

# 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](#)

**Need Login Access?**

This website requires Cookies be enabled in your browser.

**Richard Woods, Georgia's School Superintendent**  
"Educating Georgia's Future"

**GaDOE**  
Georgia Department of Education

# Application Selection

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

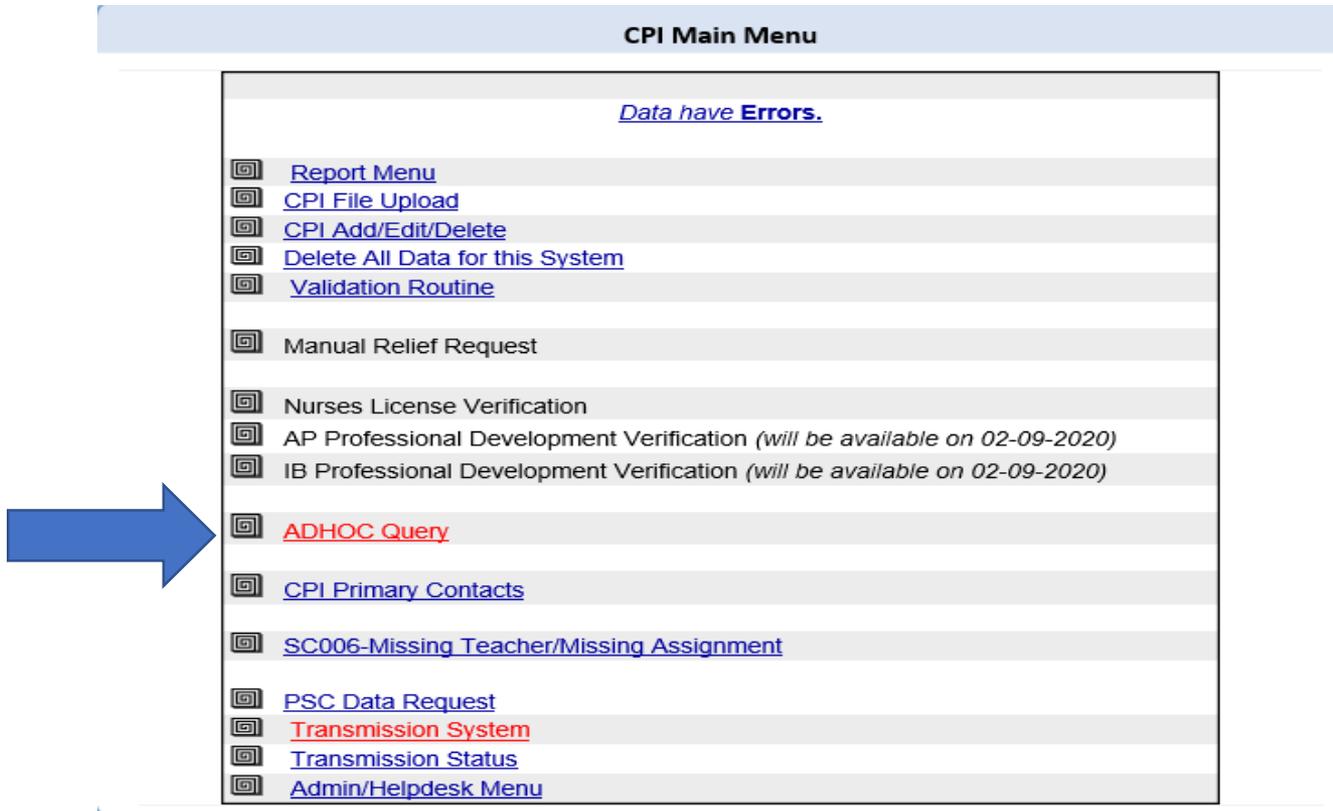
The screenshot shows the MyGaDOE portal interface. On the left is a 'Site Navigation' menu with categories like 'Information Technology' and 'Monitoring'. Under 'Information Technology', a sub-menu is open showing various applications, with 'CPI Active' highlighted. A blue callout box with a scroll effect points to 'CPI Active' and contains the text: 'Don't see CPI Active ?? Contact your Security Officer'. Other sections of the page include 'Surveys' (with counts for New, Saved, Submitted, and Approved) and 'My Favorites' (with 'Online Web Resources'). The browser address bar shows 'https://portal.doe.k12.ga.us/Index.aspx'.

# Select Transmission Period

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

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 'CPI Main Menu'. Below that, there is a message: 'Data have Errors.' followed by a list of menu items, each with a small square icon containing a square. A large 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 Year CPI Collection 1 or 2)
- Prior-CPI Collection (ABC)  
(5 Year history for CPI 1 or 2)
- Prior-CPI Collection (AD)  
(5 Year history for CPI 3)

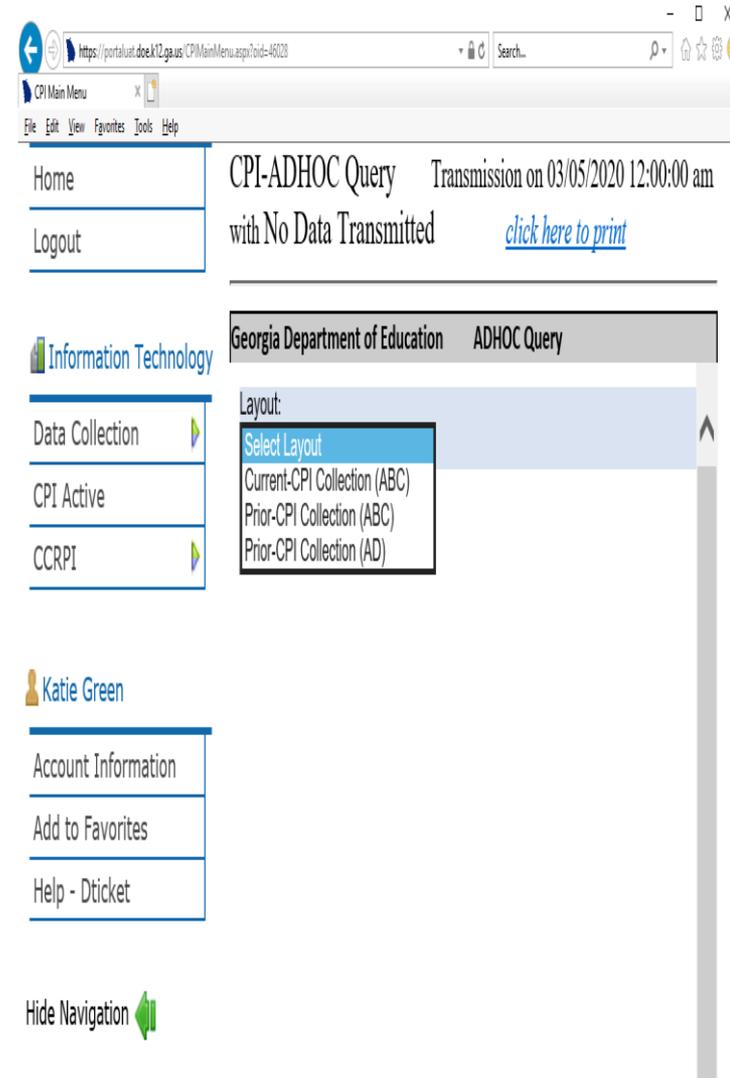
The (ABCD) designates the layout or files collected in each CPI collection.

A = Demographic data

B = Employment data

C = Assignments data

D= Leave information



The screenshot shows a web browser window with the URL <https://portal.usd.oe.k12.ga.us/CPIMainMenu.aspx?oid=46020>. The page title is "CPI Main Menu". The browser's address bar shows the URL and search icons. The page content includes a navigation menu with "Home" and "Logout" links. A "CPI-ADHOC Query" section displays "Transmission on 03/05/2020 12:00:00 am" and "with No Data Transmitted" with a "click here to print" link. Below this is a "Georgia Department of Education ADHOC Query" section. A "Layout" dropdown menu is open, showing options: "Select Layout", "Current-CPI Collection (ABC)", "Prior-CPI Collection (ABC)", and "Prior-CPI Collection (AD)". The user is identified as "Katie Green" with a profile picture. Below the user name are links for "Account Information", "Add to Favorites", and "Help - Dticket". A "Hide Navigation" button with a left-pointing arrow is at the bottom.

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

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". On the left, there is a navigation menu under "Information Technology" with items: "Data Collection", "CPI Active", and "CCRPI". On the right, there is a header for "Georgia Department of Education" and "ADHOC Query". Below the header, there is a "Layout:" label and a dropdown menu currently displaying "Select Layout".

This screenshot is identical to the one above, but the "Layout:" dropdown menu is open, showing a list of options: "Select Layout", "Current-CPI Collection (ABC)", "Prior-CPI Collection (ABC)", and "Prior-CPI Collection (AD)". The "Select Layout" option is highlighted in blue.

# 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
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 then click the right arrow to move the Element into the Selected section, or you can click ALL to select all data elements to display.

# Current CPI Collection (ABC)

## Current CPI Cycle CPI 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:

### 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

After you have selected the Data Elements click on Go

# Current CPI Collection (ABC)

## Current CPI Cycle 1 or 2

[Back to Column Selection](#)

### Filter Selection (CPI Collection (ABC))

Assignment School Code ▼	Equals to ▼	0102
AND	OR	Get Results
Reset Filter		

Filtering data allows you to limit the data selected. For example, you could select the data element Assignment School Code to limit the data extracted to school 0102.

- Choose the data element you want to filter on from the first drop down box.
- Choose the qualifier from the middle drop down box.
- In the right box, type a value.
- After filtering the data, click Get Results.

# Current CPI Collection (ABC)

## Current CPI Cycle 1 or 2

Search Districts 0-9 A B C D E F G H I J K L M N

You have (7160) new messages.

[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

[Back to Layout Selection](#) [Download To Excel](#)

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	Ethnic Hispanic	Race Indian	Race Asian	Race Black	Race Pacific	Race White	Last Name	First Name	Middle Name	Certified Employment Basis	Classified Employment Basis	Payroll Years Of Experience For Certified Employee	Certification Level	State Pay Step
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Once the data is extracted, it can be downloaded using the Download to Excel button.

# Extracting Data from Prior Years

All of the data submitted in CPI data collections for the past five years can now be extracted.

- Click on the drop-down arrow in the Layout box and choose Prior-CPI Collection(ABC)

The screenshot shows the top of the ADHOC Query interface. It features a header with "Georgia Department of Education" on the left and "ADHOC Query" on the right. Below the header is a light blue bar labeled "Layout:" containing a dropdown menu with the text "Select Layout" and a downward-pointing arrow. Below this bar, a search bar is visible with the text "Search..." and a magnifying glass icon. The URL "http://ga.gov/..." is partially visible on the left side of the page.

This screenshot shows the same ADHOC Query interface as the previous one, but with the "Layout:" dropdown menu expanded. The menu is a white box with a black border, listing four options: "Select Layout" (highlighted in blue), "Current-CPI Collection (ABC)", "Prior-CPI Collection (ABC)", and "Prior-CPI Collection (AD)". The background of the interface remains the same, showing the "Georgia Department of Education" header and "ADHOC Query" title.

# Prior-CPI Collection (ABC)

## 5 Year history for CPI 1 or 2

Layout: Prior-CPI Collection (ABC) ▼

Layout: Prior-CPI Collection (ABC) ▼

? Element Selection (CPI Collection (ABC))

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

Go

? Element Selection (CPI Collection (ABC))

From List		Selected
		Fiscal Year
	ALL	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' or you can click 'ALL' to select all of the data submitted in a prior CPI collection.
- Next click the right arrow to move the Data Element(s) to 'Selected' column.
- click on GO.

# Prior-CPI Collection (ABC)

## 5 Year history for CPI 1 or 2

### Choosing the Fiscal Year

- In the first drop down, choose Fiscal Year.
- Next click the middle drop down and 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				

# Prior-CPI Collection (ABC)

## 5 Year history for CPI 1 or 2

### Choosing the Collection Period

- Next click on AND.
- Choose Report Period from the drop down.
- Next click drop down for SELECT BELOW select “Equals to.”
- In the third drop down box, enter 1 for the October Collection, or 2 for the 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	XXXX 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	Certifi- Cate 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	Termina- TION Code	Termina- TION 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

# Extracting Data from Prior Years – the CPI 3 ‘Leave’ Data Collection

All of the data submitted in the July CPI leave data collections for the past five years can be extracted.

- Click on the drop-down arrow in the Layout box and choose Prior-CPI Collection(AD)

Georgia Department of Education ADHOC Query

Layout:  
Select Layout

ten10.aspx?cid=40020 Search...

Georgia Department of Education ADHOC Query

Layout:  
Select Layout  
Current-CPI Collection (ABC)  
Prior-CPI Collection (ABC)  
Prior-CPI Collection (AD)

# Prior-CPI Collection (AD)

## 5 Year history CPI 3

The interface consists of two panels, both titled 'Element Selection (3-(AD))'. Each panel has a dropdown menu at the top set to 'Layout: CPI2019-3-(AD)'. The left panel shows a list of data elements in the 'From List' column: Fiscal Year, Report Period, System Code, Employee Code, Gender, Race Ethnic (Calculation), Birth Date, Employee Number, Age (Calculation), and Personnel Id Number. The 'Selected' column is empty. Navigation buttons include 'ALL', '>>', '<<', and 'Go'. The right panel shows the same list, but 'Fiscal Year' has been moved to the 'Selected' column. The 'Go' button is also present.

- 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

The 'Filter Selection (3-(AD))' interface features a search bar with 'Fiscal Year' selected, a dropdown menu set to 'Equals to', and a text input field containing '2019'. Below the search bar are buttons for 'AND', 'OR', and 'Get Results'. A 'Reset Filter' button is located below the search bar.

# Prior-CPI Collection (AD)

## 5 Year history CPI 3

[Back to Column Selection](#)



### Filter Selection (CPI Collection (AD))

<b>Fiscal Year</b>	SELECT BELOW ▾	
Report Period	<b>OR</b>	<b>Get Results</b>
Employee Code		
Gender		
Race Ethnic (Calculation)		
Birth Date		
Employee Number	<b>Reset Filter</b>	
Age (Calculation)		
Personnel Id Number		
Employee Type		
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 Develop-Ment		
Vacation		
Other Leave		

**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.

- From the first drop down, choose Fiscal Year
- From the middle drop down, select “Equals to”
- Put the 4-digit year in the right column above Get Results
- Click on Get Results

NOTE: Selected Data Elements will appear in a same file format submitted for CPI 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](http://www.gadoe.org)

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 [youtube.com/georgiadeptofed](https://youtube.com/georgiadeptofed)



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