Idaho State Board of Education

New User Checklist

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UNDERSTANDING ADFS

Active Directory Federation Services (**ADFS**) is a software component developed by Microsoft that provides users with single sign-on access to systems and applications located across organizational boundaries.

This means that the same login information (name and password), used to authenticate for authorization to access local district applications will be used to authenticate for authorization to access State Education Applications. This also means that the district manages account logins and passwords for access to the Education Applications, rather than the State Education Agency.

New users in Districts set up with ADFS do not need to register a username and password with the State agency. Instead, they will use their district-provided username and login to access authorized State Education Applications.

This checklist provides a separate list for each scenario.

NEW SUPERINTENDENT/CHARTER ADMINISTRATOR CHECKLIST FOR ADFS DISTRICTS

- Login to the Education Application Portal
  - Although the user will not yet have access to any Education Applications, this step is necessary to allow role assignments to the user's login username
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on Education Application Portal (blue) tile
    - Select your local ADFS District
    - Use your local login credentials
- Superintendent to email a completed Access Authorization form
  - Form can be found on the ISEE homepage under **Program Information**
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on arrow sign (>) next to Program Information to expand menu
    - Click on Access Authorizations link
  - Identify District Superintendent
  - Identify Delegate for District Superintendent **＊**
  - E-mail completed form to support@sde.idaho.gov
  - State IT support will then provision the new Superintendent and Delegate roles

- Once provisioned, log into the Education Application Portal
- Superintendents are authorized to assign roles to their district users using the Admin Tool
  - Directions can be found for assigning roles in the Administration Tool on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on the Training tab
    - Click on Administration Tool Application

＊ Delegates must also complete step 1 – Login to the Education Application Portal. See *New Delegate to the Superintendent/Charter Administrator Checklist – ADFS Districts.*

NEW SUPERINTENDENT/CHARTER ADMINISTRATOR CHECKLIST FOR NON-ADFS DISTRICTS

- Register for access to the Education Application Portal

- o Directions to register a user, may be found on the ISEE homepage under the **Training** tab – "Registering as a New User"
  - https://boardofed.idaho.gov/
  - Hover on [K-12 Education] menu
  - Click on the ISEE Idaho System for Educational Excellence
  - Click on arrow sign (>) next to Program Information to expand menu
  - Click on the Training tab
  - Click on Registering as a New User
- Superintendent to email a completed Access Authorization form
  - o Form can be found on the ISEE homepage under **Program Information**
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on arrow sign (>) next to Program Information to expand menu
    - Click on Access Authorizations link
  - o Identify District Superintendent
  - o Identify Delegate for District Superintendent ******
  - o E-mail completed form to support@sde.idaho.gov
  - o State IT support will then provision the new Superintendent and Delegate roles
- Once registered and provisioned, login to the Education Application Portal
  - https://boardofed.idaho.gov/
  - Hover on [K-12 Education] menu
  - Click on the ISEE Idaho System for Educational Excellence
  - Click on Education Application Portal (blue) tile
  - Select Other for your organization
  - Use your registered login credentials
- Superintendents are authorized to assign roles to their district users using the Admin Tool
  - o Directions can be found for assigning roles in the Administration Tool on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on the Training tab
    - Click on Administration Tool Application

** Delegates must also complete step 1 – Register for access to the Education Application Portal. See New Delegate to the Superintendent/Charter Administrator Checklist – Non-ADFS Districts.

NEW DELEGATE TO THE SUPERINTENDENT/CHARTER ADMINISTRATOR CHECKLIST – ADFS DISTRICTS

- Login to the Education Application Portal
    - Although the user will not yet have access to any Education Applications, this step is necessary to map the user to their email address
        - https://boardofed.idaho.gov/
        - Hover on [K-12 Education] menu
        - Click on the ISEE Idaho System for Educational Excellence
        - Click on Education Application Portal (blue) tile
        - Select your local ADFS District
        - Use your local login credentials
- Superintendent to email a completed Access Authorization form
    - Form can be found on the ISEE homepage under **Program Information**
        - https://boardofed.idaho.gov/
        - Hover on [K-12 Education] menu
        - Click on the ISEE Idaho System for Educational Excellence
        - Click on arrow sign (>) next to Program Information to expand menu
        - Click on Access Authorizations link
    - Identify District Superintendent
    - Identify Delegate for District Superintendent
    - E-mail completed form to support@sde.idaho.gov
    - State IT support will then provision the new Delegate role
- Once provisioned, login to the Education Application Portal
- Delegates are authorized to assign roles to their district users using the Admin Tool
    - Directions can be found for assigning roles in the Administration Tool on the ISEE homepage under the Training tab
        - https://boardofed.idaho.gov/
        - Hover on [K-12 Education] menu
        - Click on the ISEE Idaho System for Educational Excellence
        - Click on the Training tab
        - Click on Administration Tool Application

NEW DELEGATE TO THE SUPERINTENDENT/CHARTER ADMINISTRATOR CHECKLIST – NON-ADFS DISTRICTS

- Register for access to the Education Application Portal
    - Directions to register a user, may be found on the ISEE homepage under the **Training** tab – "Registering as a New User"
        - https://boardofed.idaho.gov/
        - Hover on [K-12 Education] menu
        - Click on the ISEE Idaho System for Educational Excellence

- Click on the Training tab
- Click on Registering as a New User

- Superintendent to email a completed Access Authorization form
  - Form can be found on the ISEE homepage under **Program Information**
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on arrow sign (>) next to Program Information to expand menu
    - Click on Access Authorizations link
  - Identify District Superintendent
  - Identify Delegate for District Superintendent
  - E-mail completed form to support@sde.idaho.gov
  - State IT support will then provision the new Delegate role
- Once registered and provisioned, login to the Education Application Portal
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on Education Application Portal (blue) tile
    - Select Other for your organization
    - Use your registered login credentials
- Delegates are authorized to assign roles to their district users using the Admin Tool
  - Directions can be found for assigning roles in the Administration Tool on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on the Training tab
    - Click on Administration Tool Application

NEW TECHNOLOGY DIRECTOR CHECKLIST – ADFS DISTRICTS

- Login to the Education Application Portal
  - Although the user will not yet have access to any Education Applications, this step is necessary to map the user to their email address
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on Education Application Portal (blue) tile
    - Select your local ADFS District
    - Use your local login credentials
- Superintendent or Delegate to assign Technology Director role in the Administration Tool

- o Directions can be found for assigning roles in the Administration Tool manual on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on the Training tab
    - Click on Administration Tool Application
- Once provisioned, login to the Education Application Portal
- Technology Directors are authorized to assign roles to their district users
  - o Directions can be found for assigning roles in the Administration Tool on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on the Training tab
    - Click on Administration Tool Application

NEW TECHNOLOGY DIRECTOR CHECKLIST – NON-ADFS DISTRICTS

- Register for access to the Education Application Portal
  - o Directions to register a user, may be found on the ISEE homepage under the **Training** tab – "Registering as a New User"
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on the Training tab
    - Click on Registering as a New User
- Superintendent or Delegate to assign Technology Director role in the Administration Tool
  - o Directions can be found for assigning roles in the Administration Tool manual on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on arrow sign (>) next to Program Information to expand menu
    - Click on the Training tab
    - Click on Administration Tool Application
- Once assigned, login to the Education Application Portal
- Technology Directors are authorized to assign addition roles to their district users
  - o Directions can be found for assigning roles in the Administration Tool on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence

- Click on the Training tab
- Click on Administration Tool Application

NEW STATE REPORTING MANAGER (SRM) USER CHECKLIST – ADFS DISTRICTS

- Login to the Education Application Portal
  - Although the user will not yet have access to any Education Applications, this step is necessary to map the user to their email address
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on Education Application Portal (blue) tile
    - Select your local ADFS District
    - Use your local login credentials
- Superintendent or Delegate to the Superintendent to submit an OTIS ticket to provision SRM Production and SRM Test access to user
  - Directions can be found for submitting an OTIS ticket on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on arrow sign (>) next to Program Information to expand menu
    - Click on the Training tab
    - Click on Submitting an OTIS ticket
- Once assigned, login to the Education Application Portal

NEW STATE REPORTING MANAGER (SRM) USER CHECKLIST – NON-ADFS DISTRICTS

- Register for access to the Education Application Portal
  - Directions to register a user, may be found on the ISEE homepage under the **Training** tab – "Registering as a New User"
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on the Training tab
    - Click on Registering as a New User
- Superintendent or Delegate to the Superintendent to submit an OTIS ticket to provision SRM Production and SRM Test access to user

- o Directions can be found for submitting an OTIS ticket on the ISEE homepage under the Training tab
  - https://boardofed.idaho.gov/
  - Hover on [K-12 Education] menu
  - Click on the ISEE Idaho System for Educational Excellence
  - Click on arrow sign (>) next to Program Information to expand menu
  - Click on the Training tab
  - Click on Submitting an OTIS ticket
- Once assigned, login to the Education Application Portal

NEW EDUCATION APPLICATION PORTAL USER CHECKLIST – ADFS DISTRICTS

- Login to the Education Application Portal
  - o Although the user will not yet have access to any Education Applications, this step is necessary to map the user to their email address
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on Education Application Portal (blue) tile
    - Select your local ADFS District
    - Use your local login credentials
- Superintendent, Delegate to the Superintendent, or the Technology Director to assign applicable role(s) in the Administration Tool
  - o Directions can be found for assigning roles in the Administration Tool manual on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on arrow sign (>) next to Program Information to expand menu
    - Click on the Training tab
    - Click on Administration Tool Application
- Once assigned, login to the Education Application Portal

NEW EDUCATION APPLICATION PORTAL USER CHECKLIST – NON-ADFS DISTRICTS

- Register for access to the Education Application Portal
  - o Directions to register a user, may be found on the ISEE homepage under the **Training** tab – "Registering as a New User"

- https://boardofed.idaho.gov/
- Hover on [K-12 Education] menu
- Click on the ISEE Idaho System for Educational Excellence
- Click on the Training tab
- Click on Registering as a New User

- Superintendent, Delegate to the Superintendent, or the Technology Director must map (Person Assignment) new user in the Administration Tool
  - Directions can be found for mapping a new user (Person Assignment) in the Administration Tool on the ISEE homepage under the Training tab
- Superintendent, Delegate to the Superintendent, or the Technology Director to assign applicable role(s) in the Administration Tool
  - Directions can be found for assigning roles in the Administration Tool on the ISEE homepage under the Training tab
    - https://boardofed.idaho.gov/
    - Hover on [K-12 Education] menu
    - Click on the ISEE Idaho System for Educational Excellence
    - Click on arrow sign (>) next to Program Information to expand menu
    - Click on the Training tab
    - Click on Administration Tool Application
  - Once assigned, login to the Education Application Portal

ASSISTANCE

State Tech Support
support@sde.idaho.gov
208.332.6987