



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Directors of Special Education, and LINK Security Coordinators

From: Dr. Nancy Holsapple, Director of Special Education

Date: January 6, 2021 **updated February 24, 2021**

Subject: Indiana IEP Single Sign On Transition Dates

IDOE is transitioning the “front door access” to Indiana IEP (IIEP) from Learning Connection (LC) to the LINK Portal. IDOE has assigned transition dates based on school type. In the event that your school corporation or cooperative has a specific issue with the assigned transition weekend, please have your LINK Security Coordinator contact [Colleen Pawlicki](#) by February 1, 2021. After June 20, 2021, IIEP will no longer be accessible via LC.

School Type Transitioning	Weekend to Transition	Webinar Date (Optional) <sup>1</sup>
<a href="#">Independent school corporations</a> and the Indiana Department of Correction (IDOC)	March 5 - 7, 2021	February 4, 2021 at 2:30-3:30 p.m. (EST) <sup>2</sup> Register: <a href="#">IIEP Single Sign On Transition Webinar #1 (revised- new mtng link)</a> .
<a href="#">Charter schools and charter school groups</a> <sup>3</sup> (including all charter schools within those groups)	April 9 - 11, 2021	March 4, 2021 at 2:00-3:00 p.m.(EST) <a href="#">Register: LINK/IIEP Webinar #2</a>

<sup>1</sup> **NEW REGISTRATION REQUIRED:** All remaining webinar meeting links were updated to Zoom on February 24, 2021. In the event you had registered for a webinar prior to February 24, 2021, please disregard the previous registration and register for the transition webinar with the revised Zoom link. We sincerely apologize for any inconvenience.

<sup>2</sup> This session was originally scheduled from 2:00-3:00 p.m. (EST). Due to a scheduling conflict with the Focus on Inclusion Conference, the webinar will occur between 2:30-3:30 p.m. (EST).

<sup>3</sup> Charter School Groups: A charter group includes charters that share leadership or staff, even if there is not a formal cooperative agreement. Sometimes these groups may reflect a charter company or organizer. Charter companies that have staff who need access to more than one charter school within Indiana IEP must transition together. The charter company will provide the LINK access to staff who serve more than one charter school.



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<a href="#">First half of all special education cooperatives</a> <sup>4</sup> (including all corporations within those)	May 14 - 16, 2021	April 14, 2021 at 2:00-3:00 p.m. (EDT) <a href="#">Register: LINK/IIEP Webinar #3</a>
<a href="#">Second half of all special education cooperatives</a> (including all corporations within those)	June 18 - 20, 2021	May 20, 2021 at 2:00-3:00 p.m. (EDT) <a href="#">Register: LINK/IIEP Webinar #4</a>

In preparation for the transition, it is particularly crucial for the LINK Security Coordinators to be in contact with the LC Coordinator. These individuals must work together to assure each IIEP user's email is associated with the appropriate G-Suite or Microsoft account. It is important that the email addresses within IIEP match the G-Suite or Microsoft accounts.

Webinars will be tailored for the transition process for each school type. Please sign up to participate in a presentation on the transition steps and to ask questions ahead of your school's transition. The format of the presentations will consist of approximately 30 minutes of overview of the transition directions and 30 minutes for questions and answers. The SSO LINK process has been piloted by 5 independent school corporations, 2 charter schools, and 3 cooperatives (including an inter-local) and/or charter school groups.

To begin the transition process, please see the below information.

## Directions

The basic outline for transition steps is available in the first document titled [IIEP Transition Steps From LC to LINK](#) and posted on the [Unified Access](#) webpage. Additional resources are also available on the Unified Access webpage and accessible through the hyperlinks below.

Transition IndianaIIEP access to LINK

- [IIEP Transition Steps from LC to LINK](#)
- [Staff Type Assignment via Upload](#)
- [011\\_StaffAssociation\\_StaffEdOrgAssignmentAssociation\\_v2.2.csv](#)
- [012\\_StaffAssociation\\_StaffEdOrgContactAssociation\\_v2.2.csv](#)
- [LINK User Login Support](#)

<sup>4</sup> Special Education Cooperatives: The entire cooperative and member corporations must transition at the same time. Within LINK, the cooperative provides the staff type for persons who serve more than one corporation. Charter groups will transition simultaneously with charter schools.



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LC Coordinators and LINK Security Coordinators should follow the steps listed in these documents closely to ensure a smooth transition. The [LINK User Login Support](#) also includes frequently asked questions and answers once the users have transitioned from LC to LINK.

## Support

- For questions regarding Learning Connection, please submit a help ticket at <https://help.doe.in.gov/>.
- For questions regarding setting up LINK access, security coordinators please email [link@doe.in.gov](mailto:link@doe.in.gov).
- For questions regarding the transition timing, please email [cpawlicki@doe.in.gov](mailto:cpawlicki@doe.in.gov).