

IIEP Access Procedure

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| LINK Security Coordinator | <p>The local LINK Security Coordinator provides the email address and password necessary for new teachers and staff to access the LINK Portal. They also submit files to IDOE to register new users with the platform. This must be done before the new staff member can log into the LINK portal and view the EdPlan Indiana IEP tile/application.</p> <p>Staff Assignment via Upload Security Access: Setting Staff Types (Roles)</p> |
| Indiana IEP District Administrator | <p>Before a new staff member can access schools and students, the Indiana IEP District Administrator must assign a user type and determine the schools and/or districts the new staff member can access. New staff and teachers will initially appear as “Unknown” users in IIEP.</p> <p>To assign user roles and school access:</p> <ul style="list-style-type: none">- Click SCHOOL SYSTEM then select USERS from the main menu.- Search for the new staff member.- Click on his or her name.<ul style="list-style-type: none">o Assign “User Type” based on the access needed.o Users will be unable to access IIEP until their role is changed from “Unknown”.- Users assigned to a District Administrator user type will have access to all schools and students in a district.- Users assigned to any other user type may only access schools they are assigned.<ul style="list-style-type: none">o Check all schools the new staff member will need to access.<ul style="list-style-type: none">▪ This can be updated at any time.- Be sure to “Save Changes to Database”. <p>For Cooperative IIEP Administrators – Aggregate Cooperative District Admin Manual for LINK</p> <p>Additional help documents for Single Sign on LINK Transition can be found under the Indiana IEP folder in the IDOE Office of Special Education Community here: http://moodle.doe.in.gov</p> |
| New IIEP User | <p>Follow the steps described in the LINK User Login Support document found here: https://www.in.gov/doi/files/link-user-login-support.pdf</p> |
| Questions: | <p>For questions regarding the LINK access, please email link@doe.in.gov For questions regarding Indiana IEP access or assigning staff, please email info@indianieprc.org</p> |