

Education Organization Registration Process

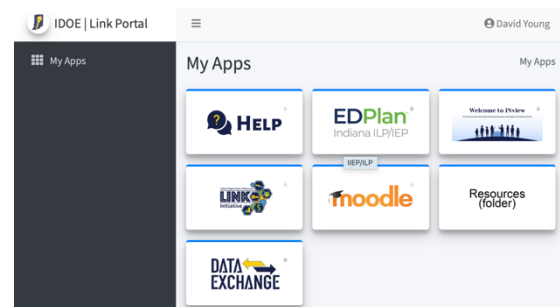
Purpose:

The purpose of this document is to outline the steps and information that an Educational Organization that does business with the Indiana Department of Education (IDOE) needs to do in order to be configured with the appropriate Security Access at the IDOE.

Domain Recognition

The IDOE has implemented an Identity solution that leverages the Cloud identities, Microsoft 365 and Google G-Suite. This allows for schools and other education organizations to achieve single sign-on integration into IDOE systems, utilizing their own local credentials. The Identity server is able to recognize an organizations' Google's G Suite for Education or Microsoft 365.

Already, all public corporations and charters, education service centers, charter authorizers, migrant centers, and 99% of non-public schools have had their domains recognized and can access applications by logging into the LINK portal (<https://link.doe.in.gov>). Upon login, the user will see displayed the IDOE systems to which they have access, as tiles.



Every educational organization in the state that requires an IDOE login can have their Google G-Suite –OR– Microsoft 365 domain recognized. The information, outlined below, is for those organizations that the IDOE does business with.

Information IDOE Needs

Each organization will need to designate the organizations' use of either Google G-Suite or Microsoft 365 as the preferred IDOE authentication method. The first step of this process is sending the information, below, to the IDOE either via an email to link@doe.in.gov or by completing a help desk ticket.

- **Name/ID of Organization:** _____
- **Choice:** Google G-SUITE –OR– Microsoft 365 domain?
If MS365, IDOE needs the issuer id/tenant ID for the domain. This is a GUID

NOTE: System administrators can locate this by going to:

<https://docs.microsoft.com/en-us/onedrive/find-your-office-365-tenant-id>

On this link, there is a link called, "Properties Page", which will prompt a local login. Then, the GUID we need can be found under the Properties tab and is in the Directory ID field.

- **Domain** for either Google or MS365: example: corp.k12.in.us
- **Email account for the above domain for the Organization Lead/Superintendent/Head of School**
- **Email account for the above domain for the lead technical person**

Things to know:

- Emails **MUST** match the domain IDOE is configuring
- “gmail” is not a domain and google emails (@gmail.com) will not work
- The domain IDOE is looking for is not the website address—it is possible it’s the same, but often not
- Schools often have multiple domains—IDOE will only recognize a single one.
- The Google domain/email often doesn’t match the public email address. IDOE will need the google email that matches the domain, which is also the username a user logs into G-Suite with (i.e. a G-suite email address).
- Superintendents and Principals often have “public” emails like superintendent@corp.k12.in.us, or principal@school.org. These are **NOT** the emails IDOE will need and for security, IDOE will not configure these to use as the first account.
- Sometimes multiple organizations share the same domain. For example, multiple charters can utilize the same domain. This is ok. IDOE can configure the same domain for two educational organizations.
- IDOE can recognize a sub-domain or multiple sub-domains if requested. (At least one corp is set up to recognize “staff.corp.k12.in.us” and “admin.corp.k12.in.us”, rather than corp.k12.in.us (They did not choose to add “student.corp.k12.in.us”))
- Most corporations, everyone in the domain (including students) can login. This is ok as the security will be handled by roles/staffclassifications

Overall Process to configure a new domain

Step 1: Official of the organization provides domain information we need

Step 2: IDOE reviews information, verifies organization is valid, checks current configurations, and registers domain

Step 3: IDOE configures the organization lead with the onboarding role and sends notification to: the organization lead and lead technical person

Step 4: Organization Lead logs into LINK

to accept the legal assurances and identify each organization’s Data Security Coordinator(s).

- [Accepting Organization Assurances](#)
- [Terms of Use](#)
- [Organization Assurances](#)

The LINK Portal is a modest, single point of entry for IDOE systems and yet represents a significant step forward in efficiency for the schools in accessing state government resources.