

IIEP Single Sign On Transition Webinar #1

February 4, 2021

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Objectives

- Review steps necessary prior to transition weekend
 - Key roles played by Learning Connection (LC) coordinators, LINK security coordinators, directors of special education, and IIEP users
- See sample communication to staff for LC to LINK transition
- Discuss and determine key points of contact for your team during the transition process



Transition Dates

March 5-7

- [Independent school corporations and the Indiana Department of Corrections \(IDOC\)](#)

April 9-11

- [Charter schools and charter school groups](#)

May 14-16

- [First half of all special education cooperatives](#)

June 18-20

- [Second half of all special education cooperatives](#)



Ins and Outs Spelled Out

Please see [IIEP Transition Steps from LC to LINK](#) (main directions) on the [Unified Access](#) page

Please also see [the memorandum](#) issued by Dr. Holsapple on January 6 for additional information.

Communicate and Prepare

1. Communicate

- Special education directors need to know the LINK security coordinators.
- There are 1-2 LINK security coordinators per local education agency.

2. Prepare

- Remove IIEP Access from LC for any staff not accessing IIEP within your corporation.
- Review all email addresses in LC to ensure they match the G-Suite or Microsoft emails used for LINK logins (LINK Security Coordinator can confirm LINK logins)
- Issue contract staff a Google or Microsoft account on your domain
- Wait 48 hours and then review IIEP to inactivate or update unknown users as needed.

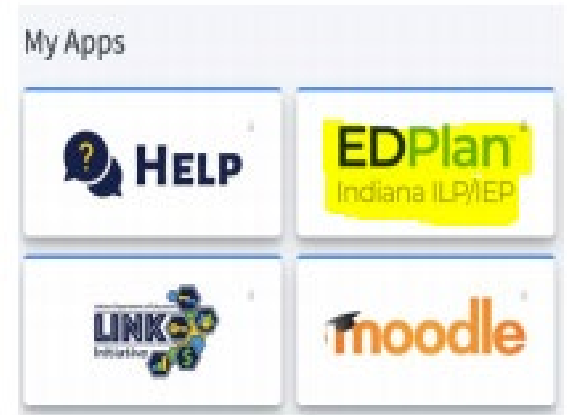
Set Staff Types in LINK

3. Staff Type Added in LINK- Student Support Plans

- To see the EdPlan tile on LINK, the LINK security coordinator must assign “Student Support Plans” as the staff type
- Staff types can be added manually or uploaded in bulk
- See [Staff Type Assignment via Upload](#)

Security Coordinators, see the following Excel templates:

- [011_StaffAssociation_StaffEdOrgAssignmentAssociation_v2.2.csv](#)
- [012_StaffAssociation_StaffEdOrgContactAssociation_v2.2.csv](#)



Set Staff Types in LINK

011_StaffAssociation_StaffEdOrgAssignmentAssociation_v2.2.csv

011_StaffAssociation_StaffEdOrgAssignmentAssociation_v2.2.csv

```
EdOrgId,SPN,StaffClassification,BeginDate,EndDate
REQ,REQ,REQ,REQ,OPT
string,string,Descriptor Values,[MM/DD/YYYY],[MM/DD/YYYY]
max 60,max 32,,
,"Otherwise known as ""Roles""",
EdOrgId,SPN,StaffClassification,BeginDate,EndDate
1088880000,88888888,Student Support Plans,10/20/2020,(REMOVE THIS EXAMPLE ROW)
```

012_StaffAssociation_StaffEdOrgContactAssociation_v2.2.csv

012_StaffAssociation_StaffEdOrgContactAssociation_v2.2.csv

```
EdOrgId,SPN,ContactTitle,ElectronicMailAddress
REQ,REQ,REQ,REQ
string,string,string,string
max 60,max 32,,min 7
,,Used for Unified Access,max 128
EdOrgId,SPN,ContactTitle,ElectronicMailAddress
1088000000,88888888,Unified Access,link_email@k12.in.us (REMOVE THIS EXAMPLE ROW)
```

Ask IIEP Users to Login

4. Try it Out

- Have staff practice/confirm they can log into LINK and see the EdPlan tile using the “Sign in with Google” or “Sign in with Microsoft” options
- The EdPlan tile will not function before the transition weekend (starting March 8 for the first group)
- See the pdf [Link User Login Support](#)

The image shows a login interface for IDOE Identity. At the top, it says "IDOE | Identity". Below that are two buttons: a red one with the Google logo and "Sign in using Google", and a blue one with the Microsoft logo and "Sign in using Microsoft". Underneath these is the text "IDOE Login". There are two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below the password field is a blue "Sign in" button. At the bottom of the form, there is a link that says "I forgot my IDOE login password." and a link for "Terms of Use Agreement".

Sample Communication to Staff

Our school corporation is transitioning from Learning Connection to LINK access this coming weekend.

<p>What is LINK?</p>	<p>IDOE is moving all of its supportive systems to this unified access point. Learning Connection will be going away. Users will access IIEP via the LINK portal following the transition.</p> <p>Here is a little more about IDOE Unified Access/LINK initiative.</p>
<p>When will this change occur?</p>	<p>March 5, 2021- March 7, 2021 for all independent school corporations and the Indiana Department of Corrections.</p>
<p>What do I need to do beforehand?</p>	<p>Read through the LINK User Login Support document. Practice logging in with LINK. You should be able to see the EdPlan tile.</p> <ul style="list-style-type: none">● Important : You will not have access to IIEP starting at 3:00 p.m. on Friday, March 5. You will be able to access IIEP via LINK starting Monday, March 8, 2021.
<p>What if I need help?</p>	<p>IIEP Questions: Jane.doe@k12.in.us (i.e., LEA IIEP contact) LINK Access questions: Contact John.doe@k12.in.us (i.e., your security coordinator)</p>



Transition Complete

- Click the EdPlan tile to be taken to the IIEP system.
- Caseloads will appear as long as the email address within IIEP matches the email of the LINK login.



IDOE IIEP SSO Transition Team

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Learning Connection helpdesk ticket: <https://help.doe.in.gov/>
LINK questions: link@doe.in.gov



Common Issues/Questions

- LINK site comes up blank: This is due to wrong bookmarked url. Make sure bookmarks are only <https://link.doe.in.gov>
- Staff don't know to use either "Sign in with Google" or "Sign in with Microsoft": Please communicate/ demonstrate!
- "Forgot Password" never sends a password: It won't ever
- "Looks like there was an error": Check login option (Google or Microsoft), logout completely, and log back in.
- No EdPlan tile: Contact Security Coordinator. (Staff type assigned to wrong email)

Within IIEP

- No caseloads appear: Most likely LINK login email doesn't match IIEP email
- Multiple Organizations Message: Can only have Student Support Plans at one organization



Questions?

Thank you!



Thank You.

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