

# LINK Portal Login Guide for IDOE Special Programs

The LINK Portal recognizes either your local school corporation's, charter's, or cooperatives' Google G-Suite or Microsoft 365 accounts. IDOE Special Programs is a separate system that uses the LINK system in order to access Individual Education Plans (IEP) and Individualized Learning Plans (ILP).

### How to Log In

- Go to https://link.doe.in.gov
- Click either "Sign in with Google" or "Sign in with Microsoft"
- · Enter your local credentials to log in

### Things to Know

- You must use either the <u>Sign in with Google</u> or the <u>Sign in with Microsoft</u> option.
- The forgot password feature here will NOT work. If you do not remember your Google or Microsoft password, please contact local technical support.
- To bookmark the page, please make sure the URL used is <a href="https://link.doe.in.gov">https://link.doe.in.gov</a> or login first (The site is tricky to bookmark).

### **IDOE Special Programs Tile**

When your Security Coordinator has provided you the *Student Support Plans* role, you will see the IDOE Special Programs tile/application.

 Click on the tile to be connected to IDOE Special Programs.

# IDOE | Identity C Login with Google Login with Microsoft OR Username Password Remember me on this device Login with IDOE Account



### Things to Know

- The tile will initially be under the All tab. Click the star for this to appear under your favorites
- The first time you login to LINK after a new tile is released, or you have been assigned a new role, you will need to logout and log back in 15 minutes later. This allows time for all the appropriate tiles to be assigned to your account.



### **Educator Names utilized within IDOE Special Programs**

IDOE Special Programs will display your official name from your Ed-ID or School Personnel Number (SPN). Educators who have an account within the Licensing Verification & Information System (LVIS) should login there to update their name. If no LVIS account exists, please contact the local Data Exchange Contact.

### **Support**

IDOE Special Program questions should begin with your local IEP/ILP Support contact(s). These can be found at https://link.doe.in.gov/contacts/.

### **Directions for Cooperatives**

IDOE Special Programs is a third-party system that uses the LINK Portal authentication to access IEPs for students with disabilities and ILPs for English learners. Brand new charter schools as well as special education cooperatives should email <a href="mailto:SpecialEducation@doe.in.gov">SpecialEducation@doe.in.gov</a> to request system site configuration.

### Role: Student Support Plans

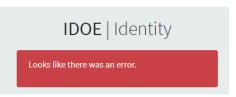
The role of "Student Support Plans" should be provided at ONLY a single organization, either the network or the local education agency (LEA). It is the responsibility of the cooperative to communicate with the schools how roles will be assigned.

- Cooperatives should provide the "Student Support Plans" role to anyone who is employed by that cooperative OR to any person who requires access to more than one LEA within the cooperative.
- LEAs should provide the "Student Support Plans" role to their staff at the corporation level—if they have a student information system that can send these data, this is where the role should be set.

### **Common LINK Error Messages**

"Looks like there was an error"

- Google: Your browser might be signed into a different account, perhaps even a personal @Gmail.com account. Go to www.google.com; log out there and try again.
- Microsoft: Your browser might be signed into a different account, perhaps even a personal @hotmail.com account.
   Go to www.microsoft.com; log out there and try again.



If the error persists after trying the above options, you may need to clear your browser's history/cache. If further assistance is required, please contact your LINK Security Coordinator.

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### "This site can't be reached"

If you receive this error or a blank screen with an error that reads, "https://link.doe.in.gov/signin-oidc" isn't found, you most likely have bookmarked the site incorrectly. Make sure the url bookmark is only <a href="https://link.doe.in.gov">https://link.doe.in.gov</a> or bookmark the site after you login and see the tiles.

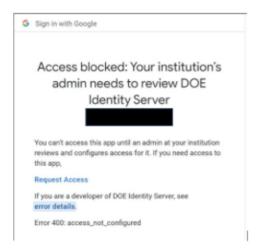


## "Access blocked: Your institution's admin needs to review DOE Identity Server"

This is a Google G-Suite error. Click on the "Request access" link. Clicking on the "error details" link will provide the specific application ID. Then, enter a support ticket for your local technical support.

The local Google G-Suite administrator will need to trust the application in the Google Admin console under Security > API Controls. Here is the Google support article:

https://support.google.com/a/answer/7281227?hl=en



### "Need admin approval"

This is a Microsoft error. Enter a support ticket for your local technical support. The local Microsoft administrator will need to trust the application. Here is the Microsoft support article: <a href="https://docs.revenuegrid.com/ri/fast/articles/Need-Admin-Approval/">https://docs.revenuegrid.com/ri/fast/articles/Need-Admin-Approval/</a>

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