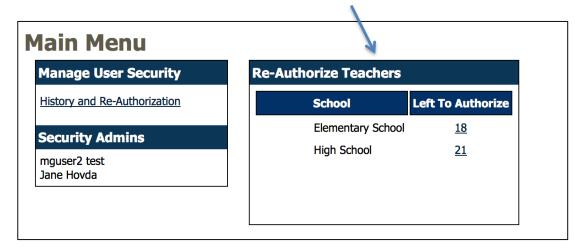
## Re-authorizing SLDS, eTranscript and Choice Ready User Permissions

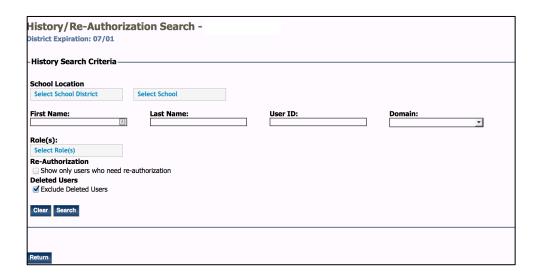
If you choose not to re-authorize a user, access will be denied to that user. This also includes the District Security Admin individual(s). Therefore, don't forget to re-authorize yourself.

- 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**.

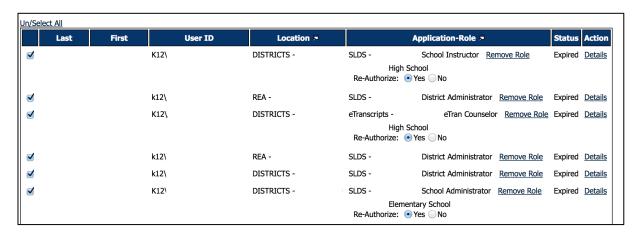
\*\*For large districts - Re-Authorize Teachers
This will display individuals that have access to that particular school. It <u>will not</u> include individuals that have District Admin or REA access. For the majority of the districts it will be quicker to select History/Re-Authorization link.



- 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.



5. 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.

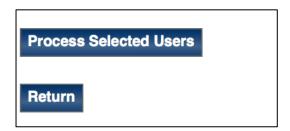


A user, whose name appears in the list but can't be selected, has already been reauthorized or is a new employee for the upcoming school year. When users are selected, more detailed information is available under the Application-Role column. The details include what school/s the user has permission to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



- 6. **Review users**. Unselect any users that are not going to be re-authorized.
- 7. Scroll down and select **Process Selected Users**.



**Details** displays history of permissions and who granted those permissions.

When complete, select Main Menu to return.