

LOUISIANA DEPARTMENT OF EDUCATION



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**eSER Go LIVE**  
**July 5, 2022**

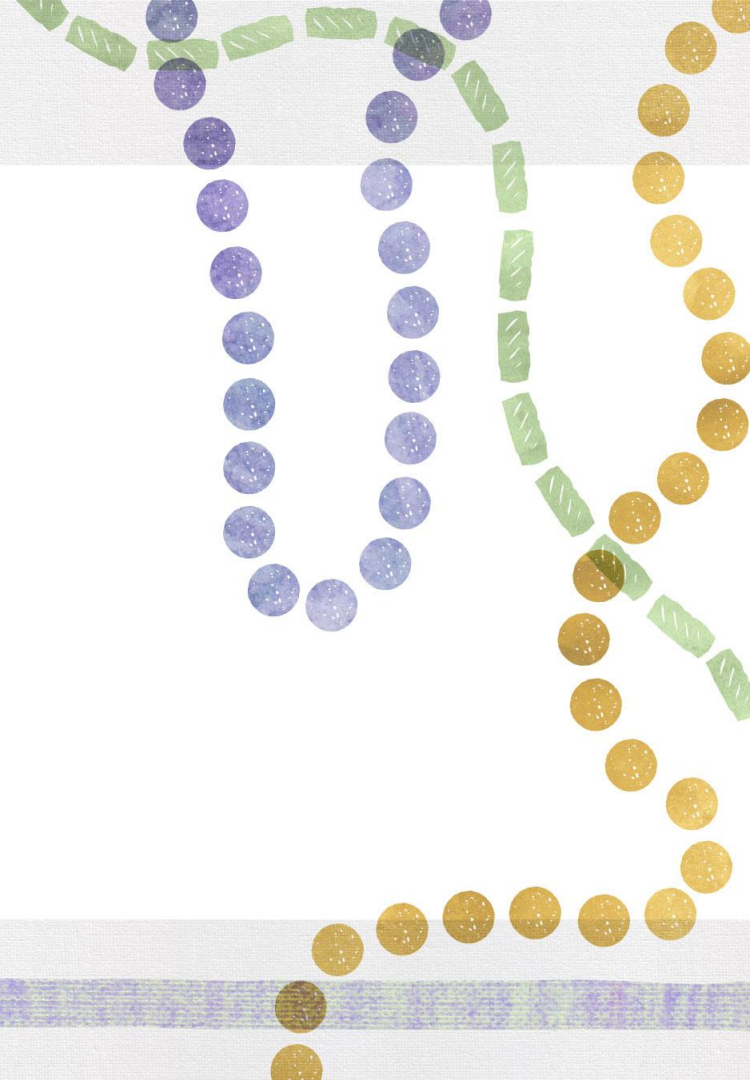
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# Agenda

- 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.



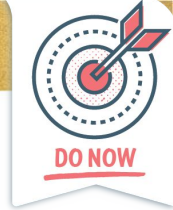
# District and Local Security Coordinators

- 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
- See EdLink Security [one pager](#)



# Automating MyLA and Staff ID Connection

- Review one pager that outlines automating the MyLA Username and eScholar Staff ID connection
- 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

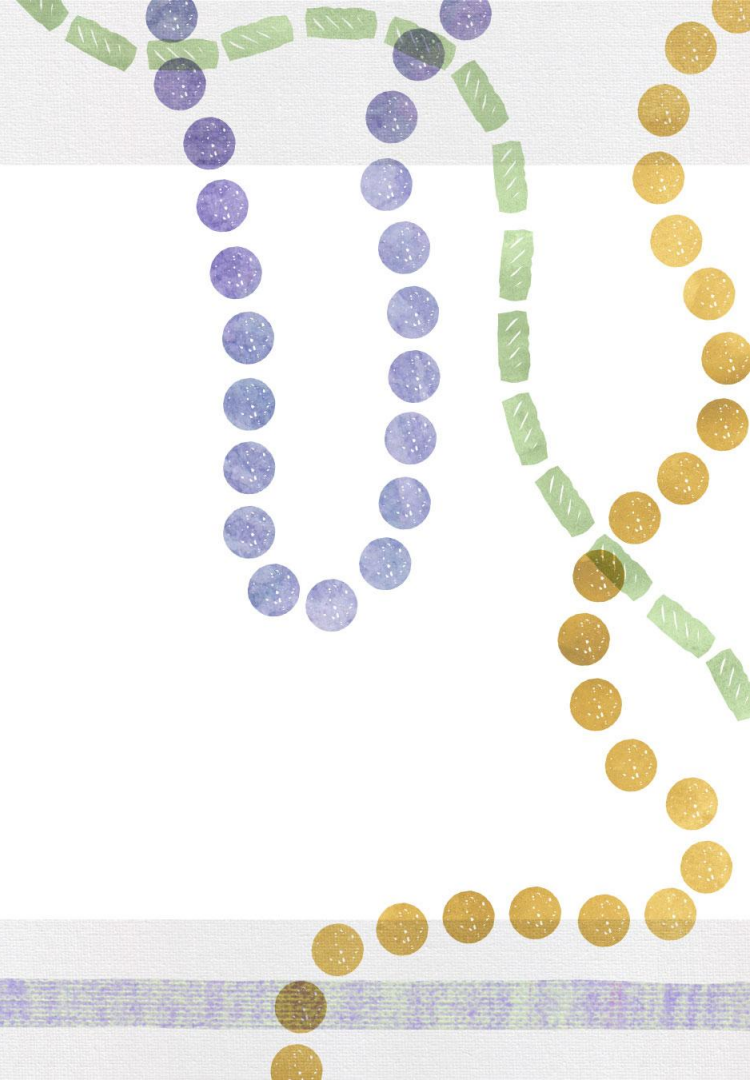
- Links to eSER training materials are provided via the [SER Resources](#) page of the System Support website.
  - <https://leads13.doe.louisiana.gov/lug/SER/SER.htm>
  - Resources will include:
    - User Guide
    - [Security one pager](#) - Posted
    - [Recorded Demos](#) - Posted
    - Short feature 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

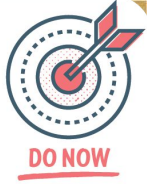


## Next Steps Future eSER Users

- Ensure staff have usernames and passwords setup and linked to their staff ID (See one pager)
- 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
- **July 5:** 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.
- 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)

**Q and A**

