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## Purpose

The purpose of this manual is to assist Nonpublic Schools in creating an Edlink account and requesting Edlink Security access.

## 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 data systems with one User ID and Password.
- While previous legacy systems may have required communication and exchange via email or paper, Edlink Security virtually eliminates these processes by integrating documentation and requirements.

## Links Utilized in this Document

Link Description	Link
<b>MYLA:</b> Create a User ID and Password or reset a Password.	<a href="https://my.la.gov/">https://my.la.gov/</a>
<b>Edlink Ops Portal:</b> Complete Personal Profile and create an Edlink account.	<a href="https://ldoe.edlink.la.gov/">https://ldoe.edlink.la.gov/</a>
<b>Edlink Security:</b> Request Role Access to Entity/ies.	<a href="https://registration.edlink.la.gov/">https://registration.edlink.la.gov/</a>
<b>Edlink Tech Support:</b> Request Role Access to Entity/ies.	<a href="mailto:nonpublicschools@la.gov">nonpublicschools@la.gov</a>
<b>Edlink Tech Support:</b> Request Technical Support	<a href="mailto:systemsupport@la.gov">systemsupport@la.gov</a>

## Things to Note

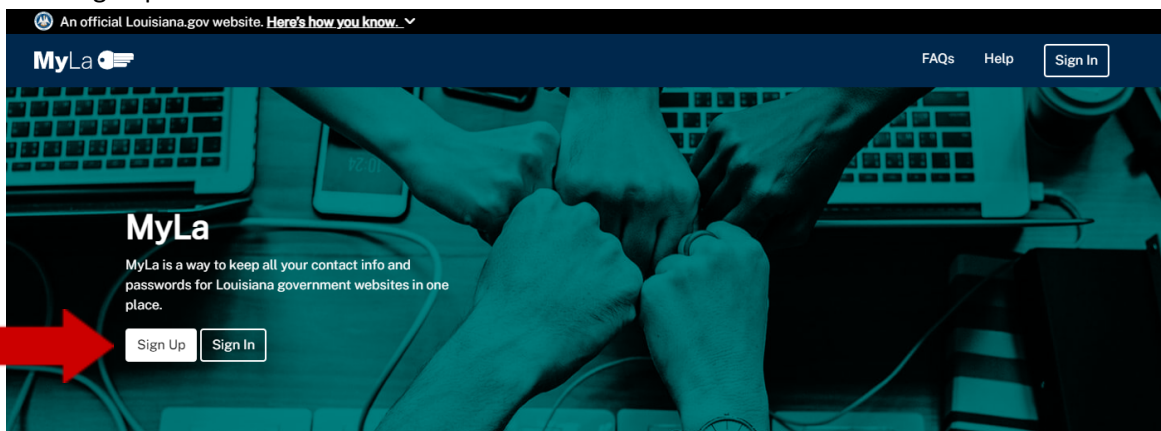
- Google Chrome or Microsoft Edge browsers must be used for functionality of Edlink Systems.
- Do not create a new account if you already have a MyLa account.
- Do not create a new account if you forget your username and password. Use the “Help” button if you are a returning user and do not remember your username and password.

## LDOE Edlink Systems Access

In order to be able to access the systems within Edlink, users must first create a username and password in MYLA, <https://my.la.gov/>. Users who already have a MYLA username and password should not create a new username or password. The steps below outline how to create a username and password in MYLA. Use the “Help” button if you are a returning user and do not remember your username and password.

## Creating a Username and Password in MYLA

- Go to MYLA at <https://my.la.gov/>.
- Click “sign up”.



- Submit your first name and last name.
- Create a username and password. The username should not be an email address.
- Make note of your username and password, as it will be needed in the future.
- Create a PIN.
- Submit your telephone number and work email address. The email address must be an email address specific to the user.
- Click **Create Your Account**

## Confirm Email

An email will be sent to the email on record that you must verify. Click on the Confirm Email option located within the verification email. The verification email will expire in 24 hours.

In order to complete the account creation process, please click the hyperlink below (“Confirm Your Email”) to confirm that you have received this email.

After clicking this link you will be directed back to the Self-Service Portal to log in with your User ID and password.

[Confirm Your Email](#)

This link will expire in 24 hours.

Details: Our records indicate that you have initiated the creation of a State of Louisiana account with User ID [REDACTED] on 12/12/2022 at 10:26:09.

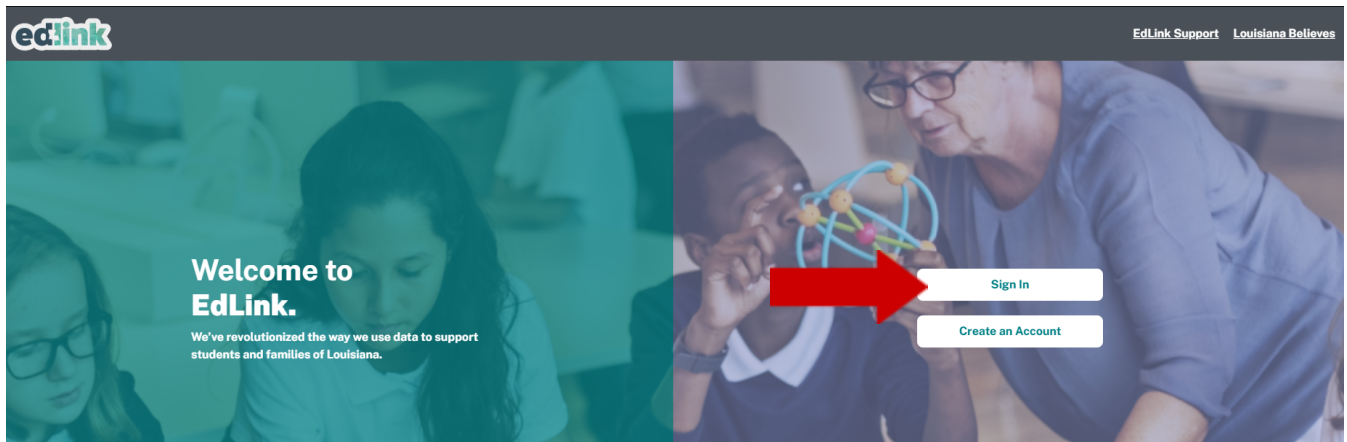
Thank you,

Louisiana Access Service Technology

## Signing in to Edlink and Creating a Profile

Users who already have a MYLA or Edlink username and password should not create a new username or password. The steps below outline how to create a profile in Edlink.

- Go to Edlink at <https://ldoe.edlink.la.gov/#/>.
- Click “Sign in”.



- Sign in to Edlink with the username and password created in MYLA (see page 3).
- Complete your Edlink profile by entering the required information. Complete each box with a red asterisk (\*).

### New User - Personal Profile

Please enter your profile information below to create a new Staff ID or to be associated with an existing Staff ID.

Name and Contact	
<p><b>Member Name</b></p> <p>Prefix <input type="text"/></p> <p>*First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>*Last Name <input type="text"/></p> <p>Suffix <input type="text"/></p>	<p><b>Contact Information</b></p> <p>*Primary Phone Number <input type="text"/></p> <p>Secondary Phone Number <input type="text"/></p> <p>*Email Address <input type="text"/></p> <p>MyLA UserID <input type="text"/></p>

## Address Information

### Physical Address

\*Street Name 1

Street Name 2

\*City  \*State

\*Zip  \*Parish/County

[Copy to Mailing](#)

### Mailing Address

\*Street Name 1

Street Name 2

\*City  \*State

\*Zip  \*Parish/County

## Personal Identification

\*Date of Birth

SSN  This field is optional for K-12.

Identification Number  This field is optional for K-12.

Issuing State  This field is optional for K-12.

\*Gender

\*Race

Married  No

## Note

For the section below select the correct options and use the drop down arrows to select the sponsor and site.

## 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

\*Is this for an existing site or Sponsor?

Yes  No

\*Sponsor

Site

Location ID

Site/School Name

Site Status

Institution Type

Primary Phone Number

Fax Number

Entity Notification Email

Physical Address

Mailing Address

- Click "Save".
- Click "Sign out".

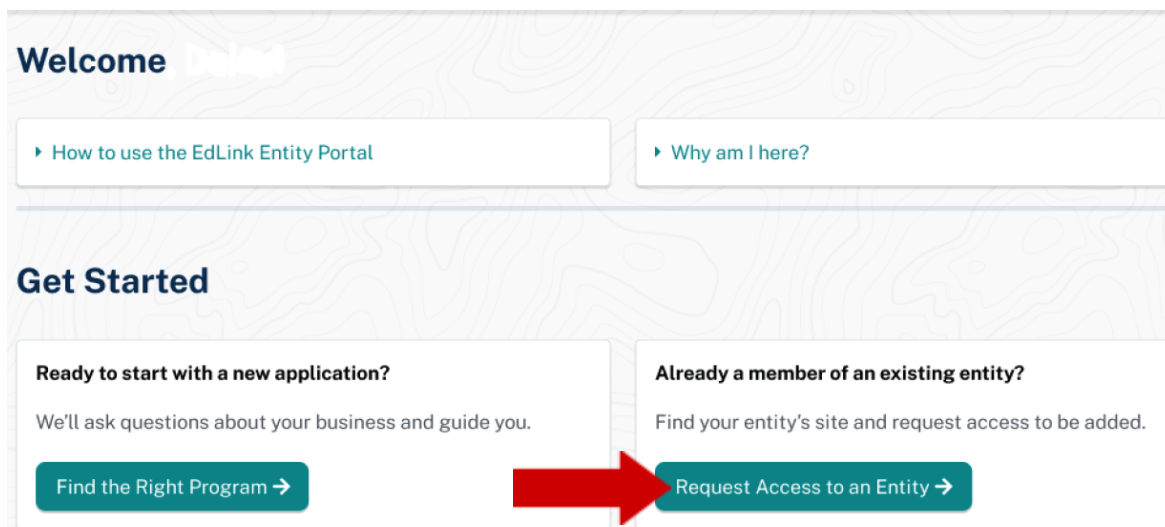
## Requesting Edlink Security Access

Once an Edlink user has completed a profile within Edlink Ops (see page 4-5), the user can now enter Edlink Security. The steps below outline how to request Edlink Security access.

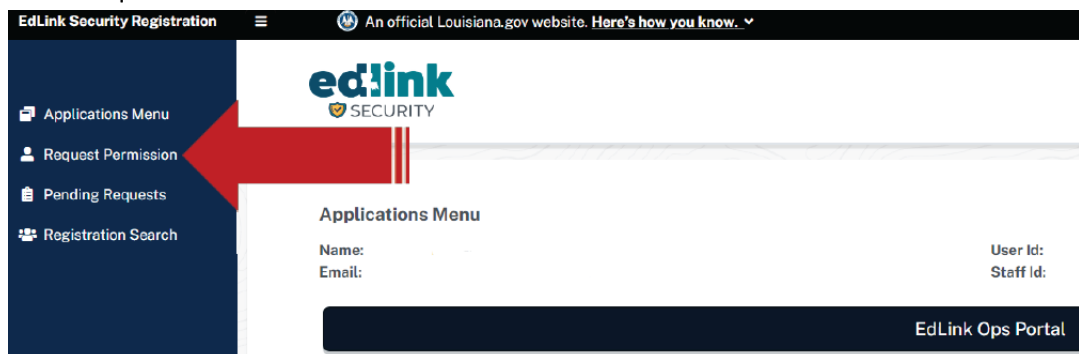
- Go to Edlink at <https://ldoe.edlink.la.gov/#/>. Your personal New User Dashboard will appear. Your NPS Site access will be limited until your request for access has been approved.
- Click “Request Access to an Entity” which will take you to the Edlink Security page.

### My Dashboard

Thank you for creating a new account. Get started below with a new application or request access to an existing organization.



- Click “Request Permission”.



- Click "Request Permission".

The screenshot shows the EdLink Security interface. At the top left is the 'edlink SECURITY' logo. At the top right is a 'Sign Out' button. Below the logo is the 'Request Permission' section. It contains fields for 'Name:', 'Email:', 'User Id:', and 'Staff Id:'. The 'User Id:' field contains 'H50630244' and the 'Staff Id:' field contains '2164723546'. Below these fields is a 'Permissions:' section with a large red arrow pointing to a 'Request Permission' button.

- Select "Nonpublic".

The screenshot shows the EdLink Security interface. At the top is a navigation bar with 'EdLink Security Registration', a hamburger menu, a globe icon, and the text 'An official Louisiana.gov website. Here's how you know.' followed by language options: 'English', 'español', 'français', and 'Tiếng Việt'. Below the navigation bar is the 'edlink SECURITY' logo and a 'Sign Out' button. On the left is a dark blue sidebar with a menu: 'Applications Menu', 'Request Permission', 'Pending Requests', 'Registration Search', 'eScholar Search', 'eScholar Verification Dates', 'Statewide Reporting', and 'Help'. The main content area is titled 'Request Permission' and features a dropdown menu with the text 'Please make a selection based on your information system access needs ...'. The dropdown is open, showing options: 'Early Childhood (ECE)', 'K-12 Accountability (K12AC)', 'K-12 Public Schools (K12P)', 'Louisiana State Department of Education (LDOE)', 'Nonpublic (NP)', 'Professional Development (PD)', 'Special Education (SER)', and 'Teacher Prep Provider (TPP)'. The 'Nonpublic (NP)' option is highlighted in blue.

- Select "Edlink Ops Portal".

The screenshot shows the EdLink Security interface. At the top is a navigation bar with 'EdLink Security Registration', a hamburger menu, a globe icon, and the text 'An official Louisiana.gov website. Here's how you know.' followed by language options: 'English', 'español', 'français', and 'Tiếng Việt'. Below the navigation bar is the 'edlink SECURITY' logo and a 'Sign Out' button. On the left is a dark blue sidebar with a menu: 'Applications Menu', 'Request Permission', 'Pending Requests', 'Registration Search', 'eScholar Search', 'eScholar Verification Dates', 'Statewide Reporting', and 'Help'. The main content area is titled 'Request Permission' and shows the 'Organization' as 'Nonpublic (NP)'. Below this is a 'Type:' label and a dropdown menu with the text 'Please Select Application ...'. The dropdown is open, showing options: 'Please Select Application ...', 'EdLink Ops Portal', and 'EdLink Security (Access)'. The 'EdLink Ops Portal' option is highlighted in blue.



- Select “District and Local”.

EdLink Security Registration | An official Louisiana.gov website. Here's how you know. | English | español | français | Tiếng Việt

**edlink** SECURITY | Sign Out

**Request Permission**

Organization: Nonpublic (NP) ↻

Type:

Application: EdLink Ops Portal ↻

Please Select Location Filter ...

- Please Select Location Filter ...
- District (School System)
- Local (Site)
- District and Local**

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- Type in your school's name.

EdLink Security Registration | An official Louisiana.gov website. Here's how you know. | English | español | français | Tiếng Việt

**edlink** SECURITY | Sign Out

**Request Permission**

Organization: Nonpublic (NP) ↻

Type:

Application: EdLink Ops Portal ↻

Location Filter: District and Local ↻

eliz

- St. Elizabeth Ann Seton School (Nonpublic)**  
4335 Sal Lentini Parkway, Kenner, LA 700651644  
District Code: 506 Site Code: 506124
- St. Elizabeth School (Nonpublic)

Louisiana Department of Education  
1201 North Third Street, Baton Rouge, LA 70802-5243  
Toll-Free: 1.877.453.2721

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- Select “NPS Manager”. NOTE: There should be no more than one NPS School Manager per site.

The screenshot shows the 'Request Permission' form in the EdLink Security Registration system. The form fields are: Organization: Nonpublic (NP); Type: (blank); Application: EdLink Ops Portal; Location Filter: District and Local; Location: St. Elizabeth Ann Seton School (Nonpublic); Address: 4335 Sal Lentini Parkway, Kenner, LA 700651644; District Code: 506; Site Code: 506124. A dropdown menu for 'Please Select Role ...' is open, showing options: NPS School Manager (highlighted), SPS District Administrator, SPS District Data Analyst, SPS School Administrator, and SPS School Data Analyst. The left sidebar contains navigation links: Applications Menu, Request Permission, Pending Requests, Registration Search, eScholar Search, eScholar Verification Dates, Statewide Reporting, and Help. The footer includes the Louisiana Department of Education logo and contact information.

- Click “Submit Request”.

This screenshot is identical to the previous one, showing the 'Request Permission' form. In this view, the dropdown menu is closed, and the 'Submit Request' button is highlighted with a blue border. The 'Cancel Request' button is also visible. The rest of the page content, including the sidebar and footer, remains the same.