

Re-authorizing SLDS, eTranscript and Choice Ready User Permissions

If you choose not to re-authorize a user, access will be denied to that user. This also includes the District Security Admin individual(s). Therefore, don't forget to re-authorize yourself.

1. Log into the Security Application with your k12 login and password.
<https://edportal.nd.gov/slds/login.aspx>

2. From the Main Menu under Manage User Security select **History and Re-Authorization**.

***For large districts - Re-Authorize Teachers*

This will display individuals that have access to that particular school. It will not include individuals that have District Admin or REA access. For the majority of the districts it will be quicker to select History/Re-Authorization link.

Main Menu							
Manage User Security History and Re-Authorization Security Admins mguser2 test Jane Hovda	Re-Authorize Teachers <table border="1"><thead><tr><th>School</th><th>Left To Authorize</th></tr></thead><tbody><tr><td>Elementary School</td><td><u>18</u></td></tr><tr><td>High School</td><td><u>21</u></td></tr></tbody></table>	School	Left To Authorize	Elementary School	<u>18</u>	High School	<u>21</u>
School	Left To Authorize						
Elementary School	<u>18</u>						
High School	<u>21</u>						

3. In the History/Re-Authorization screen select **Search** to display a list of all SLDS, eTranscript and Choice Ready users. eTran FAFSA Comp District **cannot** be reauthorized, assigned yearly after the SLA has been completed by the district and NDUS.(No need to narrow the search unless working with a large district or multiple districts and wish to see the users at a particular school. If using the School Location you will not see District Admin or REA users.)
4. Scroll down to view all users.

History/Re-Authorization Search -
District Expiration: 07/01

History Search Criteria

School Location

First Name:
Last Name:
User ID:
Domain:

Role(s):

Re-Authorization
 Show only users who need re-authorization

Deleted Users
 Exclude Deleted Users

- You may **Select All** as an option. This action will select all users that need to be verified for re-authorization. Beginning August 5 the status column will display Expired for an individual that has not been re-authorized. An expired user can be re-authorized within a one-year window.

Un/Select All

	Last	First	User ID	Location	Application-Role	Status	Action
<input checked="" type="checkbox"/>			K12\	DISTRICTS -	SLDS - School Instructor High School Re-Authorize: <input checked="" type="radio"/> Yes <input type="radio"/> No	Expired	Remove Role Details
<input checked="" type="checkbox"/>			k12\	REA -	SLDS - District Administrator	Expired	Remove Role Details
<input checked="" type="checkbox"/>			K12\	DISTRICTS -	eTranscripts - eTran Counselor High School Re-Authorize: <input checked="" type="radio"/> Yes <input type="radio"/> No	Expired	Remove Role Details
<input checked="" type="checkbox"/>			k12\	REA -	SLDS - District Administrator	Expired	Remove Role Details
<input checked="" type="checkbox"/>			k12\	DISTRICTS -	SLDS - District Administrator	Expired	Remove Role Details
<input checked="" type="checkbox"/>			K12\	DISTRICTS -	SLDS - School Administrator Elementary School Re-Authorize: <input checked="" type="radio"/> Yes <input type="radio"/> No	Expired	Remove Role Details

A user, whose name appears in the list but can't be selected, has already been reauthorized or is a new employee for the upcoming school year. When users are selected, more detailed information is available under the Application-Role column. The details include what school/s the user has permission to access and the Remove Role action is available.

Remove Role should only be used when a user has more than one role and permissions need to be removed from one role only. Select **Remove Role, scroll down and Select **Re-Authorize Selected Users**.

<input checked="" type="checkbox"/>	K12\	DISTRICTS -	SLDS - eTranscripts - High School Re-Authorize: <input checked="" type="radio"/> Yes <input type="radio"/> No	District Administrator eTran Counselor	Remove Role Remove Role	Active	Details
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- Review users.** Unselect any users that are not going to be re-authorized.
- Scroll down and select **Process Selected Users**.

Process Selected Users

Return

Details displays history of permissions and who granted those permissions.

When complete, select Main Menu to return.