



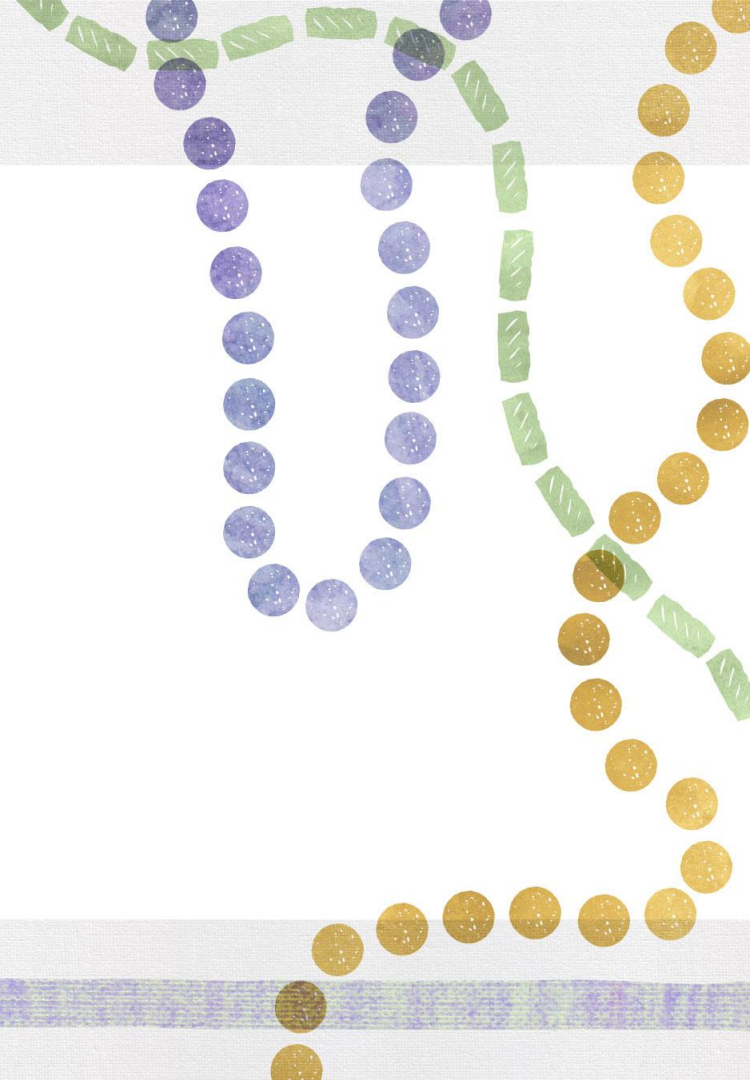
EdLink Security for eSER
June 2022

Agenda

- What is EdLink Security?
- EdLink Security Components
- eSER Roles and Permissions
- Timeline to Go Live
- Overview of Key Dates



What is EdLink Security?



What is EdLink Security?

EdLink Security is a new custom built robust security system that solves several longstanding security challenges and will replace all of the security systems used today as well as paper and email processes around security.

Challenges

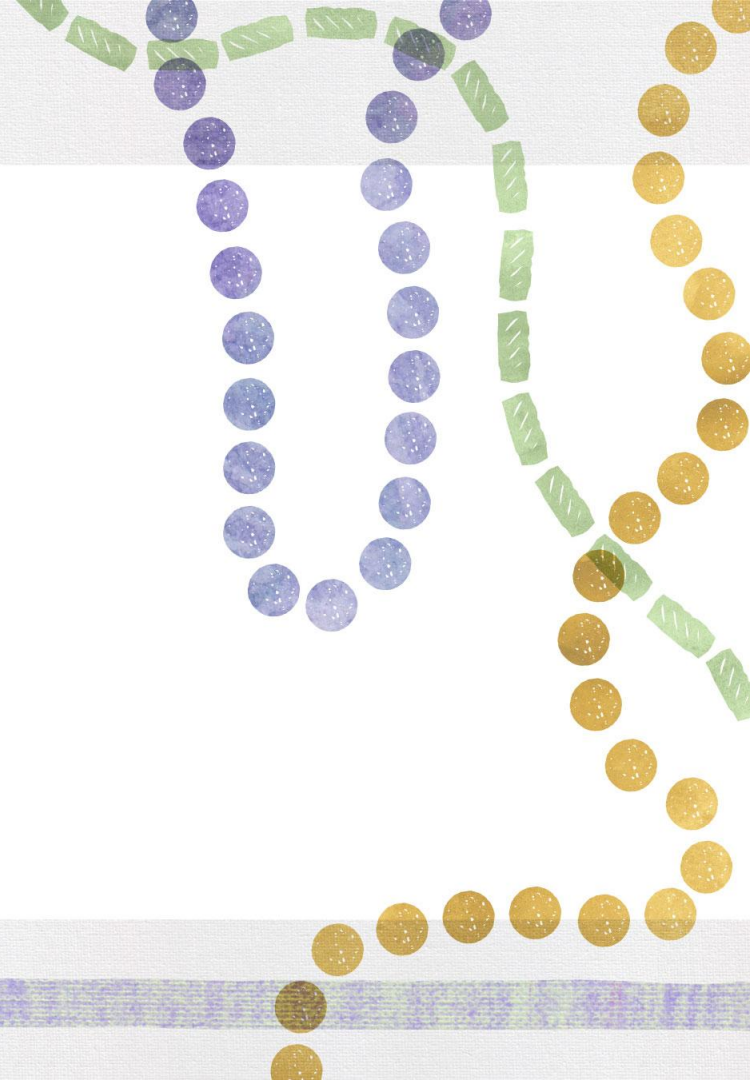
- Security is currently provisioned through multiple different system with multiple entry points
- Users may require multiple different logins to complete their job duties
- Security systems are not intuitive and are outdated
- Provisioning security currently requires paper/email processes to gain approval

Solution

EdLink Security:

- will at the conclusion of the EdLink project, replace all current security provisioning models and will be a one-stop shop.
- allows users who historically required multiple logins to complete their work to have one login for all systems they use.
- meets all safety and security standards of the OTS Information Security Policies and is built on modern technology which can be maintained for years.
- will replace the current paper and email processes between staff, supervisors, and LDOE.
- will include comprehensive audit trails of all access granted.

EdLink Security Components



Username and Passwords

- Will no longer be assigned by a security coordinator to the user
- Required to be created by the user and the user should not share their password with anyone
- Set up through a statewide security application called MyLA

MyLA

- Will allow a user to have one username and password for all interactions with Louisiana state government
- Is currently being used by DCFS and LDOE and in the process of being adopted by other state agencies
- Usernames and passwords are set up at my.la.gov
- User interface also allows users to self-service to reset their passwords and to retrieve their usernames

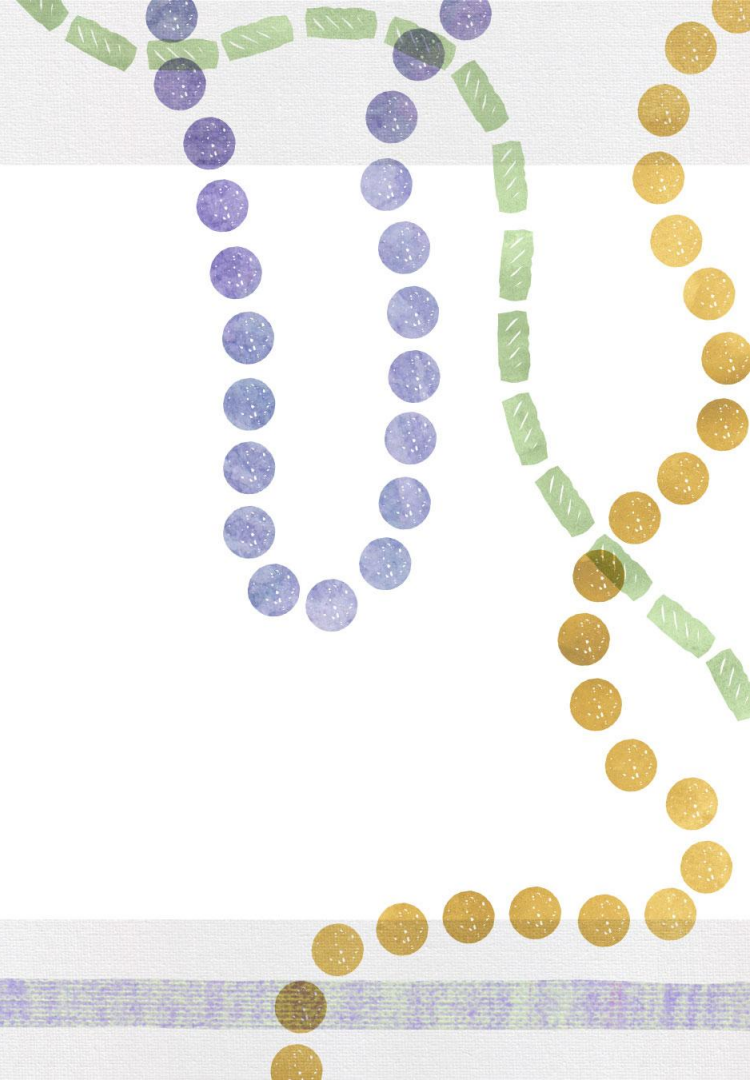
eScholar Staff ID

- Provides a secure way of authenticating a user's demographic information and verifying that the MyLA user is employed by a school system or a third party that supports a school system
- Relies on a connection between the MyLA username (not password) and the staff ID to authenticate whether the user should be allowed access to an LDOE data system
- Contains a field for the school system eScholar data manager to enter the user's username

EdLink Security Registration Portal

- Uses the combination of MyLA username and eScholar staff ID to allow a user to log into the [registration portal](#)
- Allows a user to request the roles and permissions for themselves
- Automatically routes the requests to the appropriate security coordinator
- Replaces paper and email processes
- Notifies users and security coordinators of actions taken or to be taken
- Maintains a full log of actions such as when permissions are requested, approved, revoked, etc.
- Replaces the old Totally Automated Security (TAS) system

eSER Roles and Permissions



TAS vs. EdLink Security Roles and Permissions

- eSER EdLink Security roles and permissions are modeled after SER TAS roles
- Each TAS role has a corresponding EdLink Security role and permission

IEP Form Writer

- For LEA staff or specific school staff responsible for creating IEPs in SER/eSER
 - Special Education Teacher and Related Service Providers
- Ability to perform Inquiry & Update of IEP Forms
 - Ability to create IEP forms and make IEP forms official
 - Ability to read specific SER data (Student Profile, SPED Activity, Jurisdiction, Parent Guardian)

TAS		EdLink Security	
SER - IEP	IEP Form Writer	ROLE: <i>IEP Form</i>	PERMISSIONS: <i>IEP Form Writer</i>

IEP Form Approver

- For LEA staff or specific school staff responsible for submitting IEP form data to SER/eSER.
 - Special Education Directors, Data Managers, and Coordinators
- Ability to perform Inquiry & Update of IEP Forms
 - Ability to create IEP forms and write IEP forms
 - Ability to make IEP forms official
 - Ability to submit IEP form data and generate local IEP Form Reports
 - Ability to read specific data (Student Profile, SPED Activity, Jurisdiction, Parent Guardian)

TAS		EdLink Security	
SER - IEP	IEP Form Approver	ROLE: <i>IEP Form</i>	PERMISSIONS: <i>IEP Form Approver</i>

EdLink Security Registration Portal Example: IEP Form Role

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

Application: eSER Staging

Role: IEP Form

Permissions:

Select All

IEP Form Approver

IEP Form Writer

SER Data Reader

- For LEA staff or specific school staff responsible for working with data in SER/eSER
 - Pupil Appraisal Staff and Related Service Providers
- Ability to perform Inquiry and run reports
 - Ability to view all data and generate reports accessible by school staff

TAS		EdLink Security	
Special Education (SER)	Data Reader	<i>ROLE: SER Data</i>	<i>PERMISSIONS: SER Data Reader</i>

SER Data Writer

- For LEA staff or specific school staff responsible for submitting SER/eSER data.
 - Special Education Directors and Data Managers
- Ability to perform Inquiry & reports
 - Ability to view all data and generate reports accessible by school staff
 - Ability to add/modify/delete data

TAS		EdLink Security	
Special Education (SER)	Data Writer	<i>ROLE: SER Data</i>	<i>PERMISSIONS: SER Data Writer</i>

EdLink Security Registration Portal Example: SER Data Role

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

Application: eSER Staging

Role: SER Data

Permissions:

Select All

SER Data Reader

SER Data Writer

SER LASID Writer

- For LEA staff or specific school staff responsible for submitting SER/eSER data.
 - Special Education Directors and Data Managers
- Ability to perform Inquiry and run reports
 - Ability to view all data and generate reports accessible by school staff
 - Ability to add/modify/delete data
 - Ability to update student Personal Identifiable Information (PII)

TAS		EdLink Security	
Special Education (SER)	SER LASID Writer	ROLE: <i>SER LASID</i>	PERMISSIONS: <i>SER LASID Writer</i>

EdLink Security Registration Portal Example: SER LASID Role

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

Application: eSER Staging

Role: SER LASID

Permissions:

SER LASID Writer



SMD Medicaid Admin

- For LEA staff or specific school staff responsible for creating service provider Session Calendar/Dates in SER/eSER
 - LEA Medicaid Coordinator
- Ability to run Medicaid Related Reports for all providers.
 - Ability to read/write ANY provider's Session Calendar/Dates
 - Ability to run Medicaid-related reports

TAS		EdLink Security	
SMD – SER/Related Services/Medicaid Tracking	Medicaid Admin	ROLE: <i>SMD Medicaid</i>	PERMISSIONS: <i>SMD Medicaid Admin</i>

SMD Medicaid Provider

- For LEA staff or specific school staff responsible for creating service provider Session Calendar/Dates in SER/eSER
 - LEA Medicaid Coordinator
- Ability to run Medicaid Related Reports for all providers.
 - Ability to read/write ANY provider’s Session Calendar/Dates
 - Ability to run Medicaid-related reports

TAS		EdLink Security	
SMD – SER/Related Services/Medicaid Tracking	Medicaid Provider	ROLE: <i>SMD Medicaid</i>	PERMISSIONS: <i>SMD Medicaid Provider</i>

SMD Medicaid Reader

- For LEA staff or specific school staff may view only service provider Session Calendar/Dates in SER/eSER.
 - Special Education Directors and Data Managers
- Ability to run Medicaid Related Reports for all providers.
 - Ability to read ANY provider's Session Calendar/Dates
 - Ability to run Medicaid-related reports

TAS		EdLink Security	
SMD – SER/Related Services/Medicaid Tracking	Medicaid Reader	ROLE: <i>SMD Medicaid</i>	PERMISSIONS: <i>SMD Medicaid Reader</i>

EdLink Security Registration Portal Example: SMD Medicaid Role

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

Application: eSER Staging

Role: SMD Medicaid

Permissions:

- Select All
- SMD Medicaid Admin
- SMD Medicaid Provider
- SMD Medicaid Reader

SMI Medicaid Importer

- This role is no longer a part of the SER permission roles. The eScholar Direct Match process will be utilized for Medicaid matching in place of Medicaid Importer beginning with the 2022-2023 school year.

TAS		EdLink Security	
SMI – Medicaid Importer	Medicaid Importer	ROLE: N/A	PERMISSIONS: N/A

SER Data Services Writer

- New Role for eSER, does not currently exist in TAS
- For LEA staff or specific school staff responsible for adding related services in eSER.
 - Assign this role to related service providers.
 - Ability to enter related services for the students Services link in eSER.

TAS		EdLink Security	
N/A	N/A	ROLE: <i>SER Data Services Writer</i>	PERMISSIONS: <i>SER Data Services Writer</i>

EdLink Security Registration Portal Example: SER Data Services Writer Role

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

Application: eSER Staging

Role: SER Data Services

Permissions:

SER Data Services Writer

Reevaluation Data Review Writer

- New stand-alone role and feature for eSER.
- Previously needed data writer access in SER
- For LEA staff and school staff responsible for creating the re-evaluation data.
 - Pupil Appraisal Staff

TAS		EdLink Security	
N/A	N/A	ROLE: <i>Re-Evaluation Data Review (RDR)</i>	PERMISSIONS: <i>Re-Evaluation Data Review Writer</i>

EdLink Security Registration Portal Example: Reevaluation Data Review Role

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

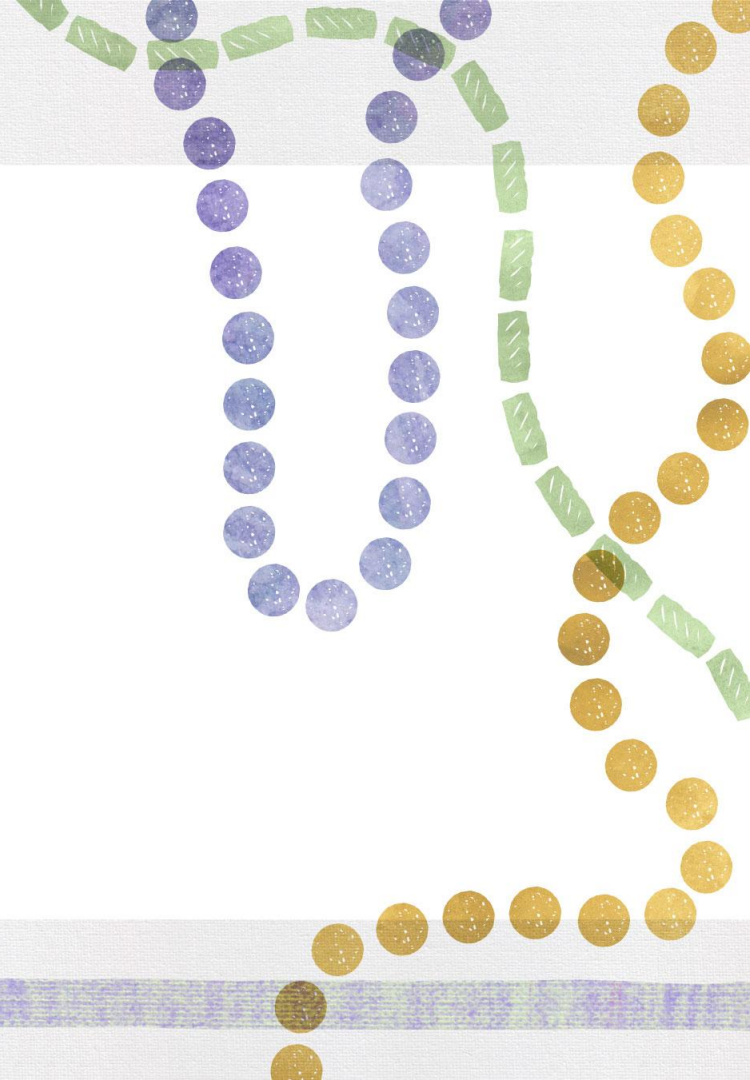
Application: eSER Staging

Role: Reevaluation Data Review

Permissions:

Reevaluation Data Review Writer

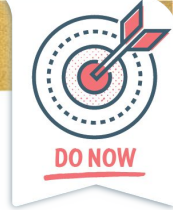
Timeline to Go Live





June 2022

- LDOE will begin holding weekly eSER Go Live Informational and Q&A sessions every Monday from 2:00 p.m. to 3:00 p.m. beginning on June 20.
- All future eSER users should attend or have a school or school system representative attend who will filter information to all users.
- Zoom Information:
 - **Registration:** <https://ldoe.zoom.us/meeting/register/tJUucOiqqzwrGtK1U3E1YHfE87QKXzV9WsOa>
 - **Meeting Link:** <https://ldoe.zoom.us/j/91371257106>
 - **One tap mobile:** +14702509358,,95433357770# US (Atlanta)



June 2022 *(continued)*

- School systems should choose the appropriate security coordinators for their system.
- Each school system is required to have at least one school system (district) level security coordinator, but may choose to utilize additional options.
- Options include:
 - Multiple security coordinators for the entire school system (district)
 - One school level (local) security coordinator for each school
 - A school level (local) security coordinator for a group of schools



June 2022 (continued)

- Superintendents must approve school system (district) level security coordinators
- School system (district) level security coordinators may approve school (local) level security coordinators
- Page 17 of the [EdLink Security Guide](#) details how to request security coordinator access in EdLink Security
- Page 14 of the [EdLink Security Guide](#) details how superintendents and school system (district) level security coordinators review, modify, and approve access requests
- On June 20 LDOE will release a one-pager to aid in security coordinator set up in EdLink Security as well as instructions for how to pull the *User Report by Application* in TAS



July 2022

- School systems should train their users using tools LDOE provides. Links to these resources will be provided via the weekly Go Live Sessions.
 - Resources will include:
 - User Guide
 - Security one pager
 - Recorded Demos
 - Short feature specific training videos



July 2022 (continued)

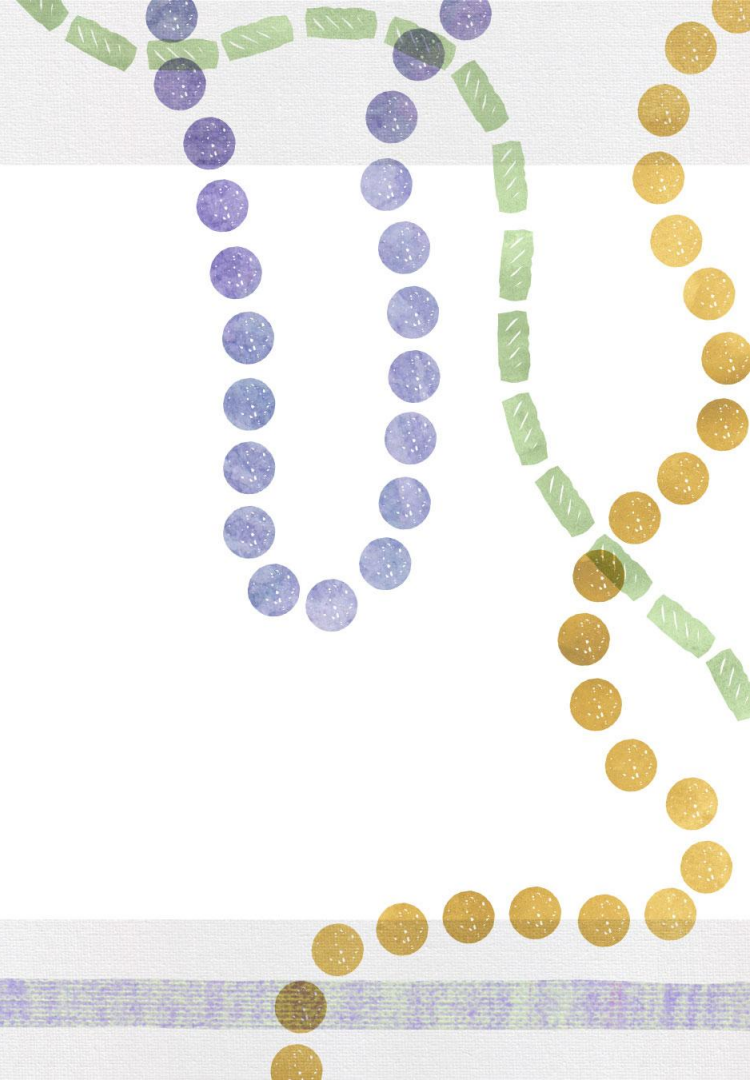
- By July LDOE will release a new security setup feature which will guide a user through the initial setup process without them needing to navigate themselves through the various websites. (MyLA, Staff ID, and navigating to the Registration Portal)
- This feature will also automate the connection of MyLA username to eScholar Staff ID.
- All eSER users should use the new feature to create a MyLA account if they do not already have one. If a user has used MyLA for another function such as EdLink360, P-EBT, or another school system, you do not need to create another MyLA account.
- After users request access, designated security coordinators should review and approve access requests in the registration portal. .
- LDOE will release a one pager to assist in the communication of this process on June 27.
- **Users who do not have approve roles and permissions in EdLink Security will not be able to access eSER on August 1.**



August 2022

- August 1: Go Live!
 - All data entered and documents uploaded to SER in the previous seven years will be available in eSER on August 1.
 - Data older than 7 years will be archived with the Office of Technology Services and will be accessible by request.
 - No data will be purged.

Overview of Key Dates



Overview of Key Dates

- **June 20:** First weekly eSER Go Live Informational and Q&A Session
 - Additional dates: **June 27, July 5, July 11, July 18, July 25, August 1, August 8**
- **June 20:** Security Coordinator Setup One-Pager and TAS Report Instructions release
- **June 27:** eSER Gaining Access A-Z One-Pager release
- **August 1:** Go Live!