

LOUISIANA DEPARTMENT OF EDUCATION



---

**eSER Go LIVE**  
**June 27, 2022**

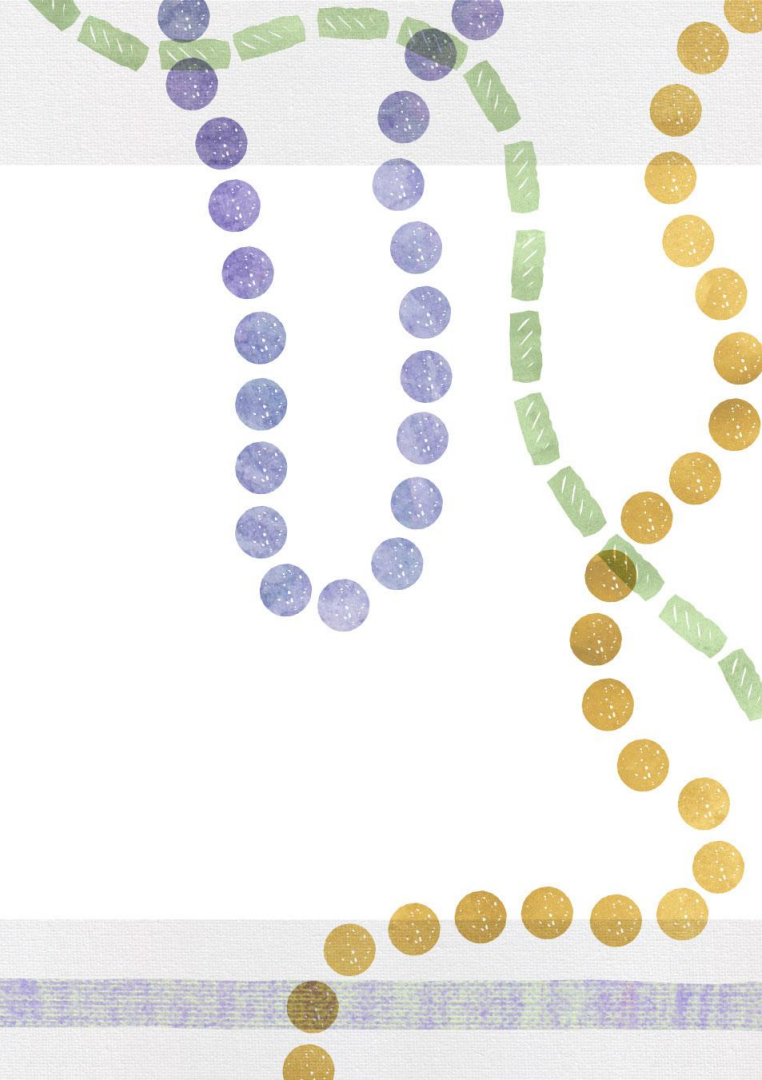
---

# Agenda

- eSER Gaining Access
- Timeline to Go Live
- Next Steps



**eSER Gaining Access**



# 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 released 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.



# District and Local Security Coordinators

- 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



# Automating MyLA and Staff ID Connection

An Official Louisiana.Gov Website. [Here's how you know.](#) English Español Français Tiếng Việt

**edlink** EdLink Support Louisiana Believes

**Welcome to EdLink.**  
We've revolutionized the way we use data to support students and families of Louisiana.

[Sign In](#)

[Create an Account](#)



# Automating MyLA and Staff ID Connection



[EdLink Support](#)

[Louisiana Believes](#)

[Sign In](#)

## Create an EdLink Account

EdLink uses MyLA.gov to keep all of your contact information and passwords for Louisiana government websites in one place.

## What is the EdLink system?

LDOE's EdLink system is an application that serves Providers, Parents, and Students across many phases of a student's progression from Early Childhood through K-12 schooling. It assists with the State's goal of providing accountability, standards, and administration of its Education Programs.

## What is MyLA?

MyLa.Gov is a service by Louisiana's government which allows you to create a single way to login to participating Louisiana government websites. This will help us make it easier and more efficient for you to do business with Louisiana state agencies

## Create a MyLA Account

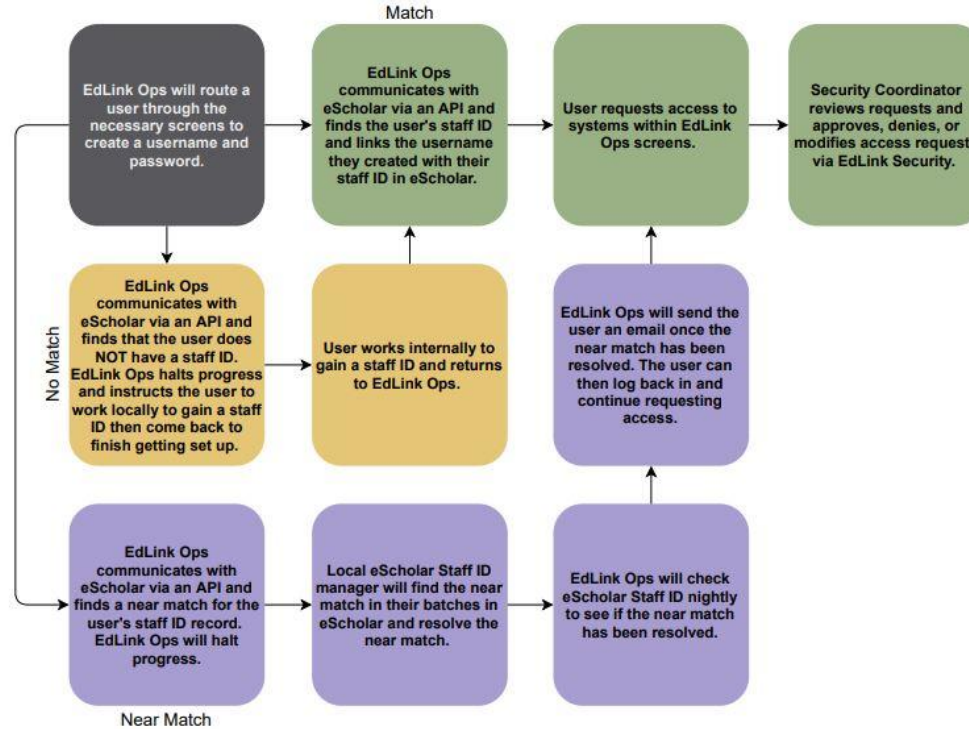
Continue to the MyLa account creation page by clicking the button below. You will receive an email confirmation link once your account is created. After you confirm your email, you will be able to return to the EdLink welcome page and Sign In using your MyLa login and password.



[← Back](#)

[Continue to MyLA →](#)

# Automating MyLA and Staff ID Connection





# Automating MyLA and Staff ID Connection

- LDOE will release a one pager on this process on July 5 which will include the day that users may begin using the automated process.
- eSER users may 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. .
- **Users who do not have approve roles and permissions in EdLink Security will not be able to access eSER on August 1.**



# July 2022

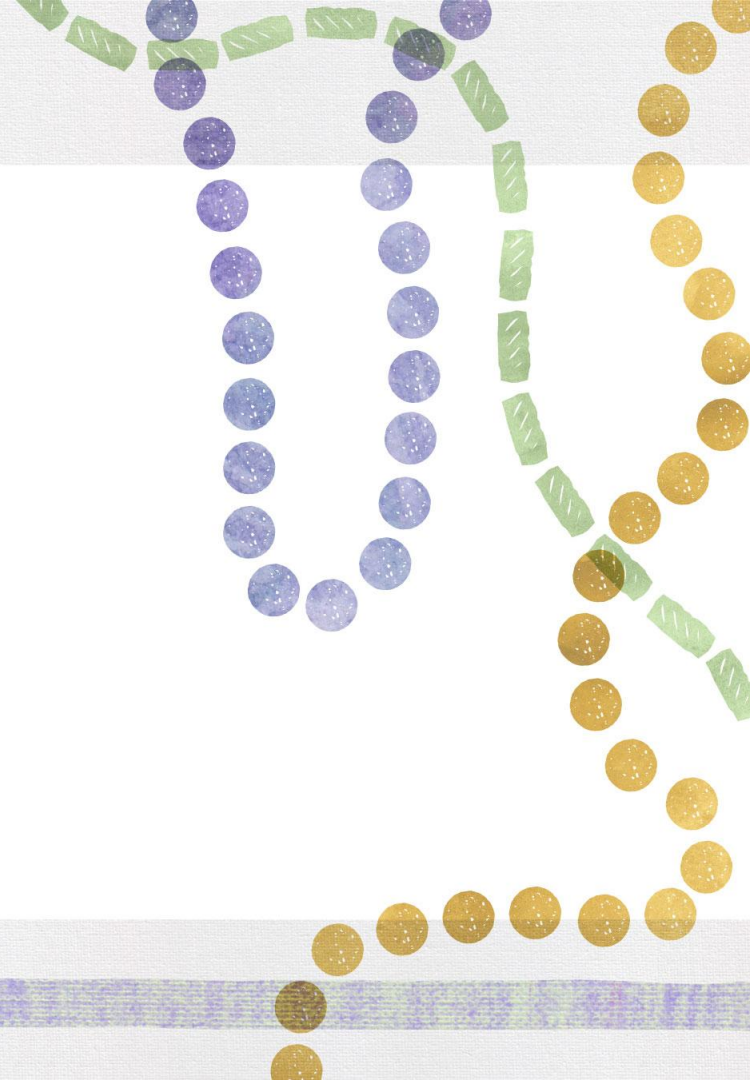
- School systems should train their users using tools LDOE provides. Links to these resources will be provided via the [SER Resources](#) page of the System Support website.
  - <https://leads13.doe.louisiana.gov/lug/SER/SER.htm>
  - Resources will include:
    - User Guide
    - Security one pager
    - Recorded Demos
    - Short feature specific training videos



# 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.

## Next Steps



# Next Steps for EdLink Security

- Ensure your Username and password has been created at <https://My.LA.gov>
- Work with your eScholar Data Manager and LDOE to ensure your StaffID has been linked to your Username created at <https://My.LA.gov>
- Once eSER goes live you will be able to login to eSER <https://sers.doe.la.gov/ser>
- Reach out to [Systemsupport@la.gov](mailto:Systemsupport@la.gov) with any EdLink Security concerns

# Overview of Key Dates

- **June 20:** First weekly eSER Go Live Informational and Q&A Session
  - Additional dates: **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!



# eSER Go Live Informational and Q&A sessions

- LDOE has begun holding weekly eSER Go Live Informational and Q&A sessions every Monday from 2:00 p.m. to 3:00 p.m.
- **July 4 meeting has been moved to July 5.**
- 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)

**Q and A**

