

To: Special Education Cooperative Directors

From: Dr. Nancy Holsapple, Director of Special Education
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Subject: Accessing IDOE System via the LINK portal

Indiana educators are now able to use their school-provided email credentials to login to Indiana Department of Education (IDOE) systems via the LINK portal (<https://link.doe.in.gov>). What this means is that all public and non-public accredited schools are able to use Google's G-Suite for Education or Microsoft's Office 365, for the login and password for future IDOE applications. Schools that do not yet have one of these products should consider using one or the other to streamline access to IDOE systems.

IDOE is now ready to configure this same access for Special Education Cooperatives. This access will:

- Allow Special Education Cooperatives to build out their INview profiles by adding images and text as program highlights. (<https://inview.doe.in.gov>)
- Eventually provide access to the INTelligent system for applying for the 403(b) grant on behalf of member corporations.
- Pave the way for access to the IndianaIEP system through the LINK portal. Please note that IndianaIEP is not yet been configured for the LINK portal—exact timeline for transition will be released when a pilot has taken place and the technology has been well tested.

Please note that this new way of accessing IDOE systems will involve a time of transition during which time school personnel will use their locally provided cloud identities (G-Suite or Office 365) to access new and updated services while still using IDOE provided credentials (usernames and passwords) to access legacy services (any services not yet available through the LINK portal). The goal is to provide uninterrupted service to all IDOE systems throughout the period of transition while ultimately arriving at a point when IDOE provided credentials are fully replaced with cloud identities managed at the local level (Google or Microsoft 365).

Configuring Access

IDOE is able to recognize any education organization's Google G-Suite or Microsoft 365 domain or subdomain. Please email link@doe.in.gov the following information:

- **Name of Organization:** _____
- **Choice of Cloud Identity Provider:** Google G-SUITE –OR– Microsoft 365 domain
- **If Microsoft 365 domain, we need the issuer id/tenant ID.**

NOTE: This is a Global Unique Identifier (GUID). 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 to the, "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:** This is the Director of the Special Education Cooperative if the domain is the cooperative's domain. This is the superintendent of the corporation if the domain is managed by a corporation, as per local agreements.
- **Email account for the above domain for the lead technical person**

Not sure what access you will need? We are happy to work with you on the specifics of your access. Questions regarding LINK portal access should be directed to link@doe.in.gov.

Common Questions

Question: My special education cooperative is run by a local school corporation, which manages our domain for all the cooperative staff. Do we need to obtain our own Google or Microsoft domain?

Answer: No, an additional domain or subdomain is not necessary. Have the superintendent of the corporation email us and we will configure the cooperative so that the school corporation can set-up security coordinators to manage the roles for the cooperative.

Question: My special education cooperative has an agreement with a school corporation, which manages **our** domain for all the staff within my organization. Do we need to obtain our own Google or Microsoft domain?

Answer: Ideally, each organization will have its own G-Suite or Microsoft 365 domain which they administer. However, depending on the local agreement with the corporation, IDOE is able to configure the special education cooperative under the corporation's domain. Have the superintendent of the corporation email us, and copy the cooperative director and we will configure the cooperative with the corporation's domain. The superintendent will be asked to

set-up security coordinators to manage the roles for the cooperative. These persons may or may not be cooperative employees, depending on local agreements.

Question: Employees at my special education cooperative all have domain accounts at the school **corporations** they serve. We also do not apply for the special education 403(b) grant on behalf of member corporations. Do we need to register our domain?

Answer: No. Employees can utilize the credentials from the various school corporations to be granted access to Indiana IEP.

Question: My special education cooperative is its own organization and has its own domain. We will email the information needed. Our question: How is the link to IndianaIEP envisioned to function?

Answer: IDOE is in the early, planning phase with the IndianaIEP vendor. It is envisioned that the vendor will place cooperative staff who have access rights into each member corporation's IEP site. The member corporations will then provide the appropriate roles and student access.

Question: What is the timeline for the transition from Learning Connection to IndianaIEP?

Answer: Please note that we are not replacing the IIEP system, this is only the front-end access to IndianaIEP that is changing. IDOE would like to transition the front-end access from Learning Connection to LINK by the upcoming school year and completely by the end of September 2020. The timeline is not a hard deadline and will in happen in a deliberate, planned approach. The connection of special education cooperatives is one piece of this transition.

Question: I am a staff member employed by Corporation A. (Perhaps a teacher for the Blind and Low Vision, PT, OT, SLP or school psychologist). I also provide services to other neighboring corporations. Will I need multiple logins?

Answer: It depends.

If Corporation A runs a joint services cooperative, then IDOE can configure the domain for Corporation A for that Joint Services Special Education Cooperative as per local agreements and a single login can be utilized.

If the staff member has an independent contract with each school corporation, then each school corporation will issue their own set of domain credentials. The independent contractor will need to have to have multiple logins, as they are employed by multiple organizations.

Question: I am a staff member employed by Indiana School for the Deaf or Indiana School for the Blind. Will I now login via LINK?

Answer: Staff members of Indiana School for the Blind and Indiana School for the Deaf will continue to login to the IndianaIEP system directly, as they currently do.