Principal Apportionment Data Collection Web Application Access
COUNTY AUDITOR – ADMINISTRATOR ASSIGNMENT

This form is provided for county auditors to request Administrator access to the Principal Apportionment Data Collection (PADC) Web application effective fiscal year 2021-22. ***This form is submitted to the PADC Administrator of the County Office of Education (COE); this form should not be submitted to California Department of Education (CDE).***

Overview

Effective fiscal year 2021-22, each county auditor reporting tax data to the CDE should have an assigned Administrator for the PADC.

Once assigned to the PADC Administrator role, county auditor will enter data, validate, and certify it electronically. The COE PADC Administrator will then view and certify data electronically. Once both certifications are complete, data will transfer to CDE on the due date.

STEP 1: Review PADC Instructions

A new user should review the PADC User Manual, available at https://www.cde.ca.gov/fg/aa/pa/?tabsection=4 to become familiar with user access, data entry and certification process.

STEP 2: Obtain CAS Username and Password

In order to access the PADC Web application, each user must have a unique Centralized Authentication System (CAS) username and password. If you currently have a CAS username, there is no need to create a new account. If you have not created a CAS username, navigate to the CAS Logon web page and complete “New User Registration” at https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=PAS.

STEP 3: Submit Request to the COE

The request for Administrator assignment must be submitted to the COE, specifically to the individual designated as the PADC Administrator or Manager for the COE. Contact PADC@cde.ca.gov to obtain contact information for the COE, if needed.

Note that once the COE assigns the PADC Administrator for the county auditor, the county auditor may assign additional users, if needed.

STEP 4. User Assignment and Confirmation

The COE Administrator/Manager making the assignment logs in to the PADC, selects the User Management module, locates the user by the CAS username and makes the applicable assignment. The system will generate an automatic email notification to the county auditor confirming the user assignment made.

Detailed instructions for User Management module are available at https://www.cde.ca.gov/fg/aa/pa/?tabsection=4.

REQUEST TYPE (mark one)

☐ New Assignment

☐ Removal of Assignment

A. APPLICANT INFORMATION

First Name: Last Name:

CAS Username:

Job Title:

County:

Work Telephone: Work Email:

B. PADC USER RESPONSIBILITIES

By requesting PADC Administrator access, I acknowledge the following:

- *Education Code* (*EC*) Section 41760.2 requires county auditor of each county to furnish to the CDE estimated and actual amounts of various tax receipts, on forms prescribed by the CDE.
- The PADC Web application accessible via a secure Internet connection is used by the Local Educational Agencies and county auditors to report the data to CDE, and attest to its accuracy and compliance with applicable statutes and regulations.
- Electronic certification by the PADC Administrator is used in lieu of pen and paper certifications. Upon electronic certification of the data in the PADC by all applicable entities and the COE, the application will transfer data to CDE for calculating Principal Apportionment.
- All information concerning my access to the PADC, including but not limited to any information entered, stored or retrieved by me, may be monitored, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel per CDE's Web policy available at: https://www.cde.ca.gov/re/di/ws/webpolicy.asp
- The duties and responsibilities of the Administrator designated by this application include:
    - Keep credentials to access the PADC confidential by protecting your password at all times, never share your username and password with others or allow others to access the PADC using your credentials.
    - Review and electronically certify data for compliance with all applicable laws and regulations.
    - Ensure only authorized users access the system and that access is limited to the business need of each user.

- Manage any additional PADC users (assign, remove, update) for the county auditor, including the roles of Manager, Data Entry and View Only, and timely remove the assignments for users no longer authorized to use the application.
- Ensure only authorized users access the system, and that the access is limited to the business need of each user.
- Alert the CDE by emailing PADC@cde.ca.gov a security violation is suspected or detected.
- Submit a request for removal of PADC assignment to the appropriate PADC Administrator/Manager when PADC access is no longer needed due to work assignment changes, termination, etc.

C. APPLICANT AGREEMENT

I certify by my signature that the information in Section A is accurate and complete. I will adhere to the responsibilities outlined in Section B of this application.

Applicant Signature: Date:

D. COE PADC ADMINISTRATOR/MANAGER ATTESTATION

Approval of this request by the COE PADC Administrator or Manager.

First Name: Last Name

CAS Username:

PADC Role:

PADC Assigned County Office of Education:

Work Telephone: Work Email:

Check one:

☐ I certify by my signature on this form that the individual listed in Section A is being granted County Auditor Administrator access to the PADC to provide the required tax information; I completed the assignment in PADC Web application on the date below.

☐ The individual listed in Section A no longer requires County Auditor Administrator access to the PADC; I unassigned the user in PADC Web Application on the date below.

Signature: Date: