

To: Special Education Directors

From: Dr. Nancy Holsapple, Director of Special Education
Dr. John Keller, Chief Technology Officer

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Subject: Indiana IEP transition to the IDOE LINK Portal

This fall, the Office of Special Education at the Indiana Department of Education (IDOE) will be piloting the move from Learning Connection to the LINK Portal for the “front door access” to Indiana IEP (IIEP). The LINK Portal (<https://link.doe.in.gov>) has been configured to utilize the “Sign in with Google” or the “Sign in with Microsoft” option for each corporation and Special Education Cooperative.

All corporations will need to take the following measures to clean up accounts in the Learning Connection to prepare for this transition. Detailed instructions are at the bottom of this memo:

- Learning Connection: Remove any persons who are not employed by either your corporation/cooperative and/or who do not serve your students in some way. This is done under the Educator tab at the corporation level by the corporation administrator.
- Learning Connection: Remove IEP Access for any staff that do not currently require this access. This is also done under the Educator tab by the corporation administrator.
- Learning Connection: Update all email addresses to match the G-Suite or Microsoft 365 emails of either the corporation or the cooperative that are being used for the LINK Portal. This will ensure that the new LINK accounts will match up with the current ones.

The timeline for transition for all corporations will be released after the pilot has taken place.

Single Sign-on IEP Access Pilot Benefits

The pilot will be conducted with a smaller group of corporations. Benefits include:

- No need for another username/password (Utilize the local G-Suite/Microsoft accounts)
- No longer need to wait a day for new users to obtain IIEP accounts
- Improved Security- when an employee leaves and local access is disabled, that employee’s access to the IEP is also disabled

If you are having trouble with Learning Connection clean up, please submit a help desk ticket at <https://help.doe.in.gov/>.

IDOE is recruiting a few school corporations, charters, and Special Education cooperatives to volunteer for the pilot. If your organization is interested in piloting, please contact Emma Everson, EEverson@doe.in.gov.

More information regarding the LINK portal is found on our website at <https://doe.in.gov/link/unified-access>

Detailed Instructions

Corporation Administrator is the Learning Connection role that can modify accounts in Learning Connection. To locate the Corporation Administrator, please check with your administrator or your organization's Security Coordinator.

Removing Access to Learning Connection

Corporation Administrators should remove any persons who are not employed by either your corporation/cooperative and/or who do not serve your students in some way. This is done under the Educator tab at the corporation level by the corporation administrator. Removing Learning Connection access also removes IEP Access and any access to Learning Connection student data.

- Administration
- Corporations > Click on the Name of the Corporation
- Educator tab, locate the person
- Click "Remove Member" next to the person who you wish to remove

Removing IEP Access from Learning Connection

Corporation Administrators should remove IEP access for any persons who do not currently require access to Indiana IEP. This would be any person not currently employed by the cooperative/ corporation and/or any person who requires no access to Indiana IEP.

- Administration
- Corporations > Click on the Name of the Corporation
- Educator tab, locate the person
- Click "Set Permissions" next to the person who you wish to remove
- Choose "No Access" for IEP Access
- Click "Save"

Updating the Email Address in Learning Connection

All staff are able to update their email address by logging into the Learning Connection at following link or by editing it on their Profile page at <https://learningconnection.doe.in.gov/Profile/EditEmail.aspx>. Learning Connection Corporation administrators may also change email addresses under Administration > Users.

Report to review Access and Email addresses

Corporation Administrators can download an Excel report of persons that have IEP Access, as well as their current email addresses.

- Administration
- Corporations > Click on the Name of the Corporation
- Educator tab
- Click "Corp Members Report" to download a list of who is currently in the system and what their email address is.