Louisiana Department of Education

Edlink Access and Security Requests User Guide

ed-link
SECURITY

October
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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.
  https://ldoe.edlink.la.gov/
- 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.
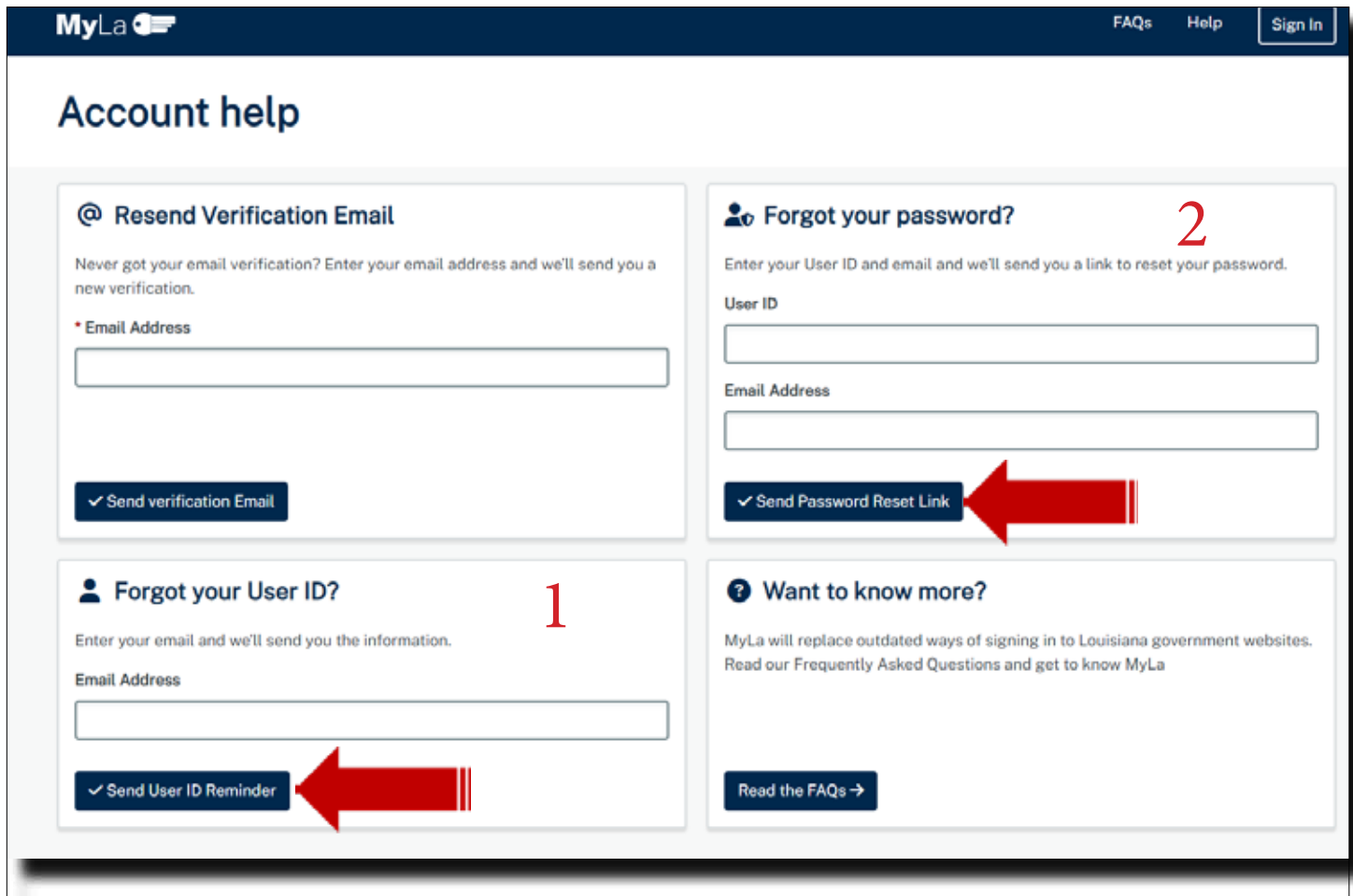
https://ldoe.edlink.la.gov/#/
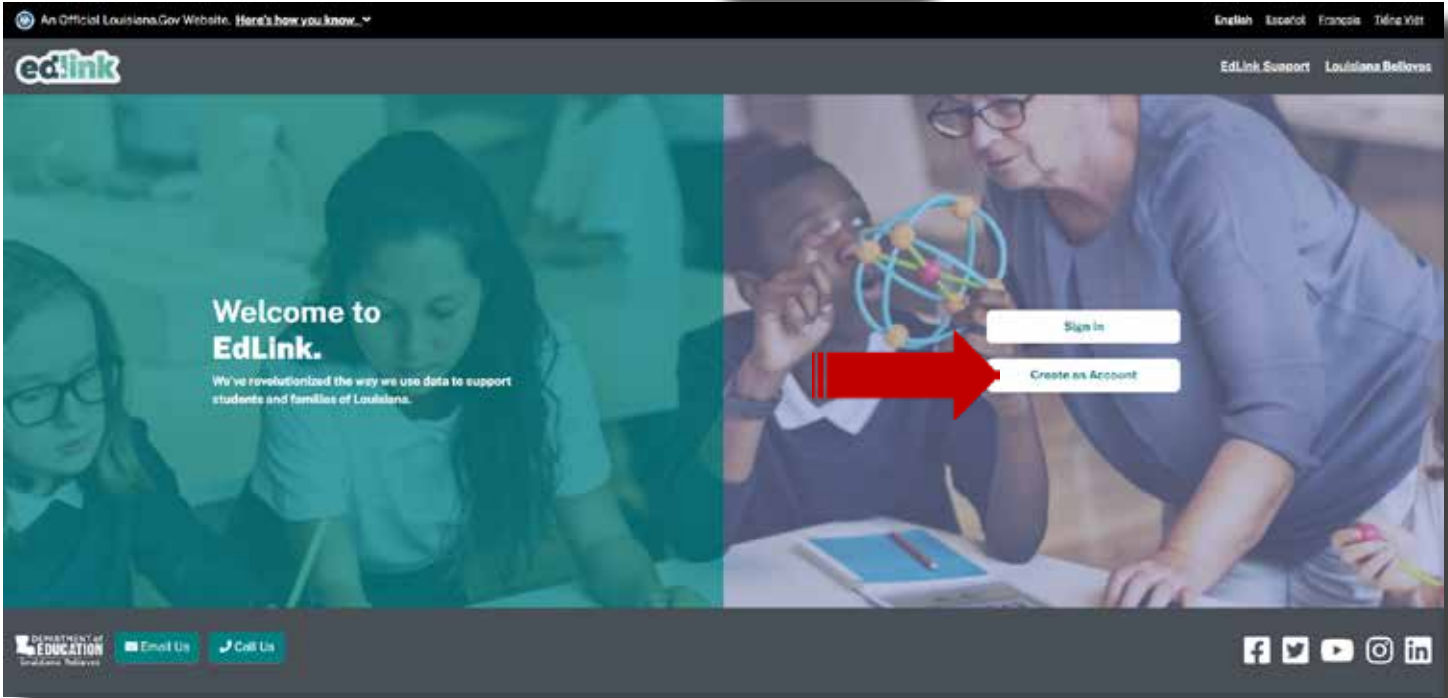
Take a moment to read the information on this page. Then select "continue to MyLa."

If you already have a MyLa.gov. account see Password/User ID Reset
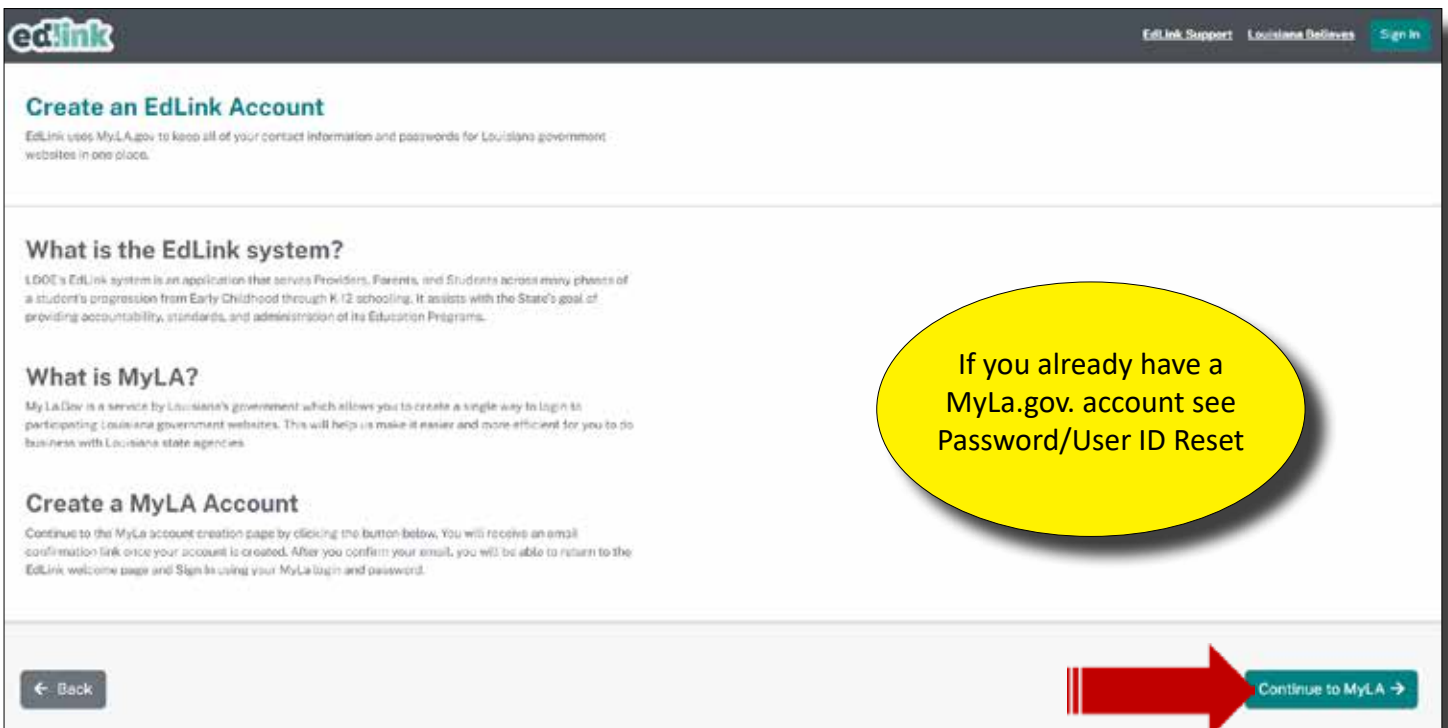
MyLa

Follow the steps below or click on the button above, to retrieve your previously registrered User ID. Look for an email from ldeo.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.
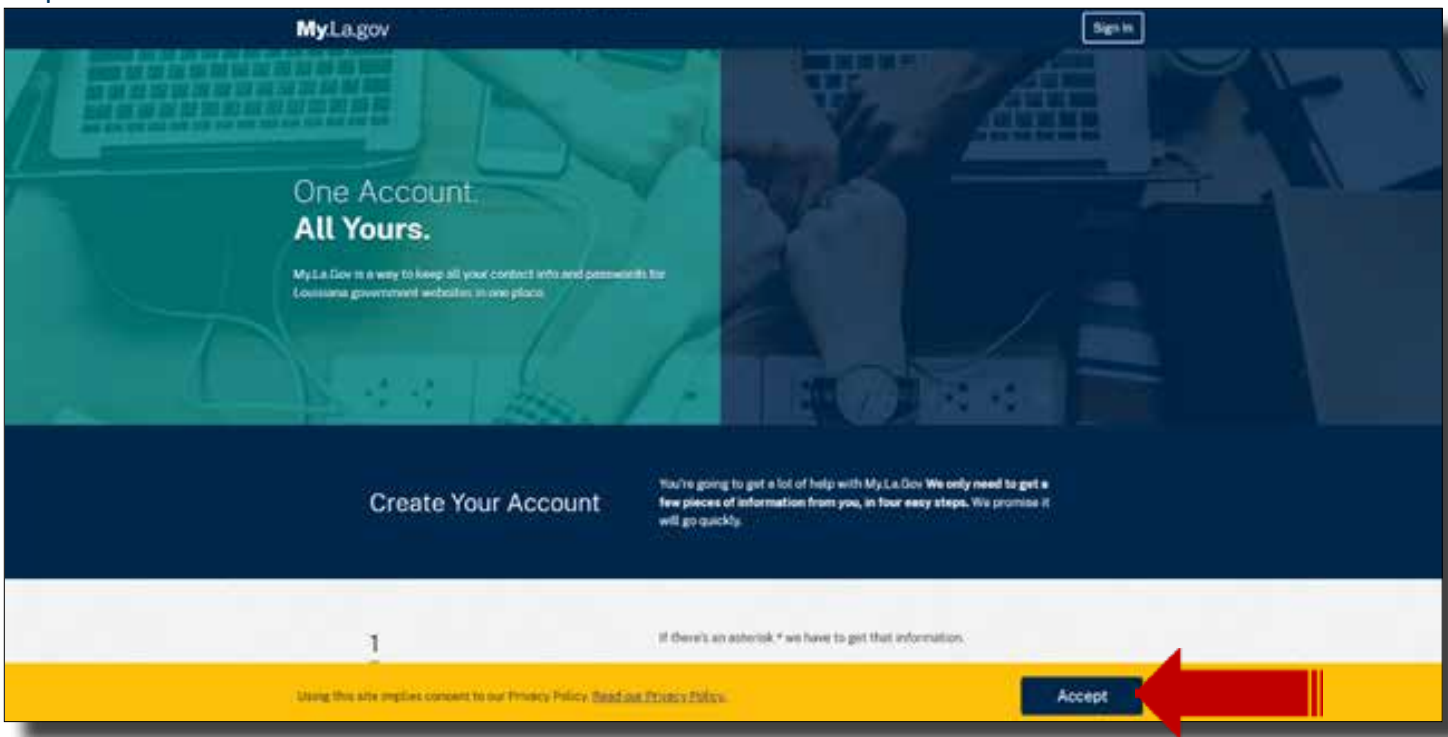

For all others, select, "Continue to MyLa" and proceed to the next page to complete your registration.

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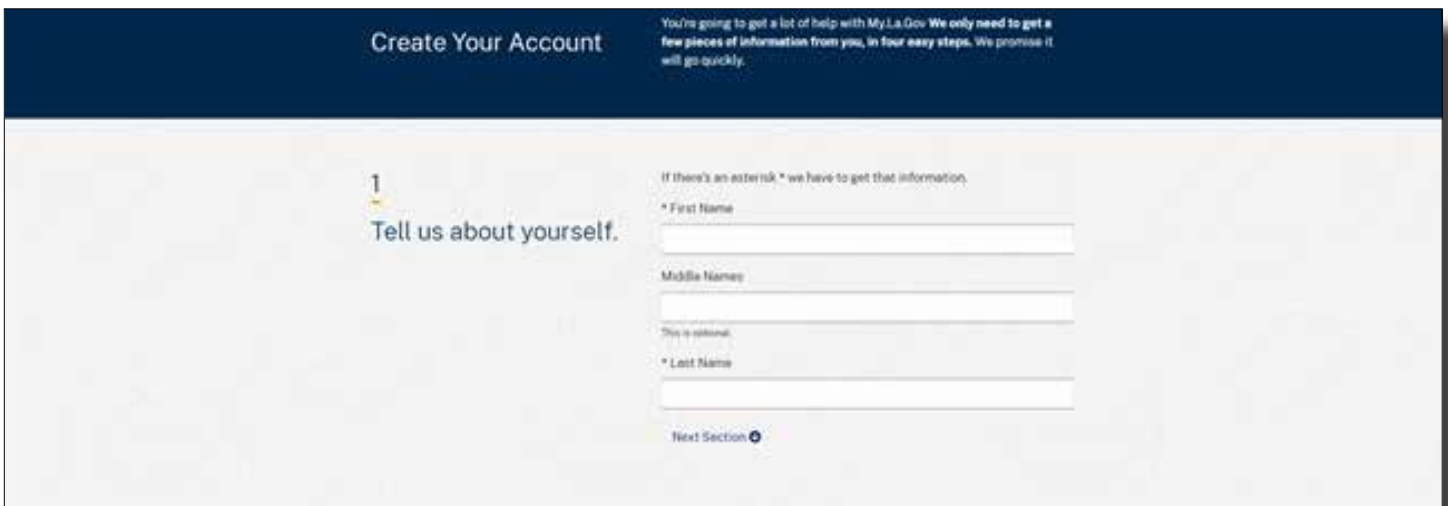
Create a User ID. If you need assistance with creating a User ID, click on the blue light bulb below the text box. You will see this light bulb throughout the process.

2

Let's start your account.

We need to get some information to start. We'll ask you to create a User ID and a password.

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

* User ID

💡 Want help making a User ID?

* Password

··········

◉ Show Passwords

💡 Want help making a Password?

* Confirm Password

⊕ Previous Section   Next Section ⊕

Do not use your email in Step 2. Please stay between 8-12 characters.

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.

* User ID

💡 Want help making a User ID?

❌ Don't use any special character twice in a row.

✅ You can use one of these symbols: - @ _ , but not twice in a row.

✅ You must use at least one English letter, A–Z or a–z.

✅ You can use numbers too.

✅ You must use least 8 characters but fewer than 64.

* Password

⬤ Show Passwords

💡 Want help making a Password?

❌ Don't use a password from any of your other accounts.

✅ You must use letters and numbers.

✅ Make some letters uppercase, make letters some lowercase.

✅ Use some of these symbols too:
{ [(< ! # , $ % ^ @ : \ | / & * - _ + = ; >)] }

* Confirm Password

Before moving forward, record your Password and User ID.

⬆ Previous Section   Next Section ⬇

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.

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.

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.
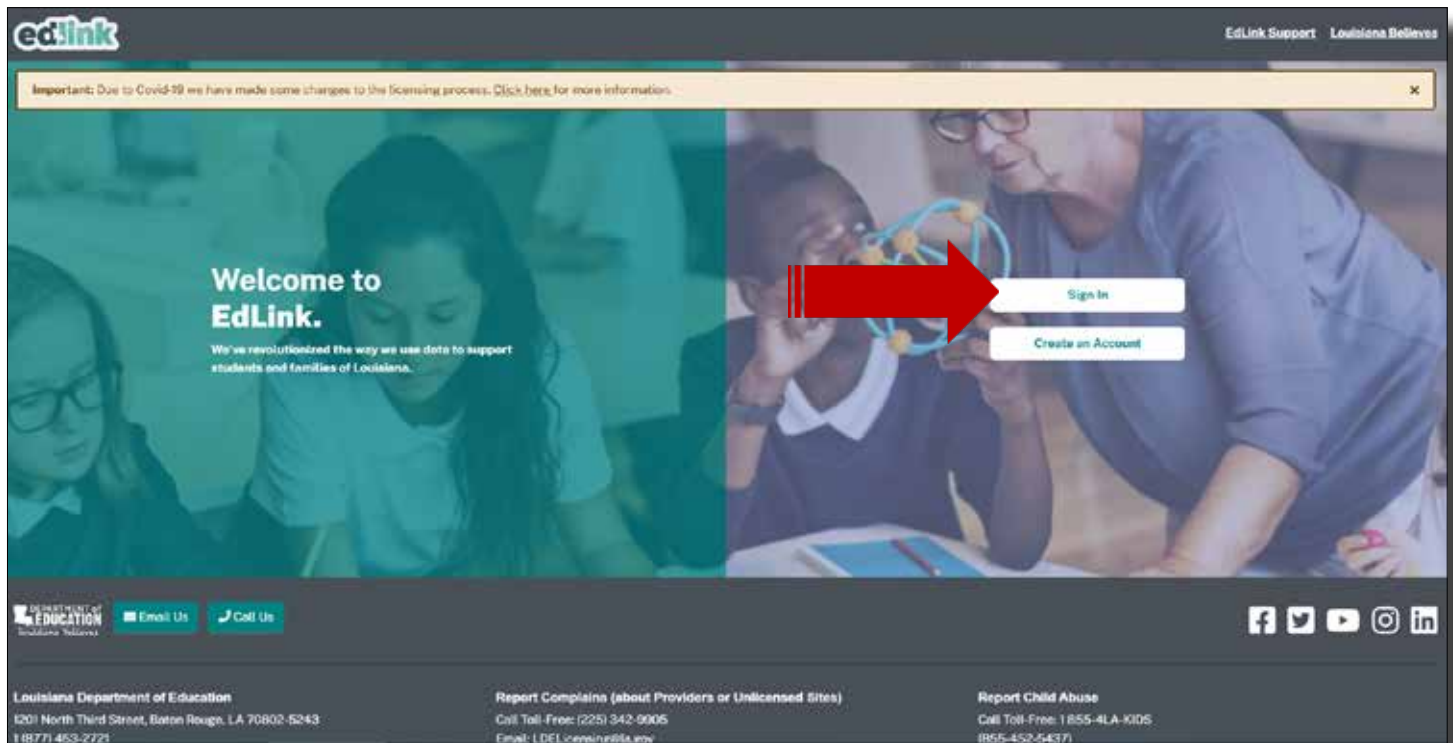
CONFIRM EMAIL

An email will be sent to the email on record that you must verify. You must click on the Confirm Email 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 **HERE** 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
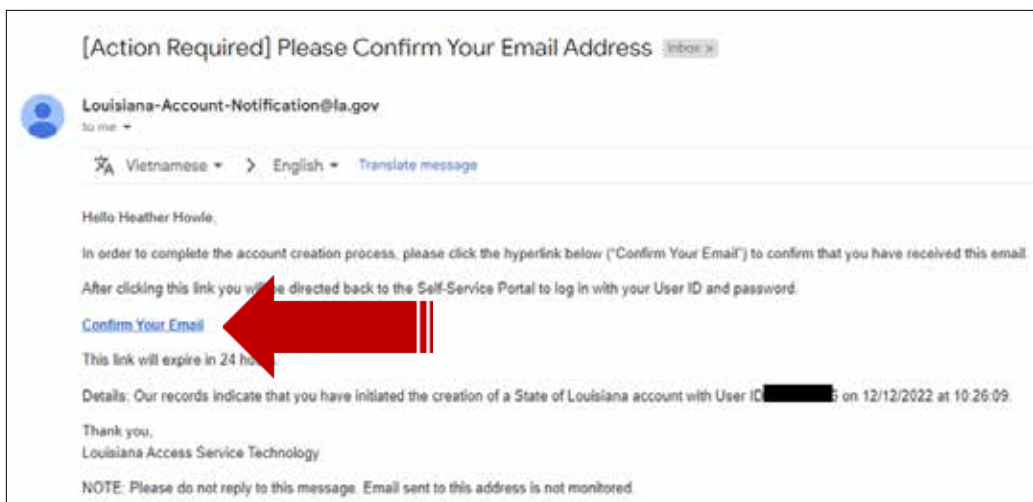
YOU ARE NOW READY TO ACCESS EDLINK!

Return to https://ldoe.edlink.la.gov and Sign In.

Enter the User ID and Password that was used to create the MyLa account.

Click **HERE** if you've forgotten your User ID or Password. You are not permitted to change your User ID, only retrieve it.

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

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?

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?

Enter 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 →

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. [...] help us make it 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."

Pamela Mertens - Personal Profile
Review or update your personal profile information below.

Name and Contact

Member Name

Prefix

*First Name
Pamela

Middle Name

*Last Name
Mertens

Suffix

Contact Information

*Primary Phone Number

Secondary Phone Number

*Email Address

MyLA UserID

Staff ID

Copy to Mailing

> STOP!
> If you did not receive a Staff ID # after Saving, complete a Support Ticket.

Address Information

Physical Address

*Street Name 1
1201 N River Rd

Street Name 2

*City
Baton Rouge

*State
Louisiana

*Zip
70802

*Parish/County

Mailing Address

*Street Name 1
1201 N River Rd

Street Name 2

*City
Baton Rouge

*State
Louisiana

*Zip
70802

*Parish/County

Copy to Mailing

> You will not receive a confirmation. Your information will be "grayed-out" and cannot be edited.

Personal Identification

*Date of Birth
01/12/1985

*SSN
***-**-1902

*Identification Number
6754

*Gender
Female

*Race
White/Caucasian

Married
Yes

Entity Access Requested
Select the type of organization you will be interacting with. Note, your request may take up to 3-5 business days to review.

*What type of organization
○ Early Childhood   ○ K-12

Save

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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."
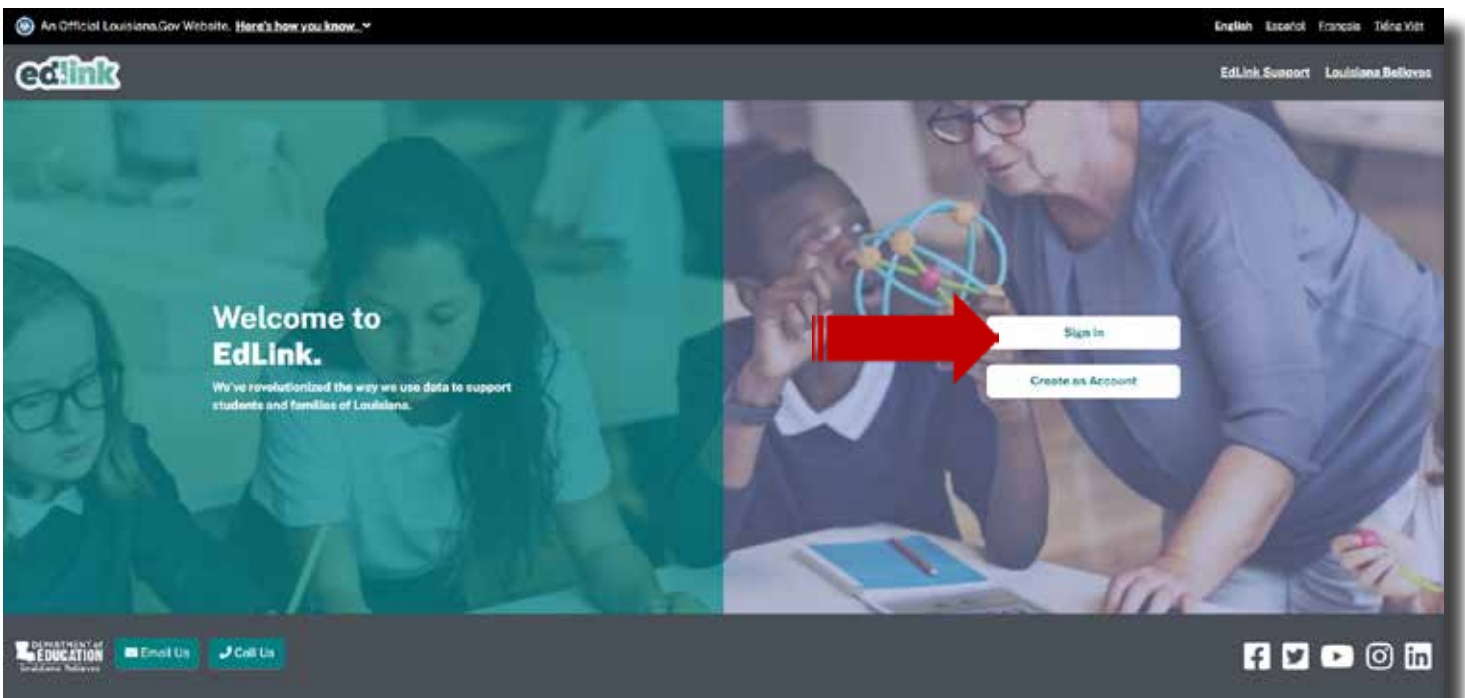
NEW USER DASHBOARD

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.
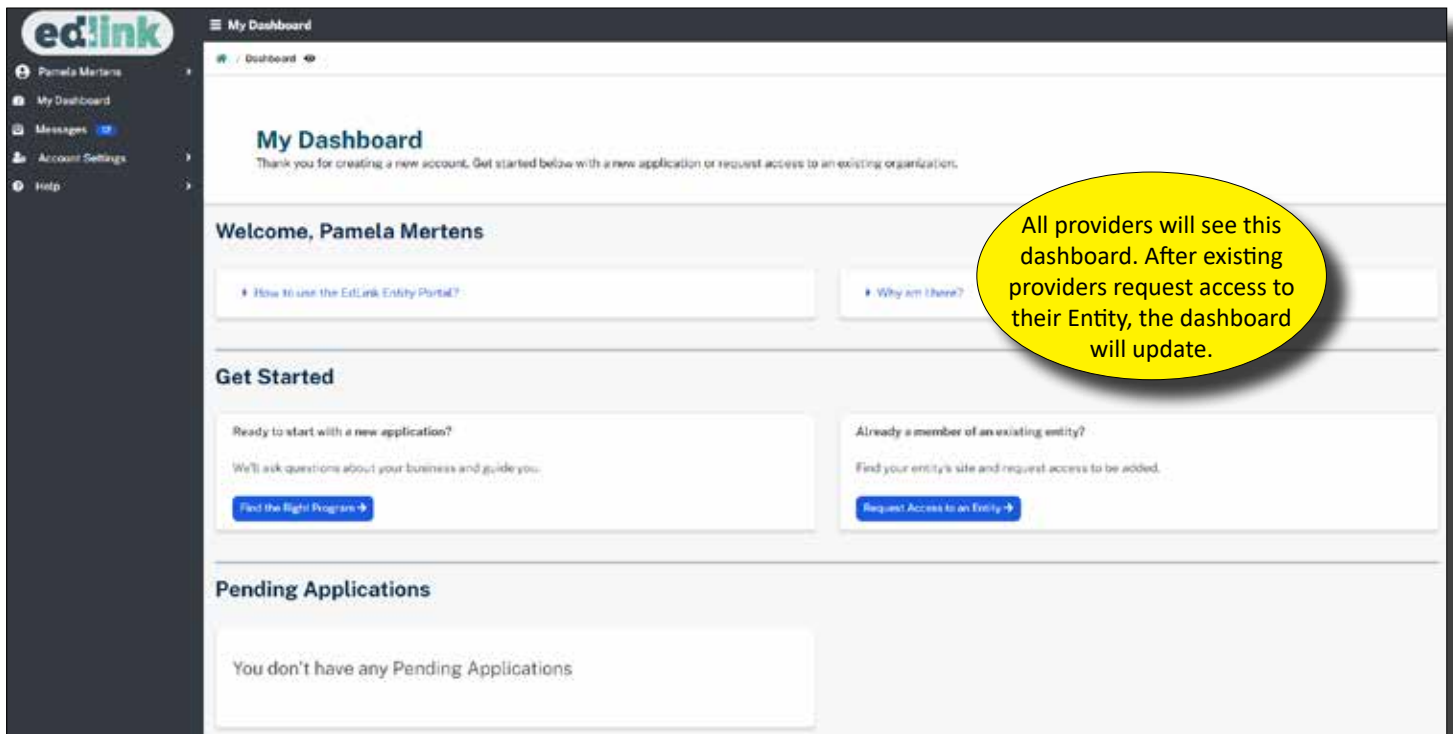
ALL PROVIDERS WILL SEE THE NEW USER DASHBOARD!

New providers, 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.
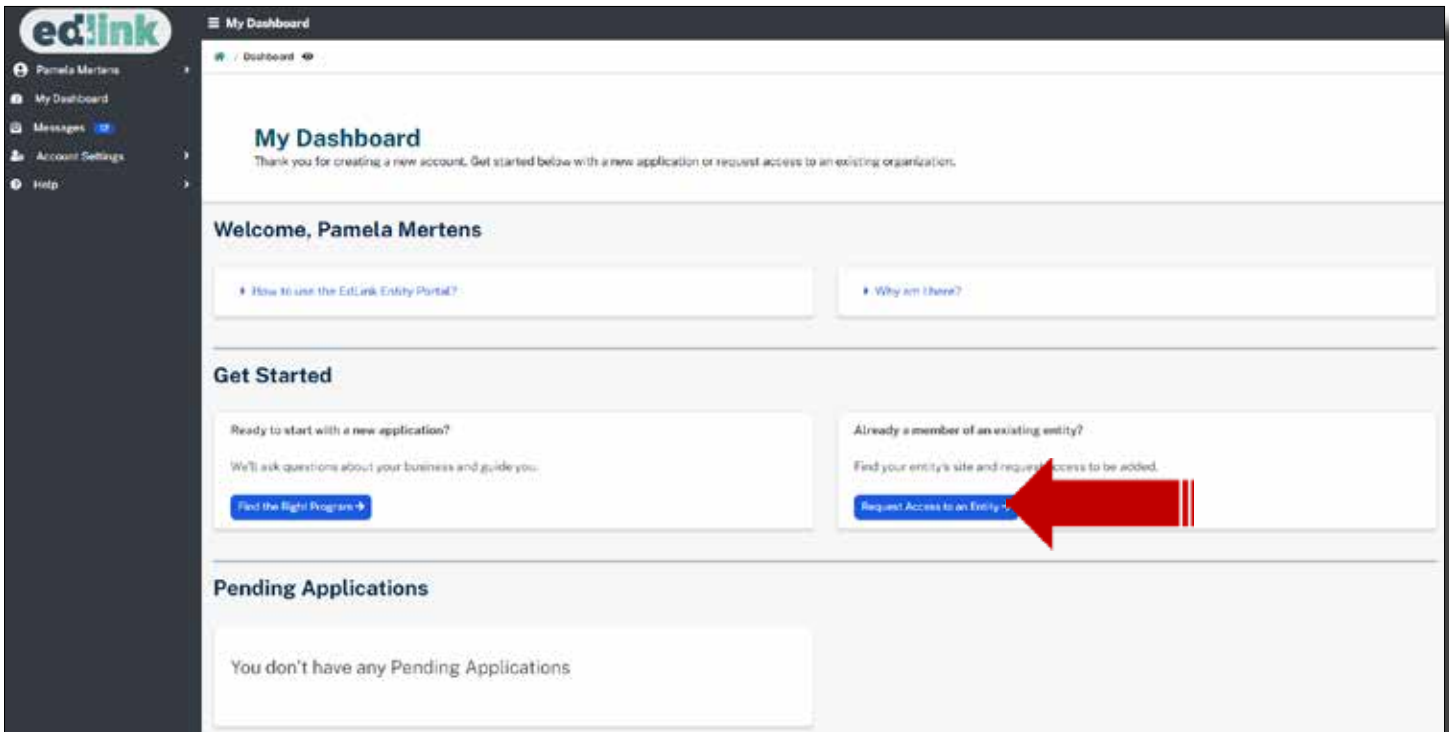
Next, select the Edlink Security button. The Entity Roles page is currently unavailable. See roles descriptions at the Edlink Training page
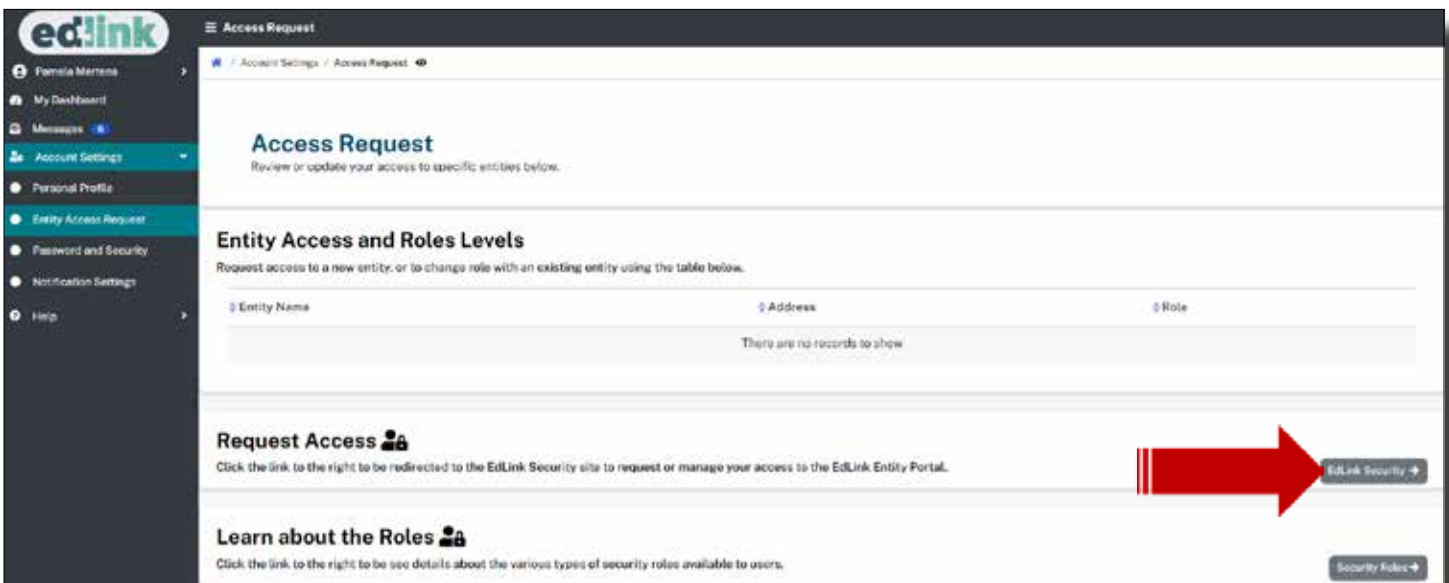
ENITITY MANAGER (DIRECTORS OR OWNERS)

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.
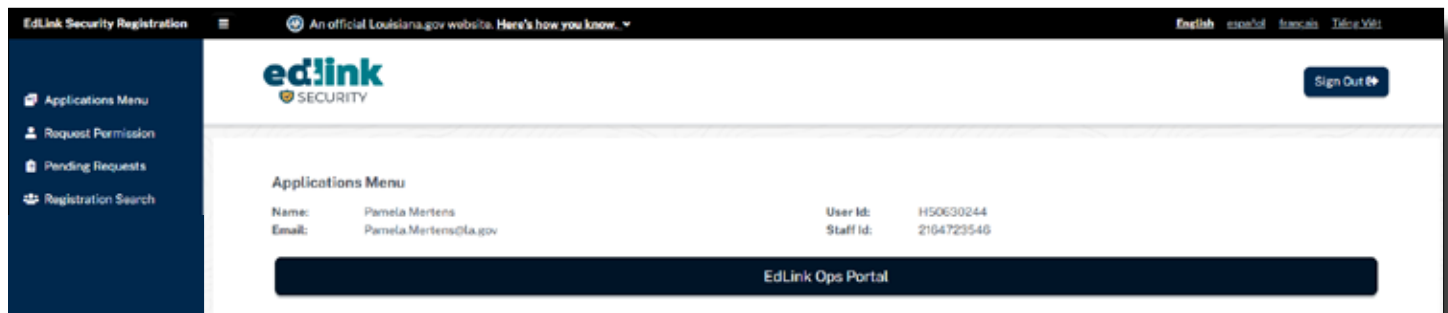
Note: the following screenshots are examples only and not intended to instruct users which roles to select. Please see the Edlink Training page for Role Descriptions.
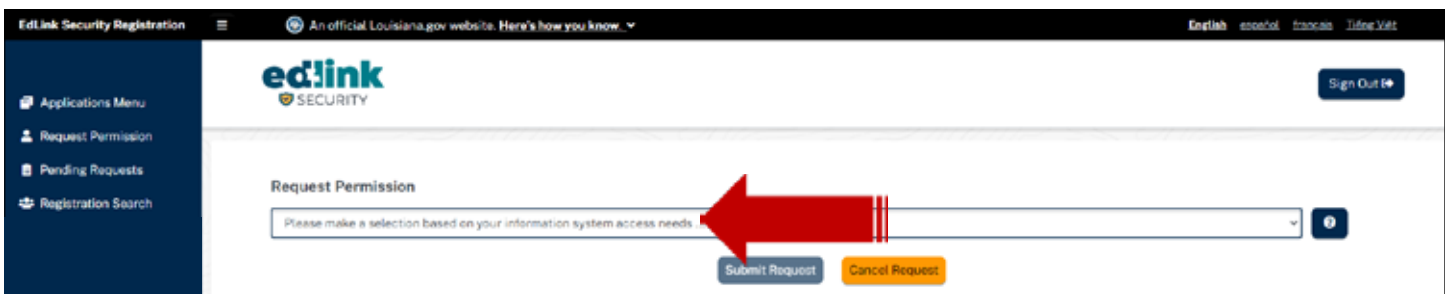
STEP 1
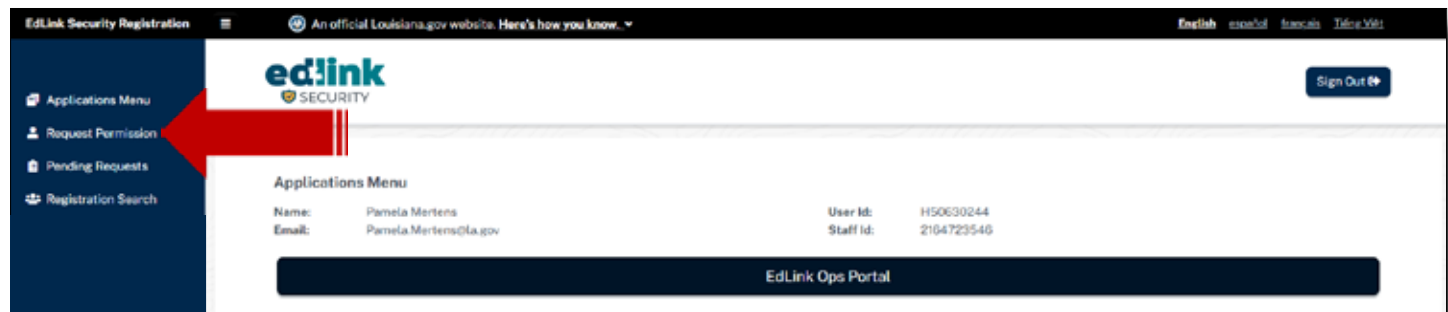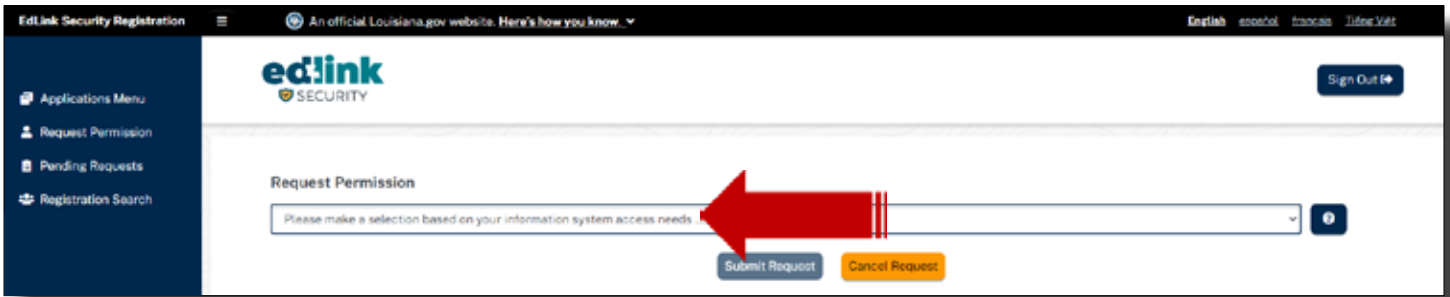
Select Request Permission from the left side Menu.

STEP 2

Select Request Permission from the right side of the screen.

STEP 3

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

STEP 4
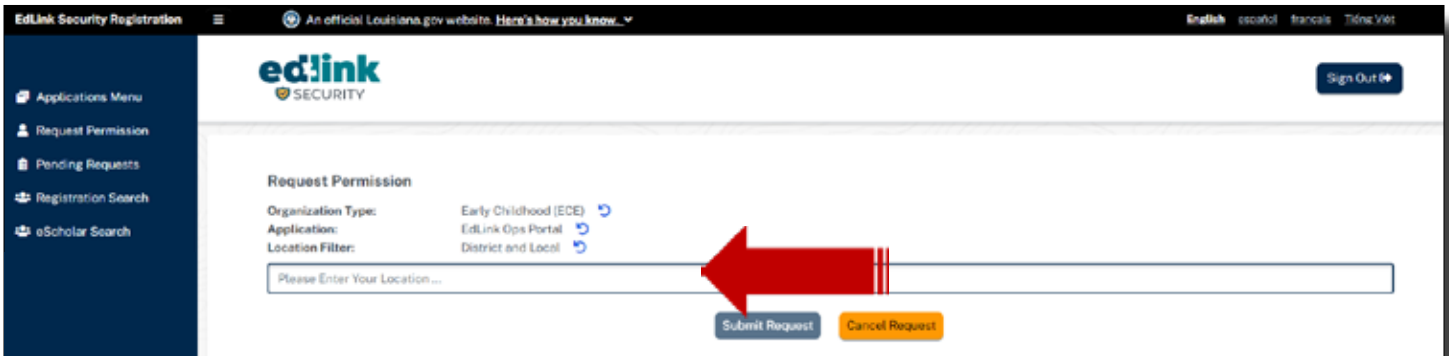
Select Edlink Ops Portal from the drop-down menu. Note the small circle with the arrow next to ECE. Click on the circle if you would like to return to the previous screen to make another selection.

STEP 5

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

STEP 6
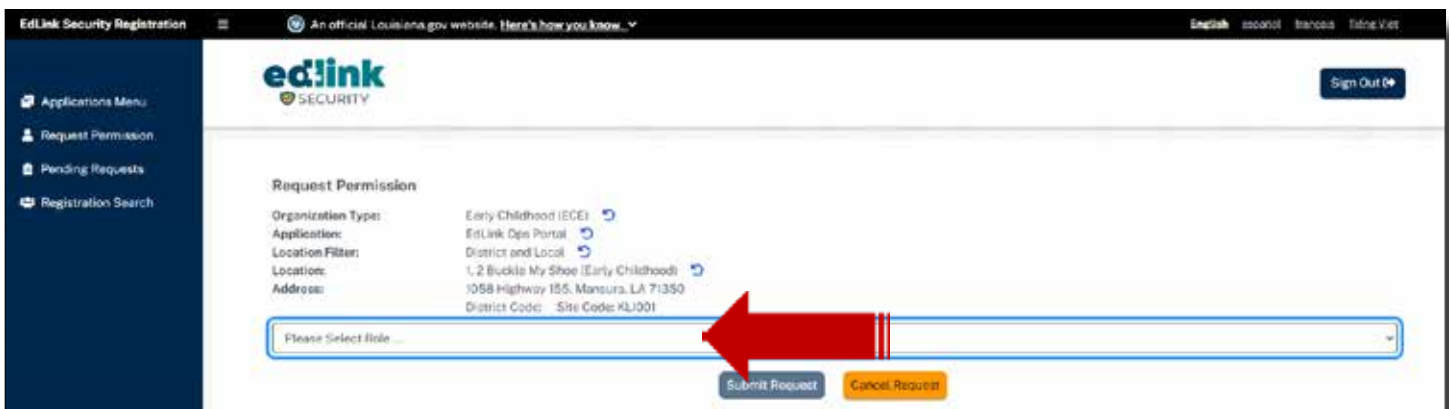
Begin entering the name of your Entity. IH/FH will enter their first and/or last name. Select the appropriate site as shown in Step 7.

STEP 7

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

STEP 8

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.

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.

STEP 1
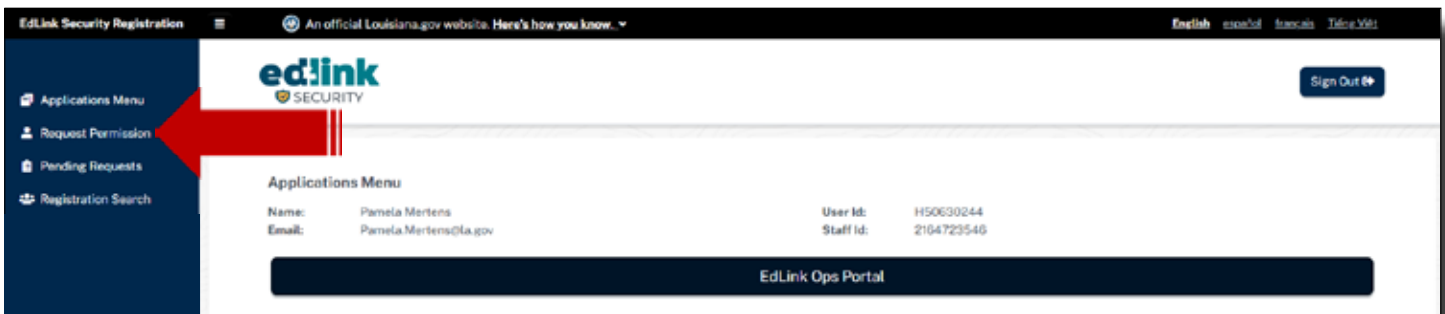
Select Request Permission from the left side Menu.

STEP 2

Select Request Permission from the right side of the screen.

STEP 3

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

STEP 4

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

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

STEP 6

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.

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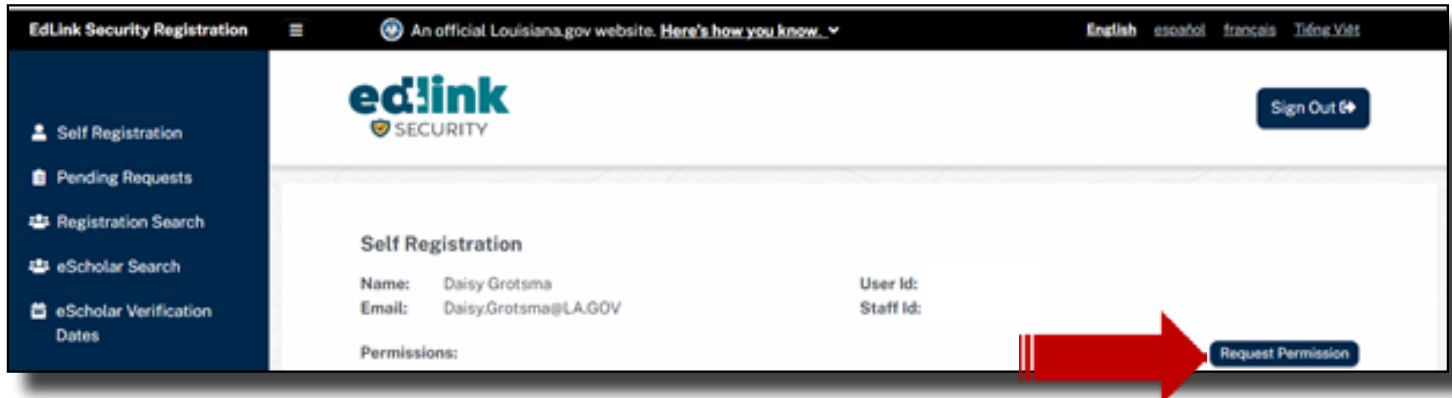
Sign Out in the top right-hand corner of the page. Return to https://ldoe.edlink.la.gov and Sign In.
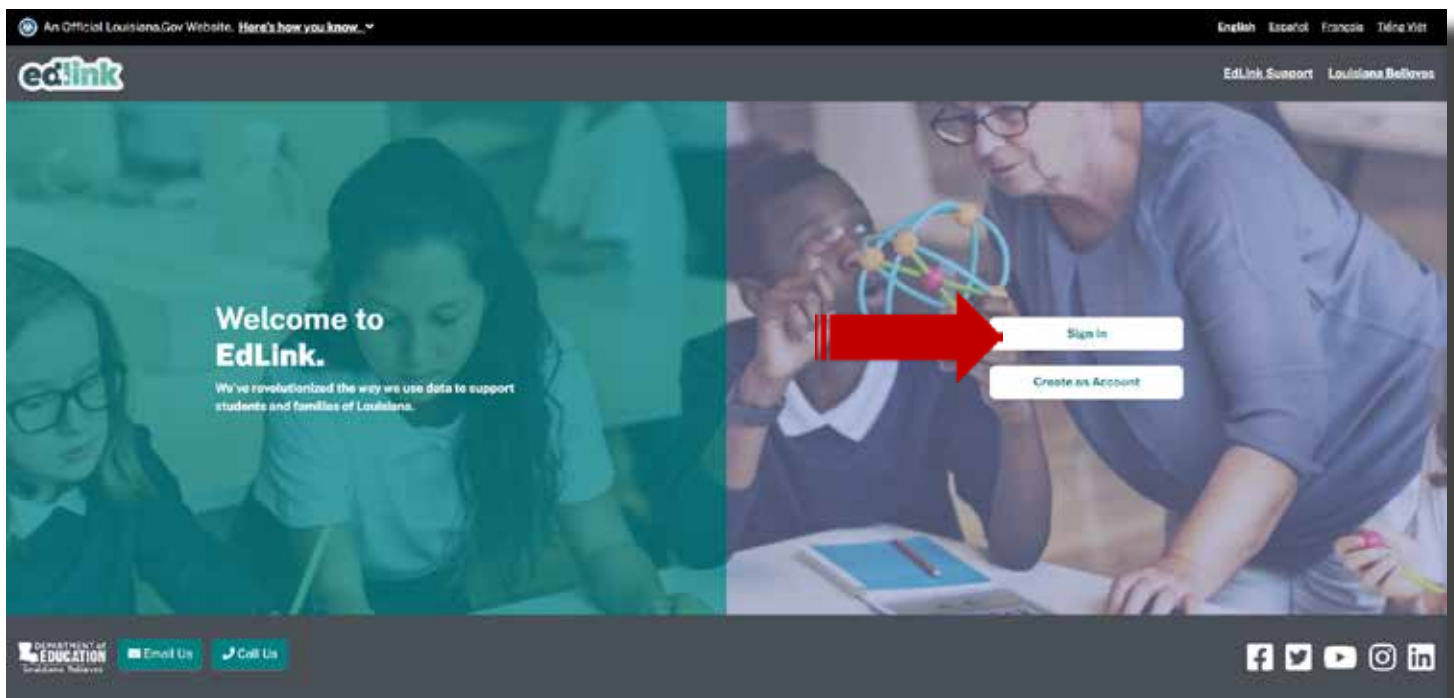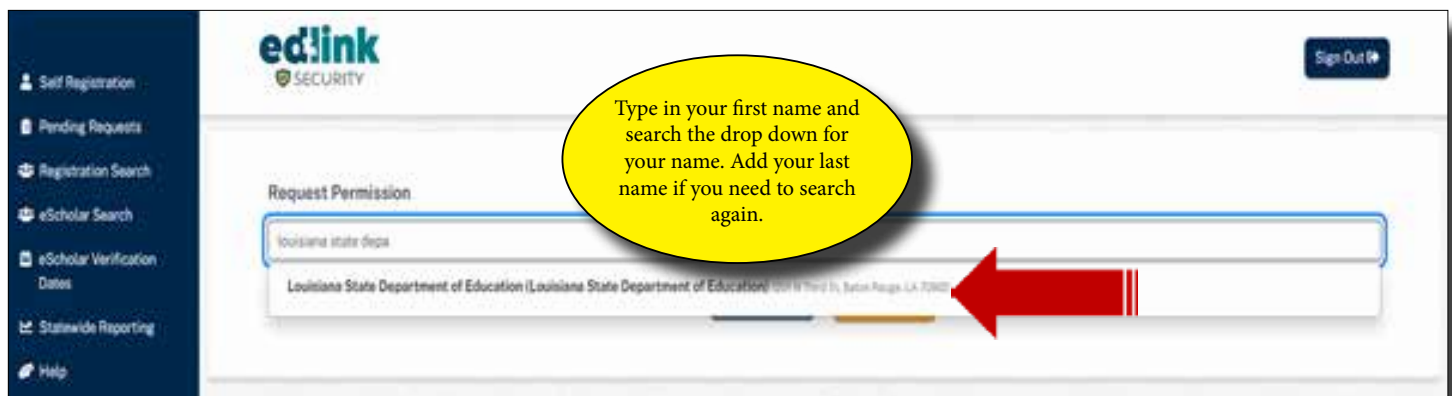
KINDERCONNECT ACCESS

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: https://registration.edlink.la.gov. Type in your name and to see if you have a Staff ID. Select "Request Permission" on the right side of the screen.
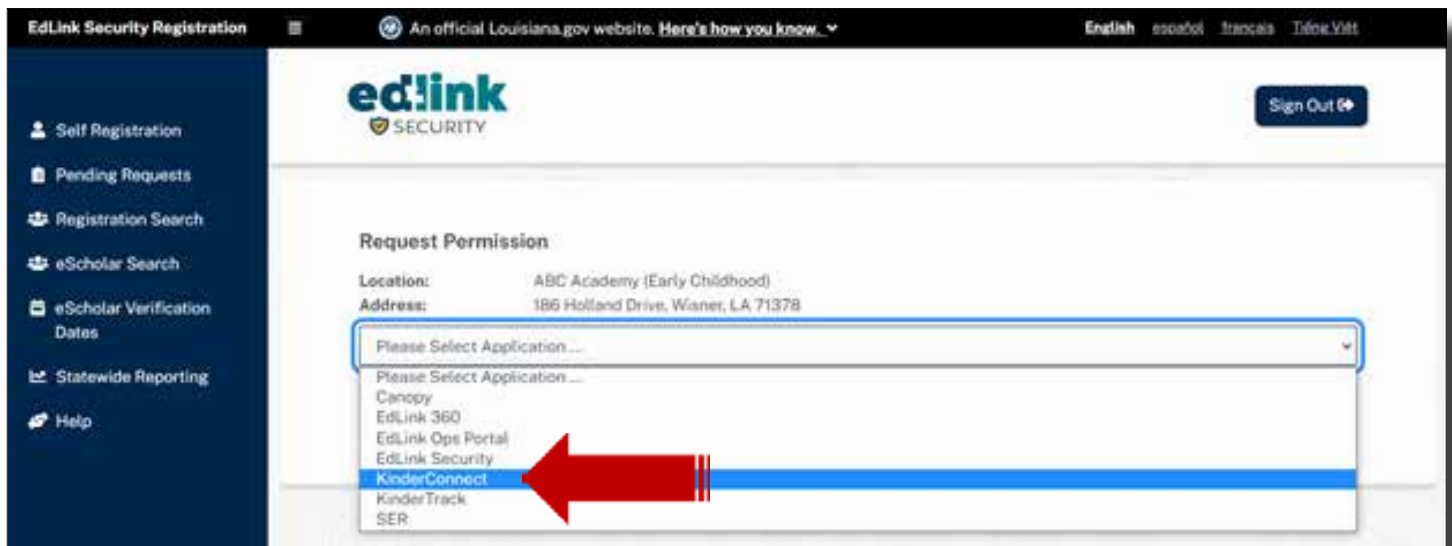

4. From the first drop-down, begin typing "Louisiana State Department of Education".

Type in your first name and search the drop down for your name. Add your last name if you need to search again.

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

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".

*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 https://ldoe.edlink.la.gov/
- Click on Entity Management to find the option "KinderConnect"
- Click on KinderConnect and you will be re-directed to KinderConnect website

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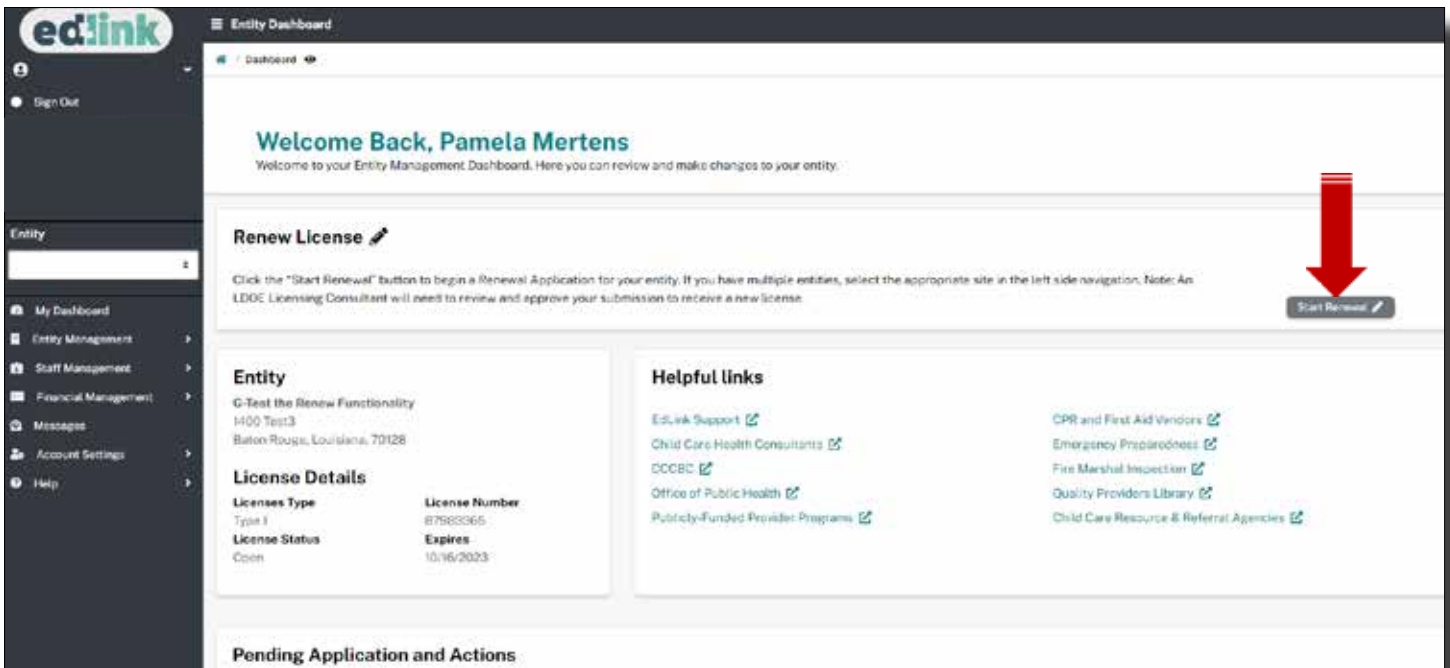
Your Dashboard will display a left-side navigation menu, Entity drop-down, Entity Snapshot, Entity Name, Address, License Status, License Number and Expiration Date of your License or Certification.

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.

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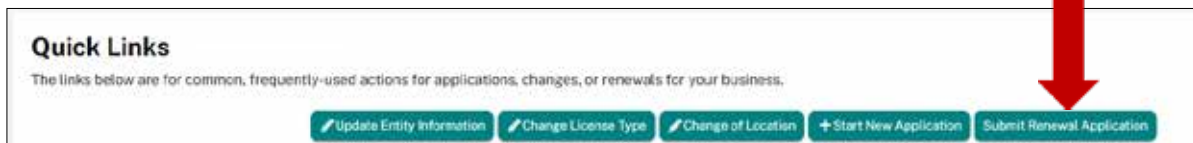
All information pertaining to your Entity will be accessible for change within the Renewal Application. This includes Director and staff additions or deletions, credentials, hours of operation and any changes to your services. Read the instructions carefully once you've opened the Renewal Application.

*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.

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