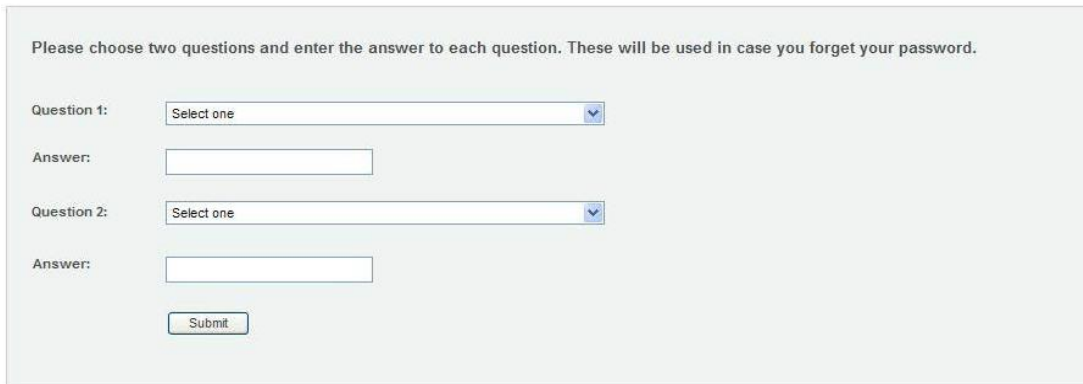


Personal Password Code Requirements

1. 8-50 characters
2. Case-sensitive
3. Expires after 90 days
4. Cannot be the same as any of the three most recent prior passwords
5. Must include a character in at least 3 of these 4 groups:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)
 - c. Base 10 digits (0-9)
 - d. Non alphanumeric characters found on the top row of the keyboard (!@#\$%^&*()_+)

11. Select **Save Changes** to proceed with registration.

12. Select two **Security Questions** and provide **Answers** to them.



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

Question 1:

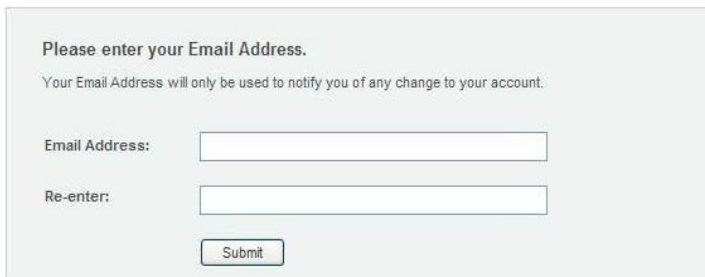
Answer:

Question 2:

Answer:

13. Select **Submit** to proceed with registration.

14. Enter your **Email Address** twice.



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:

15. Select **Submit** to proceed with registration.

16. Your registration is now completed. Select **Continue** to login.

17. Users that are listed as a superintendent or principal in the Profile of Educational Personnel (PEP) System will have access to the principal and secure reporting site using the login information provided in step 4. Therefore confirming this login works means that your access to the secure site will work.

Frequently Asked Questions

1. I forgot my username and/or password. What do I do?

Visit <https://leads13.doe.louisiana.gov/cvr> and continue to the login page.

- If you've forgotten your **Username/Personal Login Code**, click on the **"I forgot my Code"** button and follow the directions for creating a new login code.
- If you've forgotten your **Password**, click on the **"I forgot my Password"** button and follow the directions for creating a new password.

2. My CVR account is deactivated, so I am unable to access the principal/superintendent secure reporting system. How do I reactivate my account?

Email your CVR Data Manager and provide the following information:

- First and last name
- District name
- School name (for principals)

Once the account is reactivated, register at the CVR Portal as though you are a new user and create a new login ID and password.

3. I don't have a CVR account, and I am unable to create one.

Email your CVR Data Manager to troubleshoot and provide the following information:

- First and last name
- District name
- School name (for principals)

4. Our principal changed mid-year. How do I request an account for the new principal?

Email your CVR Data Manager with the new principal's name, district and site name. Also, if the former principal's access should be removed, include this instruction along with the name of the former principal.

5. My name is spelled incorrectly in CVR. How do I correct this?

Superintendent and principal names are taken from PEP and are based on data submitted by your district. As a result, names cannot be corrected in CVR. Name changes should be requested at the source system (PEP).

Note: If the CVR Data Manager is unable to resolve any of the above issues, he/she will reach out to the CVR Help Desk for further assistance.