Single Sign On (SSO) via the LINK Portal

This document outlines how all users are able to login via the LINK Portal (https://link.doe.in.gov) to access the INtelligrants System by utilizing either the "Login with Google" or "Login with Microsoft" login options.

Prerequisites:
- The Education Organization has registered their domain with IDOE (so staff can login utilizing either Google or Microsoft).
- The Organization Leader has accepted the organization assurances and designated up to two Data Security Coordinator(s). Guides for how to complete these steps can be found online at https://www.doe.in.gov/link/unified-access
- The Security Coordinator has assigned the appropriate LINK roles to the staff member, so they will have the INtelligrants tile when they login to the LINK portal.

Registering your Organization with LINK

Any educational organization may register their Google or Microsoft365 domain with the IDOE. The majority of public corporations and charters have already registered their domains with LINK and have already been configured. An organization must complete their domain registration in order to grant users access to Intelligrants. Once domains are registered, the Superintendent/Organization Lead must accept assurances and assign a security coordinator. Instructions for how to register your organization's domain as well as accepting the assurances and designating the security coordinators are online at **https://www.doe.in.gov/link/unified-access**. Questions regarding registering your organization can be provided to link@doe.in.gov.

Data Security Coordinators

Every educational organization including corporations and accredited non-public schools have one to two Data Security Coordinators who can set the LINK roles for the persons within their corporation. These are persons who are usually within the technology department.

Complete Instructions for Data Security Coordinators, as well as a list of them, can be found online at **https://www.doe.in.gov/link/unified-access**.

Mapping of LINK roles to the INtelligrants roles

The Security Coordinators are responsible for setting the LINK roles, which will automatically provide the INtelligrants roles as per the mapping, below. NOTE: When there are two LINK roles listed, you must assign BOTH of these to a person to obtain the INtelligrants role.

LINK ROLE(S)	INtelligrants ROLE
LEA Administrator + Data Certification	SubGrantee Administrator
Financial Administrator + Data Certification	SubGrantee Fiscal Agent
Grant Contributor	SubGrantee Staff
Grant Contributor + Data Certification	SubGrantee Project Director
Grant Viewer	SubGrantee Viewer
School Administrator + Grant Contributor	School Level Project Director

SubGrantee Administrator (LEA Administrator + Data Certification)
- Views/Check statuses of and/or initiates Applications/grants, Program Reports, and Reimbursement Requests.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Reimbursement Requests.
- Downloads attachments from Applications/Grants, Program Reports and Reimbursement Requests.
- Submits Applications/Grants, Program Reports, and Reimbursement Requests.
- Manages the Organization Documents, Organization Accounts, and Organization Document Availability sections.
- Signs Grant Contracts.

SubGrantee Project Director (Grant Contributor + Data Certification)
- Views/Check statuses of and/or initiates Applications/grants, and Program Reports.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Reimbursement Requests.
- Downloads attachments from Applications/Grants, Program Reports and Reimbursement Requests.
- Submits Applications/Grants, Program Reports, and Reimbursement Requests.
- Manages the Organization Documents, Organization Accounts, and Organization Document Availability sections.
- Signs Grant Contracts.

SubGrantee Fiscal Agent (Financial Admin + Data Certification)
- Views/Check statuses of Applications/grants, Program Reports, and Reimbursement Requests and/or initiates Reimbursement Requests.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Reimbursement Requests.
- Downloads attachments from Applications/Grants, Program Reports and Reimbursement Requests
- Signs Grant Contracts.

SubGrantee Staff (Grant Contributor)
- Views/Check statuses of Applications/grants, Program Reports, and Reimbursement Requests.
- Enters/updates information/attachments on Applications/Grants, Program Reports, and Reimbursement Requests.
- Downloads attachments from Applications/Grants, Program Reports and Reimbursement Requests.

SubGrantee Viewer (Grant Viewer)
- Views Applications/Grants, Program Reports and Reimbursement Requests.

School Level Project Director (School Administrator + Grant Contributor)
- Views/Check statuses of School Level Information Requests
- Enters/updates information/attachments on School Level Information Requests

Any organization that would complete a Facility Information Request, Partner Information Request or School Information request document would have a School Level Project Director role complete the requested information for these types of documents.

Security Coordinators can send questions regarding the LINK roles to link@doe.in.gov.

Frequently Asked Questions

I've tried to login multiple times and even used the Forgot Password function on the site. However, no password ever comes. Help!
All public/charter corporations and 95% of accredited non-public institutions have been configured to utilize the "Login with Google" or "Login with Microsoft" options. For these organizations, the username/password boxes as well as the forgot password feature will not function—because there is no IDOE username/password. If you need assistance with your local Microsoft or Google G-Suite password, please contact local technical support.

Why are the LINK Roles different from the INtelligrants roles?
IDOE would like the LINK roles to be utilized for multiple IDOE system such as INtelligrants and Data Exchange. This allows the same persons who are signing off on grants to be the same as those who are certifying student-level data that is sent to the IDOE via Data Exchange. INtelligrants is a state-wide system that other state agencies utilize as well, so utilizing the same names was not possible.

Didn't we already have INtelligrants accounts already this year to apply for the NESP grant?
Yes, the IDOE piloted the INtelligrants application earlier without the use of single sign-on. Utilizing the LINK Portal, users will use their local Google or Microsoft login to complete further grant activities.

I am a non-public school principal who needs to complete my portion of the Title grant for a public corporation. What LINK roles do I need?
You will need to have the LINK roles of "School Administrator" and "Grant Contributor", which will provide you the "School Level Project Director" INtelligrants role. These should be assigned by the non-public school's Security Coordinator. More information on how to register with LINK can be found at https://www.doe.in.gov/link/unified-access

Who is the security coordinator for my LEA or school?
A list of named security coordinators can be found online at
https://www.doe.in.gov/link/unified-access

Recently, my Security Coordinator has assigned me the LINK roles that I need for INtelligrants. When I click on the INtelligrants tile, I obtain a server error What should I do?
First, logout completely, close your browser completely, and then log back in. This allows the local browser to refresh the local cache. If this doesn't work, check with your Security Coordinator to make sure the appropriate LINK roles are assigned according to the grid, above. Too few roles and the connection won't function. Too many, and the user may receive conflicting roles within INtelligrants.

I'm able to get to Intelligrants through LINK, but I'm getting a screen with not much information on it. Advice for next steps?
The issue is that the dashboard needs to be set up. Here are guidelines you can use to set it up.

1. *Navigate to your username in the top right corner of the system and click "Edit Dashboard".*
2. *Click "Add Panel" button*
3. *Choose the type of panel you'd like on your dashboard (My Opportunities and My Tasks are the two you'll need. Jumbo/Standard/Tall is personal preference).*
4. *Once you've selected the panels you'd like on your dashboard, click the SAVE button.*
5. *Then click the "Home" tab to solidify the changes. Users should be able to use the Searches tab to search for documents already initiated and are assigned to.*

We have staff that are trying to access the Title Pre-application. What is the correct process for this?

There should ideally be one person per LEA who is overseeing all of the grants. This is ideally a Superintendent or district-level person. This person will be assigned LINK roles of LEA Administrator + Data Certification (Subgrantee Administrator). This person will be able to assign other persons within INtelligrants access to other grants, including the Pre-Application.

For example, you may have a person who will be in charge of writing one or two grants. This person should be assigned LINK roles of Grant Contributor + Data Certification (Subgrantee Project Director). After this person has logged into Intelligrants, the Subgrantee Administrator will assign rights to the Pre-Application.

Or, you may have a person who will only contribute to a single grant or grants. Assign the LINK role of Grant Contributor. The Subgrantee Administrator will assign this person to the appropriate locations within INtelligrants.

I am the Subgrantee Administrator. How do I assign rights to the Pre-Application?

Once the Subgrantee Administrator starts the Pre-App, or any other grant that he/she needs to add a Project Director, Grant Contributor etc. to, then open the respective item, scroll to the bottom left and click on Add/Edit people. The Subgrantee Administrator will either edit the roles for the individuals already displayed, or click the Green + sign to add someone. The Subgrantee Administrator can change or edit the role of the individuals by clicking on the Role dropdown next to each individual's name, and can give a start and end date access. End date access is optional. Once an individual is added, they will be able to find the Pre-App or any other grant that he/she has been assigned to by searching in the black bar at the top via applications/grants or Pre-App.