

CPI AD-Hoc Query Instructions

CPI Application

Logging into the "Portal"

<https://portal.doe.k12.ga.us/Login.aspx>

MyGaDOE

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.

Need Login Access?

Application Selection

You may just have one option available to you,
depending on your access authority

The screenshot shows the MyGaDOE portal interface. On the left is a 'Site Navigation' menu with various categories like 'Information Technology' and 'Data Collection'. Under 'Data Collection', a sub-menu is open showing 'CPI Codes' and 'CPI-Active'. A blue callout box with a white border and a drop shadow points to 'CPI-Active' with the text: 'Don't see CPI Active ?? Contact your Security Officer'. The main content area shows a 'Surveys' section with a table of counts: 'New (0)', 'Saved (0)', 'Submitted (10)', and 'Approved (10)'. Below the table, it says 'No new surveys available'. To the right is a 'My Favorites' section with 'Online Web Resources' and a 'More' link. The browser address bar shows 'https://portal.doe.k12.ga.us/index.aspx'.

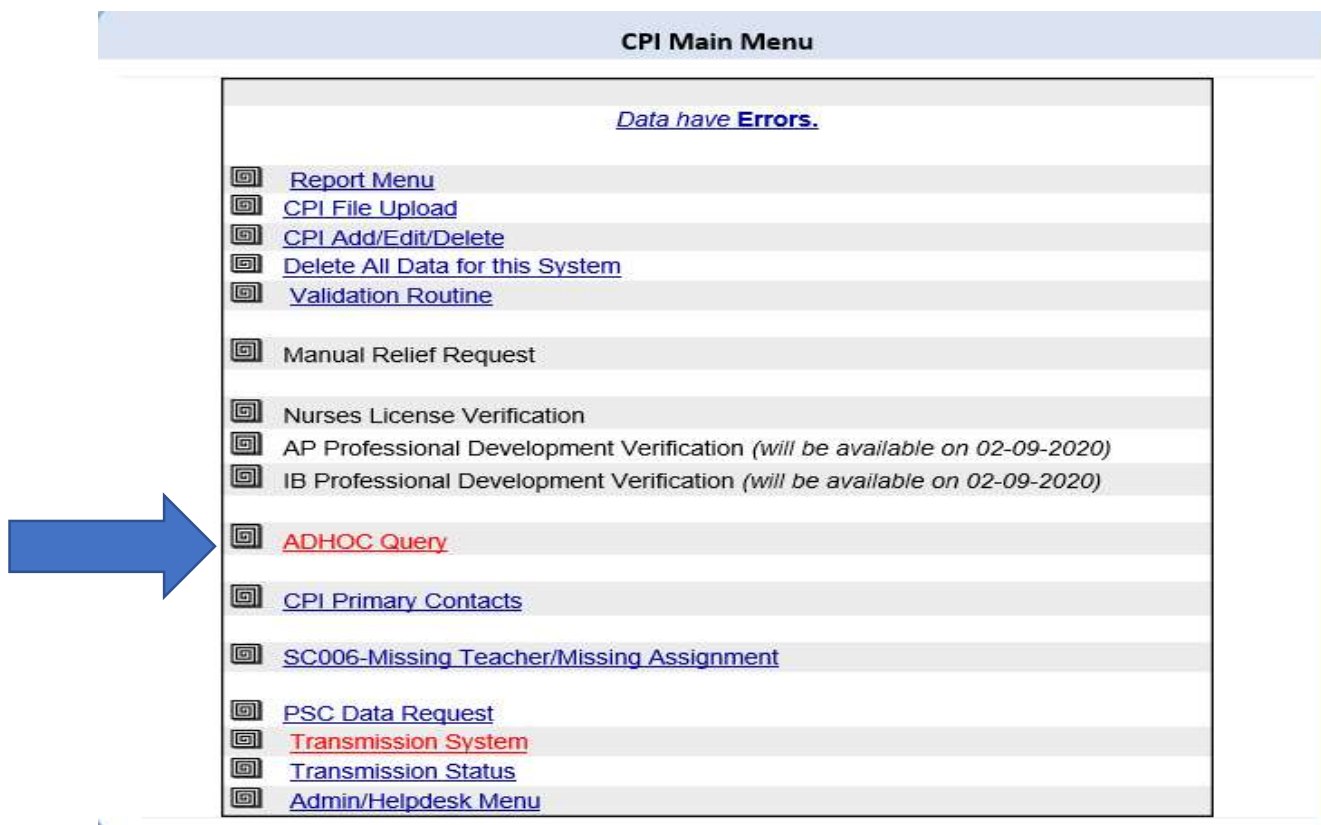
3

Select Transmission Period

Transmission Period	
Transmission Cycles	Current Documentation
CPI Menu for March, 2020 (CPI 2020-2)	<ul style="list-style-type: none">• CPI File Layout• CPI-PSC Certificate File Layout and Edit Rules
CPI Menu for October, 2019 (CPI 2020-1)	
CPI Menu for July, 2019 (CPI 2019-3)	
CPI Menu for March, 2019 (CPI 2019-2)	
CPI Menu for October, 2018 (CPI 2019-1)	
CPI Menu for July, 2018 (CPI 2018-3)	
CPI Menu for March, 2018 (CPI 2018-2)	
CPI Menu for October, 2017 (CPI 2018-1)	
CPI Menu for July, 2017 (CPI 2017-3)	
CPI Menu for March, 2017 (CPI 2017-2)	
CPI Menu for October, 2016 (CPI 2017-1)	
CPI Menu for July, 2016 (CPI 2016-3)	
CPI Menu for March, 2016 (CPI 2016-2)	
CPI Menu for October, 2015 (CPI 2016-1)	
CPI Menu for July, 2015 (CPI 2015-3)	
CPI Menu for March, 2015 (CPI 2015-2)	
CPI Menu for October, 2014 (CPI 2015-1)	
CPI Menu for July, 2014 (CPI 2014-3)	
CPI Menu for March, 2014 (CPI 2014-2)	
CPI Menu for October, 2013 (CPI 2014-1)	
CPI Menu for July, 2013 (CPI 2013-3)	
CPI Menu for March, 2013 (CPI 2013-2)	
CPI Menu for October, 2012 (CPI 2013-1)	
CPI Menu for July, 2012 (CPI 2012-3)	
CPI Menu for March, 2012 (CPI 2012-2)	
CPI Menu for October, 2011 (CPI 2012-1)	
CPI Menu for July, 2011 (CPI 2011-3)	
CPI Menu for March, 2011 (CPI 2011-2)	
CPI Menu for October, 2010 (CPI 2011-1)	
CPI Menu for July, 2010 (CPI 2010-3)	
CPI Menu for March, 2010 (CPI 2010-2)	
CPI Menu for October, 2009 (CPI 2010-1)	

Click on the Current cycle to get to the main menu

From the Main Menu click on ADHOC Query

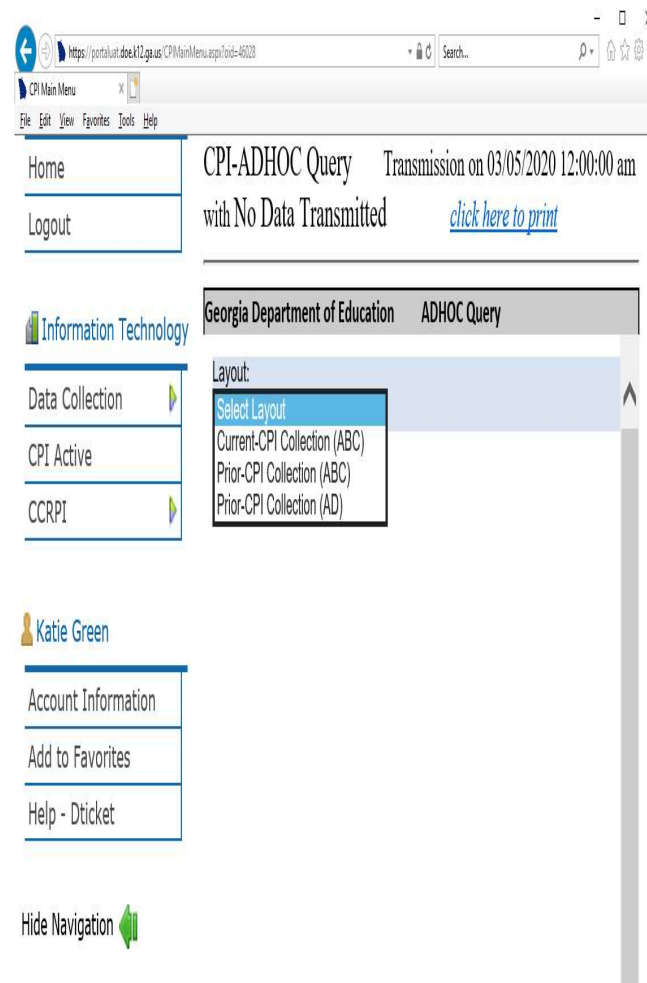


The screenshot shows the 'CPI Main Menu' interface. At the top, it says 'Data have Errors.' Below this is a list of menu items, each with a square icon containing a smaller square. A blue arrow points to the 'ADHOC Query' item, which is highlighted in red text. The other items are in blue text.

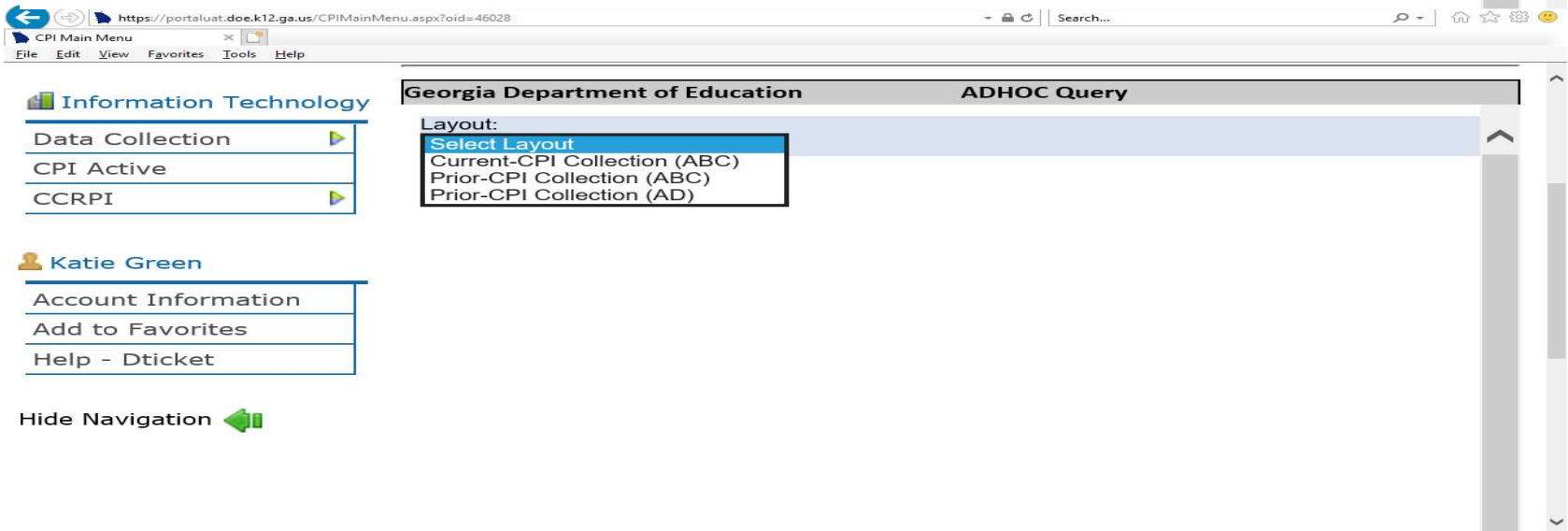
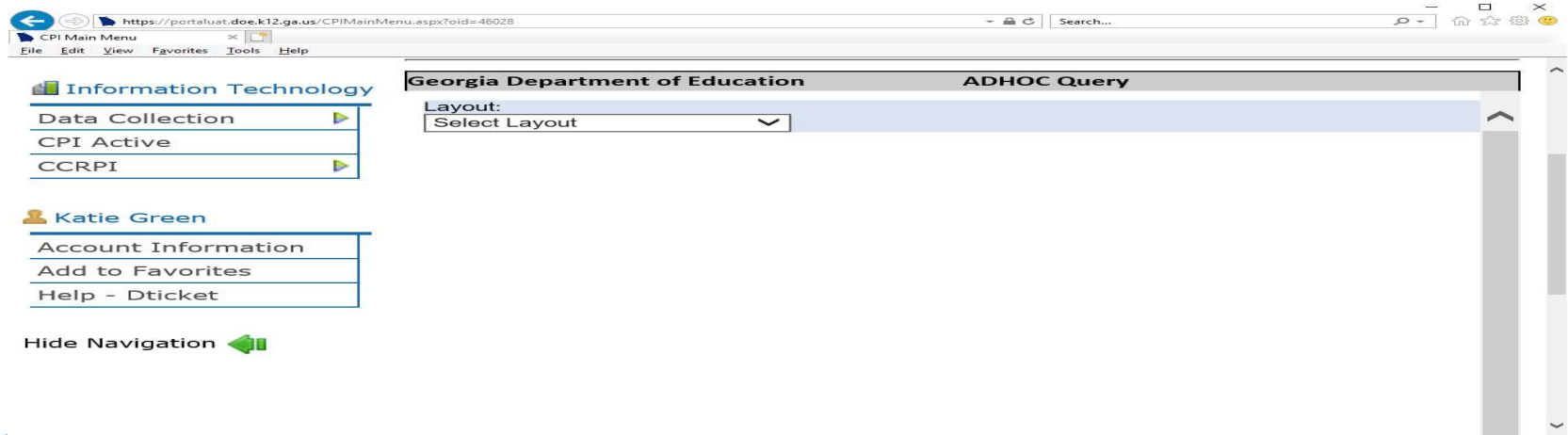
- Report Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine
- Manual Relief Request
- Nurses License Verification
- AP Professional Development Verification (will be available on 02-09-2020)
- IB Professional Development Verification (will be available on 02-09-2020)
- ADHOC Query**
- CPI Primary Contacts
- SC006-Missing Teacher/Missing Assignment
- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

There are three Layout options

- Current CPI Collection (ABC)
(Current CPI Collection 1 or 2)
- Prior-CPI Collection (ABC)
(5 Year history for CPI 1 or 2)
- Prior-CPI Collection (AD)
(5 Year history CPI 3)



Click on the Drop Down Click on Current-CPI Collection (ABC)



Current CPI Collection (ABC) (Current CPI Cycle 1 or 2)

Return to Menu
CPI-ADHOC Query Transmission on 03/02/2020 01:38:59 pm with Ready to Sign off [click here to print](#)

Georgia Department of Education ADHOC Query
March, 2020 CPI Cycle 2020-2 679-Jasper County

Layout: Current-CPI Collection (ABC) ▾

Element Selection (CPI Collection (ABC))

From List	Selected
Report Year	
Report Period	
System Code	
Employee Code	
Gender	
Race Ethnic (Calculation)	
Birth Date	
Employee Number	
Age (Calculation)	
Personnel Id Number	

Go

To choose one Data Element highlight the Data Element then click the right arrow to move the Element into the Selected section or you can click ALL.

Current CPI Collection (ABC) (Current CPI Cycle CPI 1 or 2)

The screenshot shows a web browser window with the URL <https://portaluat.doe.k12.ga.us/CPIMainMenu.aspx?oid=46028>. The page title is "CPI Main Menu". The browser's address bar shows the URL and a search box. The page content includes a navigation menu on the left with options like "Home", "Logout", "Data Collection", "CPI Active", and "CCRPI". The main content area displays "Georgia Department of Education" and "ADHOC Query 679-Jasper County". Below this, there is a section titled "Element Selection (CPI Collection (ABC))" which contains a table with columns "From List" and "Selected". The table lists various data elements such as "Fiscal Year", "Report Period", "System Code", "Employee Code", "Gender", "Race Ethnic (Calculation)", "Birth Date", "Employee Number", "Age (Calculation)", and "Personnel Id Number". A "Go" button is located at the bottom of the table.

After you have selected the Data Elements click on Go

Current CPI Collection (ABC) (Current CPI Cycle 1 or 2)

Georgia Department of Education
ADHOC Query
March, 2020 CPI Cycle 2020-2
679-Jasper County

[Back to Column Selection](#)

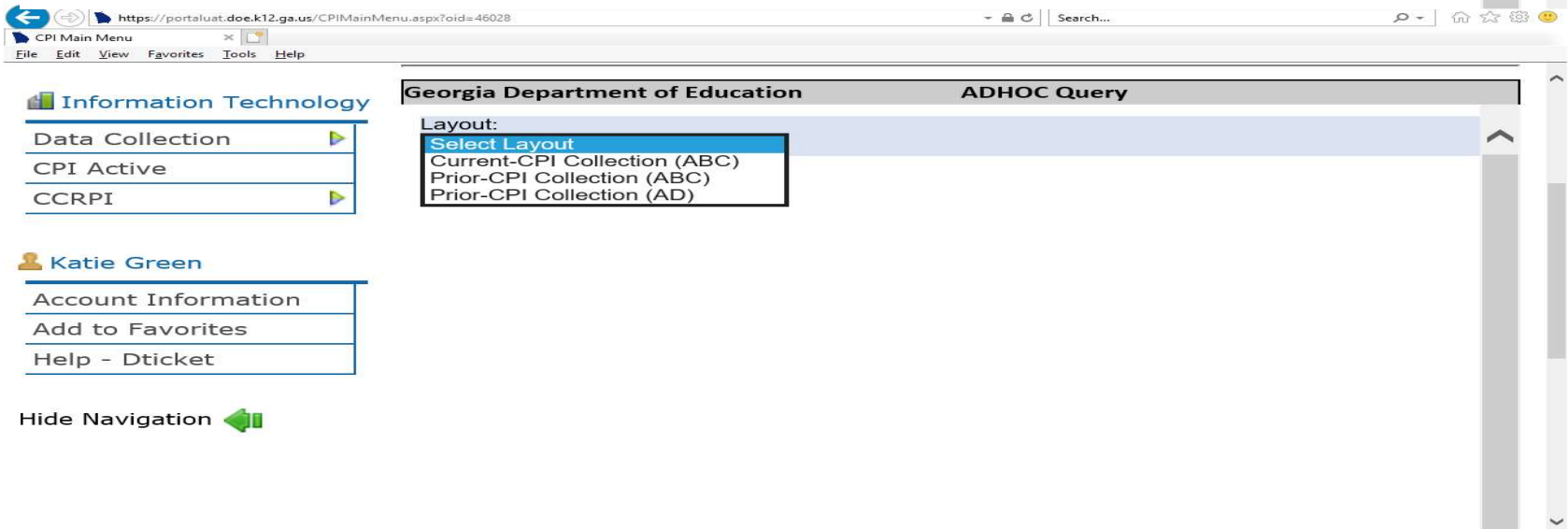
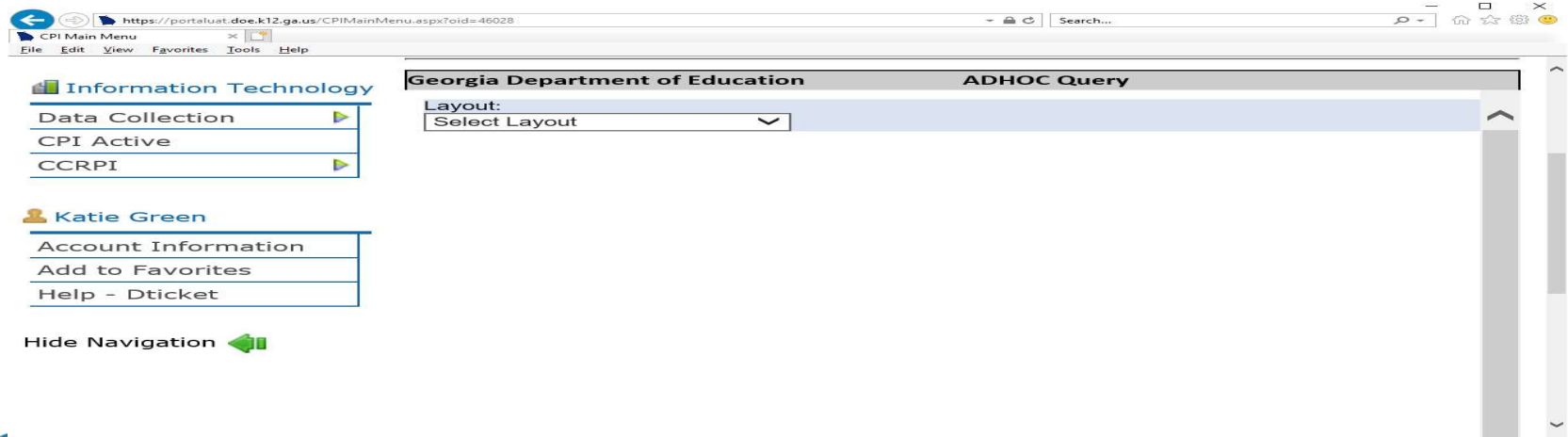
Filter Selection (CPI Collection (ABC))

Report Period	SELECT BELOW	
<input type="button" value="AND"/>	<input type="button" value="OR"/>	<input type="button" value="Get Results"/>

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

If you are not filtering data to get a certain Data Element, click on
Get Results

Click on the Drop Down choose Prior-CPI Collection(ABC)



Prior-CPI Collection (ABC) (5 Year history for CPI 1 or 2)

Layout: Prior-CPI Collection (ABC) ▼

? Element Selection (CPI Collection (ABC))

From List		Selected
Fiscal Year		
Report Period		
System Code		
Employee Code		
Gender		
Race Ethnic (Calculation)		
Birth Date		
Employee Number		
Age (Calculation)		
Personnel Id Number		

Go

Layout: Prior-CPI Collection (ABC) ▼

? Element Selection (CPI Collection (ABC))

From List		Selected
	ALL	Fiscal Year
	>>	Report Period
	<<	System Code
		Employee Code
		Gender
		Race Ethnic (Calculation)
		Birth Date
		Employee Number
		Age (Calculation)
		Personnel Id Number

Go

- To choose one Data Element, highlight the Data Element in 'Form List'
- Next click the right arrow to move the Data Element(s) to 'Selected'
- or you can click 'ALL'.
- click on GO to get the Filter

Prior-CPI Collection (ABC) (5 Year history for CPI 1 or 2)

- Drop down choose Fiscal Year
- Next click drop down for SELECT BELOW select “Equals to”
- Put the 4-digit year in the column above Get Results

Filter Selection (CPI Collection (ABC))

Fiscal Year	▼	Equals to	▼	2018
AND		OR		Get Results

Reset Filter

- Next click on AND choose Report Period from the drop down
- Next click drop down for SELECT BELOW select “Equals to” put Period Number in the column above Get Results (1 for October Collection 2 for March Collection)
- Then click on Get Results

[Back to Column Selection](#)

Filter Selection (CPI Collection (ABC))

Report Period	▼	Equals to	▼	1
AND		OR		Get Results

Reset Filter

Selected Filter : Report Period Equals to '2018' AND

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

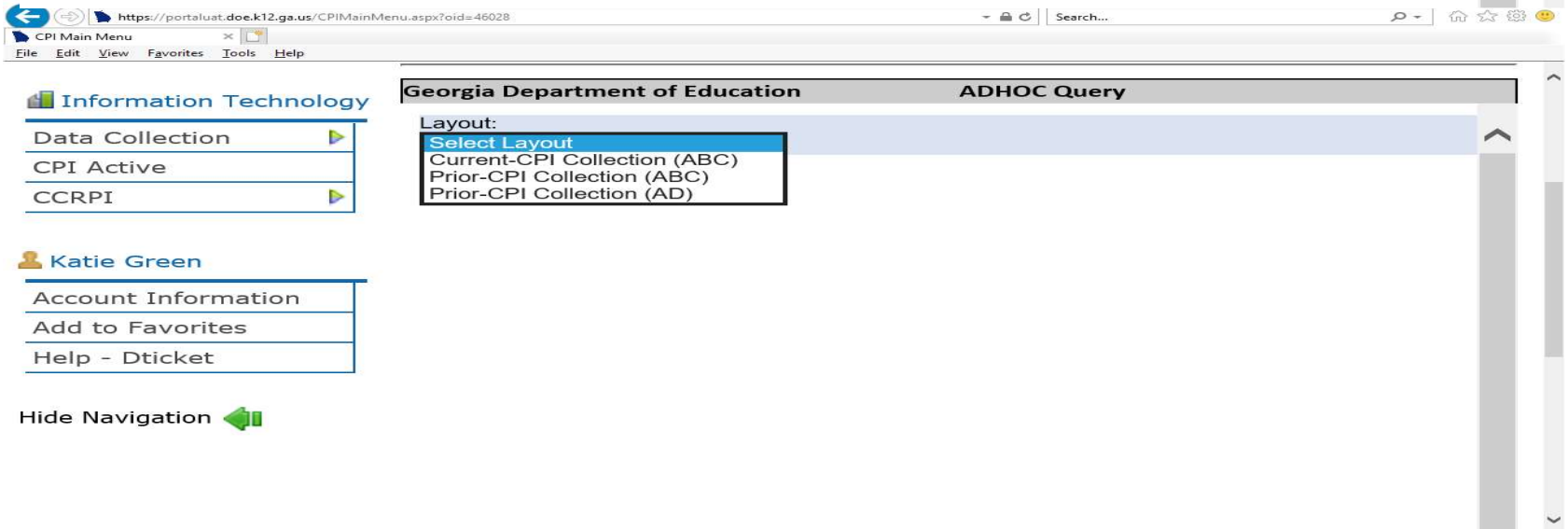
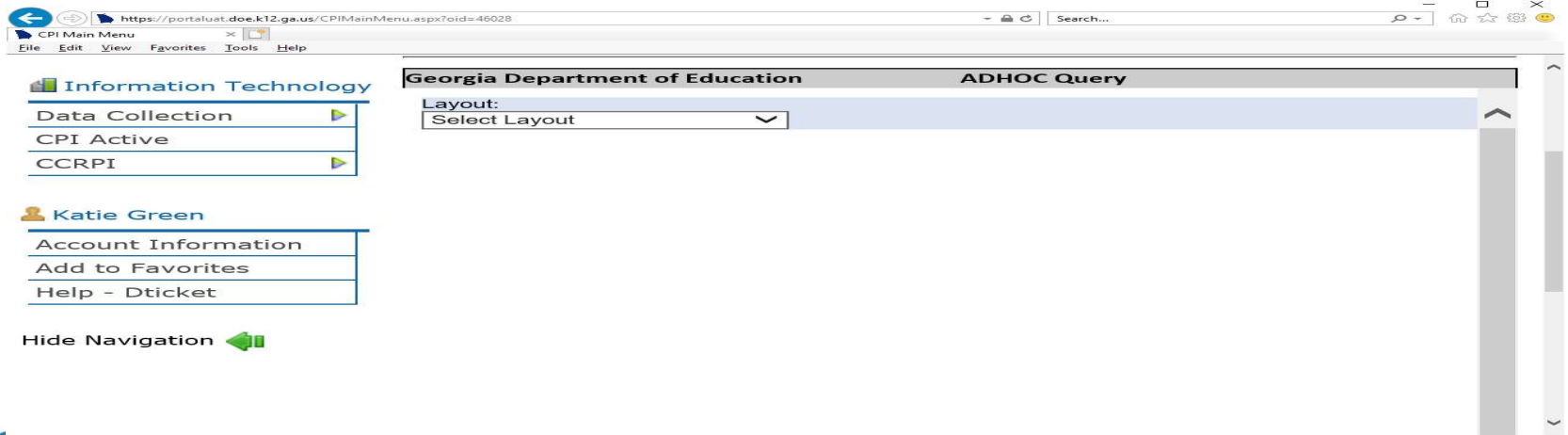
NOTE: Selected Data Elements will appear in a table format for Cycle 1 & 2.

Layout : CPI Collection (ABC)										
Fiscal Year	Report Period	System Code	Employee Code	Gender	Race Ethnic (Calculation)	Birth Date	Employee Number	Age (Calculation)	Personnel Id Number	Employee Type
2018	2	881	XXXXX XXXX	F	RB	1986 02		31		

Ethnic Hispanic	Race Indian	Race Asian	Race Black	Race Pacific	Race White	Last Name	First Name	Middle Initial Name	Certified Employment Basis	Classified Employment Basis
N	N	N	B	N	N	Brown	Katie	C	1000	0

Payroll Years Of Experience For Certified Employee	Certification Level	State Pay Step	Annual Contract Salary For Certified Employee	Total Annual Salary For Classified Employee	Contract Days For Certified Employee	Annual Work Days For Classified Employee	Termination Code	Termination Date	Local Years Of Service	Assignment School Code	Assignment Percentage Of Time	Assignment Type Code	Assignment Certificate Type	Assignment Job Code	Assignment Subject Matter Code	Assignment Field Code	Assignment Fund Code	State Health Plan Flag
11	5	L1	1500	180	0					123	100	C	SRT	103	410	808	00	Y

Click on the Drop Down choose Prior-CPI Collection(AD)



Prior-CPI Collection (AD) (5 Year history CPI 3)

Layout: CPI2019-3-(AD) v

Layout: CPI2019-3-(AD) v

Element Selection (3-(AD))

From List	Selected
Fiscal Year	
Report Period	
System Code	
Employee Code	
Gender	
Race Ethnic (Calculation)	
Birth Date	
Employee Number	
Age (Calculation)	
Personnel Id Number	

Go

Element Selection (3-(AD))

From List	Selected
	Fiscal Year
	Report Period
	System Code
	Employee Code
	Gender
	Race Ethnic (Calculation)
	Birth Date
	Employee Number
	Age (Calculation)
	Personnel Id Number

Go

- To choose one Data Element, highlight the Data Element in 'From List'
- Next click the right arrow to move the Data Element(s) to 'Selected'
- or you can click 'ALL'.
- click on GO to get the Filter screen below

Filter Selection (3-(AD))

Fiscal Year	Equals to	2019
AND	OR	Get Results
Reset Filter		

Prior-CPI Collection (AD) (5 Year history CPI 3)

NOTE: Filter Selection is not required. A report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

- Drop down choose Fiscal Year
- Next click drop down for SELECT BELOW select “Equals to”
- Put the 4-digit year in the column above Get Results
- Click on Get Results

NOTE: Selected Data Elements will appear in a table format for Cycle 3.

Layout : 3-(AD) Showing 1

Fiscal Year	Report Period	System Code	Employee Code	Gender	Race Ethnic (Calculation)	Birth Date	Employee Number	Age (Calculation)	Personnel Id Number	Employee Type
2019	3	881	XXXXXX XXX	F	RB	1986 02		31		

Ethnic Hispanic	Race Indian	Race Asian	Race Black	Race Pacific	Race White	Last Name	First Name	Mid Initial	Primary Assignment Job Code	Sick Leave	Staff Development	Vacation	Other Leave
N	N	N	B	N	N	Brown	Katie	C	107	7	2	10	10

www.gadoe.org

   @georgiadeptofed

 youtube.com/georgiadeptofed



**EDUCATING
GEORGIA'S FUTURE**

