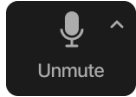
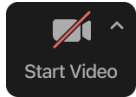


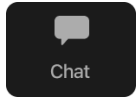
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



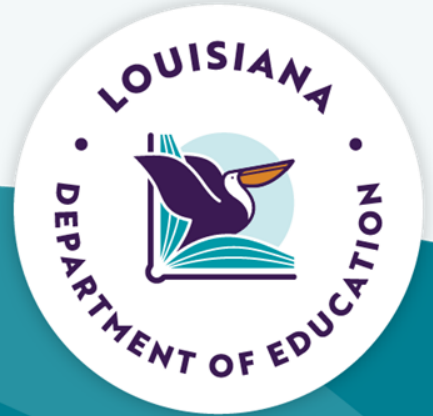
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOECommunications@la.gov



eScholar StaffID Training

Visit the [eScholar Support Page](#) for a copy of the webinar deck



July 30, 2026

Agenda

- General Information
- StaffID Assignment Process Overview
- File Submission
- Resolve Near Matches
- Canceled Records
- Edlink Security and MyLA Username



General Information



Staff PII

- Do NOT email any file that has staff PII
- Send the StaffID, the first/last name of the employee or Batch #



Please contact Jayanthi.Sothirajah@la.gov with questions.

Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID
- Any new staff who recently joined the school system
- Any employee who needs access to Edlink 360, Edlink Ops, eSER, LEP etc.
- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN) (*employee status code=02*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

Please contact Wanggan.Yang@la.gov with questions.



Who Should NOT be Submitted to eScholar StaffID?

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)
- Short term substitutes

Please contact Wanggan.Yang@la.gov with questions.



2026-2027 StaffID Submission

eScholar StaffID is open for the 2026-2027 school year (ESSY = 2027).

Staff who need access to Edlink applications (Edlink 360, Edlink Ops, eSER, LEP etc.) must be submitted to eScholar Staff ID for ESSY 2027 along with their State Userid (MyLa ID).

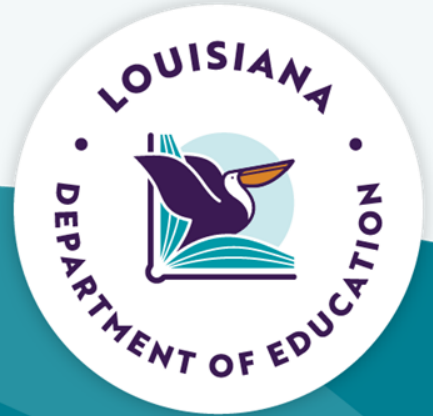
CUSTOMER DEFINED FIELDS	
STATE USERID	PollyPelican
STAFF EMAIL	PollyPelican@AviarySchools.com

School systems may submit their staff email. It is an optional field and will not impact the Staff ID assignment/match process

Please contact Wanggan.Yang@la.gov with questions.



StaffID Assignment Process Overview

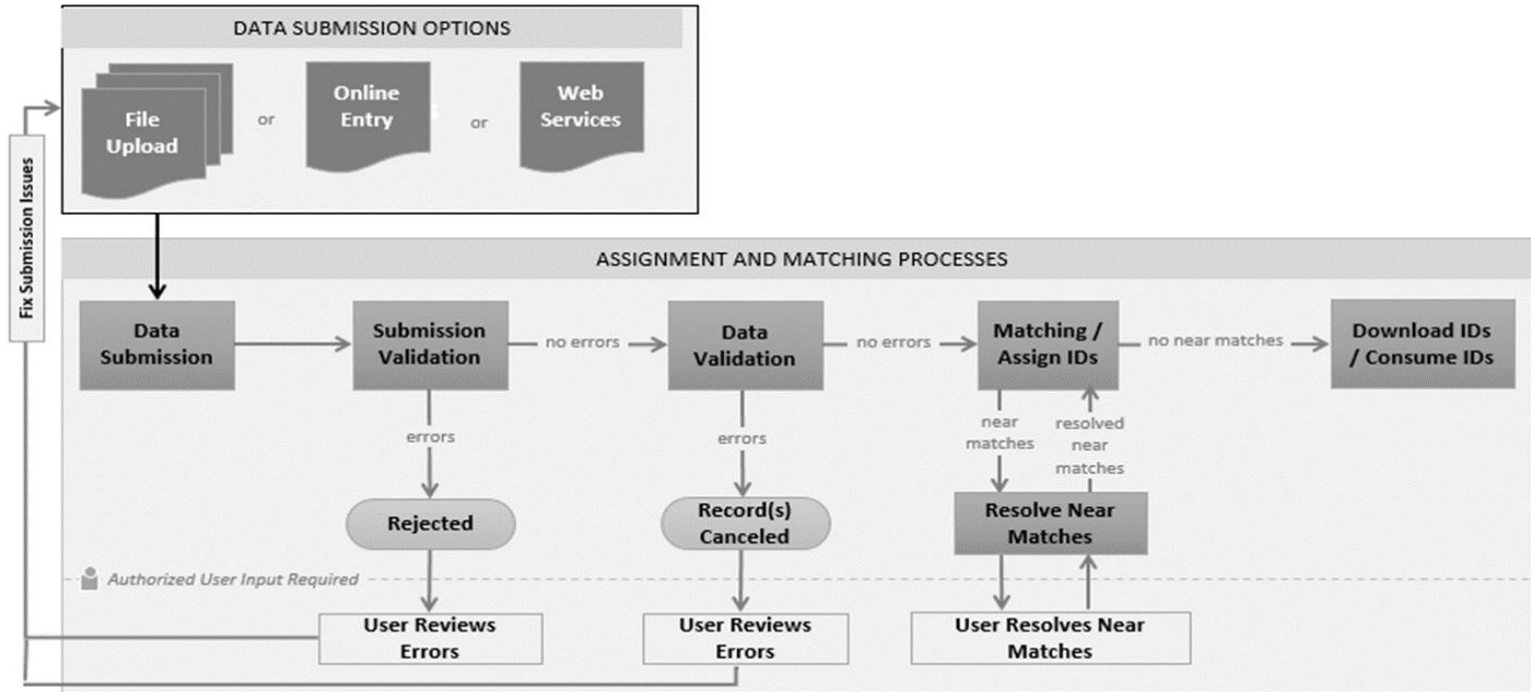


What does StaffID Application do?

- Creates and assigns new IDs for Staff members who do not have one.
- Finds an existing ID for Staff members who already have one.
- “Assigns” a new or existing ID to a Staff record in an output file, so it can be consumed by other systems.



StaffID Assignment Process

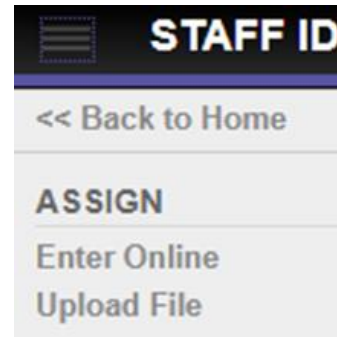


File Submission

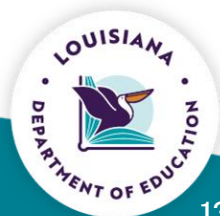


StaffID File Submission

- Export a file from your local system (Jcampus, PowerSchool, etc.)
 - If your district does not have a vendor you will have to create your file using the [Louisiana StaffID 3.0 Upload Format](#) (Excel template) and load it into eScholar StaffID
- Load the file into eScholar StaffID
 - Click on the 3-bars on the top left
 - Under Assign, select Upload File
 - Click on the BROWSE button
 - Find your file on your computer
 - Click on the UPLOAD button

A screenshot of the file upload interface. At the top, there are two tabs: "BASIC" and "ADVANCED". Below the tabs, there is a label "File to Upload *:" followed by a text input field containing the placeholder text "Choose File". To the right of the input field is a purple button labeled "BROWSE". Below the input field and button, there is a dashed horizontal line. At the bottom right of the interface, there is a purple button labeled "UPLOAD".

Please contact Wanggan.Yang@la.gov with questions.



Next Steps

- The application will first check your file (file validation) and then check each record (data validation).
- If your file is rejected, take a screenshot of the error message and send it to us. We will help you troubleshoot so that you can correct the errors in your local PEP/staff system and resubmit a new file.
- The application will begin matching the submitted employees to the master database:
 - Some employees will be matched with a StaffID from the master database.
 - The application will assign StaffID for those who had no matches.
 - Some records will be near matches – user has to resolve the near matches



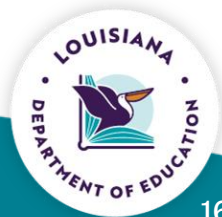
Resolve Near Matches



Resolve Near Matches

All Near Match records must be resolved before the user can continue to the next step in the ID Assignment process. One batch may have one or many submission records in a near match status and one submission record may have one or many pending near matches.

When resolving pending near matches, the user is identifying if the submission record is the same or different than the potential matches.



Resolve Near Matches

Assign ID:

If the submission record matches a pending near match, the Assign ID button is used to indicate a Match. When the ASSIGN ID button is clicked, the submission record will retrieve the identifier of the selected staff and all other near matches for the submission record are removed.

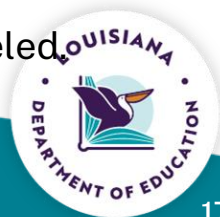
Create New ID:

If the submission record does not match any of the pending near matches, a new ID should be created by clicking the Create New ID button.

When the CREATE NEW ID button is clicked, the submission record will generate a new identifier for the staff and all other near matches for the submission record are removed.

Cancel Record:

When this button is clicked, all pending near matches for this submission record are canceled.



Resolve Near Matches

At the Home page, click on Resolve Near Matches

≡

STAFF ID

Home?

FILTER

LEA CODE:

SCHOOL/SITE CODE

BATCH NUMBER

SUBMISSION TYPE

All

PROCESSING STAGE

All

FROM

03/07/2015

TO

04/07/2015

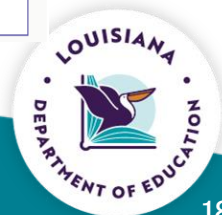
SORT

Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
04/07/2015 11:39	File	55	001	LEA	SIS	Near Matches / Duplicates Found	3 of 4	RESOLVE NEAR MATCHES
04/07/2015 10:51	Online	54	001	LEA	SIS	ID(s) Assigned.	1 of 1	DOWNLOAD STATE ID

Please contact Wanggan.Yang@la.gov with questions.



Resolve Near Matches

Review the list of Near Matches.

Click the Review and Select button or the hyperlinked name to view additional details about the Near Match and to resolve the issue.

STAFF ID

Near Match - Batch 55

LAST NAME

FILTER RESULTS

Select All On Page

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	RESIDING PARISH CODE	LOCAL ID	NEXT ACTION
☐	Agile	Sophia	A			05/10/2002	FEMALE	001	001001		798575	REVIEW AND SELECT
☐	Johnson	Jacob	Michael			11/02/2005	FEMALE	001	001014		23413241	REVIEW AND SELECT
☐	Johnson	John	M			05/05/2006	MALE	001	001014		847575	REVIEW AND SELECT

Displaying 1 - 3 of 3

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

CANCEL ALL NEAR MATCH RECORDS FOR THIS BATCH CANCEL ALL CHECKED RECORDS



Please contact Wanggan.Yang@la.gov with questions.

Resolve Near Matches

Review the Resolve Near Matches details page. The top section displays the submitted staff and the bottom section displays a list of matching staff records:

STATE ID

John Smith, Acadia Parish

Resolve Near Matches / Duplicates - Batch 55

STUDENT RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	LOCAL ID
Agile	Sophia	A			05/10/2002	FEMALE	001	001001	798575

NEAR MATCHES / DUPLICATES FOUND

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	LOCAL ID	MATCH PROBABILITY
☐	Agile	Sophie	Ann			05/10/2002	FEMALE	001	001001	798575	91 [NEAR MATCH]

CANCEL RECORD

SELECT ANOTHER RECORD

CREATE NEW ID

ASSIGN SELECTED

Resolve Near Matches

Click on the hyperlinked Last Name or First Name to view the Compare staff Information page.

STATE ID

JohnSmith, Acadia Parish

Resolve Near Matches / Duplicates - Batch 55

?

STUDENT RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	LOCAL ID
Agile	Sophia	A			05/10/2002	FEMALE	001	001001	798575

NEAR MATCHES / DUPLICATES FOUND

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	LOCAL ID	MATCH PROBABILITY
☒	Agile	Sophie	Ann			05/10/2002	FEMALE	001	001001	798575	91 [NEAR MATCH]

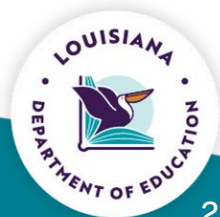
CANCEL RECORD

SELECT ANOTHER RECORD

CREATE NEW ID

ASSIGN SELECTED

Please contact Wanggan.Yang@la.gov with questions.



Resolve Near Matches

The page displays the submitted staff in the “Submission Record” column on the left and the matching staff in the “Master Staff Record” column on the Right.

STATE ID

Near Match - Compare - Batch 55

91
MATCH SCORE

Sophia A Agile (SUBMISSION)
GENDER: FEMALE DATE OF BIRTH: 05/10/2002 LOCAL ID: 798575 SSN: Not Present

VS

Sophie Ann Agile (82769125311)
GENDER: FEMALE DATE OF BIRTH: 05/10/2002 LOCAL ID: 798575 SSN: Not Present

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (SSATE ID: 2769125311)
FIRST NAME	Sophia	Sophie
LAST NAME	Agile	Agile
MIDDLE NAME	A	Ann
SUFFIX		
ALT LAST NAME		
DATE OF BIRTH	05/10/2002	05/10/2002
GENDER	FEMALE	FEMALE
SSN	Not Present	Not Present
ETHNICITY		
UNIQ-ID		9516824781
ALTERNATE ID		
ALTERNATE SOURCE		
GUARDIAN LIVED WITH		
PERSONAL CELL PHONE		
PERSONAL EMAIL ADDRESS		
SERIAL #	245	227
CREATED	12/04/2015	12/04/2015
LAST UPDATED	12/04/2015	12/04/2015
COMMENTS	9516824781	
MATCH NOTES		
UPDATE MASTER	☒ Yes ☐ No	

RETURN TO LIST

CANCEL SUBMISSION

CREATE NEW

ASSIGN SELECTED



Resolve Near Matches

If the submission record matches the master record and the user has authorization to update the master data, the application will display an “Update Master” option. This option only applies if the Assign Selected match decision button is clicked.

Option “No” – The submission record will be assigned when the “ASSIGN SELECTED” button is clicked, but the master data will not be updated with the submission record information.

Option “Yes” – The submission record will be assigned when the “ASSIGN SELECTED” button is clicked and the master data will be updated with the submission record information.

COMMENTS	8816079282;	
MATCH NOTES		
UPDATE MASTER	☒ Yes ☐ No	

RETURN TO LIST

CANCEL SUBMISSION

CREATE NEW ID

ASSIGN SELECTED

Resolve Near Match - Avoid duplicate ID

Be cautious when creating a new ID while resolving near match.

SSN carries the most weight in determining if two records belong to the same staff.

Below scenarios are most likely the same staff:

SSN	First	Last	DOB	Assign Selected	Create New ID
Same	Same	Same	Diff	Y	N
Same	Same	Diff	Same	Most Likely	Cautious
Same	Same	Diff	Diff	Most Likely	Cautious
Same	Diff	Same	Same	Most Likely	Cautious
Same	Diff	Same	Diff	Most Likely	Cautious
Same	Diff	Diff	Diff	Likely	Cautious
Diff	Same	Same	Same	Most Likely	Cautious

Please contact Wanggan.Yang@la.gov with questions.



Resolve Near Match - Avoid duplicate ID

Below is an example of the same staff: two records have the same SSN, First and Last name, but different DOB.

88
MATCH SCORE

Polly Pelican (SUBMISSION)

GENDER: FEMALE DATE OF BIRTH: 01/17/1980 LOCAL ID: 0000001 SSN: 123-45-6789

VS

Polly Pelican (MASTER)

GENDER: FEMALE DATE OF BIRTH: 01/01/2020 LOCAL ID: 999999999 SSN: 123-45-6789

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (STAFF ID: [REDACTED])	ADD NOTE
FIRST NAME	Polly	Polly	
LAST NAME	Pelican	Pelican	
MIDDLE NAME			
SUFFIX			
ALT LAST NAME			
DATE OF BIRTH	01/17/1980	01/01/2020	
GENDER	FEMALE	FEMALE	
SSN	123-45-6789	123-45-6789	
RACE/ETHNICITY	Non-Hispanic, White	Non-Hispanic, White	

Please contact Wanggan.Yang@la.gov with questions.

Batch Statistics Info

- After the ID assignment process is completed, click on the batch number to confirm if all staff have been assigned IDs under your LEA.
- Below screenshot shows 16 staff records were not updated because of “Source Reliability”, where source system is LDOE; 10 records were canceled due to a data error.
- LEA needs to identify those 16 staff from the downloaded file and send us the StaffIDs. We will change their source system to PEP, then the LEA can claim the staff for their district.
- Data error for the canceled records needs to be corrected before resubmission.

Batch Information: **Batch** [Batch ID]

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

ID ASSIGNMENT COMPLETE

Staff Found but No Change in Data - Exact Match	5293
Staff Found and History Created - Exact Match	155
Staff Found and History Created During Match Resolution Stage	16
New ID Assigned - No Matching Record Found	74
Staff Found and History Created During Assign ID Stage	123
Staff Found During Assign ID Stage but History Not Created - Source Reliability	4
Staff Found During Match Resolution Stage but History Not Created - Source Reliability	12

CANCELED

Canceled During Data Validation Stage	8
Canceled During Match Resolution Stage	2

Canceled Records



ID Assignment: Canceled Records

The file you loaded into eScholar StaffID has passed validation and proceeded to the ID Assignment stage.

Batch # 445 has a total record count of 20 but only 11 were assigned IDs.

STAFF ID HOMEjay.Sothirajah, Department of Education

Home?

FILTER

LEA CODE:
Red River Charter Academy [WBY]

SCHOOL/SITE CODE

BATCH NUMBER

SUBMISSION TYPE
All

PROCESSING STAGE
All

FROM
05/21/2020

TO
08/19/2020

SORT
Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 15:14	File	463	WBY	LEA	PEP	ID(s) Assigned.	19 of 19	DOWNLOAD STAFF ID
08/19/2020 14:16	File	445	WBY	LEA	PEP	ID(s) Assigned.	11 of 20	DOWNLOAD STAFF ID

Displaying 1 - 2 of 2

[<<FIRST](#) [<PREV](#) PAGE 1 OF 1 [NEXT>](#) [LAST>>](#)

Please contact Wanggan.Yang@la.gov with questions.

Identify Cancelled Records

- Select batch # 445 to open the batch information page
- 9 records were canceled during the data validation stage

Batch Information: **Batch 445**

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

ID ASSIGNMENT COMPLETE

Staff Found and History Created During Match Resolution Stage	8
New ID Assigned - No Matching Record Found	3

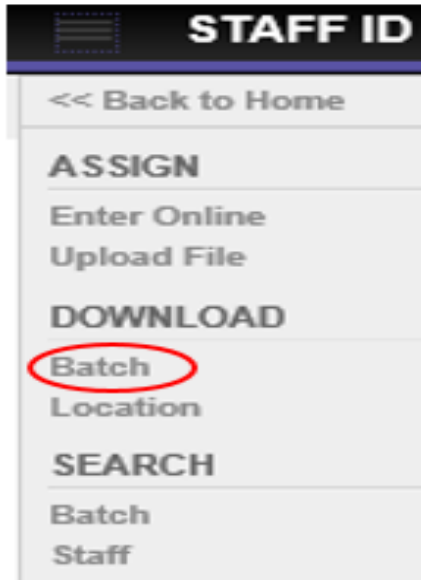
CANCELED

Canceled During Data Validation Stage	9
---------------------------------------	---

CLOSE WINDOW

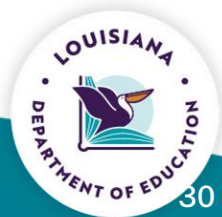
Download Cancelled Records

Find the batch that has the canceled records.



At the Main Menu, under DOWNLOAD, select Batch

Please contact Wanggan.Yang@la.gov with questions.



Download Canceled Records

- Under the Extract Type, select Canceled.
- Select FILTER RECORDS
- Select EXTRACT RECORDS

STAFF ID HOME jay.sothirajah, Department of Education

Extract and Download Batch ?

FILTER

LEA CODE: Red River Charter Academy [WBY]

SCHOOL/SITE CODE:

CONTENT STATUS: Active

SUBMISSION TYPE: All

EXTRACT TYPE: **Canceled**

FROM: 05/21/2020

TO: 08/19/2020

SORT: Upload Date Desc

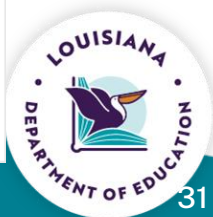
FILTER RESULTS

UPLOAD DATE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 14:16	445	WBY	LEA	Canceled.	9	EXTRACT RECORDS ADD TO DOWNLOAD CART

Displaying 1 - 1 of 1

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

Please contact Wanggan.Yang@la.gov with questions.



Download the Canceled Records

Select DOWNLOAD

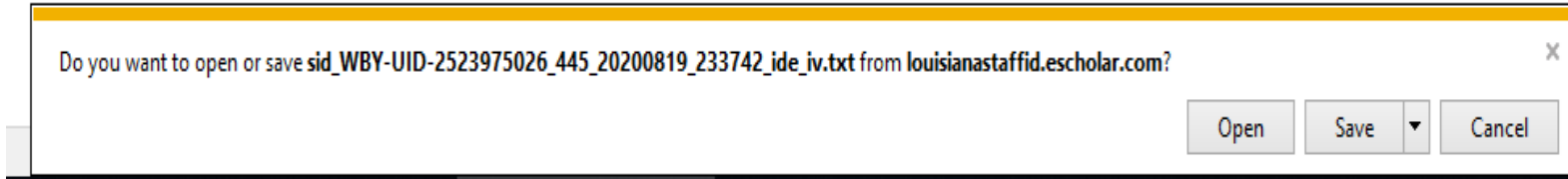
≡ STAFF ID HOME jay.Sothirajah, Department of Education

Extract and Download Batch - Batch

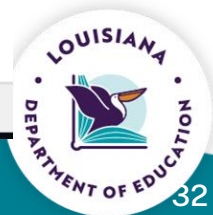
UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 14:16	445	File Extract Complete.	9	DOWNLOAD

EXTRACT ANOTHER BATCH

At the bottom of you screen you will see the dialog box below. You can open or save the file to your desktop; and review the canceled records



Please contact Wanggan.Yang@la.gov with questions.



Review Canceled Records

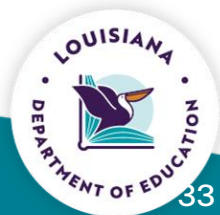
- Open the batch file.
- Scroll all the way to the right. The reason for the cancelation will be at the end of each record.

Canceled During Data Validation Stage		496768	1002	02/27/2020	Race/Ethnic Code is not valid(NNNNNN)
Canceled During Data Validation Stage		496773	1002	02/27/2020	Gender is not present
Canceled During Data Validation Stage		496831	1002	02/27/2020	Gender is not present
Canceled During Data Validation Stage		496864	1002	02/27/2020	Gender is not present
Canceled During Data Validation Stage	496874	1002	02/27/2020	Gender is not present	
Canceled During Data Validation Stage		496888	1002	02/27/2020	Race/Ethnic Code is not valid(NNNNNN)
Canceled During Data Validation Stage	496908	1002	02/27/2020	Race/Ethnic Code is not valid(NNNNNN)	
Canceled During Data Validation Stage		496913	1002	02/27/2020	ID Present; Gender is not present
Canceled During Data Validation Stage		496916	1002	02/27/2020	Race/Ethnic Code is not valid(NNNNNN)
Canceled During Data Validation Stage		496953	1002	02/27/2020	Race/Ethnic Code is not valid(NNNNNN)
Canceled During Data Validation Stage	496972	1002	02/27/2020	Race/Ethnic Code is not valid(NNNNNN)	
Canceled During Data Validation Stage		497006	1002	02/27/2020	Gender is not present
Canceled During Data Validation Stage	497017	1002	02/27/2020	Gender is not present	
Canceled During Data Validation Stage		497023	1002	02/27/2020	ID Present; Race/Ethnic Code is not valid(NNNNNN)
Canceled During Data Validation Stage	497055	1002	02/27/2020	Gender is not present	
Canceled During Data Validation Stage		497094	1002	02/27/2020	ID Present; Race /Ethnic Code is not valid(NNNNNN)

Issues:

- Race-ethnicity must have at least one Y
- Gender must be present
- Invalid SSN, DOB

Please contact Wanggan.Yang@la.gov with questions.



ID Assignment Completed

The record count shows all records were assigned IDs. Select DOWNLOAD STAFF ID and load into your local system.

STAFF ID HOMEjay. Sothirajah, Department of Education

Home?

FILTER

LEA CODE:
Red River Charter Academy [WBY]

SCHOOL/SITE CODE

BATCH NUMBER

SUBMISSION TYPE
All

PROCESSING STAGE
All

FROM
05/21/2020

TO
08/19/2020

SORT
Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 15:14	File	463	WBY	LEA	PEP	ID(s) Assigned.	19 of 19	DOWNLOAD STAFF ID
08/19/2020 14:16	File	445	WBY	LEA	PEP	ID(s) Assigned.	11 of 20	DOWNLOAD STAFF ID

Displaying 1 - 2 of 2

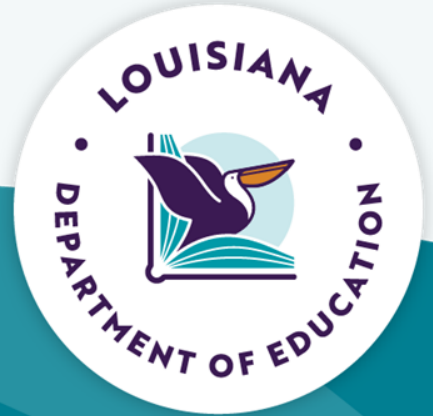
[<< FIRST](#) [< PREV](#) [PAGE 1 OF 1](#) [NEXT >](#) [LAST >>](#)

Note: During the resolve near match process, you may cancel a record if the staff is no longer employed in your district. In such cases, the ID will not be assigned. The record count will show fewer assigned ID records than what you submitted

Please contact Wanggan.Yang@la.gov with questions.



Edlink Security and MyLA Username



EdLink Security and MyLA Username

For districts that have a large number of employees who need access to the various LDOE systems (Edlink 360, Edlink Ops, eSER, LEP, etc.):

Each individual educator can proceed through the Edlink Ops portal and follow step 2 in the guidance linked [here](#). This will push the change to eScholar on an individual level, **near matches will need to be resolved by the district's eScholar data manager**, but as long as the educator enters their personal info correctly, it should just match up and add their login ID.

If possible, they should retain the login ID that was part of their record in the previous school year as the educator should be using the same MyLA. If the educator created a secondary MyLA due to loss of access to the original, its preferred they submit a ticket to [DSS Zendesk](#) so OTS can recover the account for further use.

Resolve the Near Matches

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
09/17/2025 13:11	WebService	156442	057	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/17/2025 10:10	WebService	156351	031	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 13:34	WebService	156170	019	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 12:34	WebService	156115	063	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 12:26	WebService	156109	336	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 10:18	WebService	156032	3C2	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES

Please contact Wanggan.Yang@la.gov with questions.



Submission Type - WebService FAQ

- How often do I need to resolve match that the WEBSERVICE Edlink Ops loaded?

You will need to check Staff ID portal periodically to resolve the near matches created by the WebService requests. Whenever a staff/teacher completes the Edlink Profile, it creates a WebService request to link their MyLa ID to their StaffID. If there is no matching StaffID, it creates a StaffID. These new staff IDs may need to be updated in your local system, if they are not already there.

- Do I need to load them into my system if those ID# are already in my system?

If they are already in your system, there is no need to download the batches and import them.

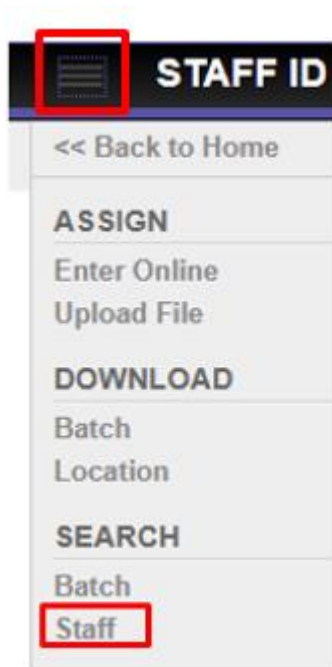
If the staff updates their MyLa ID in the Edlink profile, you will need to load them back into your system.

Add MyLA UserName to eScholar StaffID

Log into [eScholar StaffID](#)

Click on the 3-bars

Under Search, select Staff



Add MyLA UserName to eScholar StaffID

- Enter the employee's first/last name
- Click on the Search button

Staff Search - Individual Staff ?

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name:*

Polly

Middle Name:

Last Name:*

Pelican

Suffix:

Date Of Birth:

mm

dd

yyyy

(*) Required

CLEAR

SEARCH

Please contact Wanggan.Yang@la.gov with questions.

Add MyLA UserName to eScholar StaffID

- Select the employee's name

STAFF ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	RACE(S)	SSN	MATCH PROBABILITY
01-2345-6789	Pelican	Polly			01/01/1970	FEMALE	ABC	ABC001	Non-Hispanic, White	###-##-9999 80	

- At the Individual Staff Information screen you will see the employee's data
- Scroll to the bottom of the page
- Click on Edit Staff

BACK TO SEARCH RESULTS

EDIT STAFF

Please contact Wanggan.Yang@la.gov with questions.



Add MyLA Username to eScholar StaffID

- Look for the Customer Defined Fields
- Enter the MyLA Username in the StateUserID
- The Staff Email is an optional field
- Select the UPDATE STAFF RECORD button

CUSTOMER DEFINED FIELDS

STATE USERID	PollyPelican1234
STAFF EMAIL	PollyPelican@AviarySchools.org

BACK TO STAFF INFORMATION

UPDATE STAFF RECORD

Please contact Wanggan.Yang@la.gov with questions.



Edlink Application Access Issue

Q: I have had 2 of my SPED employees say that when they try to get into SER it is telling them "NO ACTIVE STAFF RECORD". These 2 employees have been with our district for a few years and nothing has changed.

Possible reason:

- employee's name in MyLA does not match the name in the eScholar record
- employee's eScholar record is not in current school year (ESSY 2027)
- missing State UserID (MyLA) in employee's eScholar record

Solution:

- edit employee's name in MyLA or eScholar to make name match
- submit the employee for current school year
- attach employee's MyLA to his/her eScholar record