



**eSER Beta-Testing
and Security
May 2, 2022**

[eSER Beta-Testing Registration Link](#)

Objectives/Agenda

Objective:

- Review what it means to be an eSER tester
- Review eSER testing timeline
- Review testing results and concerns for the prior week

- Other resources in this slide deck
 - Overall Schedule of eSER features to be tested
 - EdLink Security - Roles/Permissions for establishing eSER access
 - eSER testing resources

What Does It Mean to be an eSER Beta Tester

Expectations for Beta Testers:

- We understand you wear many hats and your time is valuable!
- Interact with the new eSER system and test in the role that you fill in your LEA
- Actively participate in weekly office hours (Mondays, 2-3 p.m.) - beginning **April 25th**
- Document questions, concerns, issues found during testing via JotForm

eSER Testing Timeline - Updates

The following is eSER Beta-Testing timeline:

- April 1: Welcome letter and JotForm with security instructions sent to Beta-testers
- April 8: Beta-Testers return completed JotForm
- **April 11 - June 13: Beta-Testing Period**
- April 11: Beta-Testing Kickoff Webinar
- April 11 - 12: Security Setup - Whitelisting - **by OTS**
- April 13, April 26: Security clinic for Beta-Testers & Security Coordinators
- April 25 - June 13: Beta-Testing **Office Hours** (@Monday between 2:00pm - 3:00pm)
- May 4: Security clinic for Beta-Testers & Security Coordinators

eSER Testing Results and Concerns



eSER Features - Testing Notes and Concerns (4/25/22)

Feature / Concerns

- eSER Login
 - Security Clinics were held on 4/26. Some IP Addresses needed updating.
 - Corrected eSER Staging login: <https://sers.la.gov/ser>
 - Updated eSER Beta-Testing User Guide
 - Currently there are 14 users who were able to login for testing

[See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)

eSER Features - Testing Notes and Concerns (4/25/22)

Feature / Concerns

- eSER Login
 - Whitelisting - of IP Addresses have been provided to OTS to update.
 - Make sure your <https://bat.My.LA.gov> and <https://My.LA.gov> credentials are the same
 - eSER access - LEAs will be responsible for creating, enabling and disabling eSER users access

[See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)

eSER Features - Testing Notes and Concerns (4/25/22)

Feature / Concerns

- Student Dropdown: Test Student Search
 - As of May 2, 2022 no issues reported

[See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)

eSER Features - Testing Notes and Concerns (4/25/22)

Feature / Concerns

- Student Dropdown: Test Student Profile
 - As of May 2, 2022 no issues reported

[See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)

eSER Features Testing Schedule



Testing Schedule for eSER Features

Date	Feature
Week of 4/25 COMPLETE	<ul style="list-style-type: none">● eSER Login (Security Clinics were held on 4/26)● Student Dropdown: Test Student Search● Student Dropdown: Test Student Profile
Week of 05/02	<ul style="list-style-type: none">● Review prior week testing results● Test any features that weren't tested the prior week● Student Dropdown: Test Jurisdiction Add New Screen● Student Dropdown: Test Parent/Guardian
Week of 05/09	<ul style="list-style-type: none">● Review prior week testing results● Test any features that weren't tested the prior weeks● Student Dropdown: Test Service● Student Dropdown: Test Special Ed Activity

[See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)

Testing Schedule for eSER Features

Date	Feature
Week of 5/16	<ul style="list-style-type: none">● Review prior week testing results● Test any features that weren't tested the prior weeks● Referral/Evaluation Process Dropdown: Test Referral and Screening● Referral/Evaluation Process Dropdown: Evaluation
Week of 05/23	<ul style="list-style-type: none">● Review prior week testing results● Test any features that weren't tested the prior weeks● IEP Dropdown: Test IEP List
Week of 05/30	<ul style="list-style-type: none">● Review prior week testing results● Test any features that weren't tested the prior weeks● TBD

[See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)

Testing Schedule for eSER Features

Date	Feature
Week of 06/06	<ul style="list-style-type: none">● Review prior week testing results● Test any features that weren't tested the prior weeks● TBD
Week of 06/13	<ul style="list-style-type: none">● Review prior week testing results● Test any features that weren't tested the prior weeks● TBD

[See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)

Next Steps

- Login to [eSER Staging](#) and continue with the weekly eSER Beta-Testing
- Review eSER Recorded Demo
 - eSER Menu Navigation
 - eSER IEP Navigation
- Review eSER Beta-Testing User Guide - [See eSER Beta-Testing User Guide Appendix A for a description of the eSER features](#)
- Document results, questions and concerns - <https://form.jotform.com/220997019402153>
- Attend weekly [eSER Beta Testing Office Hours](#) - Mondays between 2 pm -3 pm **April 25th - June 13th**

EdLink Security



Confidentiality Policy Guidance

Annually, a Local security/confidentiality policy should be drafted to include the minimum requirements:

- **Each LEA** should:
 - have a written security policy that includes IEP security.
 - provide security guidelines and policies in local training annually.
- **Special Education Supervisors** or their designated representatives should:
 - govern user access to eSER to ensure confidentiality is maintained
 - work with the local Security Coordinator in performing an annual or semiannual review of users authorized to access eSER including eSER IEP Forms access
- **Each user** should:
 - be required to sign a confidentiality assurance statement annually
 - ensure they are in compliance with their LEA confidentiality policy .
- **Each Local Security Coordinator** should:
 - work with Special Education Supervisors to review all user requests for eSER access
 - maintain a current list of users authorized to access eSER including eSER IEP Forms
 - have a written procedure in place to remove eSER access as user status changes occur (employment ends, change in duties, etc.).

Security Terminology

Public IP Address

An *IP address* identifies a computer on the internet or local network. The IP Address is used for whitelisting a computer. Each user must identify the public IP Address of the computer they will be using for eSER Beta-testing. This address can be static (1 IP Address) or dynamic (a range of IP Addresses)

Whitelisting

Whitelisting is a cybersecurity strategy under which a user can only take actions on their computer that an IT administrator has explicitly allowed in advance. The IP Address of each Beta-Testers computer must be whitelisted in order to access eSER.

EdLink Security

A one-stop shop for requesting and approving access to LDOE owned data systems (e.g. eSER). Allows users with various roles in the LEA to have access to data they should see and be protected from data they shouldn't see. Includes a comprehensive audit trail of all access granted; access can easily be revoked when staff members change roles or LEAs.

Totally Automated Security (TAS) vs EdLink Security

Gaining SER System Access: For LEADS Portal and SER access, special education staff and users contacted their local LEA Security Coordinator who determined the level of access needed and ensured system access was established using Totally Automated Security (TAS).

Gaining eSER System Access: For eSER Beta-testing, special education staff must request system access by following the EdLink Security guidelines which include the following:

- Identify your Public IP Address(es) for Whitelisting Your Computer (required for Beta-testing only)
- Create an EdLink Username and password at:
 - <https://bat.My.LA.gov> (required for Beta-testing only)
 - <https://My.LA.gov> (credentials must be identical)
- Ensure your StaffID is linked to the Username created in the step above. Each staff person is assigned a StaffID reported in the eScholar StaffID system and in EdLink 360.
- Using the Registration link for eSER Beta Testing <https://stg.registration.edlink.la.gov>, request the *Location, Application, Role* and *Permissions* in EdLink Security.
- Location: District or school location based on user role and permissions
 - Application: **eSER Staging**
 - Role: (see following slides)
 - Permissions: (see following slides)

Linking Your StaffID to your Username

Work with your eScholar Data manager to have your StaffID linked to the Username you created at <https://bat.My.LA.gov> and <https://My.LA.gov> (credentials must be identical)

- eScholar StaffID link: <https://louisianastaffid.escholar.com/uid/login.do>
- In eScholar StaffID, search for the person by the first/last name or by StaffID
- Select the appropriate record
- Select the EDIT STAFF button at the bottom right of the page
- The Customer Defined Field will appear (see under the address section)
- Enter the **Username** you created at <https://bat.My.LA.gov> and <https://My.LA.gov>
- Select the UPDATE STAFF RECORD button at the bottom right of the page

EdLink Security Roles and Permissions

EdLink Security Roles and Permissions		Permissions							
		Approver	Writer	Reader	Super	Staff	Admin	Provider	Importer
R o l e s	IEP Form	X	X						
	SER Data		X	X					
	SER LASID		X						
	SMD Medicaid			X			X	X	
	SMI Medicaid								X
	SER Data Services		X						
	Re-Evaluation Data Review		X						

Total Automated Security/EdLink Security Crosswalk 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)

Total Automated Security (TAS)		EdLink Security eSER Staging	
SER - IEP	IEP Form Writer	ROLE: <i>IEP Form</i>	PERMISSIONS: <i>IEP Form Writer</i>

Total Automated Security/EdLink Security Crosswalk 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)

Total Automated Security (TAS)		EdLink Security eSER Staging	
SER - IEP	IEP Form Approver	ROLE: <i>IEP Form</i>	PERMISSIONS: <i>IEP Form Approver</i>

EdLink Security (Example)

ROLE: *IEP Form*

PERMISSIONS: *IEP Form Approver* *IEP Form Writer*

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

Total Automated Security/EdLink Security Crosswalk 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

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

Total Automated Security/EdLink Security Crosswalk 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

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

EdLink Security (Example)

ROLE: *SER Data*

**PERMISSIONS: *SER Data Reader* and/or
*SER Data Writer***

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

Total Automated Security/EdLink Security Crosswalk

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)

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

Limited Special Education personnel should have access to these rights in eSER Staging

EdLink Security (Example)

ROLE: *SER LASID*

PERMISSIONS: *SER LASID Writer*

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

Application: eSER Staging

Role: SER LASID

Permissions:

SER LASID Writer



Total Automated Security/EdLink Security Crosswalk 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

Total Automated Security (TAS)		EdLink Security eSER Staging	
SMD – SER/Related Services/Medica id Tracking	Medicaid Admin	ROLE: <i>SMD Medicaid</i>	PERMISSIONS: <i>SMD Medicaid Admin</i>

Total Automated Security/EdLink Security Crosswalk

SMD Medicaid Provider

- For LEA staff or specific school staff responsible to view and update Session Calendar/Dates in SER/eSER.
 - Related Service Providers
- Ability to run Medicaid Related Reports for provider’s caseload.
 - Ability to read/write Session Calendar/Dates for which the user is the Provider of Record
 - Ability to Medicaid-related reports for user’s caseload.

Total Automated Security (TAS)		EdLink Security eSER Staging	
SMD – SER/Related Services/Medicaid Tracking	Medicaid Provider	ROLE: <i>SMD Medicaid</i>	PERMISSIONS: <i>SMD Medicaid Provider</i>

Total Automated Security/EdLink Security Crosswalk 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.

Total Automated Security (TAS)		EdLink Security eSER Staging	
SMD – SER/Related Services/Medic aid Tracking	Medicaid Reader	ROLE: <i>SMD Medicaid</i>	PERMISSIONS: <i>SMD Medicaid Reader</i>

EdLink Security (Example)

ROLE: *SMD Medicaid*

**PERMISSIONS: *SMD Medicaid Admin* and/or
SMD Medicaid Provider and/or
*SMD Medicaid Reader***

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

Total Automated Security/EdLink Security Crosswalk

SMI Medicaid Importer

- LEA staff to load their file of students to SER/eSER to check for Medicaid eligibility.
 - LEA Medicaid Importer and LEA Medicaid Coordinator
- Ability to load their file of students to check for Medicaid eligibility

Total Automated Security (TAS)		EdLink Security eSER Staging	
SMI – Medicaid Importer	Medicaid Importer	ROLE: <i>SMI Medicaid</i>	PERMISSIONS: <i>SMI Medicaid Importer</i>

EdLink Security (Example)

ROLE: *SMI Medicaid*

PERMISSIONS: *SMI Medicaid Importer*

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

Application: eSER Staging

Role: SMI Medicaid

Permissions:

SMI Medicaid Importer

Total Automated Security/EdLink Security Crosswalk

SER Data Services ^{New}

- 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.

Total Automated Security (TAS)		EdLink Security eSER Staging	
N/A	N/A	ROLE: <i>SER Data Services</i>	PERMISSIONS: <i>SER Data Services</i>

EdLink Security (Example)

ROLE: *SER Data Services* ^{New}
PERMISSIONS: *SER Data Services Writer*

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

Application: eSER Staging

Role: SER Data Services

Permissions:

SER Data Services Writer

Total Automated Security/EdLink Security Crosswalk Re-Evaluation Data Review Writer

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

Total Automated Security (TAS)		EdLink Security eSER Staging	
Special Education (SER)	Data Writer	ROLE: <i>Re-Evaluation Data Review (RDR)</i>	PERMISSIONS: <i>Re-Evaluation Data Review Writer</i>

EdLink Security (Example)

ROLE: *Reevaluation Data Review*
PERMISSIONS: *Reevaluation Data Review Writer*

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

Application: eSER Staging

Role: Reevaluation Data Review

Permissions:

Reevaluation Data Review Writer

Next Steps for EdLink Security

- Ensure your Username and password has been created at <https://bat.My.LA.gov> and <https://My.LA.gov> (credentials must be identical)
- Work with your eScholar Data Manager and LDOE to ensure your StaffID has been linked to your Username created at <https://bat.My.LA.gov> and <https://My.LA.gov> (credentials must be identical)
- Verify successful login to eSER <https://sers.l DOE.la.gov/ser>
- Reach out to Systemsupport@la.gov with any EdLink Security concerns

eSER Beta-Testing Contact

For questions or concerns please contact Systemsupport@la.gov