Consolidated Application and Reporting System (CARS): Gaining Access and Learning the System

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Gaining Access

**CARS**  
[https://www3.cde.ca.gov/CARS/app/logon.aspx](https://www3.cde.ca.gov/CARS/app/logon.aspx)

**OR**

**CAS**  

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**CONSORTIATED APPLICATION AND REPORTING SYSTEM (CARS)**

**Centralized Authentication System (CAS)**
Home Page & Navigating the System

- **Home** – Includes all open data collections that require action or have a future deadline date.
- **Data Entry Forms** – Includes all open data collections. User is able to filter data collections.
- **Certification Preview** – Displays all data collections that are ready to be certified, have a status of draft or certified-obsolete, or are certified. It allows the user to view data collection certification dependency and error messages.
- **Certify Data** – Displays all data collections that are ready to be certified, have a status of draft or certified-obsolete, or are certified. It allows a user to certify one or more data collections.
- **Reports** – Includes all open and closed data collection reports. User is able to filter by year, program and submission status.
- **Users** – Allows a LEA User Administrator to manage user access and assign roles.
- **Contacts** – Allows the LEA to identify individuals assigned to key contact types such as Homeless or Foster Youth.
The Home tab is the landing screen after logging on as a specific LEA. The data collections listed on the Home tab are those that are currently open and require action by the LEA.

Note: The data collections are listed in the order in which the LEA should complete them. It is important that the LEA complete the forms in the appropriate order to ensure data flows appropriately from a source data collection to a dependent data collection.

The list of data collections displayed is dependent on LEA district type, eligibility lists and decisions made by the user.
Data Entry Forms Tab

Note: The data collections are listed in the order in which the LEA should complete them. It is important that the LEA complete the forms in the appropriate order to ensure data collections, where they depend on data from another data collection, reflect the most current information.
Certification Preview Tab

The Certification Preview tab allows users to verify whether or not any messages are associated with a data collection with a status of draft or certified-obsolete.

To view any messages associated with a data collection, click the data collection Preview box, then click on Preview Certification Messages. The system will display the certification readiness of the data collection and any messages associated with the data collection.
Certify Data Tab

Visibility to and the ability to certify draft data as official is only available to a user with the role of Authorized Representative. The Certify Data tab allows the certification of legal assurances as well as certifies data.

A data collection will remain in a draft status until an Authorized Representative certifies the data. Certified, also known as official, data is visible to CDE program staff and may be used for public, state and federal reporting.

Data cannot be certified until the Certification of Assurances has been certified for the year. Once the Certification of Assurances is certified, a list of data collections will be displayed on the Certify Data tab.
Reports Tab

The Reports tab allows the user to see the District Level and School Level Reports for their LEA.
Users Tab

Through the Users tab, the LEA can manage their LEA’s user access to CARS. This tab is only available to users who have the role of User Administrator.

Add a User

The Grant Access tab allows the LEA User Administrator to add a user to CARS. Prior to being given access to CARS, the user must first be registered in CAS. The LEA User Administrator must be advised of the exact user name that the user created in CAS.

To add a new user, the LEA User Administrator must click on the Grant Access tab, enter in the exact user name, and click on the Search button.

Next, validate the user’s contact information. After the contact information has been validated, click the Save button.
Links

- **CDE CARS** website:  
  https://www.cde.ca.gov/fg/aa/co/cars.asp
- **CARS FAQ's**:  
  https://www.cde.ca.gov/fg/aa/co/cafaqs.asp
- **Helpful webinar**:  
  https://www.youtube.com/watch?v=qSI-b4YxiJY
- **ConApp**:  
  https://www.cde.ca.gov/fg/aa/co/
- **CDE CARS Support Desk Info**: Email-conappsupport@cde.ca.gov  
  Phone: 916-319-0297 - they will pick up the phone when you call and are very friendly!
- **To be added to the CARS Listserv**, send an email to  
  join-consolidated-application@mlist.cde.ca.gov

Consolidated Application and Reporting System

The Consolidated Application and Reporting System (CARS) is a data collection system to apply for Categorical Program Fund funds.

Register for User Account

Centralized Authentication System (CAS)

CARS is the system for establishing a system user account with the California Department of Education (CDE). Registering a user account in CAS does not provide a user with access to CARS or any other CDE system that uses CAS. If your CAS user name has not yet been added to CARS, you will receive the error message "CARS access is not available to this user". Information on how to use your CAS user name to gain access to CARS can be found on the Frequently Asked Question (FAQ) web page in the User Access section.

CARS Login

Consolidated Application and Reporting System (CARS) Login

Login to the CARS system, which can only be accessed by authorized users who have registered in the CAS system and have been granted rights by their CARS local educational agency (LEA) User Administrator.

- Process To Follow If You Forget Your CARS Password

Calendar

CARS Data Collection Release Schedule (Updated 15-Jan-2020)

List of current release dates, deadlines, along with the applicable data collections for the current release period.

Training and User Documents

Purpose: To provide links to individual training documents and webinars.

- **CARS User Guide (DOQ)** (2MB. Updated 20-Nov-2015)  
  A guide to provide CARS users with the knowledge needed to navigate efficiently through the CARS and to enter or view data.