Table of Contents

Edlink Security Information.....2
- Purpose
- General Information
- Links Utilized in this Document
- Things to Note

Louisiana Department of Education (LDOE) Systems Access….....3

Signing in to Edlink and Creating a Profile.....4

Requesting Edlink Security Access.....6

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
MYLA: Create a User ID and Password or reset a Password.	https://my.la.gov/
Edlink Ops Portal: Complete Personal Profile and create an 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.	nonpublicschools@la.gov
Edlink Tech Support: Request Technical Support	systemsupport@la.gov

Things to Note

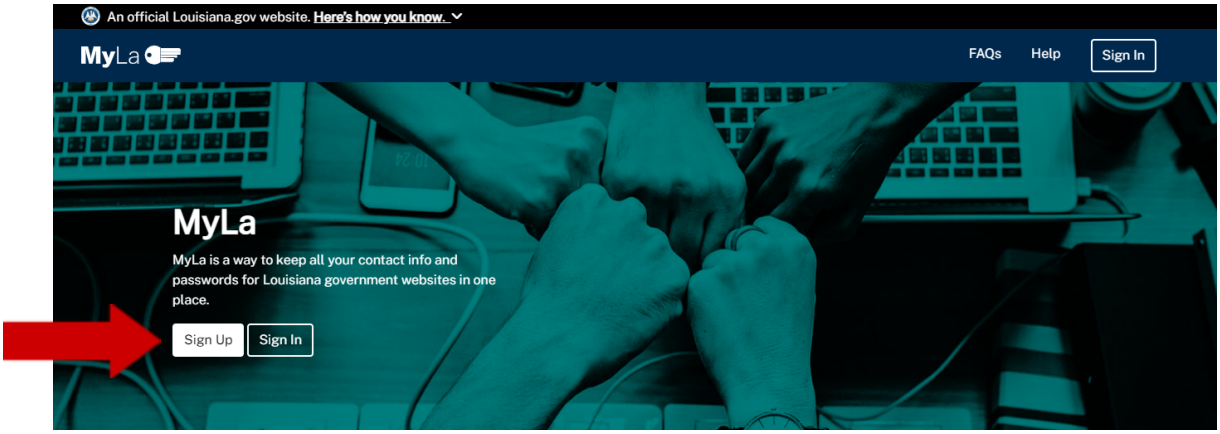
- Google Chrome or Microsoft Edge browsers must be used for functionality of Edlink Systems.
- Do not create a new account if you already have a MyLa account.
- Do not create a new account if you forget your username and password. Use the “Help” button if you are a returning user and do not remember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

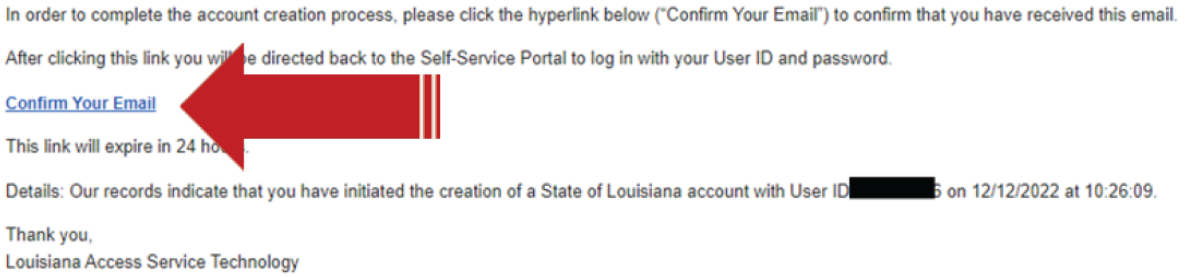
- Go to MYLA at https://my.la.gov/.
- Click "sign up".



- 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.

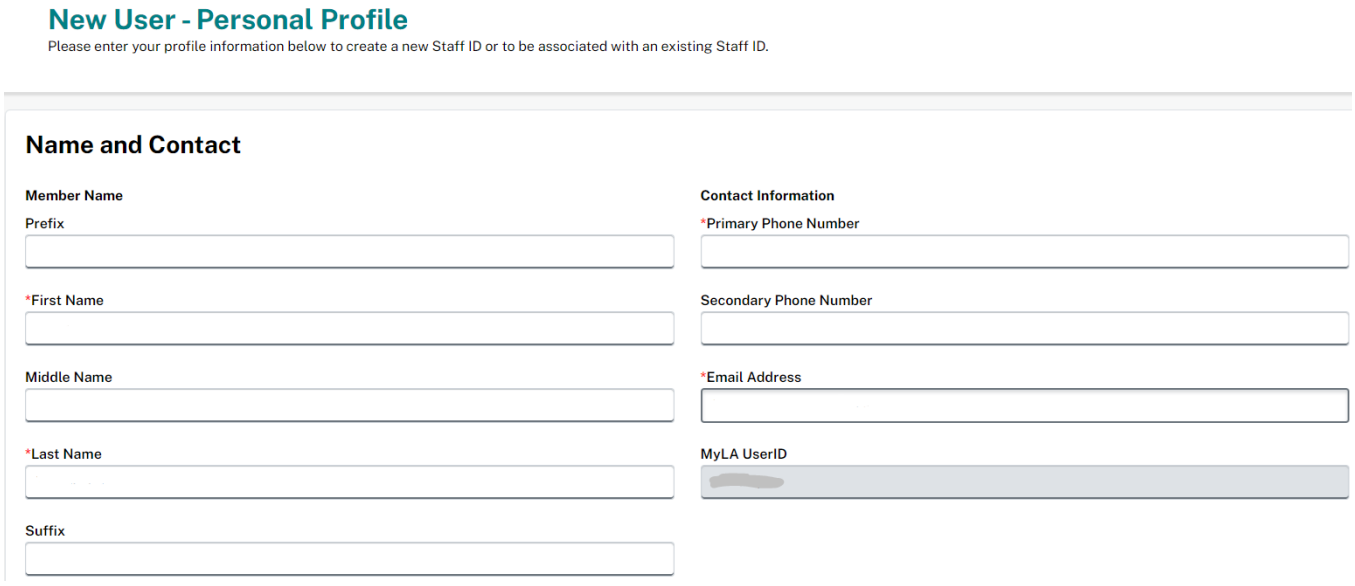


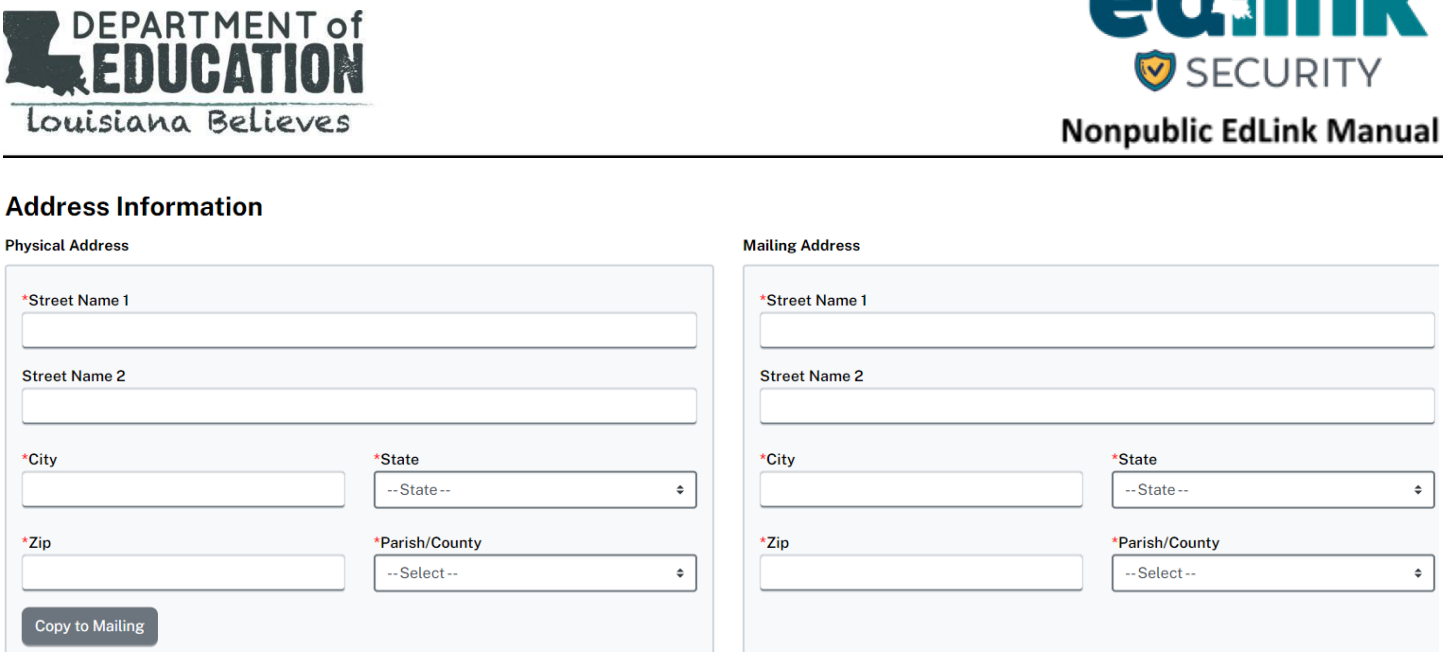
Signing in to Edlink and Creating a Profile

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".

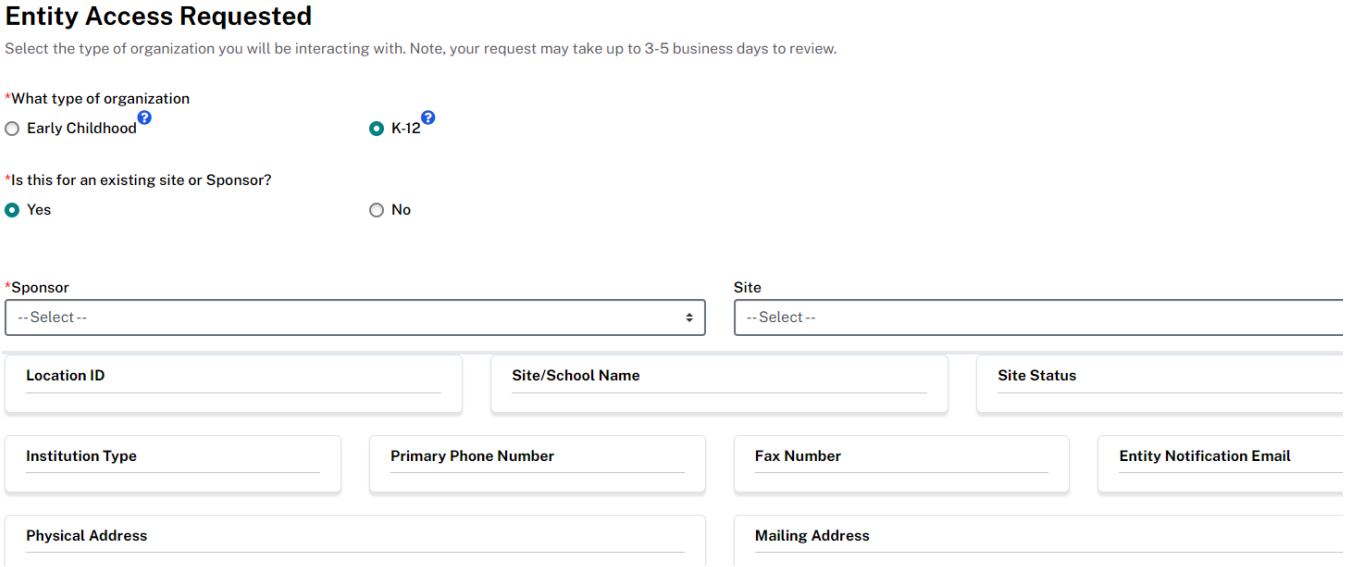
- Sign in to Edlink with the username and password created in MYLA (see page 3).
- Complete your Edlink profile by entering the required information. Complete each box with a red asterisk (*).





Note

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

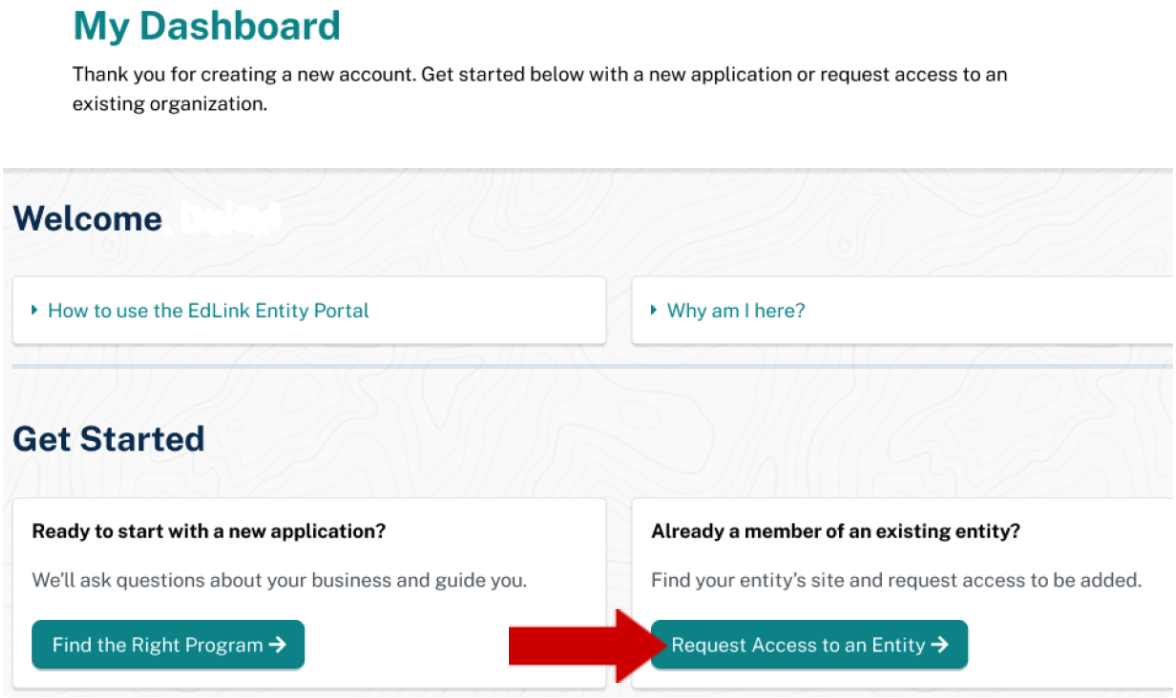


- Click “Save”.
- Click “Sign out”.

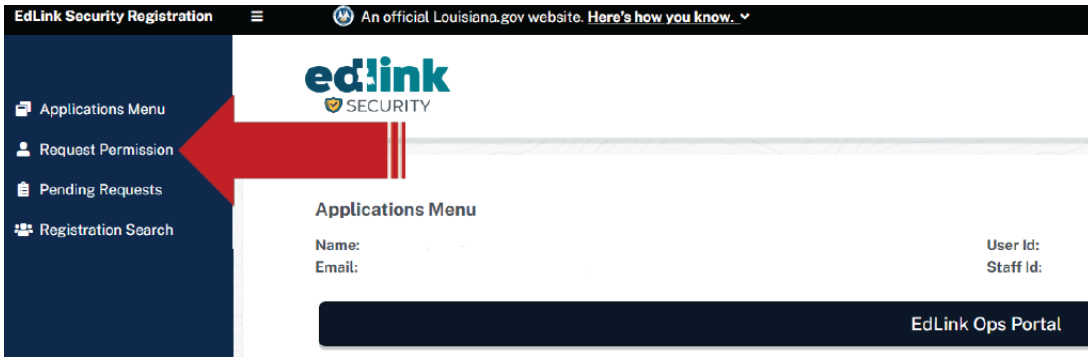
Requesting Edlink Security Access

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.

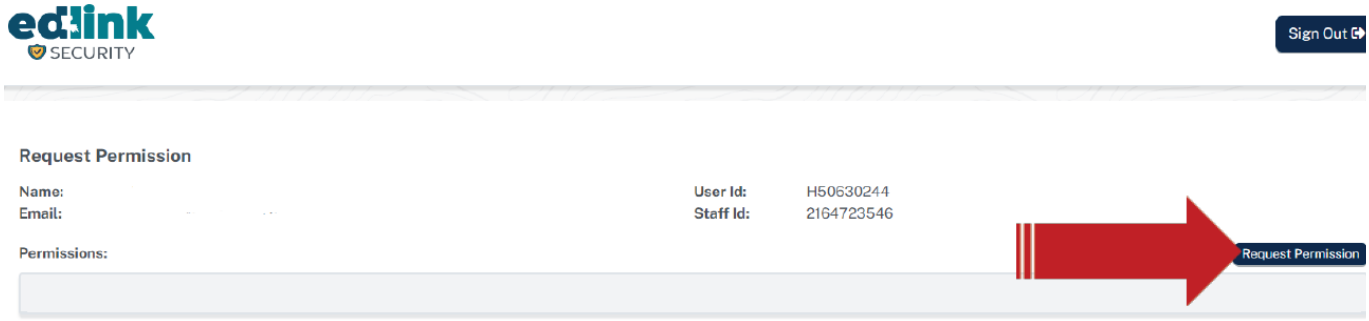
- Go to Edlink at https://ldoe.edlink.la.gov/#/. Your personal New User Dashboard will appear. Your NPS Site access will be limited until your request for access has been approved.
- Click "Request Access to an Entity" which will take you to the Edlink Security page.



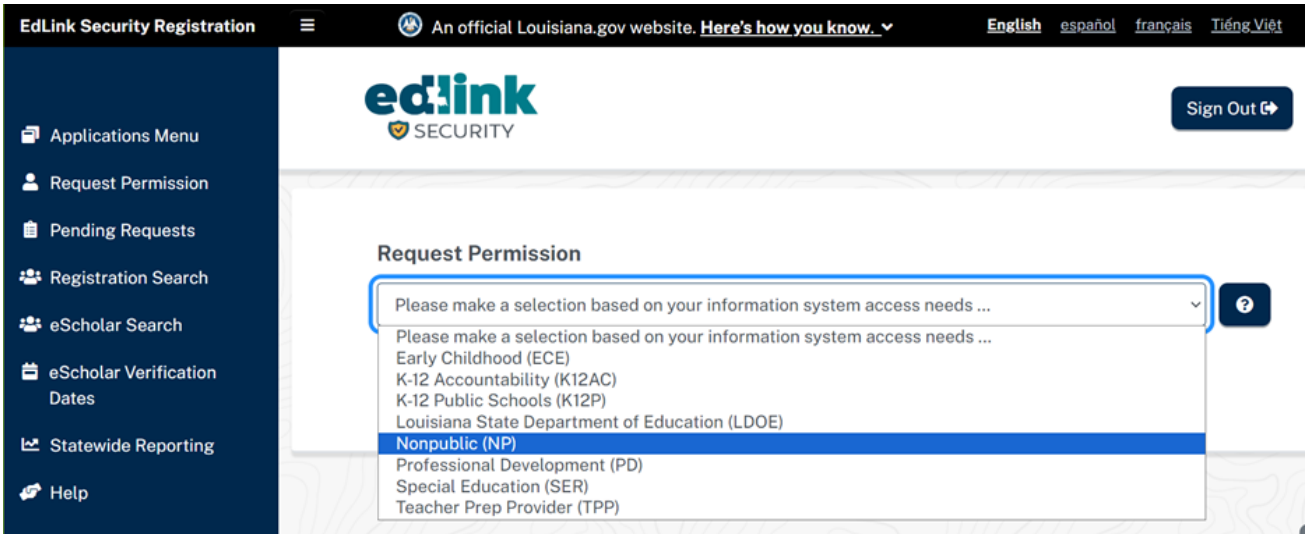
- Click "Request Permission".



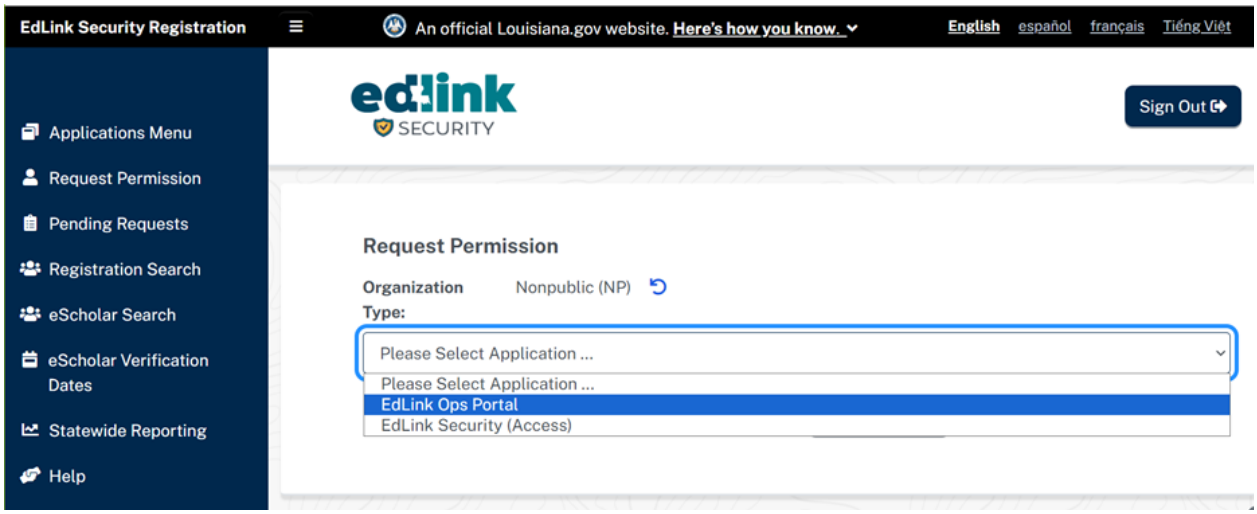
- Click “Request Permission”.



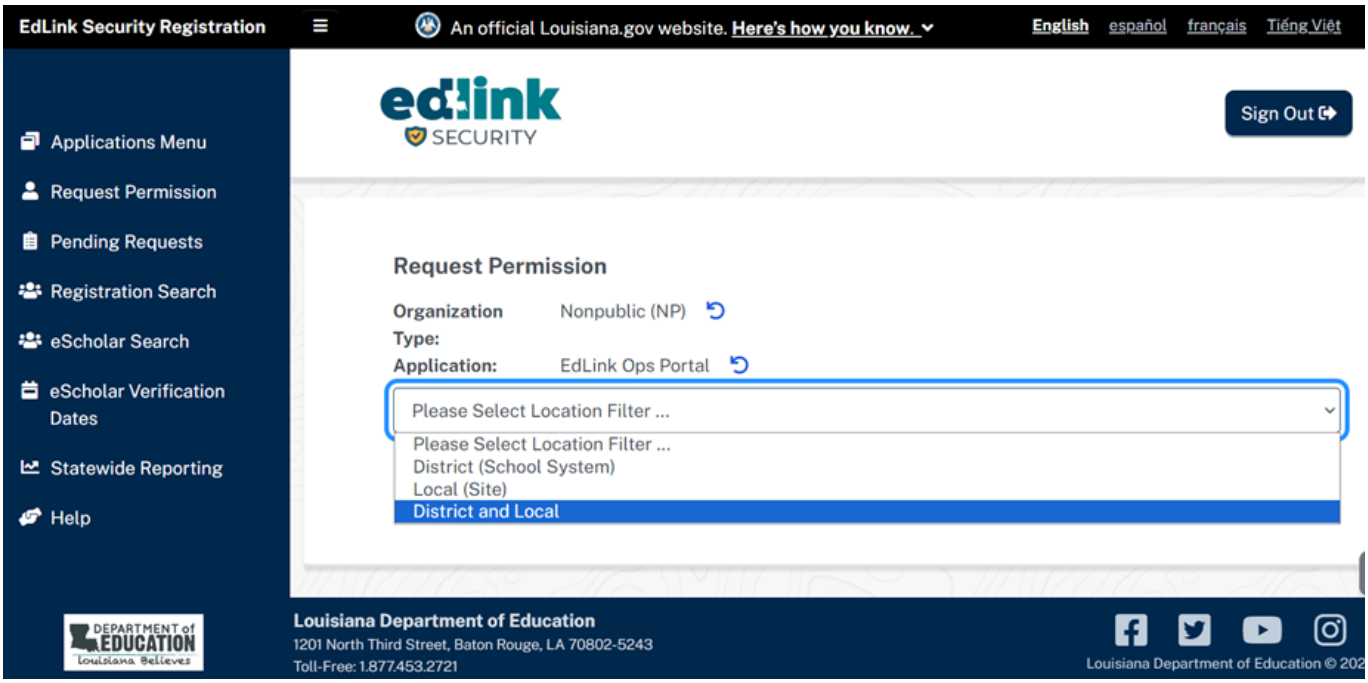
- Select “Nonpublic”.



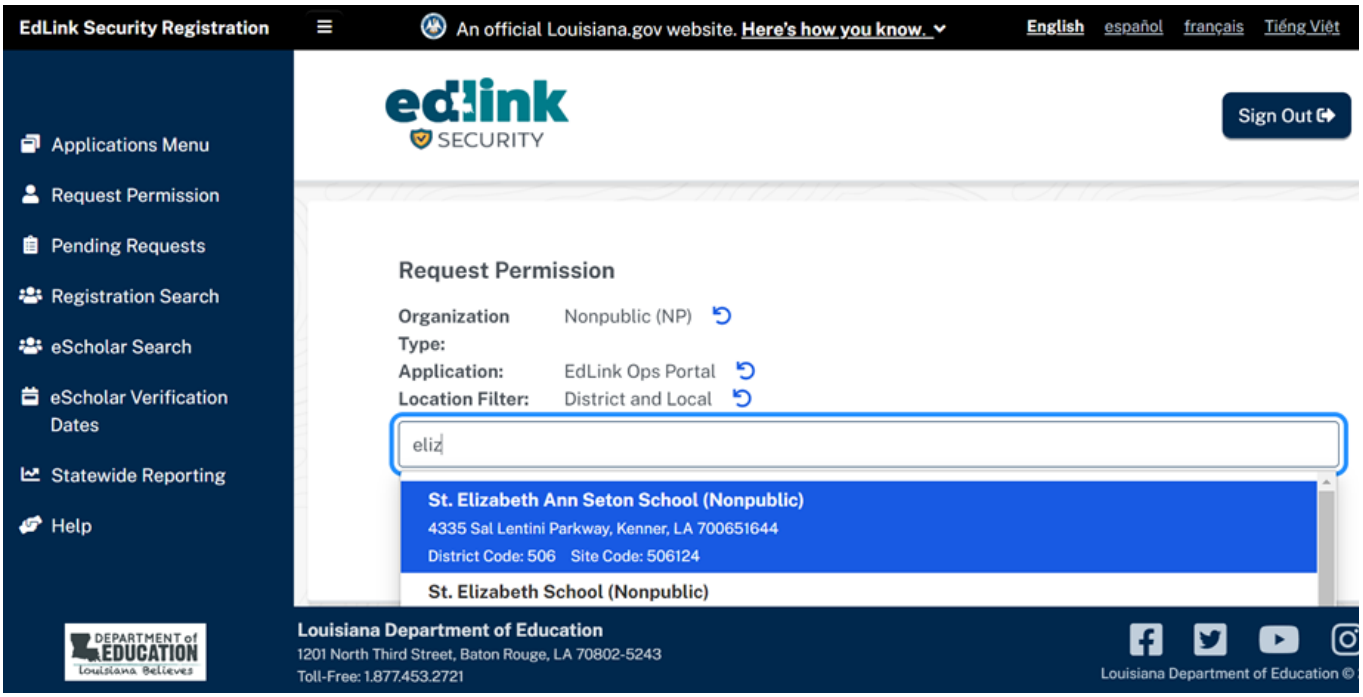
- Select “Edlink Ops Portal”.



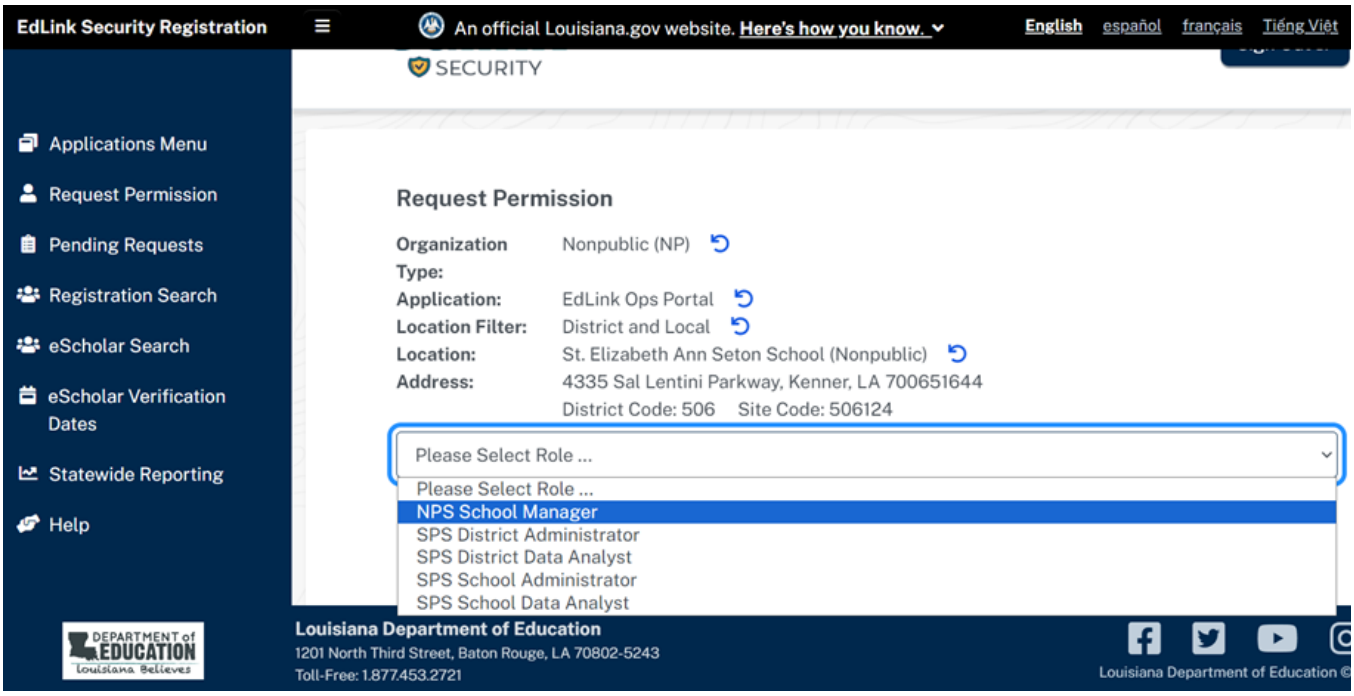
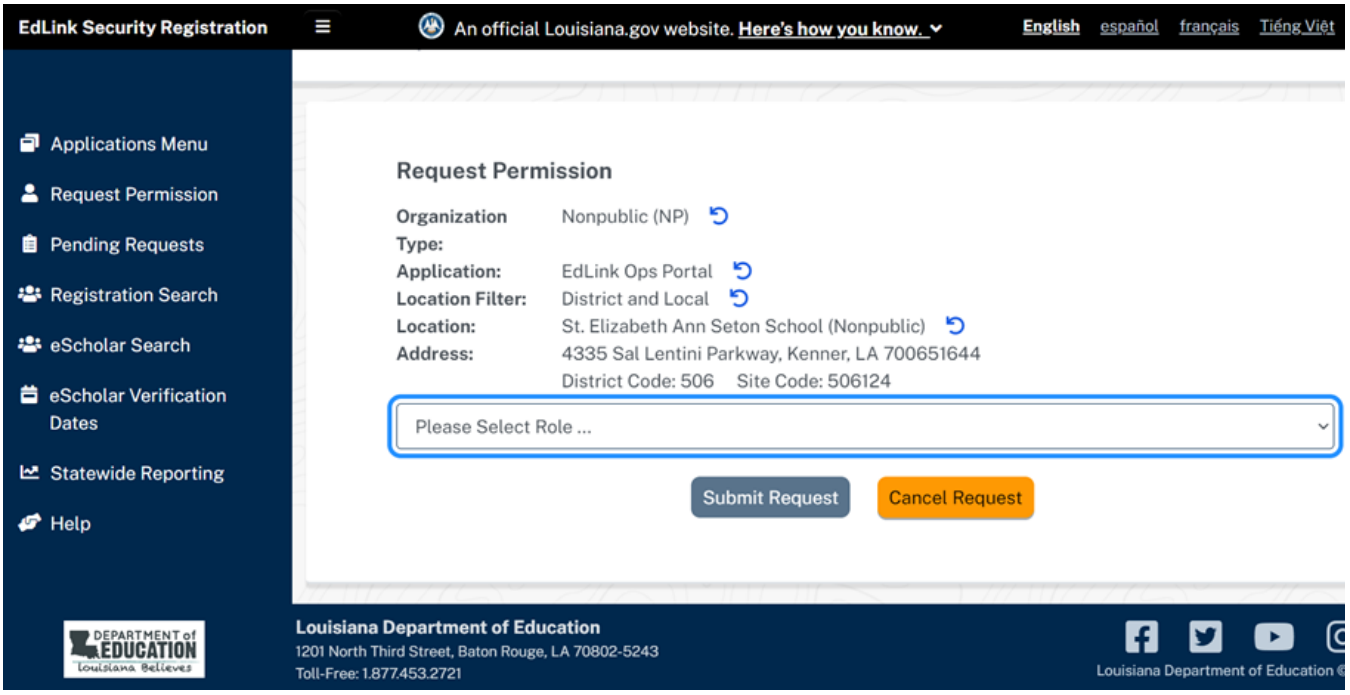
- Select “District and Local”.



- Type in your school’s name.



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



- Click “Submit Request”.