

Provisioning Users For Louisiana Staff ID District Security Coordinators

User Administration: Login



Login Id :

Password :

- Follow this link to the eScholar user administration portal:
<https://louisianastaffid.escholar.com/uidmgr/>
- Login with Louisiana Staff ID credentials.
- As a District Security Coordinator, you will be provisioned with the ability to set up users in your district.

User Administration: User List

Menu List Users Add User						Search	
	Users						
	Login Id	Last Name	First Name	Role			
	ADMIN_INTERFACE			supr			
	superuser			supr			

- After login, the User Administration landing page is displayed, which shows the current User List.
- District Security Coordinators only see users associated with their district.

User Administration: Select Add User

Menu

- List Users
- Add User

Add User

General Information

* Login ID:

* Last Name:

* First Name:

Email Address:

* Password:

* Confirm Password:

* Manage User Flag: ☐ Yes ☒ No

Role Information

* Role:

Add User

- Click on Add User from the Menu to open the Add User screen.
- Enter required information.
- Passwords must be at least 10 characters with at least one upper case letter and one lower case letter, one number, and one special character.

User Administration: Manage User Flag

Menu

List Users

Add User

Add User

General Information

* Login ID:

jsmith

* Last Name:

Smith

* First Name:

John

Email Address:

* Password:

.....

* Confirm Password:

.....

* Manage User Flag:

☐ Yes ☒ No

Role Information

* Role:

Add User

- Manage user flag should be set to “No.”
- Manage user flag should only be set to “Yes” if the user being added will be allowed access to User Administrator to add other users.

User Administration: Select Role

Menu

List Users

Add User

Add User

General Information

* Login ID:

jsmith

* Last Name:

Smith

* First Name:

Jane

Email Address:

* Password:

.....

* Confirm Password:

.....

* Manage User Flag:

☐ Yes ☒ No

Role Information

* Role:

District

School Administrator

School User

Add User

- Select appropriate role from the dropdown menu for the user being created.
- Only roles that are below your role will be displayed.

User Administration: Add a School User

Menu

List Users

Add User

Add User

General Information

* Login ID:

lsparrow

* Last Name:

Sparrow

* First Name:

Leanne

Email Address:

* Password:

.....

* Confirm Password:

.....

* Manage User Flag:

☐ Yes ☒ No

Role Information

* Role:

School User

Location Information

* District Code:

396

...

* School Code:

396700

Add User

For School User, select district code and school code.

User Administration: Finalize User

Menu

List Users

Add User

Add User

General Information

* Login ID:

lsparrow

* Last Name:

Sparrow

* First Name:

Leanne

Email Address:

* Password:

●●●●●●●●

* Confirm Password:

●●●●●●●●

* Manage User Flag:

☐ Yes

☒ No

Role Information

* Role:

School User

Location Information

* District Code:

396

...

* School Code:

396700

...

Add User

Click Add User button to add this user.

User Administration: User Added

Menu

List Users

Add User

System Message

User has been added.

System message confirms that user has been added.

User Administration: List Users

Menu

List Users

Add User

Search

Users			
Login Id	Last Name	First Name	Role
ADMIN_INTERFACE			supr
superuser			supr
jsmith	Smith	John	dist
lsparrow	Sparrow	Leanne	bldg

Displaying 1 to 4 of 4

First

Prev

Next

Last

- Navigate to List Users from menu to display list of all users.

User Administration: Edit User or Change Password

Menu

List Users

Add User

Search

Users

Login Id	Last Name	First Name	Role
ADMIN_INTERFACE			supr
superuser			supr
jsmith	Smith	John	dist
lsparrow	Sparrow	Leanne	bldg

Displaying 1 to 4 of 4

First

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Last









Icons enable easy access to:

-  edit a user
-  change a user's password

User Administration: Sign Out

v. 2.0.0

Welcome, superuser [\[Sign Out\]](#)

Search

Role		
mdss		
esu		
sbldg		
bldg		
srch		
bldg		
admin		
stat		

First

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Last

Click Sign Out link to exit the user administration component.

User Administration: Notify Users of Login Information

Please Note!

- User logins and passwords are not automatically sent by the system.
- The District Security Coordinator will need to notify users of their login and password.
- Users will have the opportunity to change their password upon first login to Louisiana Secure ID.