Purpose

The purpose of this document is to describe the expected user experience and functionality within EdLink Security. By 2024 EdLink Security will completely replace the Totally Automated Security System (TAS).

General Information

There are three URLs utilized in this process:

- Create a username and password or reset a password:
  - https://My.LA.gov
- Request and approve access:
  - https://registration.edlink.la.gov/

Browser: Use a modern browser such as Google Chrome or Edge *(Internet Explorer will not allow all functionality)*

Improvements with EdLink Security from Legacy Security Systems

- Currently security is provisioned by multiple different systems, EdLink Security will streamline all provisioning rights into one user friendly system for all LDOE data systems
- Currently users who have multiple roles within a school system as well as users who support multiple school systems must maintain multiple logins, EdLink Security will allow a user to have access to multiple data systems as well as all school systems they support with one user ID and password
- Some processes currently require email exchanges and submission of paper or PDF documents. EdLink Security pulls all of those processes within the system and streamlines these processes.

First Steps for All

The first steps for anyone wishing to access EdLink Security or one of the systems that uses it to provision access is to create a username and password and to link that username with eScholar Staff ID. (An EdLink Ops Enhancement will allow automation of many of these steps. This enhancement will be available in Spring 2022.)

1. See the Create a Username and Password section of this guide for steps to set up a username and password for the first time.

   - If you have already created a username, but need to change information or your password see the Change User Information or PIN and Forgot Password sections of this guide.

2. See the Link Username and Staff ID section of this guide for steps on how to link the username you create with your eScholar Staff ID.

Create a Username and Password

Usernames and passwords are created and managed by the staff member on the My.LA.gov website.

1. Go to: https://My.LA.gov
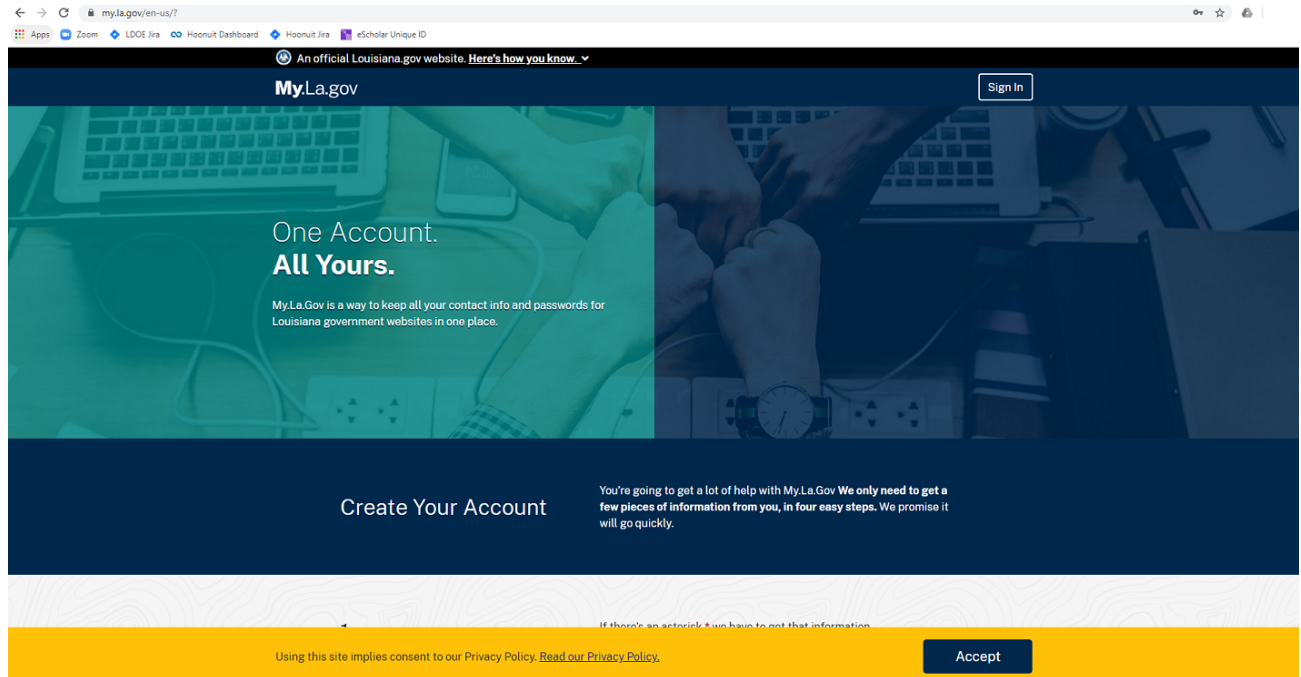
2. Click "Read our Privacy Policy" to review the MyLA privacy policy and click "Accept" to accept it.

3. Scroll down on the page to find space to create your account. Fill in the questions. Required fields are marked with an *. Help links are available on some fields to give you more information.

Usernames must be at least 8 characters. Click on "Want help making a user ID" to see more about what is required in a username. Remember, this ID will be used to log into LDOE systems. Please use something unique, but easy for you to remember such as your name.

Please use your work email address for your account.

3

Let's set a PIN.

The Personal Identification Number is a 6-digit number we will use to make sure you're the only one going into your account. Be sure to remember it!
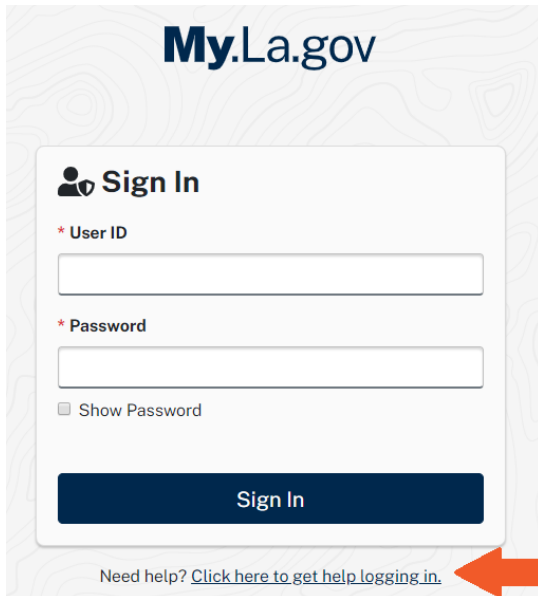
If there's an asterisk * we have to get that information.

* New PIN

* Confirm New PIN

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How should we contact you?

If there's an asterisk * we have to get that information.

Telephone

You only have to type the numbers, nothing else. Start with your area code.
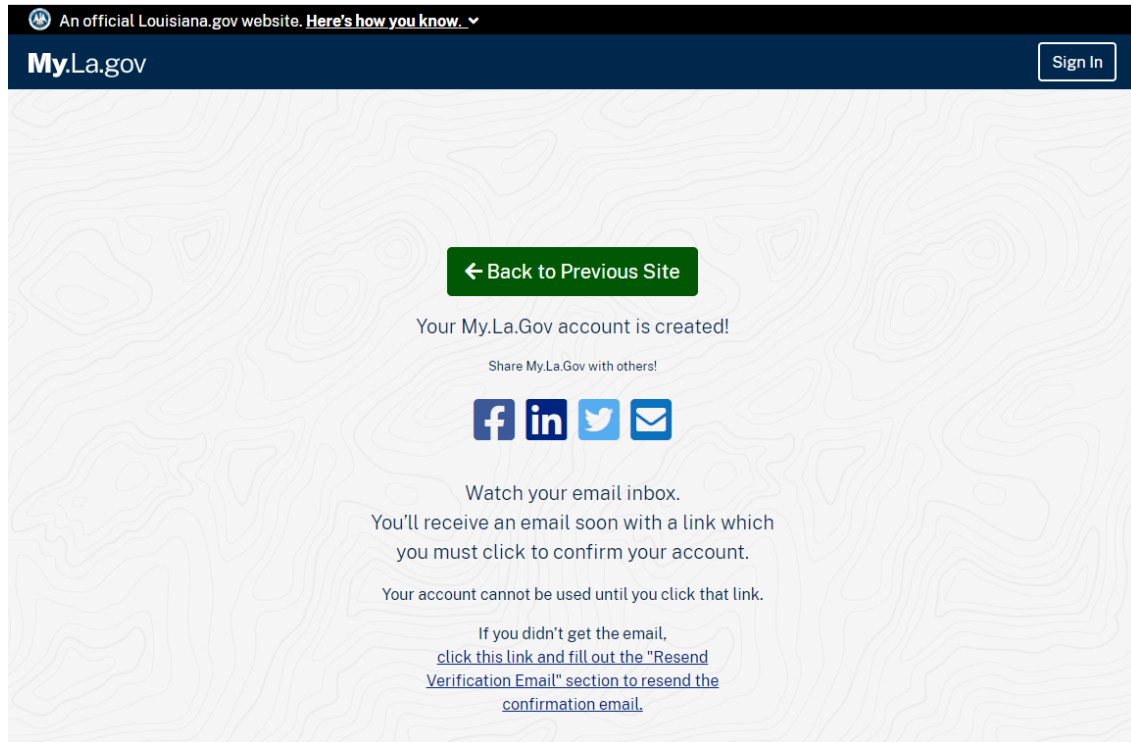
* Email Address

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Click "Create Your Account" when finished.

That's it!

Create Your Account

4. You will receive a confirmation page and confirmation email. You must click the link in the confirmation email to activate your account.

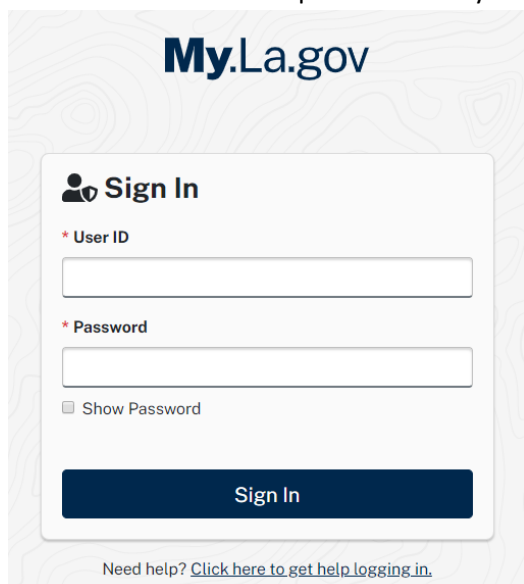5. You will receive this screen when your email has been confirmed.
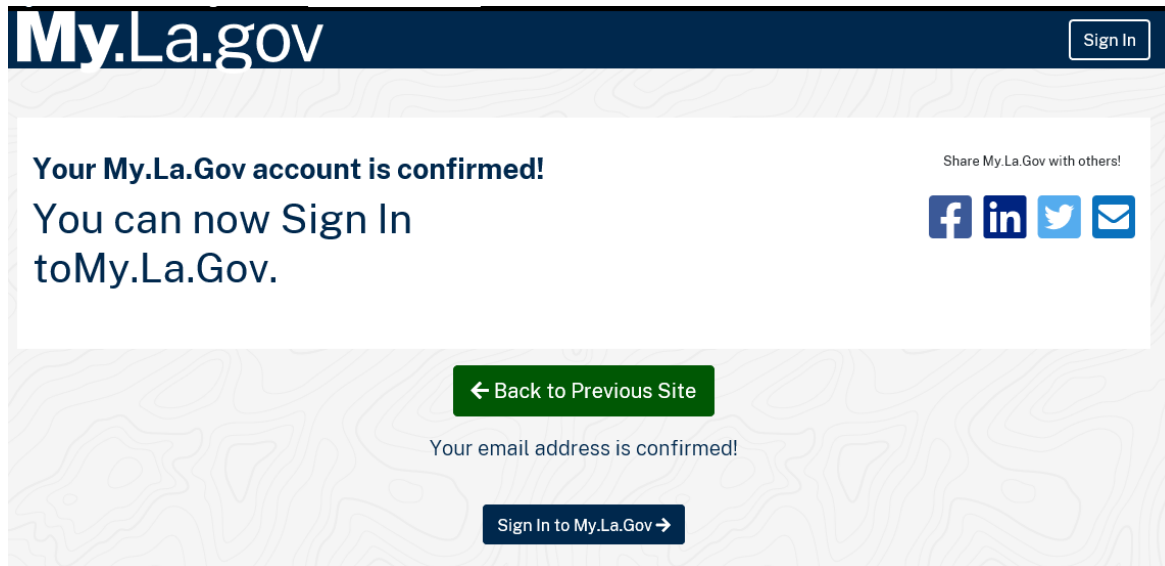
Change User Information or PIN

1. Go to https://My.LA.gov
2. Click on "Sign In" in the top right corner.
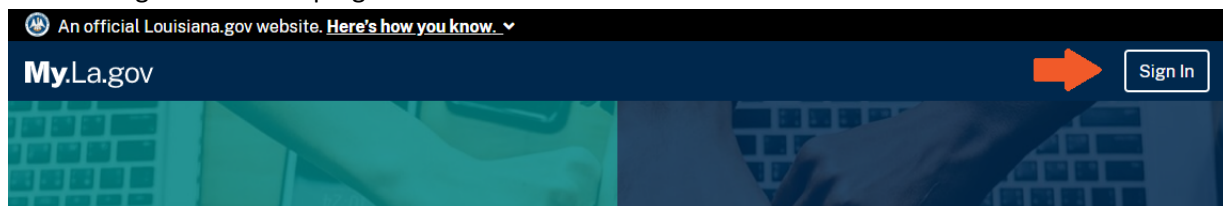
3. Enter the username and password that you created.

4. You may change profile information here as necessary.

Forgot Password

1. Click on "Click here to get help logging in."

2. Enter the information for the help that you need and follow the steps on the screen.

What help do you need?

Link Username and Staff ID

The local eScholar Staff ID manager will need to assist in this step of getting set up. They will need the username (not the password) created at My.LA.gov.

1. In eScholar StaffID, search for the person by the first/last name or by StaffID

2. Select the appropriate record

3. Select the EDIT STAFF button at the bottom right of the page

4. The State User ID Customer Defined Field will appear (see under the address section)

5. Enter the Username from My.LA.gov

6. Select the UPDATE STAFF RECORD button at the bottom right of the page

Need Help?

MyLA is an enterprise username and password solution that is available for use by all state agencies in Louisiana, not just LDOE. If a user needs help specifically with the My.LA.gov application they should use the help button in the application.

Users needing assistance with EdLink Security should contact their security coordinator.
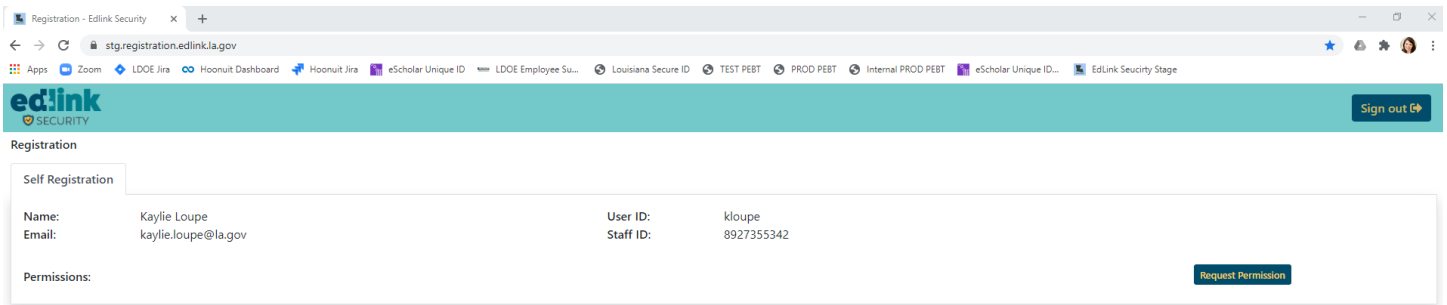
Local Security Coordinators needing assistance for themselves or their users should contact their district/school system security coordinator.

District/Security System Security Coordinators needing assistance for themselves or their users should contact LDOE.

EdLink Security Functions
Log into EdLink Security

1. Go to registration.edlink.la.gov.

2. Log in with the username and password from My.LA.gov.

3. After logging in the user will see the registration screen with their personal information. (name, email address, User ID, Staff ID, and permissions)

Request Access

These are the general steps that should be followed to request any access within the EdLink Security portal.

1. To request access click on the *Request Access* button on the registration screen.
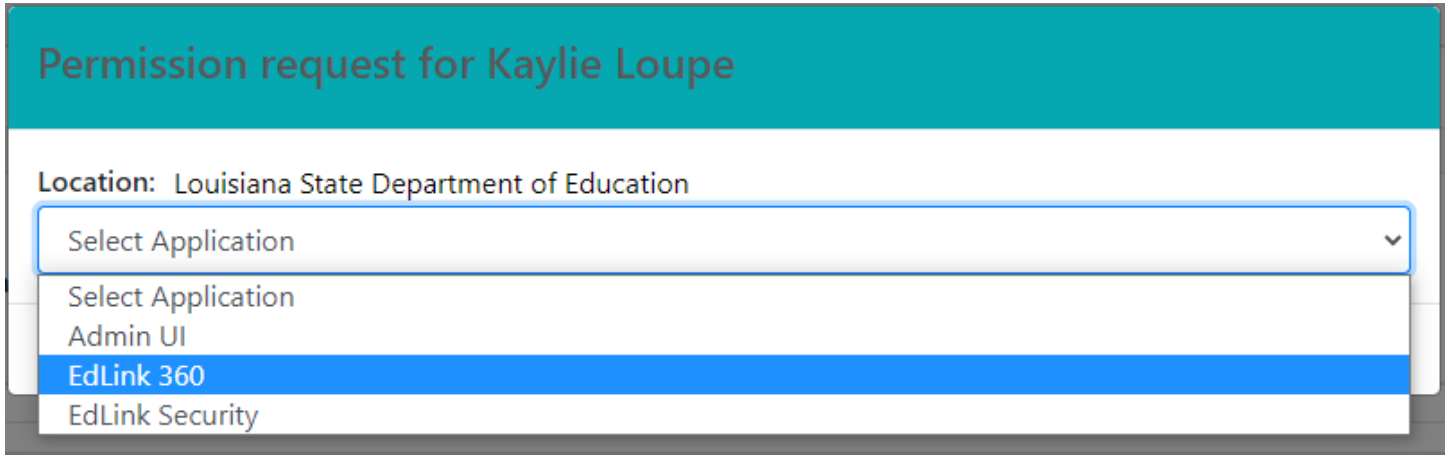
2. A box will pop up asking for your location. Start typing the name of your school system and select your location. Traditional school systems location names end in "School System". Or you can select an individual school to have access to.

3. Select the application you want to request access to.

Permission request for Kaylie Loupe

Location: Louisiana State Department of Education

Select Application ⌄
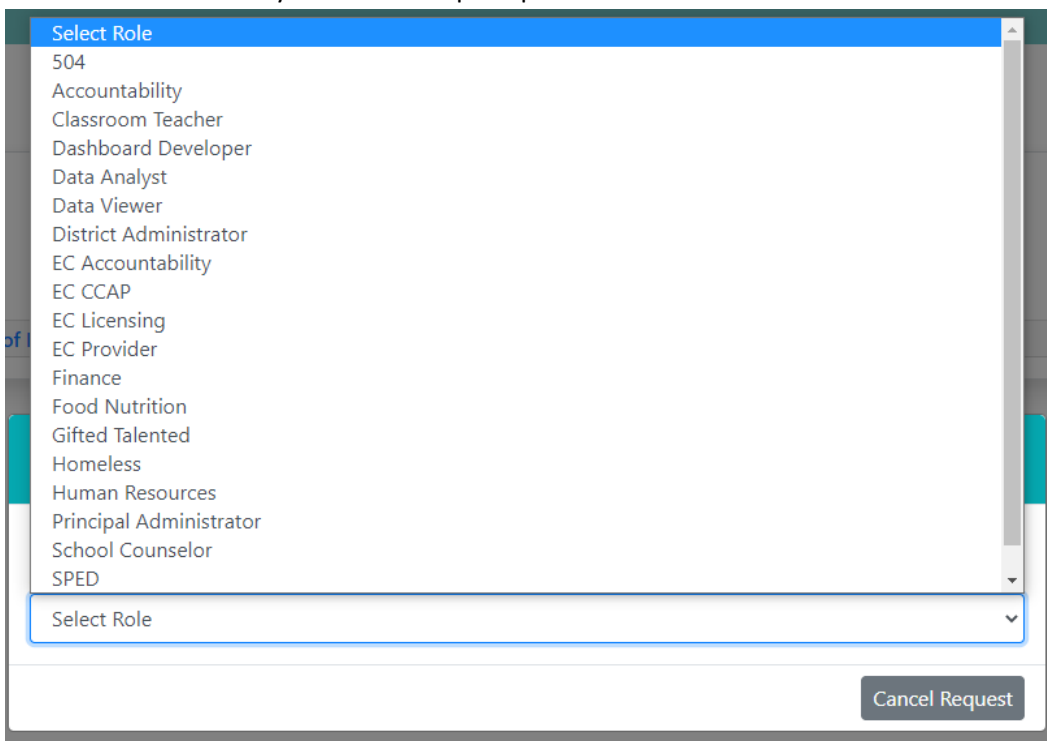
| Select Application |
| Admin UI |
| **EdLink 360** |
| EdLink Security |

4. Select the role you want to request permission for.

| Select Role |
| 504 |
| Accountability |
| Classroom Teacher |
| Dashboard Developer |
| Data Analyst |
| Data Viewer |
| District Administrator |
| EC Accountability |
| EC CCAP |
| EC Licensing |
| EC Provider |
| Finance |
| Food Nutrition |
| Gifted Talented |
| Homeless |
| Human Resources |
| Principal Administrator |
| School Counselor |
| SPED |

Select Role ⌄

Cancel Request

5. Select the permission level you are requesting. Then click *Submit Review.* District Security Coordinator's requests are routed to LDOE for review and approval. Local Security Coordinator and School System staff requests are routed to the District Security Coordinator for review and approval. Site specific requests are routed to the Local Security Coordinator for approval, if a Local Security Coordinator does not exist they are routed to the District Security Coordinator.

Permission request for Kaylie Loupe

Location: Louisiana Department of Education
Application: EdLink 360 (Staging)
Role: Dashboard Developer
Permissions:

Permission	
Select All	☐
Student Name	☐
Student SSN	☐
Student Address	☐
Student DOB	☐
Staff Name	☐
Staff SSN	☐
VAM	☐
Praxis	☐
Direct Match	☐
Scholarship/TDR	☐
Evaluation Data	☐
Early Child	☐
K-12	☑

Submit Review   **Cancel Request**

Security Coordinator Approval/Modification/Rejection

District and local security coordinators review, approve, modify, or deny requests for access to data systems via the Pending Requests tab in EdLink Security.

1. To review the requests pending for your approval select the *Pending Reviews* tab. All pending requests will be listed by location and by system.
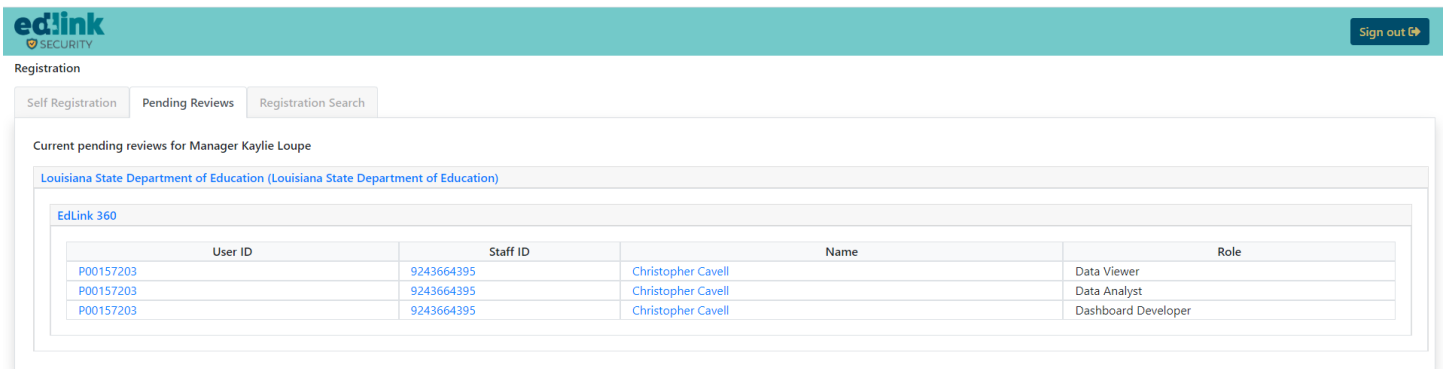
User ID	Staff ID	Name	Role
P00157203	9243664395	Christopher Cavell	Data Viewer
P00157203	9243664395	Christopher Cavell	Data Analyst
P00157203	9243664395	Christopher Cavell	Dashboard Developer

2. Click the user ID of the staff member to review their request. A box will pop up with the permissions they requested for the role they requested.

EdLink 360 Permission Request for Christopher Cavell

Role	Permission	Status	Approval
Data Viewer	Student Name	No Access	☐
Data Viewer	Student SSN	No Access	☐
Data Viewer	Student Address	No Access	☐
Data Viewer	Student DOB	No Access	☐
Data Viewer	Staff Name	Review 7/20/2020	☑
Data Viewer	Staff SSN	No Access	☐
Data Viewer	VAM	No Access	☐
Data Viewer	Praxis	No Access	☐
Data Viewer	Direct Match	No Access	☐
Data Viewer	Scholarship/TDR	No Access	☐
Data Viewer	Evaluation Data	No Access	☐
Data Viewer	Early Child	No Access	☐
Data Viewer	K-12	No Access	☐

View Notifications   Add Notification   Submit Review   Close

3. To **approve** the request, click the *Submit Review* button.
   To **modify** the request select the checkboxes next to the roles you wish the staff member to have access to then click the *Submit Review* button.
   To **reject** the request, unselect all checkboxes and click *Submit Review.*

Search Staff Permissions

Local security coordinators may search staff and their permissions within EdLink Security. Select the *Registration Search* tab. You can search by User ID, Staff ID, or Name.

Status of Requests

Staff may review the status of their requests on the *Self Registration* tab.

Click on the hyperlinked status of the request to see more details.

Email Notifications

Email notifications are sent from EdLink Security when requests are approved or denied. Email notifications are also sent to the local security coordinator nightly when there are pending requests for their review.

☐ EML-SVC-DOE-Servers

EdLink Security Permission Manager Review Notification

To   ▊ Kaylie Loupe

EdLink Security

This is to notify you of the following pending permission requests for your review at https://registration.edlink.la.gov/ :

8/7/2020 Bobby Collins - EdLink 360 - Development
8/7/2020 Bobby Collins - EdLink 360 - Staging

Count: 2

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

EdLink Security Workflows
Approval Workflow

Requests will route to the first available approver level for the location requested. If a location does not have a staff member set up as an approver for a level, then the request will route to the next level approver.

Security Coordinator Setup

Users wishing to be a security coordinator must first ensure they have a username created and linked with eScholar. See the First Steps for All section of this guide.

Next, users can request to be a security coordinator via the EdLink Security Registration Portal.
- Location: Local school system or local school location
- Application: EdLink Security
- Role: Local or District
- Permissions: Security Coordinator

Security coordinators must be approved by the next level approver for the location. See the approval workflow.

Staff and School System Leaders Gaining Access to a System

All users wishing to gain access to a system that has security provisioned by EdLink Security will need to ensure they have a username created and linked with eScholar. See the First Steps for All section of this guide.

Next, users can request access to a system via the EdLink Security Registration Portal.
- Location: Local school system or local school location
- Application: System user wishes to have access to
- *Role: The role that best fits the job duties of the user
- *Permissions: The level of data the user wishes to access

*Refer to system specific guides for roles and permissions available for each system.

System access requests must be approved by the next level approver for the location. See the approval workflow.

New School System Leader in EdLink Security

Local superintendents and school system leaders will need access to EdLink Security in order to approve security coordinators for their school system and to request access to data systems.

Users wishing to be a school system leader in EdLink Security must first ensure they have a username created and linked with eScholar. See the First Steps for All section of this guide.

Next, users can request to be a security coordinator via the EdLink Security Registration Portal.
- Location: Local school system
- Application: EdLink Security
- Role: District
- Permissions: Superintendent

School system leaders/superintendents must be approved by the LDOE Security Coordinator.