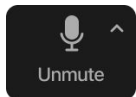
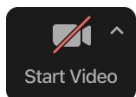


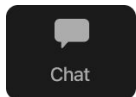
Zoom Meeting Preparation



- 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.”



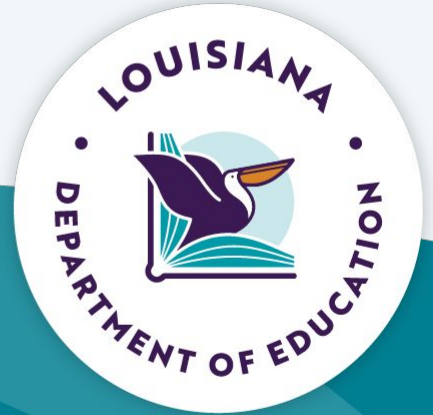
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

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



eScholar Office Hours

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



August 20, 2026

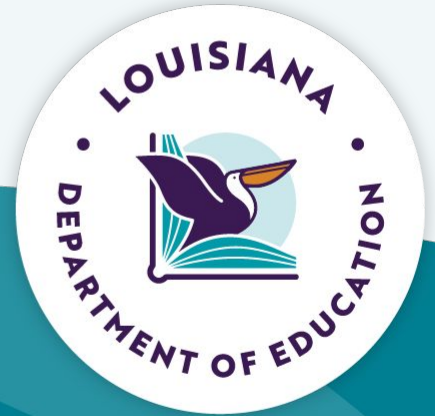
Agenda

- General Information
 - Security Coordinators
 - 2026-2027 LEA Contact List
 - Disabling PersonID/DirectMatch User Accounts
- 2026-2027 eScholar
 - PersonID
 - DirectMatch
 - StaffID
 - Edlink Security and MyLa Username

Please contact systemsupport@la.gov with questions.



General Information



Security Coordinators

Update the [2026-2027 LEA Contact List](#)

Copy/paste your district's data into a new EXCEL sheet

- Review and edit (add/remove data managers)
- Send updated EXCEL file to [Submit Request](#)

Disable accounts of data managers who are no longer in your district.

- EdLink Security <https://registration.edlink.la.gov>
- eScholar PersonID/DirectMatch <https://secureid.ldoe.la.gov/uid/login>
- eScholar StaffID <https://louisianastaffid.escholar.com/uidmgr/>



Handy Links

Support page: [LDOE Data System Support](#)

Ticketing system: [Submit Request](#)

New Superintendent: <https://ldoeforms.jotform.com/251474463796873>

LEA Contact List: [2026-2027 LEA Contact List](#)

[eScholar Support](#)



2026- 2027 eScholar



2026-2027 Rollover

PersonID and DirectMatch

- eScholar PersonID and DirectMatch opened for 2026-2027 (ESSY = 2027)
 - Districts submit expected student enrollment 2026-2027 school year
 - Districts run their own DirectMatch after students have been assigned IDs
 - July SNAP and Medicaid Files are available in DirectMatch
 - New LEAs/schools have been loaded into the applications

StaffID

July 27 – eScholar StaffID opened for the 2026-2027 school year

- Districts may submit staff data (ESSY = 2027)
- New LEAs/Schools have been loaded into the application



eScholar PersonID/DirectMatch & StaffID

- All training slide decks and users guides are on the [eScholar Support pg](#)
- Email: Architha.Yerramalla@la.gov
 - Training videos
 - Zoom sessions on PersonID/DirectMatch
 - StudentID file submission and troubleshooting errors
- Email: Wanggan.Yang@la.gov
 - Zoom sessions on StaffID
 - StaffID file submission and troubleshooting errors



Student and Staff PII: LDOE Staff

- Do NOT email any student PII (e.g. full names, SSN, DOB, etc)
- Do NOT email any file that has student PII or staff PII
- Send the student's LASID or eScholar PersonID Batch #
- Send the StaffID, the first/last name of the employee or eScholar Staff ID Batch #

Please contact systemsupport@la.gov with questions.



eScholar PersonID

The eScholar PersonID application allows districts to assign and maintain statewide student identifiers (StudentIDs)

Submit your **2026-2027 expected student enrollments** to PersonID for ID assignment.

- Submit returning and new students at the beginning of the school year
- Submit new enrollments throughout the year
- ESSY = **2027**; Location Active Flag = 1 (active)

Note: Students must be submitted to PersonID prior to running DirectMatch.

Consequences of not submitting all students to eScholar PersonID

- *District will receive an error message in EdLink when student data is submitted for Oct. 1 collection*
- *Student will be **excluded** from matching to the SNAP, TANF, Medicaid files in DirectMatch*

Please contact systemsupport@la.gov with questions.



Graduated Students – 12th grade

Problem Analysis and Resolution:

For student(s) who graduated in the 2025-2026 school year and it was determined there are issues with the student's transcript not being received by LOSFA due to missing demographic information:

- update the students information in your local system (SSN, parental consent, etc.)
- submit the student to PersonID for the 2026-2027 school year:
 - **ESSY = 2027**
 - **Location Active Flag = 0 (inactive)**
 - **Parental Consent Flag = Y**
 - **SSN**
- submit the student to the Student Transcript System (STS)
- submit the graduation date
- certify the site

Please contact systemsupport@la.gov with questions.



Location Active Flag

- Location Active Flag = 1 “Active”
 - Master record for current school year
 - eSER and DRC non-summative testing
- Location Active Flag = 0 “Inactive”
 - Master record for current year
 - Student has graduated 12th grade and needs demographic data corrections in eScholar for LOSFA
- DirectMatch uses only the Master record to run the SNAP, TANF, Medicaid matches.
- EdLink looks at both the master and history records for the current school year in eScholar.



SPED Student and eSER

Student is enrolled in a non-public school but is receiving SPED services at a public school district:

- Public school district will assign a public LASID for the student
 - Location Active Flag = 1 “Active”
 - Master record
- Public school district enters the public LASID in eSER

Non-public school assigns a non-public State ID for the student for Direct Match purposes.

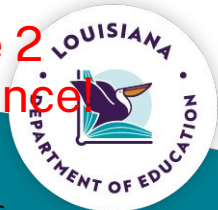


Optional Fields for LASID Assignment

Residing District Code

- This is the 2-digit parish/city code of the public school district (attendance zone) in which the student lives or if student is enrolled in a residential school, the school district in which the legal guardian lives
- Parish/city codes: 01-69
- The district of residence does **not** impact students in city/parish public school districts (001-069)
- This field is required for certain types of public/charter schools who are required to submit address records
 - Type 2 charters are required to include the residing district code in their PersonID submissions
- Parish of residence matters for funding purposes in the case of Type 2 charter schools. The amount of funding is tied to the parish of residence!

Please contact systemsupport@la.gov with questions.



3.0 File Format Update - LA FIRST LAW

LA FIRST PARENTAL OPT-OUT FLAG:

- New optional field has been added to the 3.0 file format to support Act 661 of 2026
- This field accepts the values:
 - Y = Parent has opted out of sharing the student's information with LA First
 - N= No opt-out (or leave blank)
- Students with value of Y will be excluded from data sharing with LA First
- This field is optional and does not affect the eScholar ID assignment process
- Field 26 in the file format is designated as LA First Parental Opt-Out Flag

26-LA FIRST Parental Opt-out I	27R	28R	29R	30-Pa
N				Y

LA First Parental Flag
 Collect consent if a parent has opted out of sharing the student PII data with LA FIRST.
For Direct Match: This field should be blank



Customer Defined Fields

LWC Consent Flag (optional)

LA FIRST Parental Opt-out Flag (optional)

Parental Consent Flag (optional)

eScholar PersonID Student Submission

There are 2 methods to submit your students for ID assignment:

1. File Upload

- obtain file from your local SIS (JCampus, PowerSchool, etc.)
- create a file using EXCEL template
 - Public
 - Non-Public

2. Manual submission

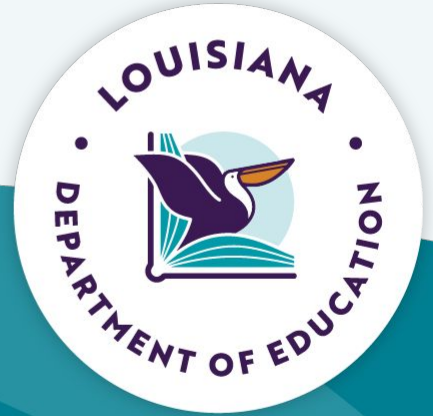
- enter the students' data, one-by-one, into eScholar PersonID

NOTE: *If you use the EXCEL template and need support, please email Architha.Yerramalla@la.gov to schedule a zoom session*

Please contact systemsupport@la.gov with questions.



Retire ID and Split ID



RetireID

Issue: A student was assigned more than one LASID

Cause: When resolving the near matches, the user selected No Match instead of Match. A new ID was created for this student

Complete the [Student RetireID TEMPLATE](#) and email to systemsupport@la.gov or Architha.Yerramalla@la.gov

Once the LASID is retired or split:

- update your local SIS
- submit the student to eScholar PersonID with the active LASID
- run DirectMatch
- update all LDOE data systems (EdLink, eSER, STS, etc.)



Please contact systemsupport@la.gov with questions.

SplitIDs

Issue: Two or more different students were assigned the same ID

Cause: When resolving near matches, the user selected Match instead of No Match

Prevention:

- Submit the student to eScholar PersonID with correctly spelled names
- Include the middle name(s)
- Make sure the DOB is correct
- Include the student's SSN if available
- Include the student's address

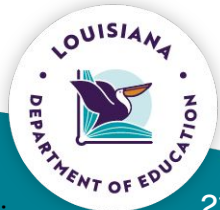
Complete the [Student SplitID TEMPLATE](#) and email to Architha.Yerramalla@la.gov



Please contact support@la.gov with questions.

Retiring or Splitting Secure IDs Process Flow & Timeline

- Districts submit all LASID-Retirement/Split requests by Thursday of the week; all requests are logged in a tracker
- LDOE researches the requests and sends the weekly file to eScholar on Friday; processed file will be returned to DOE on Monday
- Results are shared back to the districts on Tuesday



EdLink: Audit Codes U01, U02, U05



Data Processing

Data Quality

Data Validation

Staff Data Reports

Student Data Reports

Class Data Reports

Data Quality

- Scroll through each Data Quality Measures
- Click on any of the hyperlinks

AUDIT CODE	MEASURE NAME	ERRORS	DAYS TO RESOLUTION
<u>U01</u>	<u>LASID Invalid</u>	<u>5</u>	<u>8</u>
<u>U02</u>	<u>LASID does not exist</u>	<u>1009</u>	<u>9.1</u>
<u>U05</u>	<u>Student LocalID does not match</u>	<u>2163</u>	<u>8.7</u>



Please contact systemsupport@la.gov with questions.

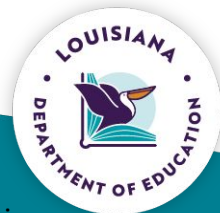
EdLink: Audit Codes U01, U02

U01 - Student 0123456789 during 2026-2027 does not exist in the eScholar active state IDs list.

- LASID submitted to EdLink does not exist in eScholar PersonID database.
- Remove the LASID that is in your local SIS and resubmit the student to eScholar PersonID
- The application will assign a LASID for the student

U02 - Student 0012345678 during 2026-2027 does not exist in eScholar at the same District for current school year

- The LASID in eScholar PersonID is from a previous school year.
- The district should submit the student to eScholar PersonID for ESSY 2027.



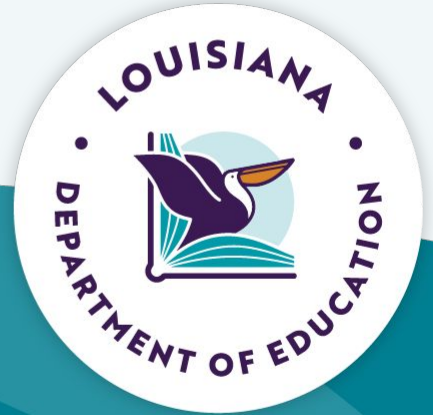
EdLink: Audit Codes U05

U05 - Student 0123456789 has an enrollment at Site ABC123 beginning on 08/12/2026 does not have the same STUDENT_local ID (98765) for the current school year.

- LocalID submitted to EdLink is 98755. The LocalID submitted to eScholar is 32133
- The LocalIDs must match
- Select which LocalID you want to use update the appropriate application (local SIS or eScholar PersonID)



eScholar DirectMatch



eScholar DirectMatch

- **July – August:** Districts will run their own DirectMatch, resolve the near matches, download the DM-Index files to load into their food service system
 - July SNAP and Medicaid Reduced Lunch, Medicaid Free Lunch, Medicaid All Files are available in DirectMatch
- **September - June:** LDOE will run the statewide DirectMatch
- Address Matching will begin September. District may resolve the matches.
 - students must have address in eScholar PersonID
 - matched records will be sent to districts on September 25, 2026
- The Oct. 1 MFP collection **snapshot** date is 10/29/2026



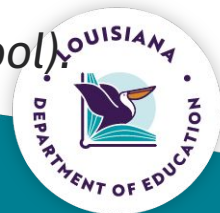
Qualified vs Allowed to Eat Free

A student who is allowed to eat free is different from a student who is qualified to eat free.

Your district should be reporting students as free in EdLink 360 if they qualify to eat free:

- **Direct Certification (DC)** of students through SNAP, TANF, Medicaid Free Lunch
- **DC extended** (siblings or children at the same address)
- **Other Source Categorical Eligibility** students enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children
- Qualified through income survey forms (if attending a CEP school)
- Qualified through lunch applications (if attending a non-CEP school)

Please contact systemsupport@la.gov with questions.



Free Lunch vs. Reduced Lunch

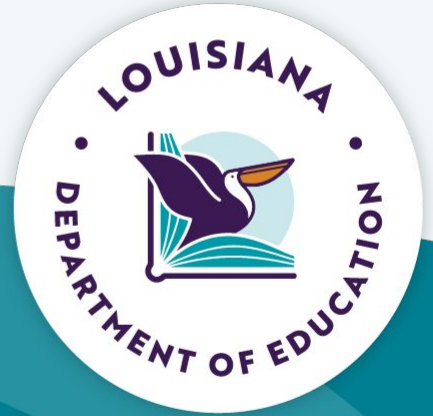
The free lunch status supersedes the reduced lunch status no matter when the student was identified during the school year.

- Student is in free lunch now (SNAP, TANF, Medicaid-Free), and later in the school year, is in the Medicaid-Reduced file:
 - **keep the student as free lunch**
- Student is in the Medicaid-Reduced file, and later in the school year, is in the free lunch file (SNAP, TANF or Medicaid-Free):
 - **change the student's status to free lunch**
- Student is in the SNAP, TANF, Medicaid Free and Medicaid Reduced file:
 - **keep the student as free lunch**



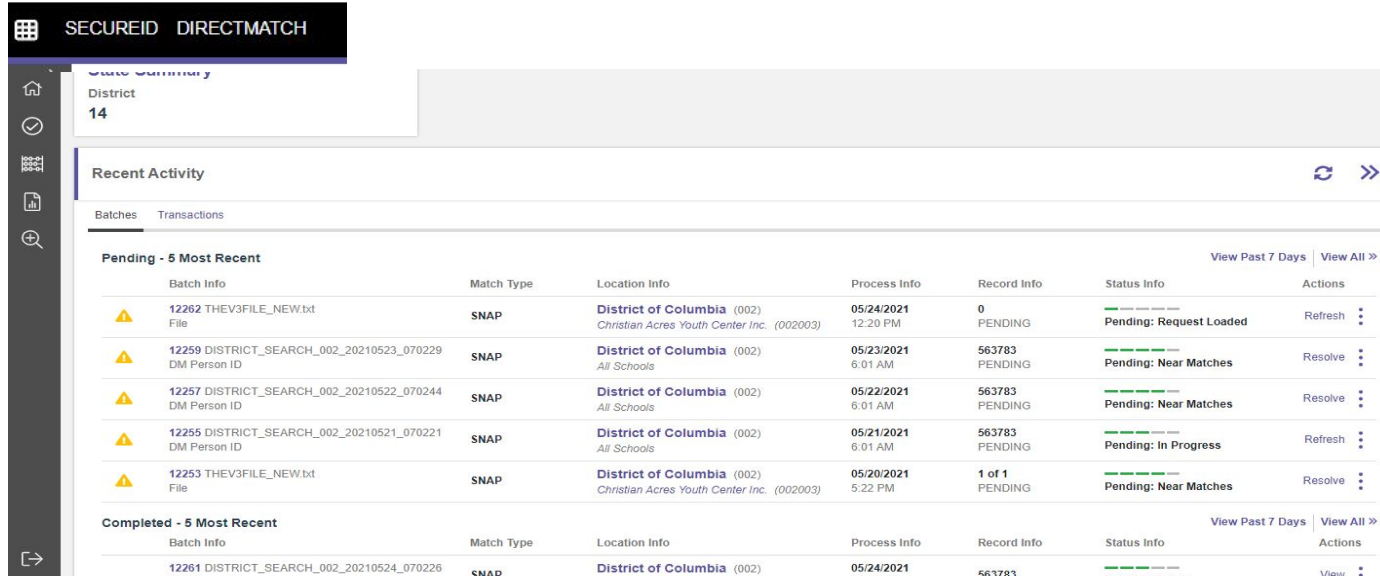
Please contact systemsupport@la.gov with questions.

Running DirectMatch



DirectMatch

- The menu bar on the left side of the page is the main navigation tool
- The home button is the first option on the navigation bar 
- All navigation options are determined by the user's role
- The user can also access Match Options  and Student Search 
- The CEP Manager option will only appear on the menu if the user has rights to CEP Manager 



The screenshot displays the DirectMatch application interface. At the top, there's a header with 'SECUREID' and 'DIRECTMATCH'. A left sidebar contains navigation icons. The main content area shows 'District 14' and a 'Recent Activity' section. Below this, there are tabs for 'Batches' and 'Transactions'. The 'Pending - 5 Most Recent' section contains a table with match details. The 'Completed - 5 Most Recent' section is partially visible at the bottom.

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12262 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/24/2021 12:20 PM	0 PENDING	Pending: Request Loaded	Refresh
12259 DISTRICT_SEARCH_002_20210523_070229 DM Person ID	SNAP	District of Columbia (002) All Schools	05/23/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12257 DISTRICT_SEARCH_002_20210522_070244 DM Person ID	SNAP	District of Columbia (002) All Schools	05/22/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12255 DISTRICT_SEARCH_002_20210521_070221 DM Person ID	SNAP	District of Columbia (002) All Schools	05/21/2021 6:01 AM	563783 PENDING	Pending: In Progress	Refresh
12253 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/20/2021 5:22 PM	1 of 1 PENDING	Pending: Near Matches	Resolve

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12261 DISTRICT_SEARCH_002_20210524_070226	SNAP	District of Columbia (002)	05/24/2021	563783	Pending: Error	View

Please contact systemsupport@la.gov with questions.



Run a Match

- **Submit your students to eScholar PersonID** for LASID assignment BEFORE you run DirectMatch.
- Click on waffle icon  and toggle to DirectMatch 
- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch click on the Match icon 
- You will be running matches for 5 files:
 - SNAP
 - TANF
 - Medicaid Free Lunch
 - Medicaid Reduced Lunch
 - Medicaid All (not for non-publics)



eScholar DirectMatch

- The PersonID is the default.
- The application will source your students in PersonID and match them against the SNAP, TANF, Medicaid Free Lunch, Medicaid Reduced Lunch, Medicaid All files.

Match Options

PERSON ADDRESS

Match Option	Person ID	Upload File	Individual Match	Manual Authorization
LEA Code	All LEA Codes	Specific LEA Codes		
LEA Code Name	Acadia Parish School System (001) ▼			
School/Site Code	All Schools			
Person Type	K12 Student ▼			
Match Type	SNAP K12 Student ▼			

Reset **Match**



Please contact systemsupport@la.gov with questions.

Running a Match

- When you run a Match, a batch file is created
- Go to the Home Page and look at the Pending section
- You will see the batch #
- The Status Info will show **Pending: Request Queued**
 - DirectMatch is obtaining the students from PersonID and will start the matching them to the SNAP file
 - Check back on your batch in an hour or so
- The Status Info will show **Pending: In Progress** when the matching has begun
- The Status Info will show **Pending: Near Matches** when you can begin resolving the near matches

BATCHES

TRANSACTIONS

Pending - 5 Most Recent

View Past 7 Days

View All »

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
 2840 DM Person ID	SNAP	Terrebonne Parish School System (055) All Schools	08/11/2022 8:45 AM	0 of 0 PENDING	Pending: Request Queued	Refresh

Please contact systemsupport@la.gov with questions.

Resolve Near Matches

- Batches that have near matches to resolve will be in the Pending section
- Click on the Resolve button to resolve your near matches in the SNAP, TANF or Medicaid batches

State Summary

District
14

Recent Activity

Batches

Transactions

Pending - 5 Most Recent

View Past 7 Days | View All »

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12262 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/24/2021 12:20 PM	0 PENDING	Pending: Request Loaded	Refresh
12259 DISTRICT_SEARCH_002_20210523_070229 DM Person ID	SNAP	District of Columbia (002) All Schools	05/23/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12257 DISTRICT_SEARCH_002_20210522_070244 DM Person ID	SNAP	District of Columbia (002) All Schools	05/22/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12255 DISTRICT_SEARCH_002_20210521_070221 DM Person ID	SNAP	District of Columbia (002) All Schools	05/21/2021 6:01 AM	563783 PENDING	Pending: In Progress	Refresh
12253 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/20/2021 5:22 PM	1 of 1 PENDING	Pending: Near Matches	Resolve

Completed - 5 Most Recent

View Past 7 Days | View All »

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12261 DISTRICT_SEARCH_002_20210524_070226	SNAP	District of Columbia (002)	05/24/2021	563783		View

Please contact systemsupport@la.gov with questions.



DirectMatch batch belongs to another district

In the DirectMatch home page, you may see a batch that belongs to another district in the Pending – 5 Most Recent section. The batch will have near matches to resolve

For Example :

- St. Tammany Parish assigned the LASID and ran DirectMatch. Student record is one of the near matches.
- St. Charles claimed the master record for the same student and went to DirectMatch and saw St. Tammany's batch in the Pending -5 Most Recent section
 - St. Charles Parish should click on the Resolve button and resolve the near match

Pending - 5 Most Recent						View Past 7 Days	View All >>
Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions	
 5931 DISTRICT_SEARCH... DM Person ID	SNAP K12 Student	St. Tammany Parish School System (052) All Schools	08/24/2023 2:42 PM	405 of 39070 PENDING	--- -- Pending: Near Match(s/es)	Resolve	⋮
Completed - 5 Most Recent						View Past 7 Days	View All >>
Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions	
5590 DISTRICT_SEARCH... DM Person ID	SNAP K12 Student	St. Charles Parish School System (045) All Schools	08/16/2023 8:15 AM	9275 of 9275	--- -- Completed		⋮
5589 DISTRICT_SEARCH... DM Person ID	TANF K12 Student	St. Charles Parish School System (045) All Schools	08/16/2023 8:14 AM	9279 of 9279	--- -- Completed		⋮

Please contact systemsupport@la.gov with questions.



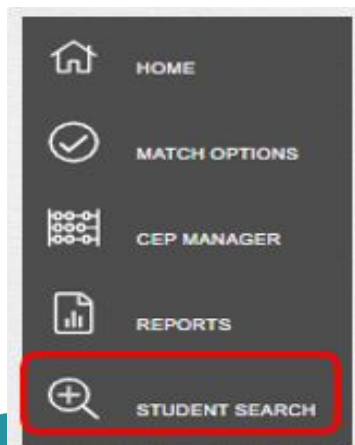
DirectMatch: Search



DirectMatch: Search Function

Purpose of the Search button:

- you can find a student by LASID or LocalID
- download your matched records
 - Obtain all your SNAP, TANF, Medicaid Free, Medicaid Reduced eligible students from the start of the school year till the last date DirectMatch was run.



Please contact systemsupport@la.gov with questions.



DirectMatch: Search by Student

- Identifier: enter the LASID or the LocalID
- Select the Match Type – SNAP K12, TANF K12, Medicaid K12 etc.
- Click Search

Search Options

Identifier :

Match Type :

LEA Code :

School/Site Code :

Ending School Session Year :

[Reset](#) [Search](#)

Search Results

State ID	Name ↑	Date Of Birth	Gender	Grade Placement	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
							SNAP K12 Student	06/28/2024	>>

Please contact systemsupport@la.gov with questions.



DirectMatch: Search

- Select the Match Type; School Year = 2027; Click the Search button
- The students data will appear in a table
- Click on the paper icon to download the students

Search Options

Identifier :

Match Type :

LEA Code :

School/Site Code :

Ending School Session Year :

[Reset](#) [Search](#)

[Download](#)

Search Results

State ID	Name	Date Of Birth	Gender	Grade Placement	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
							SNAP K12 Student	06/28/2024	>>
							Medicaid All K12 Student	06/28/2024	>>
							SNAP K12 Student		

Please contact systemsupport@la.gov with questions.

File Download

Download the **DM-Index** file (this is the default)

- Download the SNAP, TANF and Medicaid files
- Give the 4 files to your food service staff to load into their system
- Do **NOT** load the Medicaid All file into your food service system

File	Download DM-Index	Send to Medicaid Vendor	Load into food service system
SNAP	Yes	No	Yes
TANF	Yes	No	Yes
Medicaid Free Lunch	Yes	Yes	Yes
Medicaid Reduced Lunch	Yes	Yes	Yes
Medicaid All	Yes	Yes	No

Please contact systemsupport@la.gov with questions.



DirectMatch: Non-Publics

- Access to only SNAP, TANF, Medicaid Free and Medicaid Reduced files
- Will not have access to Medicaid All file

File	Download DM-Index	Load into food service system
SNAP	Yes	Yes
TANF	Yes	Yes
Medicaid Free Lunch	Yes	Yes
Medicaid Reduced Lunch	Yes	Yes

Please contact systemsupport@la.gov with questions.



eScholar StaffID



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).

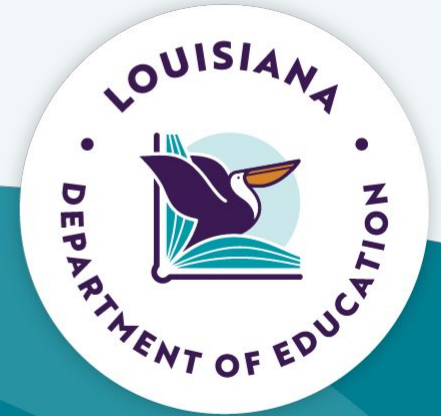
CUSTOMER DEFINED FIELDS	
STATE USERID	PollyPelican
STAFF EMAIL	PollyPelican@AviarySchools.com

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.



eScholar StaffID Resolve Near Matches



Resolve Near Match - Avoid duplicate ID

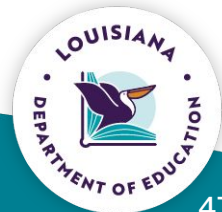
Be cautious when creating a new ID while resolving near match.

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.

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MATCH SCORE

Polly Pelican (SUBMISSION)

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

VS

Polly Pelican (#)

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:)	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	

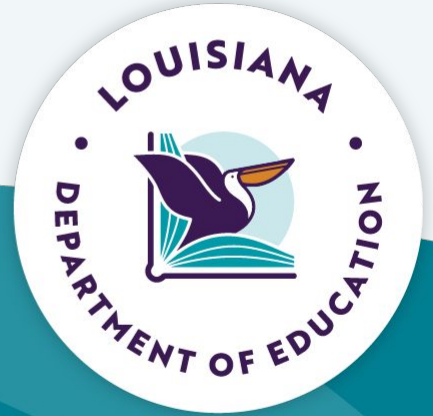
Please contact Wanggan.Yang@la.gov with questions.

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 	
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

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.

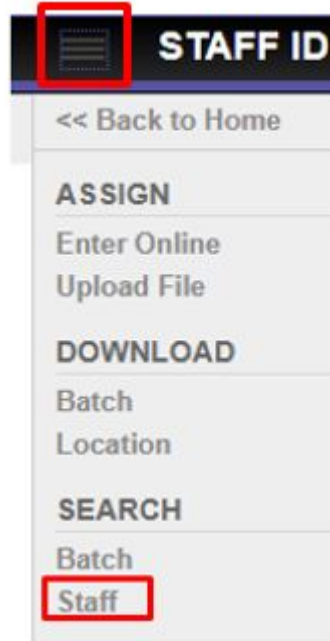
If the staff updates their MyLa ID in the Edlink profile, you will need to load them back into your system.

Add MyLA UserName to eScholar StaffID

Log into eScholar StaffID

Click on the 3-bars

Under Search, select Staff



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



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:*

Middle Name:

Last Name:*

Suffix:

Date Of Birth: / /

(*) Required

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

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

eScholar Applications monthly Maintenance

eScholar applications will be down for a scheduled monthly maintenance on Fourth Monday of the month from 1:00 am – 8:00 am. During this time, all eScholar applications will not be available for users and may experience some delays with Edlink Security

- **Date:** August **24**, 2026
- **Time:** 1:00 am to 8:00 am CST
- **Applications involved:** Student ID, Direct Match, and Staff ID

Please contact systemsupport@la.gov with questions.



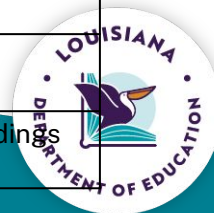
Office Hours and Monthly Webinar

- eScholar Office hours 10:00 am every other Thursday
 - Zoom link: <https://ldoe.zoom.us/j/97031808633>
 - Dial-In Phone Number: (312) 626-6799
 - 9/3, 9/17, 10/1
- Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month
 - Thursday, **September 3**
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

eScholar Systems -Who to contact for support

Who to Contact for Support	For Assistance With
systemsupport@la.gov Architha.Yerramalla@la.gov	•Administrative functions such as system settings and configurations •eScholar Security (User Access/Role Based questions) • Enhancements •eScholar related EdLink ADQ/Dashboard/Security questions
Architha.Yerramalla@la.gov systemsupport@la.gov	• Student ID updates and maintenance •DirectMatch and CEP Manager (SNAP, TANF, Medicaid, F/R Lunch counts etc) •eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar Person ID credentials or assistance providing their staff with eScholar systems access •Retire/Split LASID, LASID Audits
Wanggan.Yang@la.gov	•StaffID updates and maintenance •eScholar related EdLink ADQ/Dashboard questions •Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access •Retire/Split StaffID or Staff ID Audits
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs) folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit escholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Please contact systemsupport@la.gov with questions.



Who to contact for support

- Email: systemsupport@la.gov for any questions/concerns/issues for the systems/topics listed below.
 - Edlink, EdLink Security, eSER, Security Coordinator updates
 - LEA Contact List updates
 - Systems accessed through the LEADS Application Portal
 - Student Transcript System (STS), STS Prior period opens, IBC uploads,
 - Edlink Ops-SPS
 - Annual Financial Reporting (AFR),
 - School Finder and Principal and Superintendent Secure Portal

For all other questions/concerns/issues:

- Email LDOE_LEA_Support@powerschool.com for PowerSchool sFTP Credentials and Whitelisting Requests
- Email: childnutritionprograms@la.gov Summer Sun Bucks, CEP
- Email: LDEData@la.gov for Data Management FTP
- Email: SystemSupport@la.gov for EdLink Security and EdLink360 dashboard access
- Email: Amanda.Slaughter@LA.GOV for Canopy access
- Email: LEADS@LA.GOV for Louisiana Educator Portal – LES (formerly known as Compass)

Please contact systemsupport@la.gov with questions.

