

# How to Grant Secure User Access in DOE Online

- 1) Locate the “Account Request Administration” menu, which is located under “Administration” and “User Security” in the Left Menu.

The screenshot shows the DOE Online navigation menu. The menu is structured as follows:

- DOE Online
- Home | Logout
- Search Engine
- Job Bank
- HB1193 Offense Collect
- Events
- CID
- Finance
- Accreditation
- Administration
  - MasterFile
  - User Security
    - Account Request Administration
  - Site Administration
    - Change Password
  - Site Navigation
- Learning Technologies
- Assessment
- Learning Connection
- Learning Resources
- Legal Search
- Core 40
- Student Services
- Media Contacts
- ISTEP+ Workshop
- School Traffic Safety
- NSLP Admin

The "Account Request Administration" menu item is highlighted with a red box.

- 2) This will open the “User Account Request Administration” function. Select user group, such as “Assessment Test Coordinator”, from the Drop Down Menu, which will filter the request list. Select the “Search” button.

The screenshot shows the 'User Account Request Administration' page. On the left is a navigation menu with items like 'Search Engine', 'Job Bank', 'HB1193 Offense Collect', etc. The main area has a title 'User Account Request Administration' and a 'Display Requests for group:' dropdown set to '-- ALL --'. A search button is next to it. Below is a table with columns: 'Corp School', 'Name', 'Email', 'Phone', 'Possible UserName', and 'Group requested'. A dropdown menu is open over the 'Group requested' column, listing various roles. 'Assessment Test Coordinator' is highlighted. A red arrow points from this selection to the 'Group requested' column header in the table. Another red arrow points from the 'Search' button to the search input field.

Corp School	Name	Email	Phone	Possible UserName	Group requested
1125 0000	Showalter, Lis	showaltl@clay.k12.in.us	812-446-4120		
3785 0000	Sanelli, Sharol	ssanelli@kv.k12.in.us	219-987-4711 (785)		Assessment Test Coordinator

The resulting list will show any user requests for a login for the specific chosen user group in this case “Assessment Test Coordinator”.

- 3) For any request, select the “Show Matches” link at the far right of the request row in the report:

The screenshot shows a table with columns: 'Phone', 'Possible UserName', 'Group requested', 'Reason', and 'Actions'. The second row has 'Show Matches' circled in green. An arrow points from the text above to this link.

Phone	Possible UserName	Group requested	Reason	Actions
2-279-40	C160	Assessment Test Coordinator	New principal	Show Matches Deny
0-622-51		Assessment Test Coordinator	obtaining DOE Online Username/Password	Show Matches Deny
7-889-60	hcrawford	Assessment Test Coordinator		Show Matches Deny
05893131		Assessment Test Coordinator	Attempting to obtain a DOE Online Username and	Show Matches Deny

This will search the security database for any existing users with matching email address. This allows you to add existing DOE Online authorized users to a new security group, without issuing a new userid.

- 4) If the selected requester already has DOE Online userid, the system will display the message “Definite Matches based ONLY on Email address”: at the bottom of the screen, along with the userid and security groups to which this requester belongs. You may select the “Merge” link for this user and the new security access will be added to their existing account. The users password will NOT change.

Email	User Name	Description	GroupList	Actions
s.k12.in.us	hcrawford	Core 40 Test Coordinator	Core 40 Test Coordinator LM User Assessment Test Coordinator	Merge
s.k12.in.us	HelCraw353		Core 40 CA User LM User	Merge

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- 5a) The requester will receive an email confirming the change has taken place:

*Your account for DOE Online has been modified.*

*User ID: IDOELane*

*Password: Was not changed*

*NOTE: THE "User ID" AND "Password" ARE CASE SENSITIVE.*

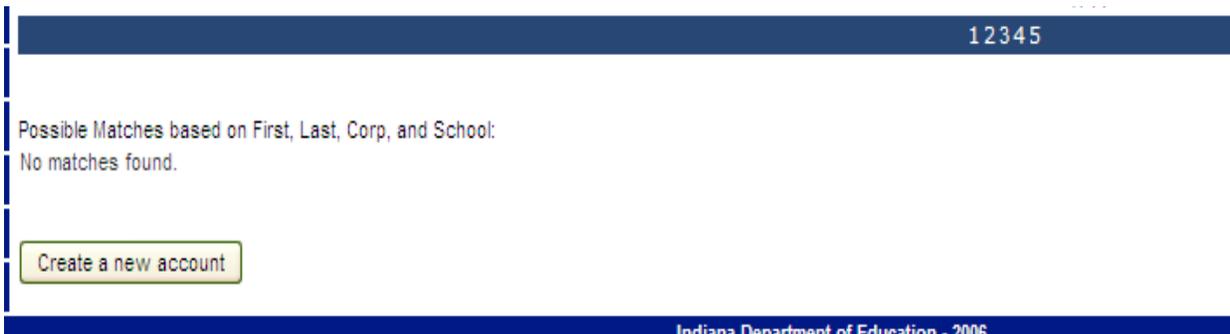
*You will be able to change your password upon logging in.*

*Login URL: <https://dc.doe.state.in.us/DOEOnline/Login.aspx>*

*This account belongs to the following groups:*

*- DOE user with group XX permissions*

- 5) If the selected requester does NOT have a DOE Online userid, the system will display the message “No Matched Found.”. You may select the “Create new account” button in the lower left of the screen. A new userid and password will be created for this requester, for the requested security user group.



6a) The requester will receive an email confirming the change has taken place:

*You have been given a new account for DOE Online.*

*User ID: dscribe*

*Password: 5QV2T\*e#*

*NOTE: THE "User ID" AND "Password" ARE CASE SENSITIVE.*

*You will be able to change your password upon logging in.*

*Login URL: <https://dc.doe.state.in.us/DOEOnline/Login.aspx>*

*This account belongs to the following groups:*

*- DOE user with group XX permissions*

6) If you DO NOT wish to grant access to a requester, you may select the "Deny" link for that request:



Corp Scho	Name	Title	Email	Phone	Assessment Test Coordinator	Password	Show Matches	Deny
						To update Test Coordinators (ISTEP+ End...		

The requester will receive an email confirming that the request was denied.

Once a request has been granted, merged or denied, it will be removed from the list.