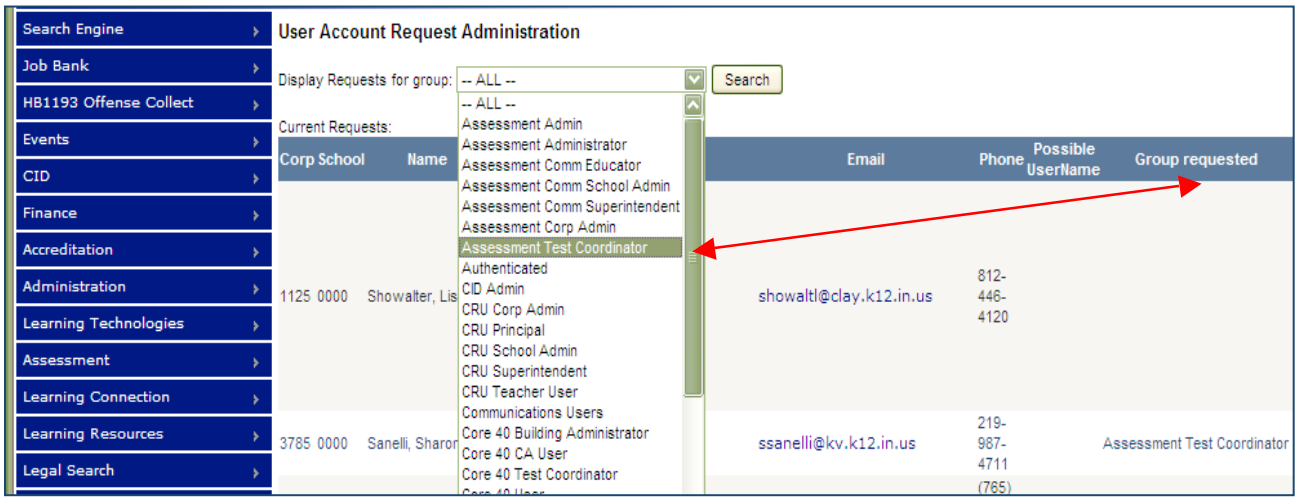
How to Grant Secure User Access in DOE Online

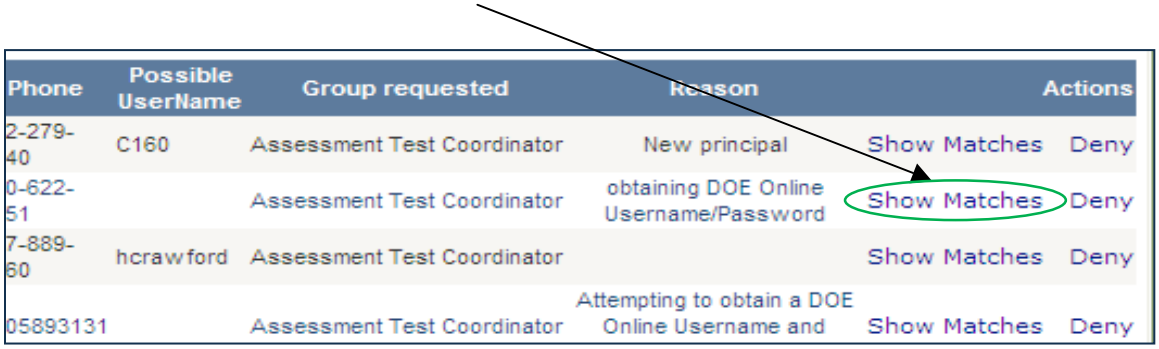
1) Locate the “Account Request Administration” menu, which is located under “Administration” and “User Security” in the Left Menu.

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.



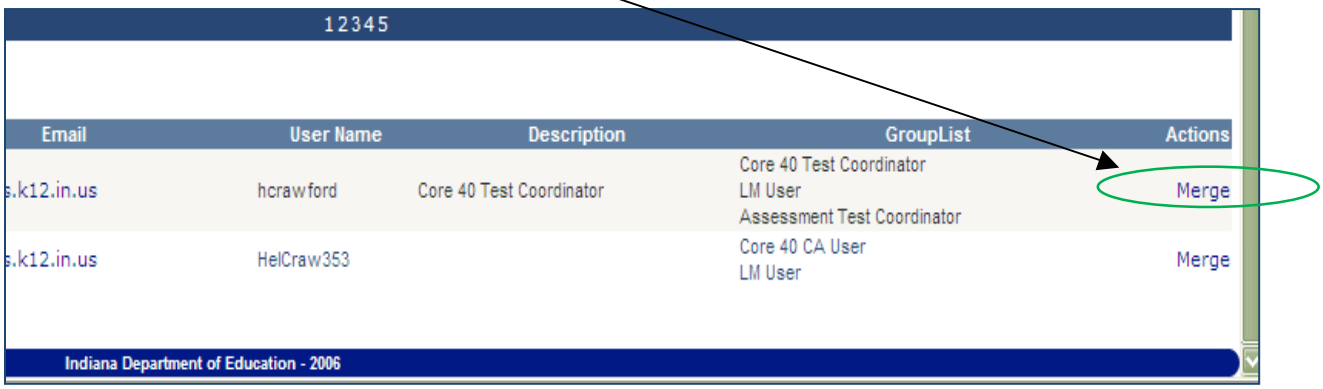
The resulting list will show any user requests for a login for the specific chosen user group in this case “Assessment Test Coordinator”.

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



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.



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

Your account for DOE Online has been modified.

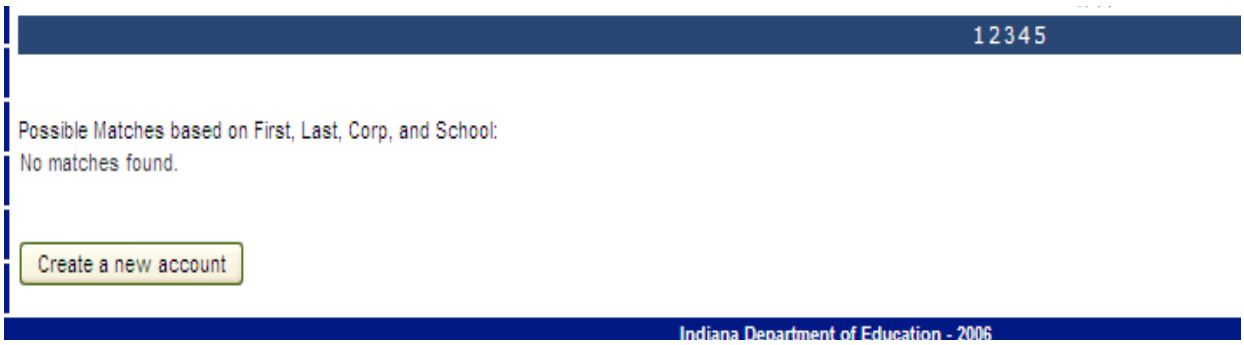
User ID: IDOELane
Password: Was not changed

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.

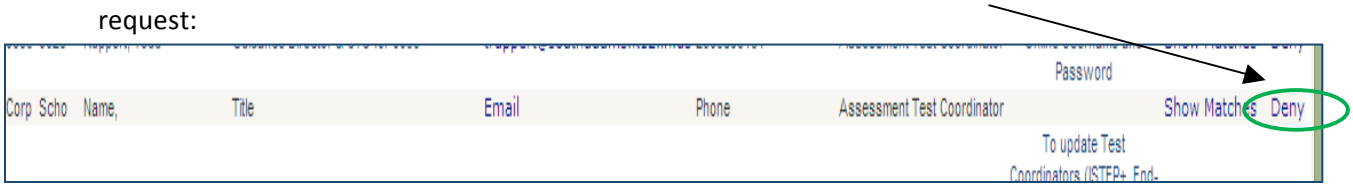
User ID: dscribe
*Password: 5QV2T*e#*

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:



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.