



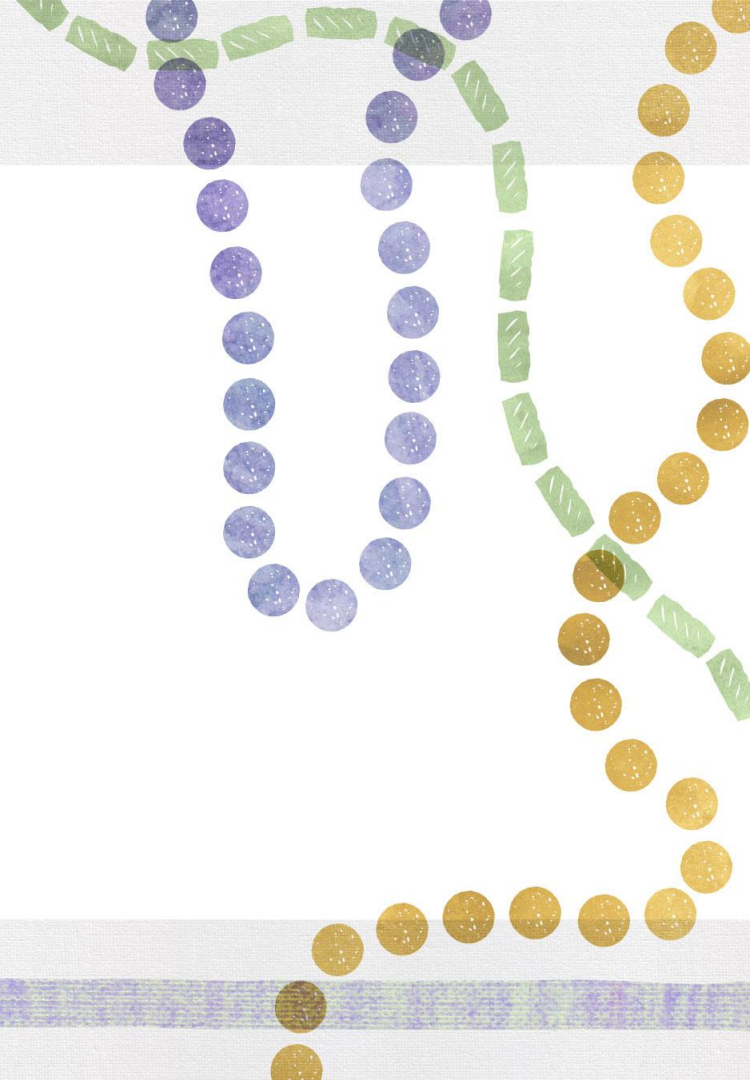
eSER Go LIVE
EdLink Security for eSER
June 20, 2022

Agenda

- EdLink Security for eSER
- Timeline to Go Live
- Overview of Key Dates



EdLink Security for eSER



Confidentiality Policy Guidance

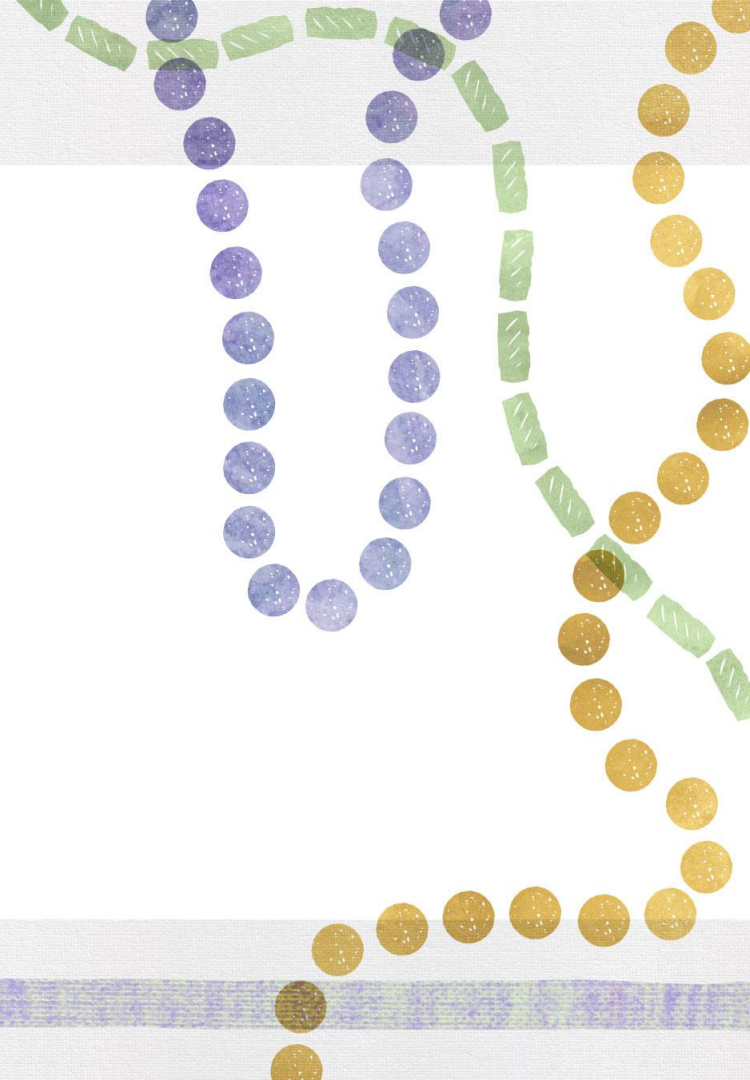
Annually, a Local security/confidentiality policy should be drafted to include the minimum requirements:

- **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.).

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
- [EdLink Security for eSER](#) session from June 13.
- 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

Timeline to GO LIVE





DO NOW

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/tJUucOiqgzwrGtK1U3E1YHfE87QKXzV9WsOa>
 - **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



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)

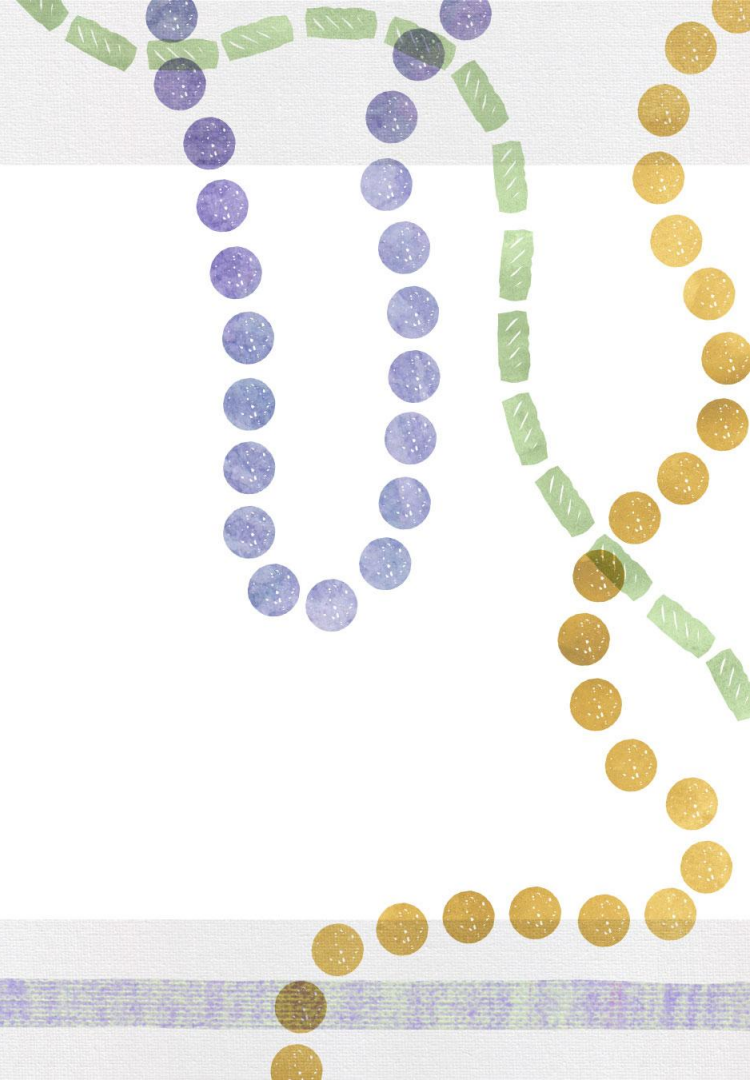
- By July LDOE will release a new security setup feature which will guide a user through the initial setup process without them needing to navigate themselves through the various websites. (MyLA, Staff ID, and navigating to the Registration Portal)
- This feature will also automate the connection of 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!