

LOUISIANA EDUCATION PORTAL/EVALUATION PORTAL ACCESS THROUGH EDLINK - CPSB

Purpose: To access LDOE Professional Learning Platform site and evaluation portal (LEP) for teachers .

Procedures:

STEP 1: DO YOU HAVE A MYLA.Gov ACCOUNT? (Substitutes cannot have a MyLa account)

If you are an administrator or SPED you probably do. You may also have an account if you receive government benefits. **DO NOT CREATE MORE THAN ONE ACCOUNT** this will cause issues and the state of Louisiana only allows each person to have one account. If you are not sure, go to: <https://my.la.gov/en-us/> . Go to **HELP** (upper right corner) fill in the information to receive your username (User ID) or reset your password. Still not sure, please email rawya.saadi@cpsb.org

STEP 2: If you have a MyLA account set up go to step 4

STEP 3: If you DO NOT have a MyLa Account:

- Go to <https://ldoe.edlink.la.gov/#/> and click on “Create an Account”
- User ID – create your user ID (something unique)
- Follow the steps to create your MyLA Account – *You may use a personal email address.* **IMPORTANT - make sure your name, DOB, & SSN match your CPSB records found in Employee Access Center (EAC).** Matching to EAC ensures the link to EdLink especially your first and last name (Jane Smith-Doe vs. Jane Doe)
- All fields marked with * are REQUIRED and must be filled out – Username has to be at least 8 characters. Remember to use uppercase, lowercase and symbols in your password. Phone number will be entered without hyphens – 3371234567
- Set a PIN – 6 digit number that will be used to make sure you’re the only one going into your account
- The username and password you create is your new account and will be used for EdLink and Canopy – **WRITE DOWN THE USERNAME AND PASSWORD** you create; this will be used to login to all LDOE applications.
- Once you have completed the application you will be sent a conformation email usually within an hour.

STEP 4: Confirm your email and forward your Myla Username to MIS Dept.

- Click on the email and confirm your email from LDOE and forward that same email to Rawya.saadi@cpsb.org . Mrs. Saadi in MIS will link your MyLa Account to Edlink using your username you created. You will receive an email that your username is linked.
- ****PLEASE allow up to 24 hours for the data to sync before accessing your account****

STEP 5: Access Louisiana Education Portal/LEP (Evaluation Portal)

- Once your MyLa account is set up and linked (could take up to a week) log in to: EdLink at: <https://registration.edlink.la.gov/> and click on “SIGN IN.” Use your MyLA username and password to log in. Under Application Menu, you should see a button on the screen that says “LDOE Professional Learning Platform ” (available in all teacher accounts) or/ and “Louisiana Education Portal”
- If you do not see a Learning Platform or LEP button, this means your MYLA account is not connected to your Edlink Account (See step 4)