

EdLink Security is replacing TAS and all other system security models by migrating each LDOE system over to EdLink Security one at a time. EdLink Security offers more functionality with the ability for more levels of security coordinators and singular log in credentials for users.

This document is intended to provide a quick guide to setting up security coordinators in EdLink Security. More detailed information can be found in the [EdLink Security Guide](#).

### Credentials

- Usernames and passwords are created by each user in My.La.gov.
- Security coordinators should not create credentials for users.

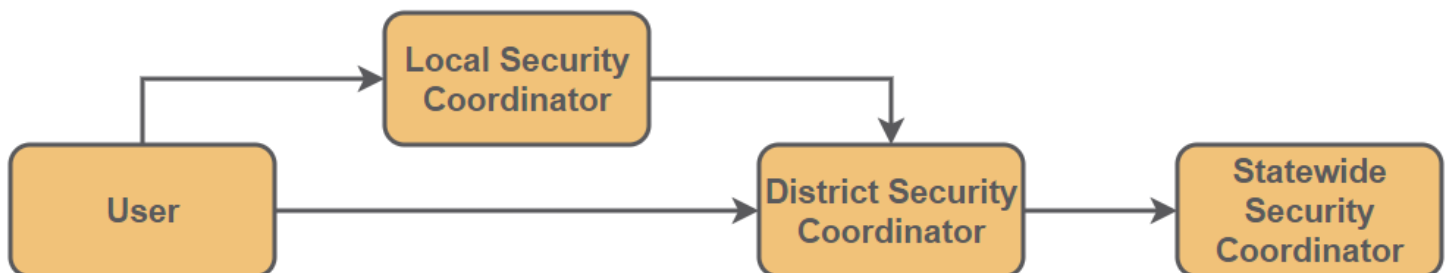
### Authentication

- All users must have an eScholar Staff ID to ensure users are employed or contracted by a Louisiana school system or the Louisiana State Department of Education.

### Types of Security Coordinators

- **Local:** A security coordinator that supports one or more individual schools within a school system, but not the entire school system.
  - Local security coordinators provide support to and approve users for the schools which they serve.
  - A school system may have multiple Local Security Coordinators, but are not required to have Local Security Coordinators.
  - Local Security Coordinators are approved by their District Security Coordinator(s) and should seek any needed support from their District Security Coordinator.
- **District:** A security coordinator that supports an entire school system.
  - Each school system is required to have at least one District Security Coordinator and may choose to have more than one.
  - District Security Coordinators are authorized by their school system Superintendent.
  - If a school system has Local Security Coordinators the District Security Coordinator directly supports the Local Security Coordinators and the Local Security Coordinators support users.
  - If a school system does not have Local Security Coordinators the District Security Coordinator(s) supports all users.
- **Statewide:** An LDOE staff member who supports all District Security Coordinators.

### Support and Approval Flow



## Requesting to be a Security Coordinator

- Sign in to: <https://registration.edlink.la.gov> with your MyLA username and password.
- Select the *Request Permission* button.

**Request Permission**

- Choose your location.
  - Districts will say either *District Location* or *School System* in the name.
  - All other locations are considered local school locations.
- Select *EdLink Security* as the application.
- The role options are dependent on the location you selected. School systems will have *District* role as an option and Schools will have *Local* as an option.
- Select *Security Coordinator* as the permission.
- Select the *Submit Request* button.

**Submit Request**

- **District Security Coordinator Example:**

Location: East Baton Rouge Parish School System (K-12 Public Schools)

Application: EdLink Security

Role: District

Permissions:

- Select All
- Superintendent
- Security Coordinator

Location: District Location - Homer Plessy Community (K-12 Public Schools)

Application: EdLink Security

Role: District

Permissions:

- Select All
- Superintendent
- Security Coordinator

- **Local Security Coordinator Example:**

Location: Independence High Magnet (K-12 Public Schools)

Application: EdLink Security

Role: Local

Permissions:

- Security Coordinator

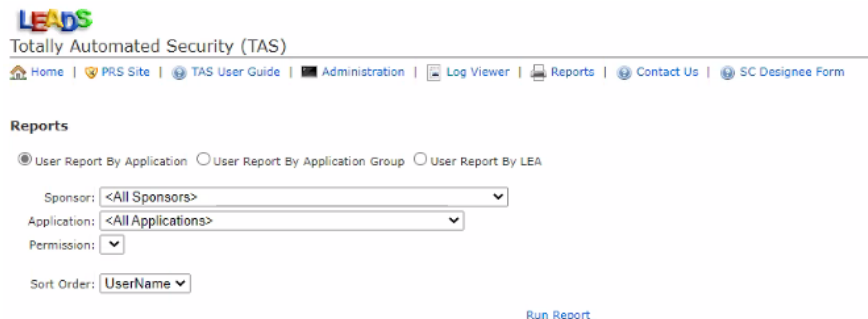
### Approving a Security Coordinator

- Superintendents have the ability to approve or deny District Security Coordinators.
- District Security Coordinators have the ability to approve or deny Local Security Coordinators.
- Sign in to: <https://registration.edlink.la.gov> with your MyLA username and password.
- Select the *Pending Requests* tab.
- Each request will roll up under the location that was requested. To expand the request click on the location name, then the application name, then the user ID, then the role.
- Permissions that were requested will have a check box next to them.
- Click *Submit Review* to approve the request.

	Approval
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### Using TAS Reports to Determine Old Access

- At times a security coordinator may find it helpful to know what a user had access to in a legacy system.
- The *User Report by Application* allows a security coordinator to look up all access for an application, for example SER.



**LEADS**  
 Totally Automated Security (TAS)

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**Reports**

User Report By Application
  User Report By Application Group
  User Report By LEA

Sponsor:

Application:

Permission:

Sort Order: