

SLDS District Security Administrator

The SLDS District Security Admin is the district's superintendent or an individual designated by the superintendent. It is recommended that a district does not have more than two District Security Administrators.

If at any time a district needs to designate a new individual, the current District Security Admin is responsible to contact the EduTech Help Desk and assist in assigning a new District Security Admin.

Responsibilities of the District Security Administrator

- Assign/Modify SLDS, eTranscript, or Choice Ready User Permissions
- Annually re-authorize permissions for current SLDS, eTranscript, and Choice Ready users – August 1
- Annually communicate to all SLDS users to complete the FERPA training – September 1
- Ensure compliance of Data Sharing Agreements

Assigning/Modifying Staff SLDS, eTranscript, or Choice Ready User Permissions

Using your k12.nd.us (Office 365) user name and password, log into the SLDS security application at the following url: <https://edportal.nd.gov/slds/login.aspx> when assigning, modifying, or deleting permissions for new users.

To guide you through the process, The Assigning/Modifying of User Permissions document is available at: https://www.slds.nd.gov/sites/www/files/documents/pdfs/Assigning_Staff_SLDS_Permissions.pdf

**Assigning the role of District Security Admin needs to be completed through the EduTech Help Desk.

Re-authorization of Permissions for SLDS, eTranscript and Choice Ready Users

Log into the SLDS security application at: <https://edportal.nd.gov/slds/login.aspx>

The re-authorization of current permissions, provides the opportunity for the District Security Admin to review and to re-authorize only those users that need to continue access to the SLDS, eTranscript, and Choice Ready.

Access to all users, even the District Security Administrator, will expire on August 1st each year. This means all users (including District Security Admin) will be unable to access school data until the accounts are re-authorized. In addition, the disabling of access for a user can be done at any time throughout the school year by the District Security Admin. It is recommended to review the list of users at least once after the school year begins because of the staffing changes that can occur after August 1st.

To guide you through the process, The Re-authorization of Permissions document is available at: https://www.slds.nd.gov/sites/www/files/documents/pdfs/SLDS_security_admin_guide_final.pdf

FERPA training

The SLDS District Admin needs to communicate to all users to complete the annual FERPA training. ND Century Code requires the provision of **annual** training to individuals who access the SLDS. Starting annually on September 1st, the training will need to be completed 30 days after the users **first login** to the SLDS, eTranscript, or Choice Ready. The FERPA training can be completed and verification certified as early as August 10th of each year.

To guide you through the process, The FERPA Annual Training document is available at:

https://www.slds.nd.gov/sites/www/files/documents/pdfs/FERPA%20annual%20training%20SLDS_Full.pdf

To view users that have completed the training, log into the SLDS>Reports>District>**District Security Report**>Select View Report.

Data Sharing Agreements

As required in your student data protection policy information, a feature has been added to manage agreements with individuals and entities who have access to student data. This allows the upload and storage of your data sharing agreements with REAs, other school districts, special education units, institutions of higher education and third party vendors. An ideal place to store release forms for assessment data. Review and revise annually.

To upload data sharing agreements to the SLDS, log into the SLDS security application at:

<https://edportal.nd.gov/slds/login.aspx>

To guide you through the process, the Data Sharing Agreement document is available at:

https://www.slds.nd.gov/sites/www/files/documents/pdfs/Data_sharing_agreement_upload_process.pdf

Resources

Available resources are found on the SLDS website within the Guidance for Districts page on the Data Governance tab.

<https://www.slds.nd.gov/data-governance/guidance-districts-and-schools>