

# Edlink Access and Security Requests User Guide



October 2023-2024

#### **TABLE OF CONTENTS**

Edlink Security Information	
Purpose	
General Information	
Links Utilized in this User Guide	
User Tips	
LDOE Systems Access & Security	4
Confirm Email	
New User SignIn	
New User Profile	
Signing Out of Edlink	
New Provider Dashboard	
New Provider Dashboard Existing User Access	
Requesting Entity Manager Role	
Request Security Coordinator Role	20
SignIn Edlink	
Entity Dashboard	24
Quick Links	
Applications & Submission Guidelines.Notifications & Settings	



#### **PURPOSE**

The purpose of this User Guide is to assist Early Childhood Providers in Edlink account registration and Edlink Security access Requests in Edlink Security.

#### **GENERAL INFORMATION**

- Edlink Security streamlines all provisioning rights into one user-friendly system for all LDOE data systems.
- Edlink Security allows users access to multiple dtata systems with one User ID and Passwrd.
- While previous legacy systems may have required communication and exchange via email or paper, Edlink Secuirty virtually eliminates these processes by integrating documentation and requirements

#### LINKS UTILIZED IN THIS DOCUMENT

- MYLA- Create a User ID and Password or reset a Password. https://myla.la.gov/
- Edlink Ops Portal- Complete Personal Profile and create Edlink account.
   <u>https://ldoe.edlink.la.gov/</u>
- Edlink Security- Request Role Access to Entity/ies. https://registration.edlink.la.gov/
- Edlink Tech Support- Request Role Access to Entity/ies. https://edlinksupportsystem.com

#### **USER TIPS**

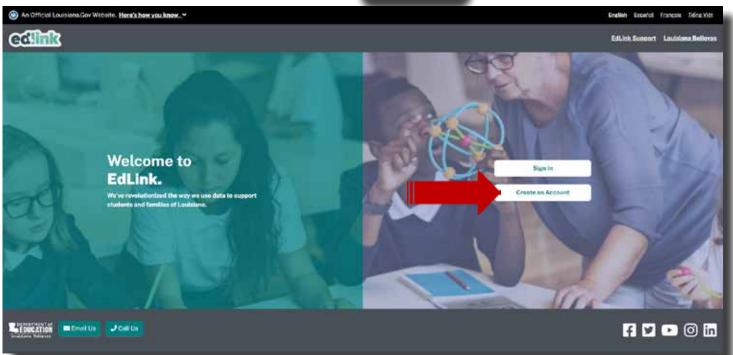
- Google Chrome or Microsoft Edge browsers must be used for functionality of Edlink Systems.
- Do not create a new account if you already have a MyLa account.
- Do not create a new account if you forget your Password or User ID.
- Use your PERSONAL email when creating your Edlink account.

#### LDOE EDLINK SYSTEMS ACCESS

Using the link below, begin creating your MyLa.Gov account and gain access to EdLink. The following instructions are presented in a step-by-step format to help you do this.







#### Take a moment to read the information on this page. Then select "continue to MyLa."





Follow the steps below or click on the button above, to retrieve your previously registrered User ID. Look for an email from Ideo.gov in the email that was used in Step 1. It will be the same as was used to setup your MyLa account.

Next, in Step 2, enter your retrieved User ID and your email, once again. Return to your email and locate the LDOE.GOV email. In this email, a temporary password is provided. Copy the password carefully; it is case sensitive.

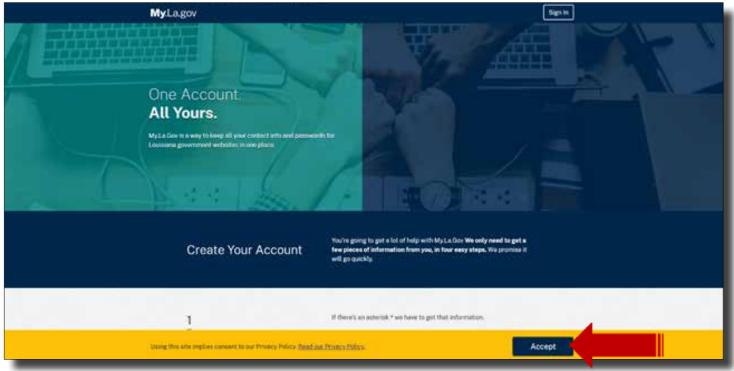
Log back into Edlink with your User ID and the temporary password. Once you've gained access, you'll be asked to enter the temporary password and choose a new password. Confirm your new password and Save.

MyLa 🖅	FAQs Help Sign
Account help	
Resend Verification Email Never got your email verification? Enter your email address and we'll send you a new verification. • Email Address ✓ Send verification Email	Forgot your password? 2 Enter your User ID and email and we'll send you a link to reset your password.   User ID   Email Address   Send Password Reset Link
Forgot your User ID? Inter your email and we'll send you the information. Email Address Send User ID Reminder	Want to know more? MyLa will replace outdated ways of signing in to Louisiana government websites Read our Frequently Asked Questions and get to know MyLa  Read the FAQs →

For all others, select, "Continue to MyLa" and proceed to the next page to complete your registration.



The "Create Your Account" page will appear. Accept the security policies and scroll down slowly until you see Step 1 of "Create Your Account."



Scroll down and begin inputting your information into the Tell Us About Yourself section. Please note that where there is a red asterisk, you must enter information to proceed.

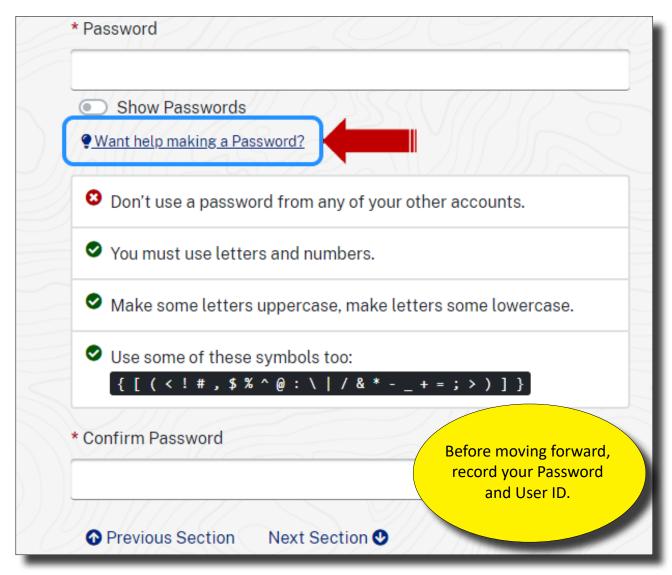
Create Your	Account few pieces of information 1	help with My La Gou We only need to get a from you, in four easy steps. We promos it
1 Tell us abou	If there's an autoritik * we h * First Hame t yourself.	eve to get that information.
	Middle Namey	
	79x n estimut. * Lext Name	
	Next Section O	

Create a User ID. If you need assistance with creating a User ID, click on the blue light bulb below the text box. You will see this light bulb throughout the process.

2	We need to get some information to start. We'll ask you to create a User ID and a password.
Let's start your account.	If there's an asterisk * we have to get that information. * User ID
	<ul> <li>Want help making a User ID?</li> <li>Password</li> <li>Show Passwords</li> <li>Want help making a Password?</li> <li>Confirm Password</li> </ul>
100 117	O Previous Section Next Section O

Click on the blue light bulb to view the required format for your User ID and Password. Click on the light bulb again to collapse the format requirements.

* Use	er ID
<u>• W</u>	ant help making a User ID?
0	Don't use any special character twice in a row.
0	You can use one of these symbols: - @ _, but not twice in a row.
0	You must use at least one English letter, A–Z or a–z.
0	You can use numbers too.
0	You must use least 8 characters but fewer than 64.



User IDs and Password Standards:

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code.

Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards.

Create a pin number by selecting 6 digits. Numbers ca not be consecutive (123456) or the same number (999999). Write this number down.

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	

Enter your current phone number and personal email address below. The email must be immediately accessible. Before you select, Create Your Account, make sure that your information is correct in Steps 1-4.

4 How should we	If there's an asterisk * we have to get that information. Telephone
contact you?	You only have to type the numbers, nothing else. Start with your area code. * Email Address
	OPrevious Section Next Section O
That's it!	Create Your Account

Proceed to the next page to receive instructions for Confirming your Email. You will not have access until your email has been confirmed.

You'll now be asked to confirm your email. Find the email inbox of the address that you listed in your MyLa registration. Follow the instructions in the email. Once you have confirmed your email, Sign back into as shown below, as shown on the next page.

## **CONFIRM EMAIL**

🐨 An official Louisiana gov website. Hends hew yaakanaa. *	
MyLagov	Sign in
← Back to Previous Site	
Your My La Gov account is created!	
Ware My La Der will attack	
🖬 in 💟 🖂	
Watch your email inbox	
You'll receive an email soon with a link wh	uch
you must click to confirm your account	
Your account sample be used until you click that lo	*: ·
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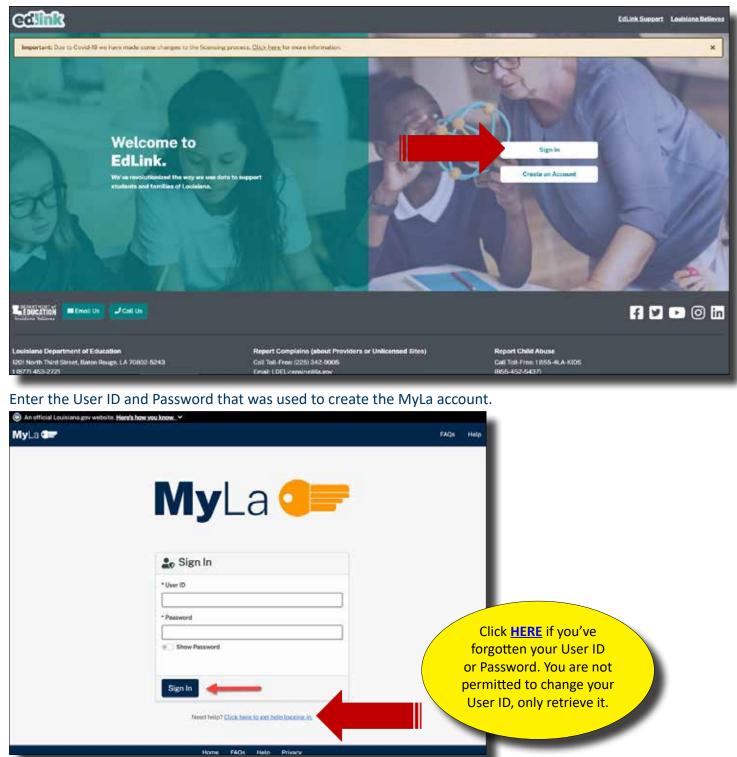
An email will be sent to the email on record that you must verify. You must click on the <u>Confirm</u> <u>Email</u> option located within the verification email. The verification email will expire in 24 hours. If the email expires, do not create a new account. Click <u>HERE</u> to Resend Verification Email.

Once you've confirmed your email, return to the link on the next page and Sign In. You do not need to close out any of the previous pages. However, it will be less confusing if you do not have

[Ad	ction Required] Please Confirm Your Email Address
Loui to me	isiana-Account-Notification⊜la.gov e +
Ż	Vietnamese + > English + Translate message
Hello	Heather Howle,
in or	der to complete the account creation process, please click the hyperlink below ("Confirm Your Email") to confirm that you have received this ema
Cont	clicking this link you will be directed back to the Self-Service Portal to log in with your User ID and password.
Deta	ils: Our records indicate that you have initiated the creation of a State of Louisiana account with User ID
	ik you. siana Access Service Technology
	E Please do not reply to this message. Email sent to this address is not monitored.

### YOU ARE NOW READY TO ACCESS EDLINK!

## Return to <u>https://ldoe.edlink.la.gov</u> and Sign In.



You'll now be navigated to the New User Profile page .

 MyLa 🖅	FAQs Help Sign In				
Frequently asked questions					
? What is MyLa and why do I need to create an account? MyLa is a service by Louisiana's government which allows you to create a single way to login to participating Louisiana government websites. easier and more efficient for you to do business with Louisiana state agencies.					
How does MyLa work?     Who is responsible for MyLa?					
What if I change email addresses?	What if I change phone numbers?				

#### **NEW USER PROFILE**

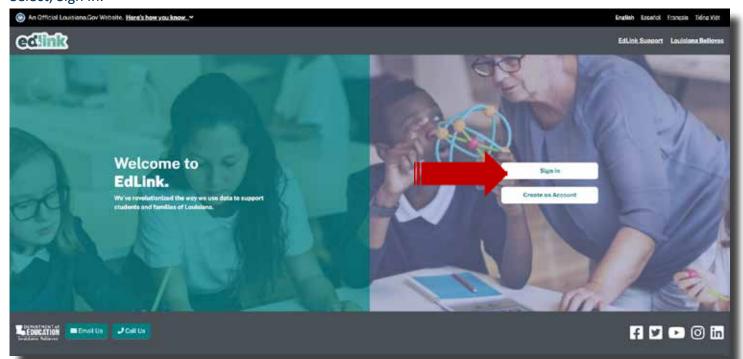
You'll be asked to complete your profile by entering your personal information. Your SSN will be redacted after move to the next box. Complete each box with a red asterisk. Other boxes are optional. Select Early Childhood. Once all of your information has been entered, select, "Save."

E Personal Profile				
4 / Account Bettings / Personal Profile - 49				
100 10 100 10 100 10				
Pamela Mertens - Personal				
Review or update your personal profile intermation belo	w.			
News and Contact				
Name and Contact				
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Prefix		Primary Phone Number		
-		Socendary Phone Number		
'First Name				
Parrels		1		
Middle Name		"Email Address		
			STOP!	
*Last Name Mexteria		MyLA UserID		
			did not receive a Staff	
Suffix			ter Saving, complete a	
			Support Ticket.	
Copy to Meiling				
Address Information				
Physical Address		Mailing Address		
"Street Name 1		*Street Name 1		
1201 In River Rd		1201 K River Rd		
en e		and the second		
Street Name 2		Street Name 2		
22. 		-		
'City	State	*City	Stote	
Baton Rougo	Lowina 1	Baton Pouge	Lion, and B	
'Zø	'Parish'County	*Zip	"Parish/County	
70802	1	20805	*	
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			a confirmation. Your	
			information will be	
Personal Identification			"grayed-out" and cannot	
Personal identification			be edited.	
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*Gender	"Race	Married		
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"With the forganization			Save	
Larly Childhood	© K-12 <sup>0</sup>		5876	
			· · · · · · · · · · · · · · · · · · ·	

To complete your access, "Sign Out", from the navigation panel, located under your User ID at the top left side of your screen.



Once again, you'll be navigated to the Edlink Sign In page shown below. Select, Sign In."



#### **NEW USER DASHBOARD**

Your personal Dashboard will appear. On the Dashboard, your Entity Name and License Status is shown, if you are an existing Entity. If you are applying for licensing or certification for the first time, your access will be limited until your application has been approved.

E My Dashboard	
🕫 / Duabboard 🐵	
My Dashboard Thank you for creating a new account. Get started below with a new application of	mequest access to an existing organization.
Welcome, Pamela Mertens	All providers will see this dashboard. After existing
How to use the EdEark Entity Portal?	• Wey are there? providers request access to their Entity, the dashboard will update
Get Started	will update.
Ready to start with a new application?	Already a member of an existing entity?
We'll ask questions about your business and guide you	Find your entity's site and request access to be added.
Field the Right Program (*	Request Access to an Entity 9
Pending Applications	
You don't have any Pending Applications	
You don't have any Pending Applications	

#### ALL PROVIDERS WILL SEE THE NEW USER DASHBOARD!

<u>New providers</u>, from the left menu, select Help and Find the Right Program, to begin a new application. **NEW PROVIDERS** will request access **AFTER** a license has been approved and issued.

**Existing providers**, continue to the next page to request access to your entity and begin your renewal application. you'll request to be assigned as the Entity Manager and Security Coordinator for your each of your entities. You will need to be assigned both roles to gain access. You must make requests for each location, one at a time, for Entity access.

#### **REQUESTING ACCESS FOR EXISTING PROVIDERS (DIRECTORS)**

To begin the request for access to your Entity Access, follow the these instructions. Directors must request Entity Manager and Security Coordinator to access their entity. Only 1 Entity Manager per site is permitted.

Select the blue Requesting Access to Entity button, as shown below.

edlink	≣ My Dashboard	≡ My Dashbuard		
Parriela Martana	Ø / Dubboard Ø			
Wy Dashboard     Messages      Account Settings      Hesp	My Dashboard Thank you for creating a new account. Get started below with a new applica	tion or request access to an existing organization.		
	Welcome, Pamela Mertens			
	• How to use the EdLink Entity Partial?	Why im threat?		
	Get Started			
	Ready to start with a new application?	Already a member of an existing entity?		
	We'll ask quartions about your business and guide you	Find your entity's site and request ocers to be added.		
	First the light Program 🔶	Request Access to an Entity 1		
	Pending Applications			
	You don't have any Pending Applications			

Next, select the Edlink Security button. The Entity Roles page is currently unavailable. See roles descriptions at the Edlink Training page

edlink	E Access Request			
Parrata Mertana     >	🕷 / Account Settings / Accoust Request 🕫			
Ny Deshtaarit				
C Menangine (16)	Access Request			
🎥 Account Settings 🗧 😁	Review or opdate your access to specific entities below.			
Personal Profile				
Entity Access Request				
Password and Security	Entity Access and Roles Levels Request access to a new entity, or to change role with an			
Notification Settings	Request access to a new enory, or to change role with an	costing energy carry the table ecow.		
O Hep >	D Entity Name	0 Address	0 Role	
		There are no records to alrew		
	Request Access	ecority site to request or manage your access to the EdLink Entity Portal.	Edd ink Security +	
	Learn about the Roles	set types of security roles available to users.	Bocartly False +	

#### **ENITITY MANAGER (DIRECTORS OR OWNERS)**

You may also click on the link below to request access to your Entity. Both the previous button and this link will navigate you the same Edlink Security, Self Registration page. Follow the instructions in a step-by-step format to help you do this.

https://registration.edlink.la.gov

After logging in with your User ID and Password, the following image will appear with your personal information; Name, User ID, Email and Staff ID.

EdLink Security Registration	An official Louisiana.gov website. Here's how you know*	English escaled francais Tidra-Vét
Applications Menu	edlink © security	Sign Cut 🗣
Request Permission     Pending Requests     Registration Search	Applications Menu	
	Name: Pamela Mertens User Id: H50630244 Email: Pamela.Mertens@la.gov Staff Id: 2104723546	
	EdLink Ops Portal	

Note: the following screenshots are examples only and not intended to instruct users which roles to select. Please see the <u>Edlink Training</u> page for Role Descriptions.

<b>C</b> 7		

EdLink Security Registration	🗃 🐵 An official Louisiana.gov website. Here's how you know. 👻	English esoniol francais Tiére-Vét
Applications Manu  Acquest Permission  Pending Requests  Registration Search	Applications Menu Name: Pamela Mertens Email: Pamela Mertens@La.gov Staff Id: 2104723546	Sign Out 🖶
	EdLink Ops Portal	

Select Request Permission from the left side Menu.

**STEP 2** 

EdLink Security Registration	=	🕒 An o	efficial Louisiana.gov website. Here's how you knew*			Bredish escalut francais Tione Viet
Applications Menu						Sign Out H
Begunst Permission	-					
<ul> <li>Pending Requests</li> <li>Registration Search</li> </ul>		Request Name Email:	Permission - Pamela Mortens - Pamela Mortens (Hagov	Userid: Staffild:	H50630244 2164723546	
		Permission				Request Pormission

Select Request Permission from the right side of the screen.

EdLink Security Registration	😑 💿 An official Louisiana gov website. Here's how you know. Y	English escañol français Tiéne Wét
Applications Menu	edink Security	Sign Out 🕪
Request Permission     Pending Requests     Registration Search	Request Permission Please make a selection based on your information system access needs . Submit Request Cancel Request	v 0

Select Early Childhood (ECE) from the drop-down menu.

#### **STEP 4**

EdLink Security Registration	🗃 🐵 An official Louisiana.gov website. Here's how you know*	Ecolish usuabil foresain Toley, 5/4
Applications Menu		Sign Out 6
Request Permission     Pending Requests     Registration Search	Request Permission	
🗳 «Scholar Search	Manue Select Application	•

Select Edlink Ops Portal from the drop-down menu. Note the small circle with the arrow next to ECE. Click on the circle if you would like to return to the previous screen to make another selection.

#### **STEP 5**

EdLink Security Registration	🗮 🕲 An official Louisiana.gov website. Here's hew you knew. 🛩	English escaled français Talog-Mét
<ul> <li>Applications Menu</li> <li>Request Permission</li> </ul>	edink © security	Sign Out 6+
<ul> <li>Pending Requests</li> <li>Registration Search</li> </ul>	Request Permission       Organization Type:     Early Childhood (ECE)       Application:     Edunk Ops Portal	
	Please Select Location Filter Submit Request Cancel Request	Υ

Select District and Local from the drop-down menu (bottom selection).

EdLink Security Registration	Ξ 🛞 An official Louisiana.gov website. Here's how you know	English escañol francais Tiéns.Viét
Applications Menu	edlink © security	Sign Out 6+
L Request Permission		1110
Pending Requests	Dominant Devening in	
Registration Search	Request Permission Organization Type: Early Childhood (ECE)	
🖶 eScholar Search	Application: Educity Operation 5 Location Filter: District and Local 5	
	Please Enter Your Location	
	Submit Request Cancel Request	

Begin entering the name of your Entity. IH/FH will enter their first and/or last name. Select the appropriate site as shown in Step 7.

#### **STEP 7**

🗏 🛞 An official Louisiana gov withsite. <u>Hern's have you know</u> *	English uspatiol français Elding-Viet
edlink	Sign Out 0+
Request Permission	
Organization Type:         Early Childhood (ECE)         Image: Childhood (ECE)	
Place Ener Your Location	
1. 2 Buckle My Shoe (Early Childhood) (Ole Hydwry 185, Moruan, LA 1180) Deires Code - Sae Croe KL000	l in the second s
Tat Academy Early Learning Center (Early Childhood)           1911 Hey 25, Falsam, LA 19437           Demot Code::::Site Cade:::Site Ca	
	Progress Permission         Organization Type:         Application:         Excition Filter:         Excition Filter:         Detrict and Local         Ploces: Enter Your Location         Ploces: Enter Your Location         1: Stackie My Shoe (Early Childhood)         Cate Instruct State         Cate Instruct State

Select the apprpriate site. Ensure the address is your address, as many Entities have very similiar names.

#### **STEP 8**

EdLink Security Registration	💷 🛞 An official Louisiana gov website. Here's how you know*	English second frances fiding Viet
Applications Menu	edlink Øsecurity	Sign Out 0+
<ul> <li>Percling Requests</li> <li>Registration Search</li> </ul>	Request Permission       Organization Type:     Early Childhood (ECE)       Application:     EstLink Opn Portal       Location Filter:     District and Local       Location:     1.2 Buckla My Shee (Early Childhood)       Addrese:     2058 Highway 185, Mansura, LA 71350       Dentict Code:     She Code: KLD01	
	Flease Select Role	

Select Entity Manager (Directors, Owners or Director Designees) and Staff Administrator (HR, Owners, Director Designess and Other Staff). Only 1 Entity Manager per site is permitted.

EdLink Security Registration	Ξ	🛞 An efficial Louisiana gov website. Hera's hew you know. 🛩	English establish franceis. T-line Vitt
Applications Menu		edlink © SECURITY	Sign Duit 🕪
A Reput Permittion	1		
<ul> <li>Peoding Requests</li> <li>Registration Search</li> </ul>		Request Permission       Organization Type:     Early Childhood (ECE)       Application:     Edunk Ops Portal       Location:     District and Local       Location:     U.2 Buckle My Shon Early Childhood       Address:     D058 Highway (55, Manuza, LA 71350       District Code:     Site Code: KL000       Role:     ELC Enrick Manuza	
		Optional Notification:	

Enter "Requesting Access" in the text box and Submit for Approval by LDOE. Please allow 2 business days for LDOE to review your requests. An email notification will be sent as soon as the requets has been reviewed.

#### **SECURITY COORDINATORS (DIRECTORS OR OWNERS)**

The Security Coordinator role is required for all Entity Managers. This access role will allow Entity Managers to manage staff entity access, credentials, and access to all banking and licensing options.

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EdLink Security Registration	=	An official Louisiana.gov website. Here's how you know*			English escalut francais Tiére-Vét	
Applications Manu     Request Permission     Pending Requests     Registration Search	G Ap Nat		User kl:	H50630244	Sign Out 😝	
	Em	il: Pamela.MertensQla.gov	Staff Id: EdLink Ops Portal	2164723546		

Select Request Permission from the left side Menu.

#### STEP 2

EdLink Security Registration	🗰 🛞 An official Louisiana,gov website. Here's how you know	Indiah essañal taosais Tiéne Viel
Applications Manu     Requisit Permission		Sign Out (*
<ul> <li>Pending Requests</li> <li>Registration Search</li> </ul>	Request Permission Name: Famela Montens User Id: H50830244 Email: Permissions: Permissions:	(Recuest Permission)

Select Request Permission from the right side of the screen.

#### **STEP 3**

EdLink Security Registration	An official Louisiana.gov website: Here's how you know.~	English ecostol français Tiéne Viêt
Applications Menu	edink © security	Sign Out 🖶
Request Permission     Pending Requests     Registration Search	Request Permission Please make a selection based on your information system access needs	~ 0
	Submit Request	

Select Early Childhood (ECE) from the drop-down menu.

EdLink Security Registration	🗃 🕘 An official Louisiana.gov website. Here's bow you know. *	Realish assessed francesia Thirachist
Applications Menu	edlink security	Sign Out 8+
Request Permission     Pending Requests     Registration Search	Request Permission Organization Type: Early Childhood (EDE)	
	Plance Select Application	•

Select Edlink Security Access from the drop-down menu. Note the small circle with the arrow next to ECE. Click on the circle if you would like to return to the previous screen to make another selection.

#### **STEP 5**

EdLink Security Registration	■ 🖲 An official Louisiana.gov website. Here's how you know	English escaled français Teles Việt
Applications Menu	edink © security	Sign Out 😝
Request Permission		
Pending Requests	Request Permission	
🖶 Registration Search	Organization Type:     Early Childhood (ECE)       Application:     EdLink Ops Portal	
	Please Select Location Filter	Υ
	Submit Request Cancel Request	

Select District and Local from the drop-down menu (bottom selection).

#### **STEP 6**

EdLink Security Registration	🗮 🛞 An official Louisians.gov website. Here's haw you knew*	English espotet franceis Teing Vet
Applications Menu	edlink © SECURITY	Sign Ckut 8+
Request Permission		
Pending Requests	Request Permission	
Registration Search	Organization Type:         Early Childhood (ECE)         Image: Comparison of the comparison of t	
	buck	
	1, 2 Buckle My Shoe (Early Childboot) 1058 Highwy 10, Maneurs LA 7:800 Diaths Cone : Sile Cede KL001	
	Bucks & Bows Learning Center, LLC (Early Childhood) 387 Major Parkway New Rusia, LA 70700 District Cade: 33e Code VARODI	
	Li'l Bucks N Does Adventure & Learning Center (Early Childhood)	

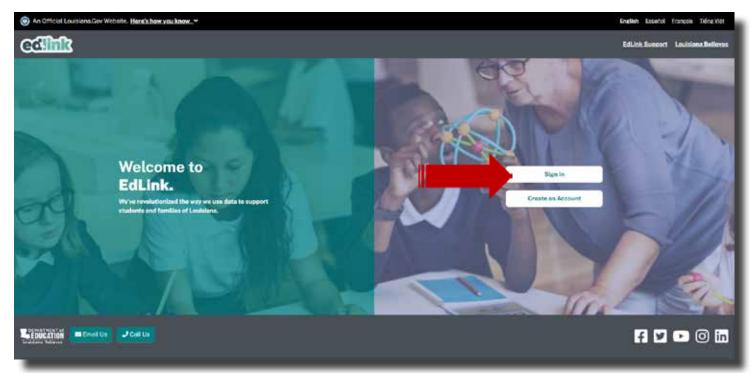
Begin entering the name of your Entity. IH/FH will enter their first and/or last name. Select the appropriate site as shown in Step 7.

EdLink Security Registration	■	• website. Here's how you know*	Evelish escadal français Trêns Xiêt
Applications Menu			Sign Out tie
Request Permission			
Pending Requests	Request Permission		
Registration Search	Orgenization Type: Application: Location Filter: Location: Address: Role: Permissions:	Early Childhood (ECE) EctLink Security (Access) District and Local 1, 2 Buckle My Shoe (Early Childhood) 1000 Highway 155, Mansum, LA 71050 District Code: Site Code: HL1001 Local Select All	
	Optional Notification:	Security Coordinator EdLink Contacts.     Security Coordinator EdLink Ope Portal.     Security Coordinator EdLink Security (Access)     Security Coordinator KinderConnect     Security Coordinator KinderConnect     Requesting Access	
		Submit Prequest	~

Check the box for Security Coordinator Edlink Security (Access).

Enter "Requesting Access" in the text box and Submit for Approval by LDOE. Please allow 2 business days for LDOE to review your requests. An email notification will be sent as soon as the requets has been reviewed.

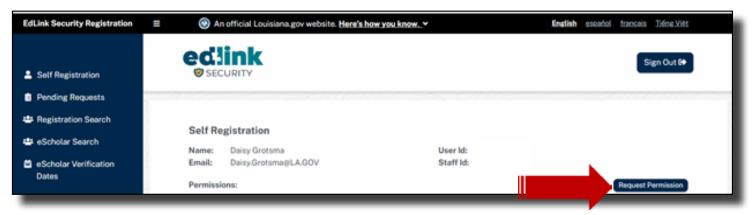
Sign Out in the top right-hand corner of the page. Return to https://ldoe.edlink.la.gov and Sign In.



#### KINDERCONNECT ACCESS

Using the link below, you can request to be the KinderConnect, CCAP Attendance Administrator of your early learning center or home.

1. You must have a staff ID assigned, to check please click this link: <u>https://registration.edlink.la.gov</u>. Type in your name and to see if you have a Staff ID. Select "Request Permission" on the right side of the screen.



4. From the first drop-down, begin typing "Louisiana State Department of Education".

L Set Registration	edlink ©security	Sign Dut P
Pending Requests	Type in your first name and search the drop down for	
Registration Search	your name. Add your last name if you need to search	
escholar Search	looisana interdepa	
eScholar Verification Dates	Louisiana State Department of Education (Louisiana State Department of Education) (2010 Test In, June Au	an 1.4.7907
🗠 Statewide Reporting		
<ul> <li>Help</li> </ul>		

5. From the second drop-down that appears, select KinderConnect.

EdLink Security Registration	🗉 🎯 An official Louisiana gov website. Here's how you know. 🗸		al Louisiana.gov website. Here's how you know*	English escatol Irançais Tiéne-Vitt
Self Registration	G.			Sign Out 6+
Pending Requests				
Registration Search		Demund Dee	and Tax to Tax to 1	
4 eScholar Search		Request Per	ABC Academy (Early Childhood)	
<ul> <li>eScholar Verification</li> <li>Dates</li> </ul>		Address: Please Select	186 Holland Drive, Waner, LA 71378 Application	
🗠 Statewide Reporting		Please Select Canopy	Application	
🟉 Help	_	EdLink 360 EdLink 0ps P EdLink Secur KoderTrack SER	ity	
		L SER		

6. From the third drop-down, select Statewide Attendance Administrator. Enter a statement explaining why you are requesting the role of Statewide Attendance Administrator. Make sure to click inside of the little box labeled, CCAP Attendance Administrator, and select "Submit Request".

Request Permission	
Location:	Louisiana State Department of Education (Louisiana State Department of Education
Address:	1201 N Third St, Baton Rouge, LA 70802
Application:	KinderConnect
Role:	Statewide Attendance Administrator
Optional Notification	I am a CCAP Analyst and need access to see Attendance

\*Note: This request usually takes up to 48 hours for LDOE to approve.

- 7. After access is approved as "Statewide Attendance Administrator ":
  - Please log into Edlink <u>https://ldoe.edlink.la.gov/</u>
  - Click on Entity Management to find the option "KinderConnect"
  - Click on KinderConnect and you will be re-directed to KinderConnect website

#### **ENTITY DASHBOARD**

edlink	Entity Dashboard		
e -	🖷 / Dashbeird Đ		
Sign Gur	Welcome Back, Pamela Merr Welcome to your Entity Management Dashboard. Here you		
Entity E My Dashboard E Entity Management D	Renew License 🖋 Click the "Start Renewal" button to begin a Renewal Applicati LDOE Licensing Consultant will need to review and approve yo	on for your entity. If you have multiple entities, select the appropriat sur submission to receive a new license.	te site in the left side navigation. Note: An
Entity Monagement     Staff Management     Prancial Management     Mossages     Account Settings     Metp	Entity G-Test the Renew Functionality H00 Test3 Batton Rouge, Louisiana, 70128 License Dotails License Type Type License Number Type Status Ceen Unit6/2023 Pending Application and Actions	Helpful links Edual Support 🖉 Child Care Health Consultants 🗗 COCBIC 🖉 Office of Public Health 🗹 Publicky-Funded Previdet Programs 🗹	CPR and First Aid Vendors 2 Emergency Propiatodness 2 First Marshall Inspection 2 Quality Providers Library 2 Child Care Resource & Referrat Agencies 2

Your Dashboard will display a left-side navigation menu, Entity drop-down, Entity Snapshot, Entity Name, Address, License Status, License Number and Expiration Date of your License or Certification.

Use the white drop-down menus to view and work with a different Entity, if you have multiple sites.

In the QUICK LINKS section, your renewal button will only be active if you are less than 90 days from your expiration date. If the button is dark green, you may click it and begin your renewal.

Quick Lin	ks			
		y-used actions for application	s for your business.	
			 	Submit Renewal Application

All information pertaining to your Entity will be accessible for change within the Renewal Application. This includes Director and staff additions or deletions, credentials, hours of operation and any changes to your services. Read the instructions carefully once you've opened the Renewal Application.

\*Only 1 application may be in progress at any given time, per Entity. If of the green buttons have been clicked on; Change Entity Information, Change of License Type, Change of Location or Submit renewal Application, you will not be able to select any other type of application. The selections will remain light green until LDOE approves the application (changes), the application is canceled or withdrawn.

\*The Start New Application button should only be selected if a provider wants to ADD AN ADDITIONAL Entity.