

LOUISIANA DEPARTMENT OF EDUCATION



eSER Go LIVE
July 25, 2022

Agenda

- Gaining Access to eSER
- Rolling over from SER to eSER
- Next Steps





Gaining Access to 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.).

Update from 7/18

Selecting the Correct Permissions

LDOE was able to complete the work to get us to the ideal state of how to select the correct permissions ahead of schedule. Districts do not need to individually select nonpublic and early childhood sites in EdLink Security.

- District level eSER users should only request access to their School System. Nonpublic and Early Childhood sites will be included in the school system request.
- For example:
 - Mickey's parish public school system services students at Donald's BESE approved nonpublic school and Minnie's childcare center.
 - The SER data manager would select Mickey's parish public school system in EdLink Security and would not select Donald's school or Minnie's childcare center.
 - eSER will be smart enough to automatically group Donald's school and Minnie's center with Mickey's public school system

Automatic Linking of Username and Staff ID

EdLink has developed functionality that will help to automatically link a username created by a user with their staff ID. Please follow the [guide](#) for steps to utilize this feature.

- Users are currently unable to find school system level locations in the dropdown on the EdLink Profile setup which facilitates the connection to eScholar
- The purpose of this connection is to verify that a user has a staff ID upon logging in, users only need to link their username to one site within their school system in order to proceed.
- Any user can select any school within their system in order to facilitate the linking of their username and staff ID.
- Then the user will select all necessary sites for access in EdLink Security (school system locations or individual schools). This selection is what controls what a user gains access to.
- **District locations will be available in the dropdown by the end of the week.**

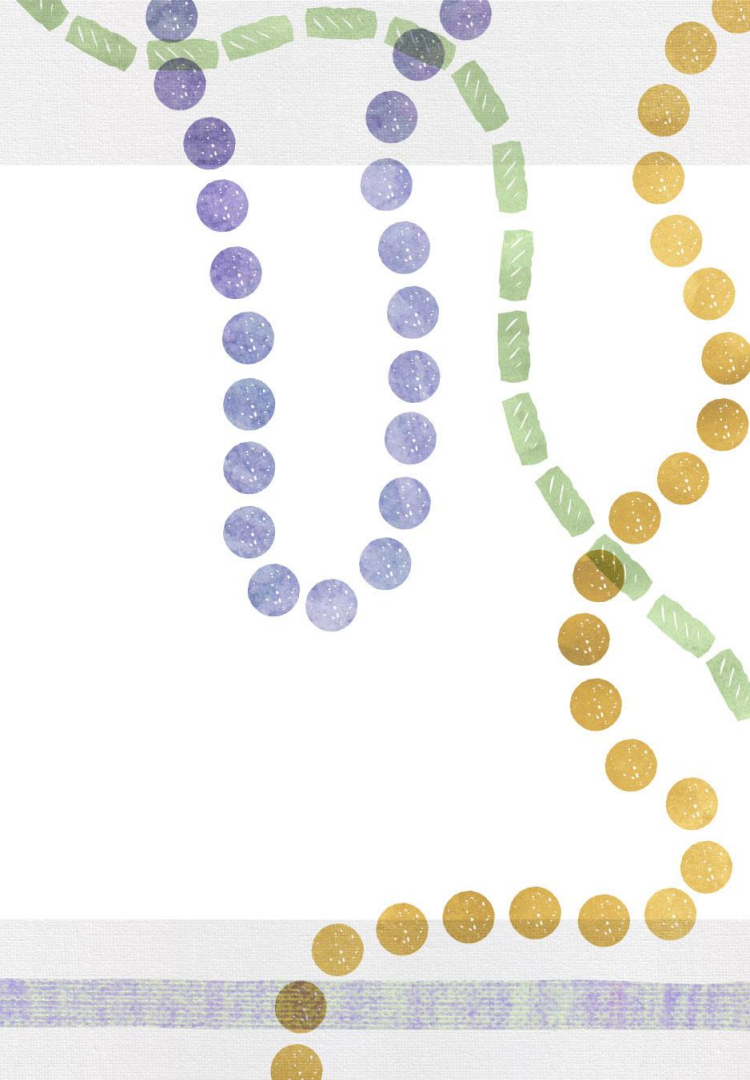
Automatic Linking of Username and Staff ID

- After you click save on your personal profile you must log out then log back into EdLink (<https://ldoe.edlink.la.gov/#/>) to complete the linkage with eScholar.
- If you have been successfully linked your username will show in the username box and it will be greyed out.

MyLA UserID

kaylieloupe

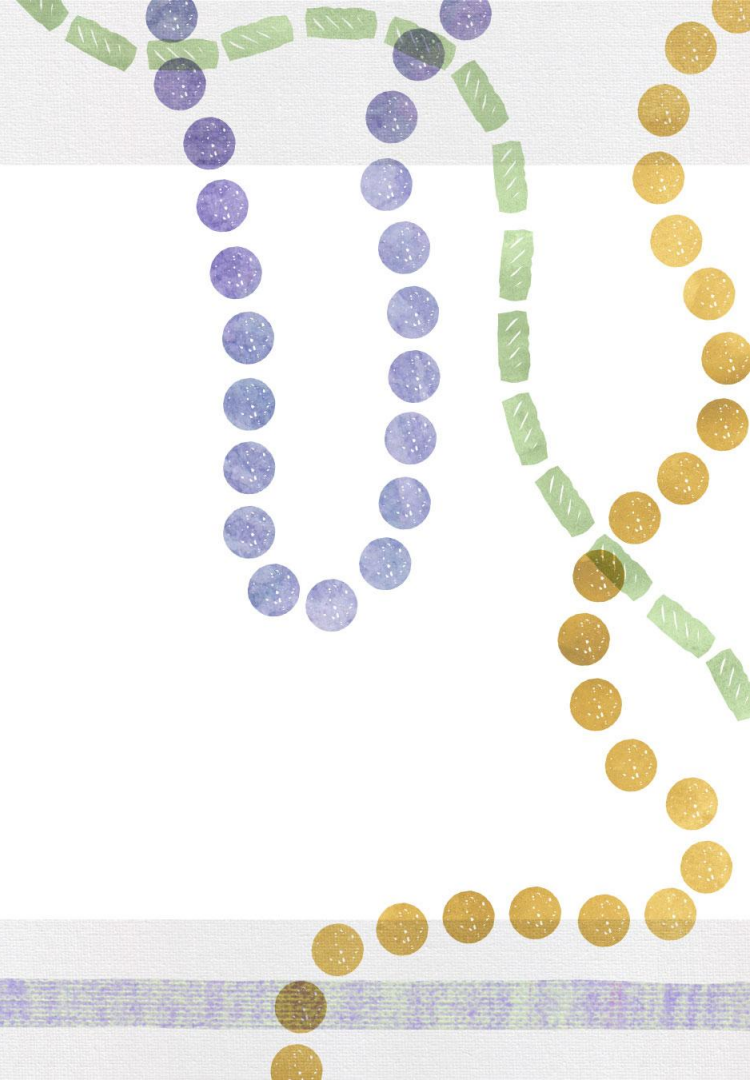
Rolling over from SER to eSER



Legacy SER to eSER Data Rollover

- **July 24 at 11:59 p.m.** | Legacy SER will be made to view only. No further data entry can be made at this point.
- **July 25-31** | LDOE and the vendor will transfer all data and conduct data quality checks on the transferred data.
 - All data saved in SER prior to 11:59 p.m. on July 24 will be transferred to the enhanced SER system including IEPs in draft form.
 - Data less than 7 years old will be migrated to eSER. Data older than 7 years will be stored and will be accessible by request.
 - Users will be able to search for students and view all data; however, will receive an error if data entry is attempted.
- **August 1** | The enhanced version of SER will go live. The same URL will be used for the enhanced SER system as the legacy SER system. Data entry may resume.

Next Steps



Next Steps Future eSER Users

- Security Coordinators ensure they are set up ([See One Pager](#))
- Ensure staff have usernames and passwords setup and linked to their staff ID ([See Guide](#))
- Once eSER goes live you will be able to login to eSER <https://sers.doe.la.gov/ser>
- Reach out to 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: **June 20, 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
- **July 5:** Connecting Staff ID and Username [Guide](#) 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

