



LOUISIANA DEPARTMENT OF
EDUCATION

Edlink New Account Set-up,
Existing User Access and
Password Reset
2024-2025

edlink

EDLINK ACCOUNT SET-UP FOR NEW USERS

LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS

GOOGLE CHROME



MICROSOFT EDGE



An Official Louisiana.Gov Website. [Here's how you know...](#) English Español Français Tiếng Việt

edlink EdLink Support Louisiana Believes

Welcome to EdLink.
We've revolutionized the way we use data to support students and families of Louisiana.

Sign In
Create an Account

DEPARTMENT of EDUCATION Louisiana Believes Email Us Call Us

f t y i n

edlink EdLink Support Louisiana Believes Sign In

Create an EdLink Account

EdLink uses MyLa.gov to keep all of your contact information and passwords for Louisiana government websites in one place.

What is the EdLink system?

LDOE's EdLink system is an application that serves Providers, Parents, and Students across many phases of a student's progression from Early Childhood through K-12 schooling. It assists with the State's goal of providing accountability, standards, and administration of its Education Programs.

What is MyLA?

MyLa.Gov is a service by Louisiana's government which allows you to create a single way to login to participating Louisiana government websites. This will help us make it easier and more efficient for you to do business with Louisiana state agencies

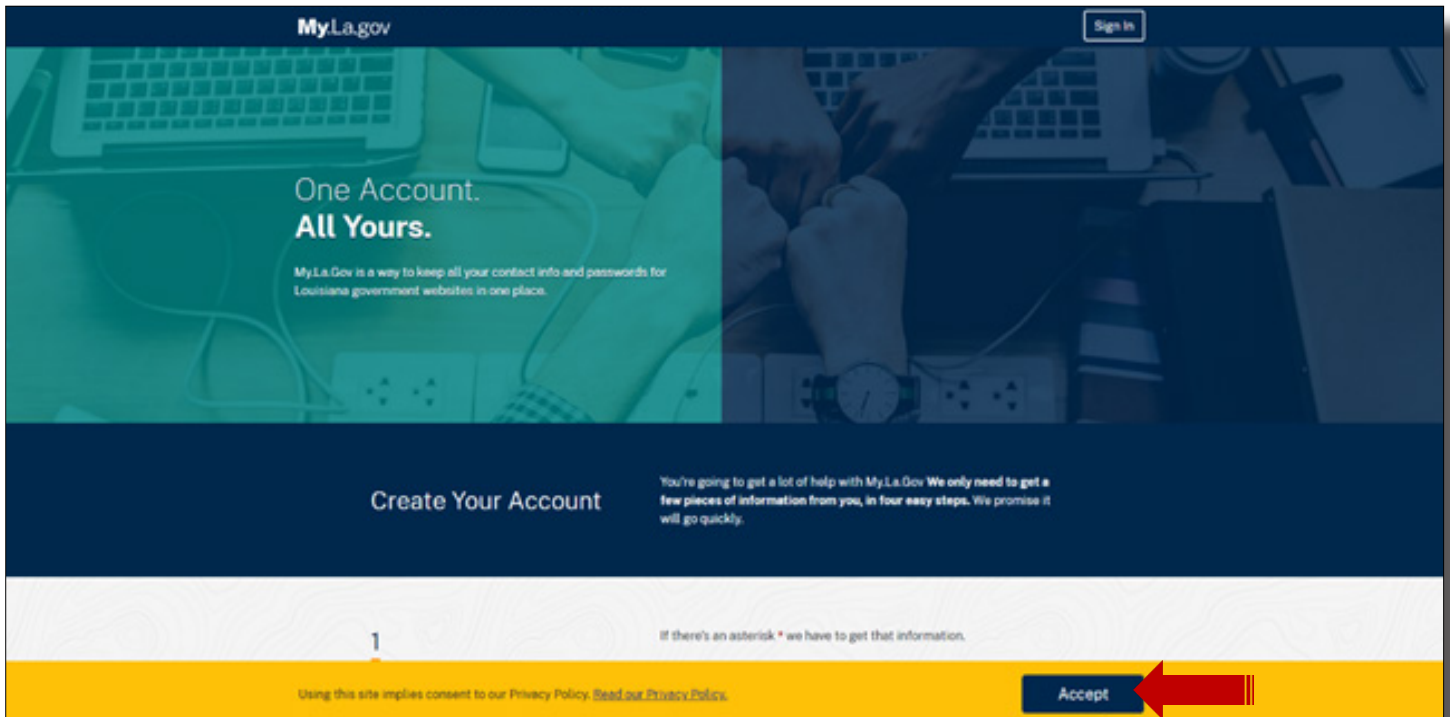
Create a MyLA Account

Continue to the MyLa account creation page by clicking the button below. You will receive an email confirmation link once your account is created. After you confirm your email, you will be able to return to the EdLink welcome page and Sign In using your MyLa login and password.

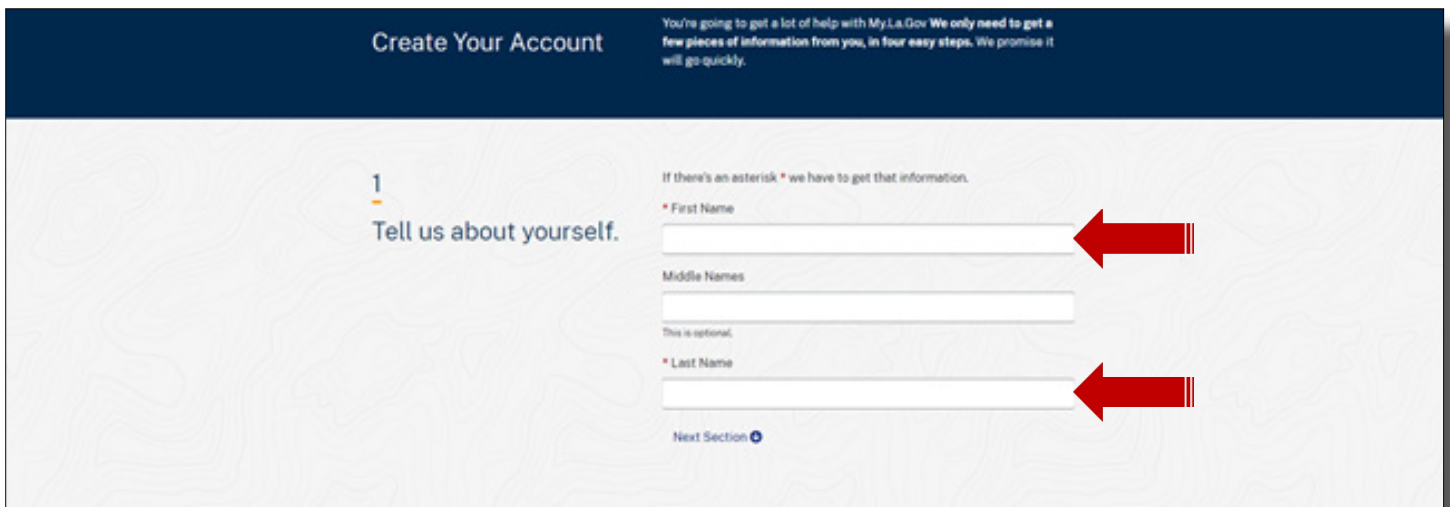
← Back Continue to MyLA →

Sharing of accounts is not permitted. All Staff members MUST set-up an individual Edlink account.

The “Create Your Account” page will appear. Accept the security policies (if it is visible) and scroll down slowly until you see Step 1 of “Create Your Account.”



Scroll down and begin inputting your information into the Tell Us About Yourself section. Please note that where there is a red asterisk, you must enter information to proceed.



Create a User ID. If you need assistance with creating a User ID, click on the blue light bulb below the text box. You will see this light bulb throughout the process.

2
Let's start your account.

We need to get some information to start. We'll ask you to create a User ID and a password.

If there's an asterisk * we have to get that information.

* User ID

[Want help making a User ID?](#)

* Password

.....

Show Passwords

[Want help making a Password?](#)

* Confirm Password

[Previous Section](#) [Next Section](#)

Do not use your email in Step 2. Please stay between 8-12 characters.

Click on the blue light bulb to view the required format for your User ID and Password. Click on the light bulb again to collapse the format requirements.

* User ID

[Want help making a User ID?](#)

- ✘ Don't use any special character twice in a row.
- ✔ You can use one of these symbols: - @ _ , but not twice in a row.
- ✔ You must use at least one English letter, A-Z or a-z.
- ✔ You can use numbers too.
- ✔ You must use least 8 characters but fewer than 64.

* Password

Show Passwords

[Want help making a Password?](#)

- ❌ Don't use a password from any of your other accounts.
- ✅ You must use letters and numbers.
- ✅ Make some letters uppercase, make letters some lowercase.
- ✅ Use some of these symbols too:
{ [(< ! # , \$ % ^ @ : \ | / & * - _ + = ; >)] }

* Confirm Password

[Previous Section](#) [Next Section](#)

Before moving forward, record your Password and User ID.

User IDs and Password Standards:

Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards.

Create a pin number by selecting 6 digits. Numbers ca not be consecutive (123456) or the same number (999999). Write this number down.

3
Let's set a PIN.

The Personal Identification Number is a 6-digit number we will use to make sure you're the only one going into your account. Be sure to remember it!

If there's an asterisk * we have to get that information.

* New PIN * Confirm New PIN

[Previous Section](#) [Next Section](#)

Enter your current personal phone number and personal email address below. The email must be immediately accessible. Before you select, "Create Your Account", make sure that your information is correct in Steps 1-4.

4
How should we contact you?

If there's an asterisk * we have to get that information.

Telephone

You only have to type the numbers, nothing else. Start with your area code.

* Email Address

[Previous Section](#) [Next Section](#)

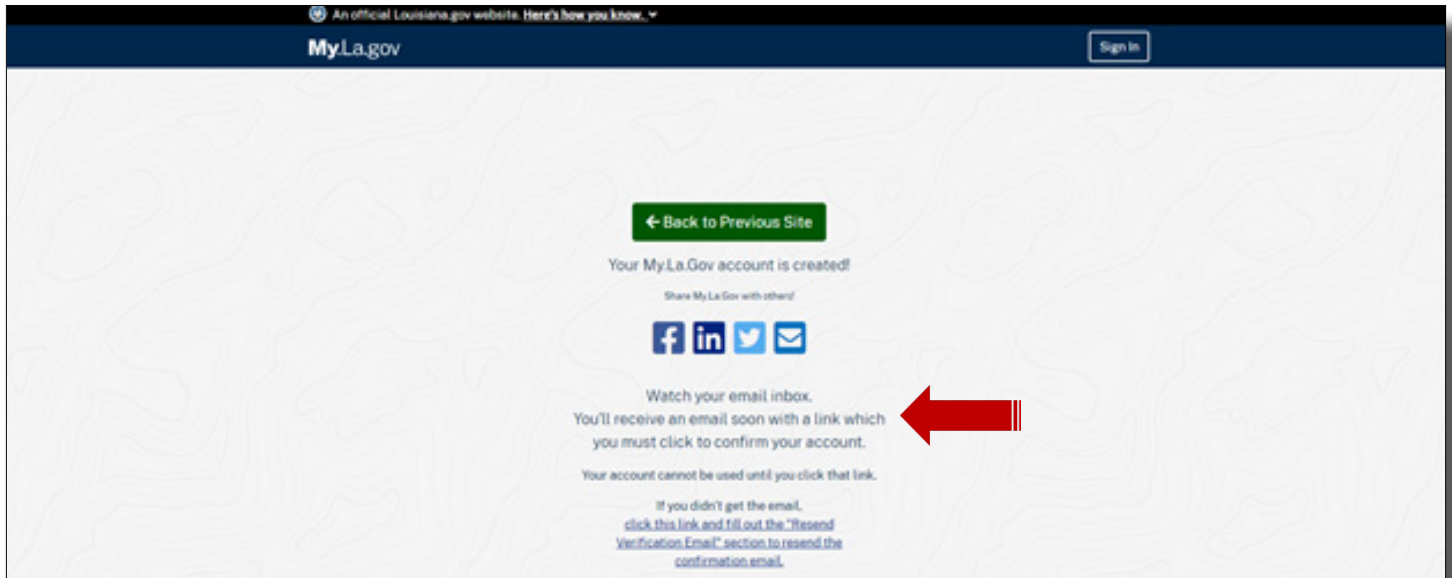
That's it!

DO NOT enter your center's email address. Only personal emails should be used here.

Proceed to the next page to receive instructions for Confirming your Email. You will not have access to your account until your email has been confirmed. You must confirm email within the 24hr time frame permitted.

CONFIRM EMAIL

You'll now be asked to confirm your email. Find the email inbox of the address that you entered during set-up. Follow the instructions in the email. Once you have confirmed your email, sign back into as shown below, as shown on the next page.



CLOSE ALL OPEN PAGES (NOT YOUR BROWSER) AND PROCEED TO EDLINK SIGN-IN ON PAGE 9.

FORGOTTEN USER ID/RESETTING PASSWORD

Follow the steps below to retrieve your previously registered User ID. Look for an email from Ideo.gov in the same email that was used in the Set-Up. You cannot change or edit these credentials. Only your password may be changed.

Return to your email and locate the LDOE.GOV email. In this email, a temporary password is provided. Copy the password carefully; it is case sensitive.

Log back into [Edlink](#) with your User ID and the temporary password. Once you've gained access, you'll be asked to enter the temporary password and choose a new password. Confirm your new password and Save.

Account help

Resend Verification Email

Never got your email verification? Enter your email address and we'll send you a new verification.

* Email Address

✓ Send verification Email

Forgot your User ID? 1

Enter your email and we'll send you the information.

Email Address

✓ Send User ID Reminder

Forgot your password? 2

Enter your User ID and email and we'll send you a link to reset your password.

User ID

Email Address

✓ Send Password Reset Link

Want to know more?

MyLa will replace outdated ways of signing in to Louisiana government websites. Read our [Frequently Asked Questions](#) and get to know MyLa

Sign In

* User ID

* Password

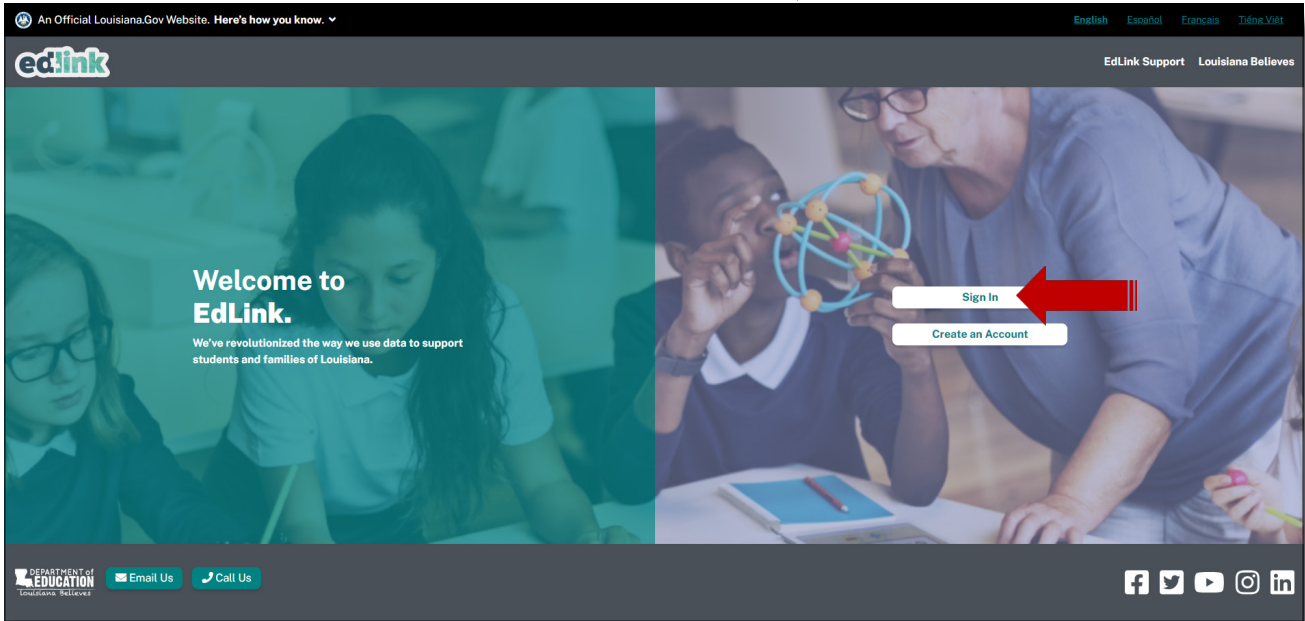
Show Password

Sign In

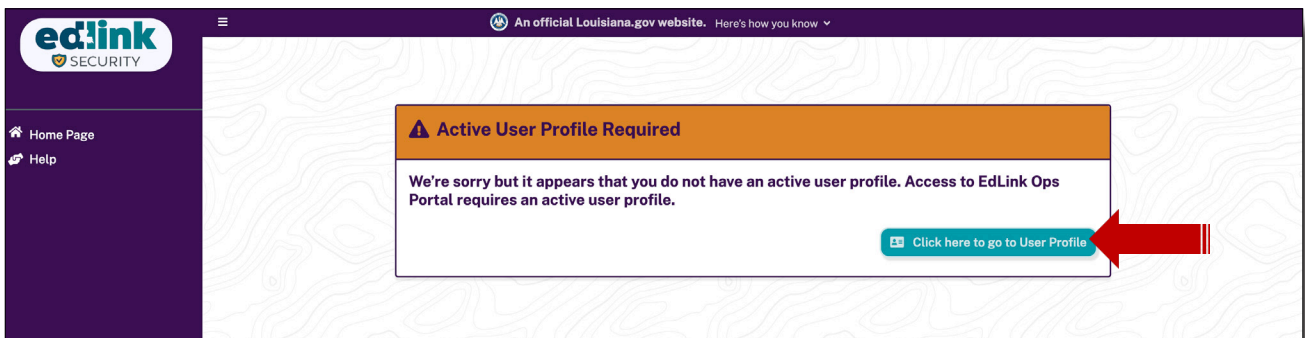
Need help? [Click here to get help logging in](#)

EDLINK SECURITY 2.0 EXISTING ACCOUNT LOGIN PROCEDURE

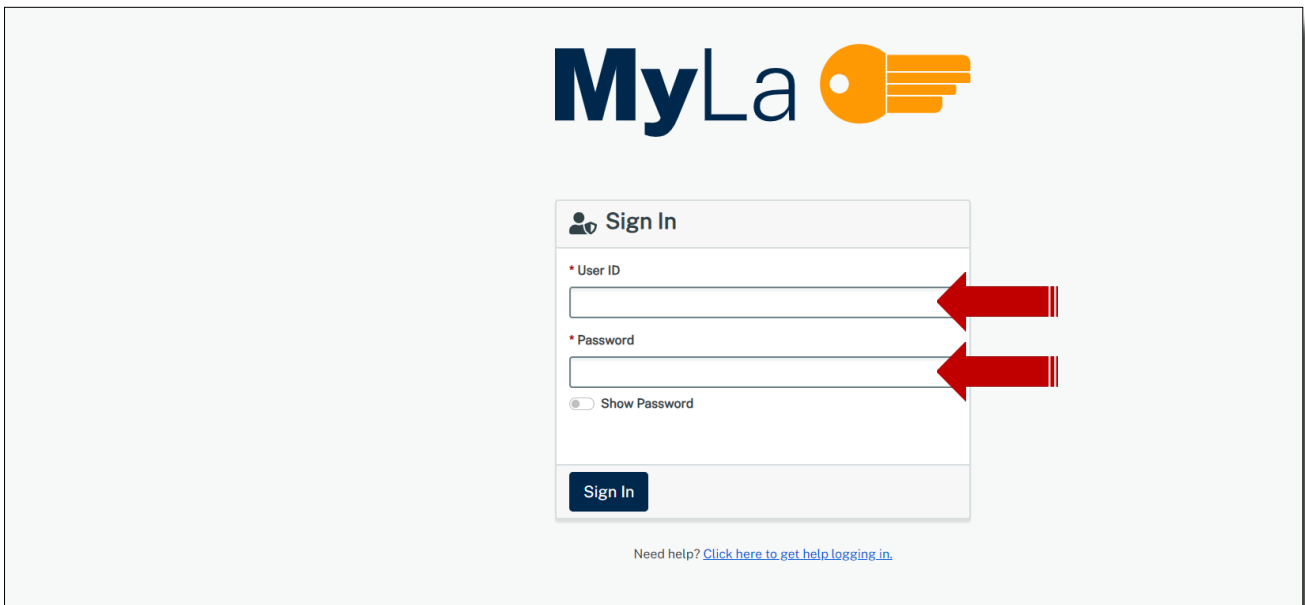
LDOE.EDLINK.LA.GOV



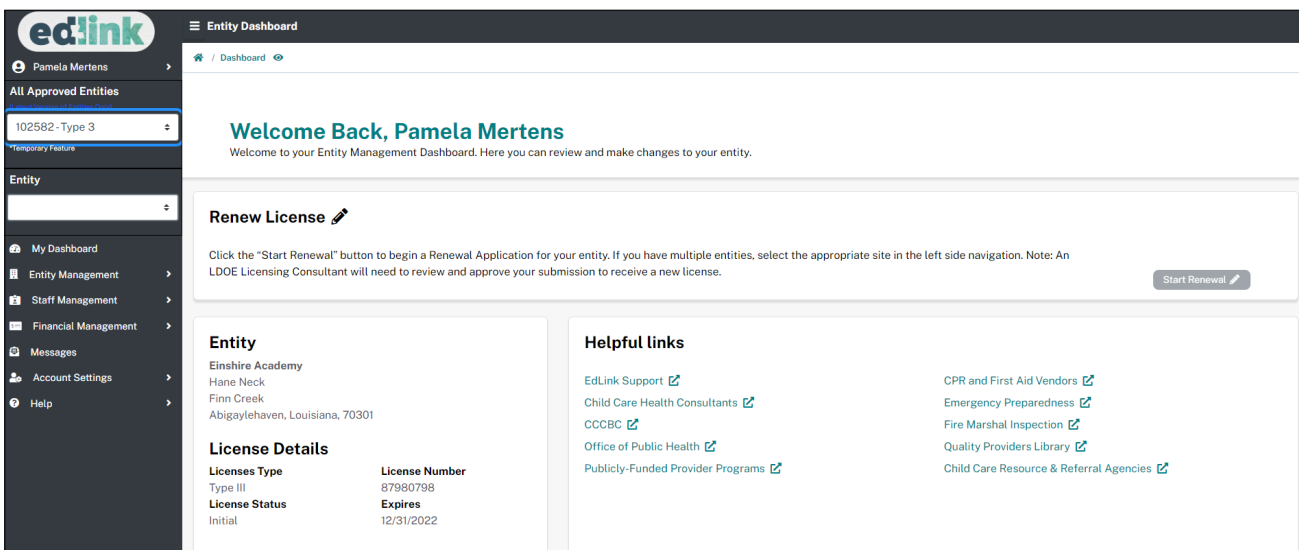
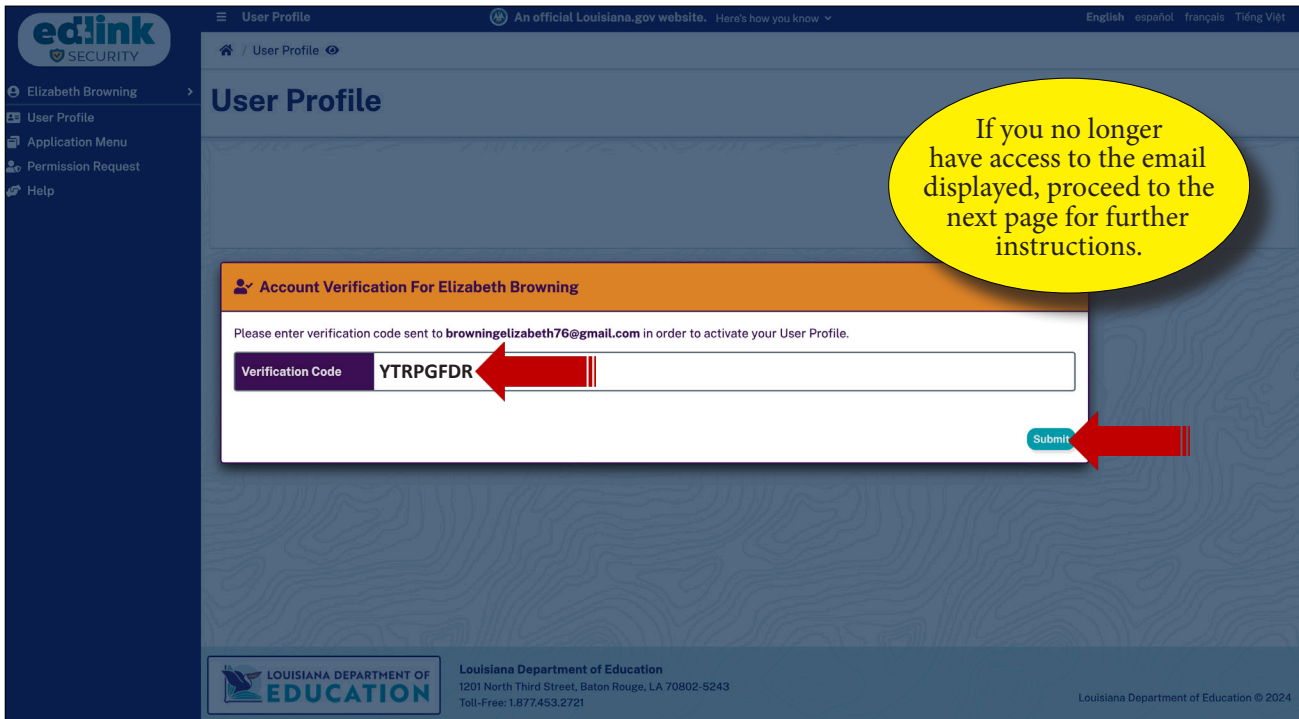
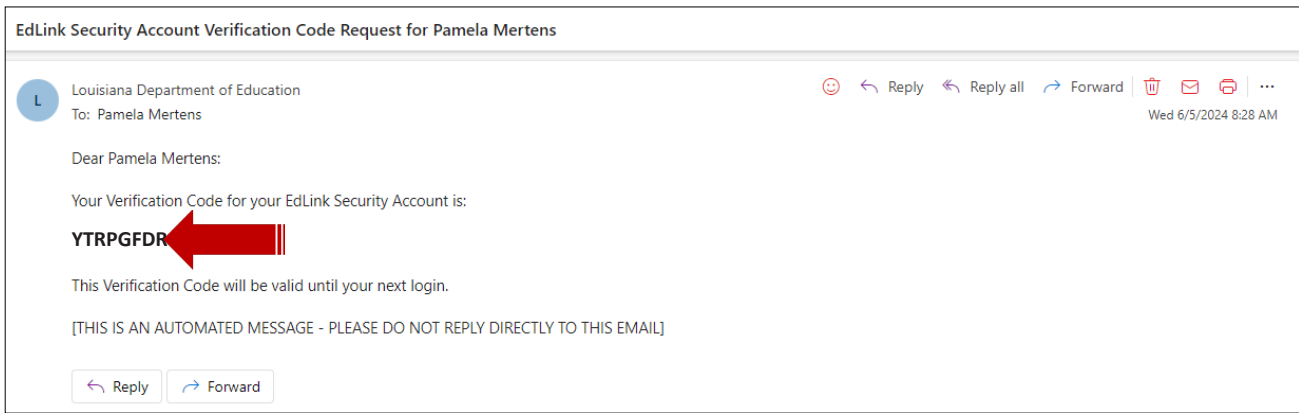
The screenshot shows the EdLink home page. At the top, there is a navigation bar with the EdLink logo on the left and language options (English, Español, Français, Tiếng Việt) on the right. Below the navigation bar is a large banner image with a teal overlay on the left side. The text on the banner reads "Welcome to EdLink. We've revolutionized the way we use data to support students and families of Louisiana." On the right side of the banner, there are two buttons: "Sign In" and "Create an Account". A red arrow points to the "Sign In" button. At the bottom of the page, there are social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn, along with a "Call Us" button.



The screenshot shows a message box on the EdLink Security page. The message box has an orange header with a warning icon and the text "Active User Profile Required". Below the header, the text reads "We're sorry but it appears that you do not have an active user profile. Access to EdLink Ops Portal requires an active user profile." At the bottom right of the message box, there is a button that says "Click here to go to User Profile". A red arrow points to this button. On the left side of the page, there is a navigation menu with "Home Page" and "Help" options.



The screenshot shows the MyLa sign-in form. At the top, there is the MyLa logo, which consists of the text "MyLa" in a dark blue font and a yellow key icon. Below the logo is a "Sign In" form. The form has a header with a person icon and the text "Sign In". There are two input fields: "User ID" and "Password". A red arrow points to the "User ID" field, and another red arrow points to the "Password" field. Below the "Password" field, there is a "Show Password" toggle switch. At the bottom of the form, there is a "Sign In" button. Below the form, there is a link that says "Need help? [Click here to get help logging in.](#)"



UPDATING YOUR EMAIL

Follow the steps below to update your email. This option should be used sparingly, only in instances where you are unable to access the account or the account belongs to a center server. **Always input a private email (not the center's)** so you'll have immediate access if your circumstances in employment change.

Leave all of your pages open for now. Open a new tab (page) on your browser. In the URL address bar,

1. Go to <https://my.la.gov/>
2. A MyLA page will appear with several contact information options. In the bottom left corner is the phone number and email change options. **Update your phone number and email to a personal accounts only.** You must use an email that has not been used previously for any State of Louisiana registrations. If you receive a green box indicating that a token has been created and the update successful, move to the next step. If you receive a red box stating that the email is not unique, you must use an alternate email or create a new email account. **DO NOT CREATE A NEW EDLINK ACCOUNT.**

Account home

[Resume your journey →](#)

If you need to update any information in your account, use the forms below. If there's an asterisk * we have to get that information.

Your Name

MyLa is how Louisiana's government agencies know how to contact you. What's your name?

* First Name Middle Names (optional) * Last Name

[✓ Update Name](#)

Contact Info

Keep MyLa up to date with your information.

Telephone
Just numbers, nothing else, start with area code.

* Email Address

[✓ Update Contact](#)

PIN

The PIN is a 6-digit number we will use to secure your account.

* New PIN

* Confirm New PIN

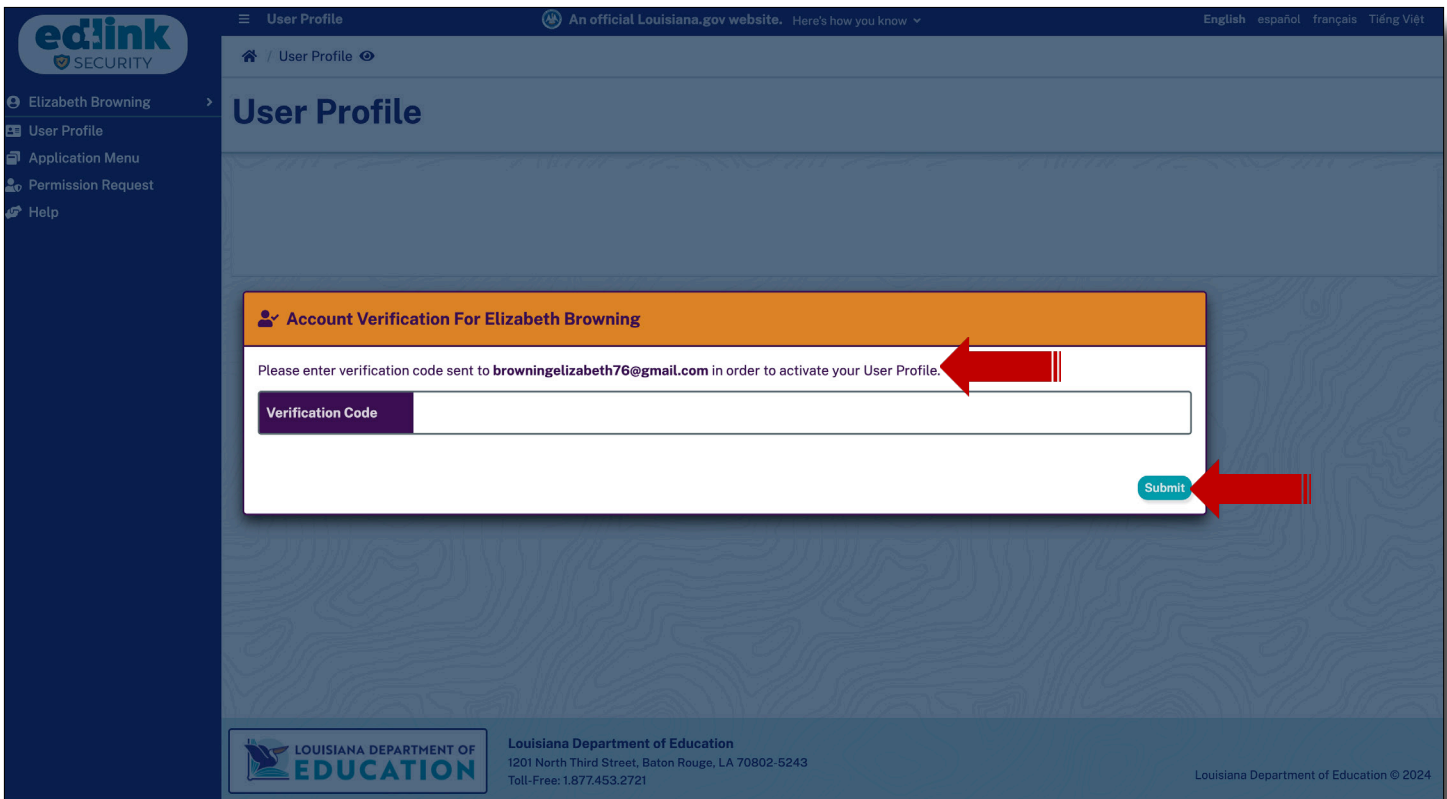
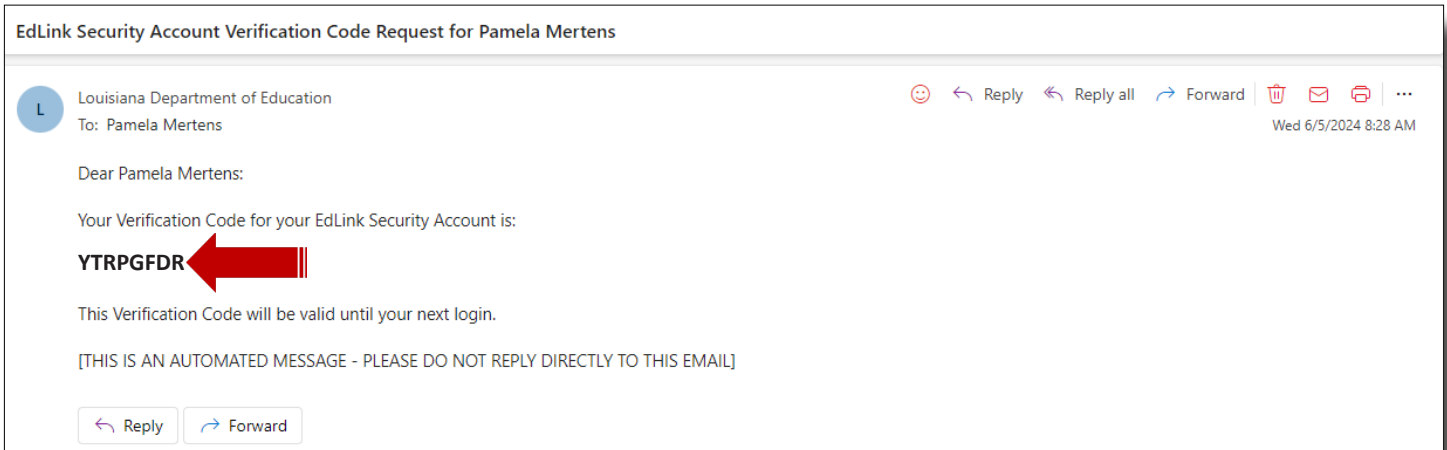
[✓ Update PIN Number](#)

Password

Click the button below to change your password. We'll take you to the screen where you update it. When you're finished, we'll bring you back here.

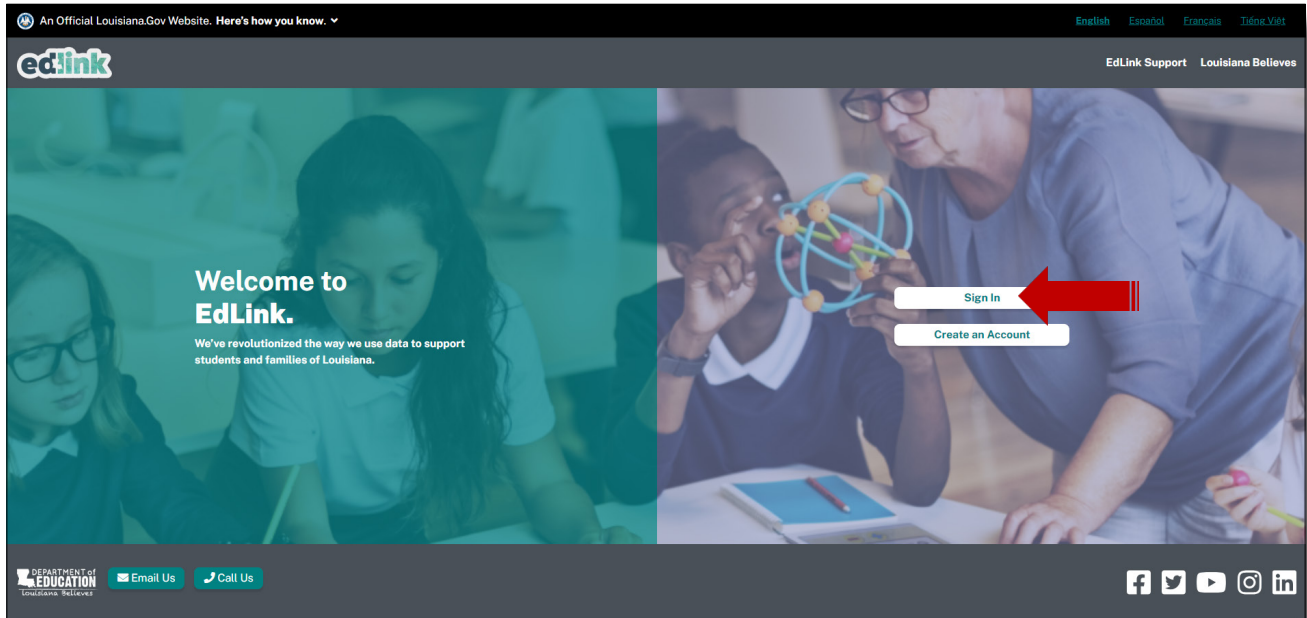
[✓ Update Password](#)

3. Go to the email that you've updated to and CONFIRM EMAIL.
4. After you have confirmed the newly updated email, close and reopen your browser (Google Chrome or MicroSoft Edge).

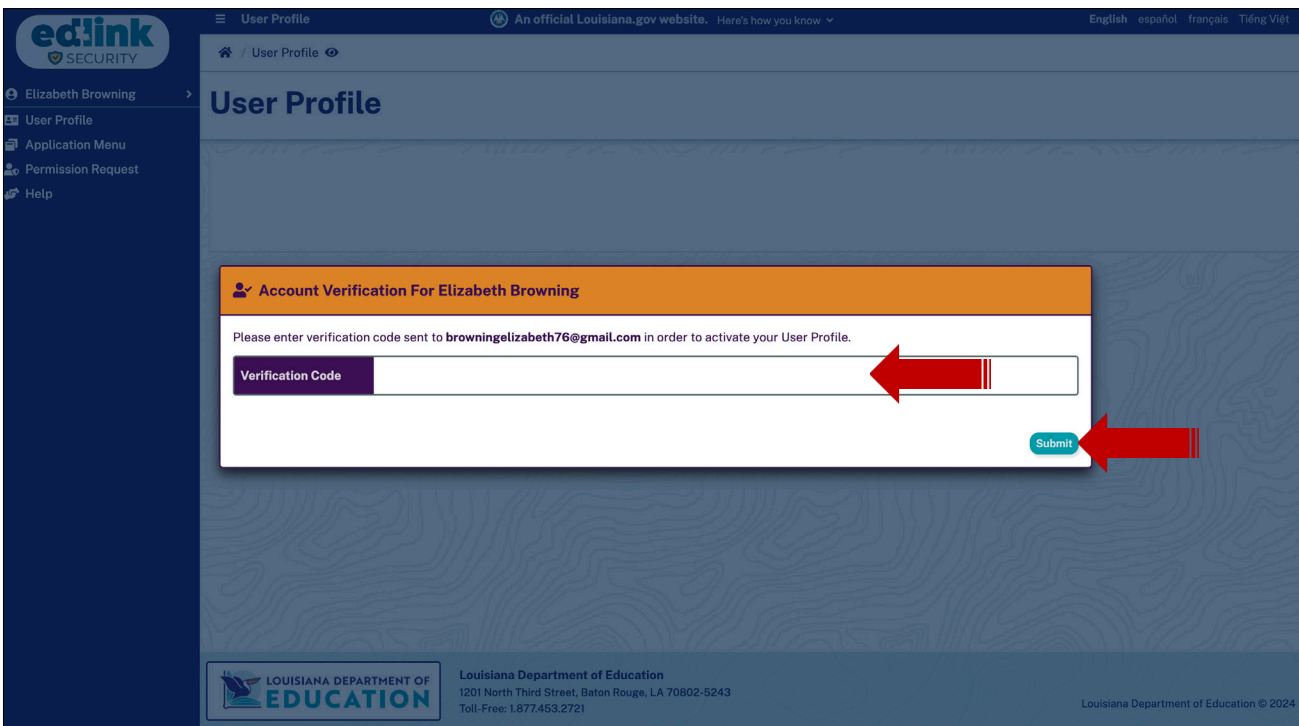
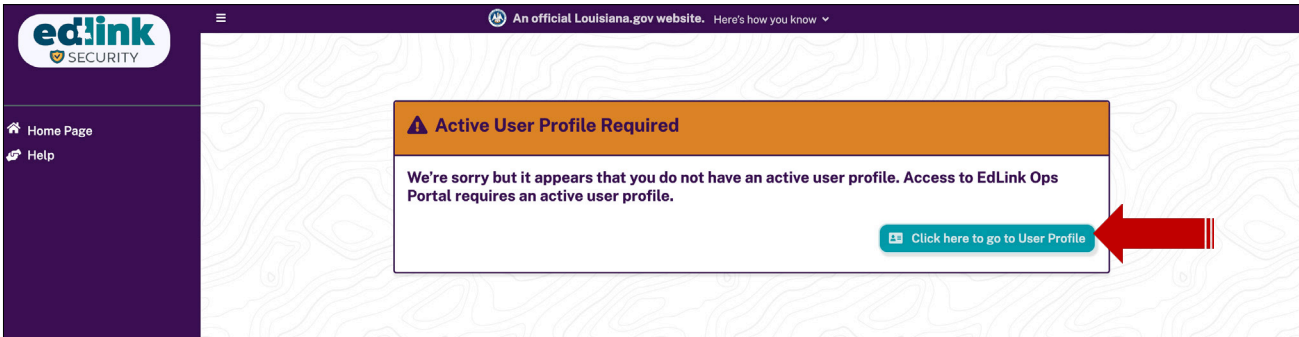


5. Go to <https://ldoe.edlink.la.gov/#/> (little boy/girl with teacher)
6. Click on Sign in. Enter your User ID and Password into the white MyLA box and submit. You'll be redirected to the Edlink Security Portal (magenta and orange w/teal button colors).

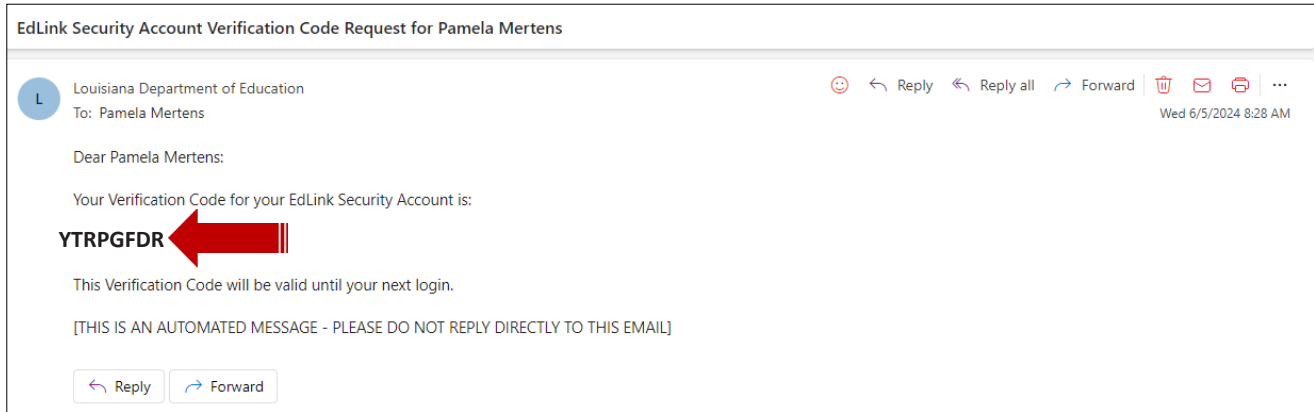
[LDOE.EDLINK.LA.GOV](https://ldoe.edlink.la.gov/#/) ←



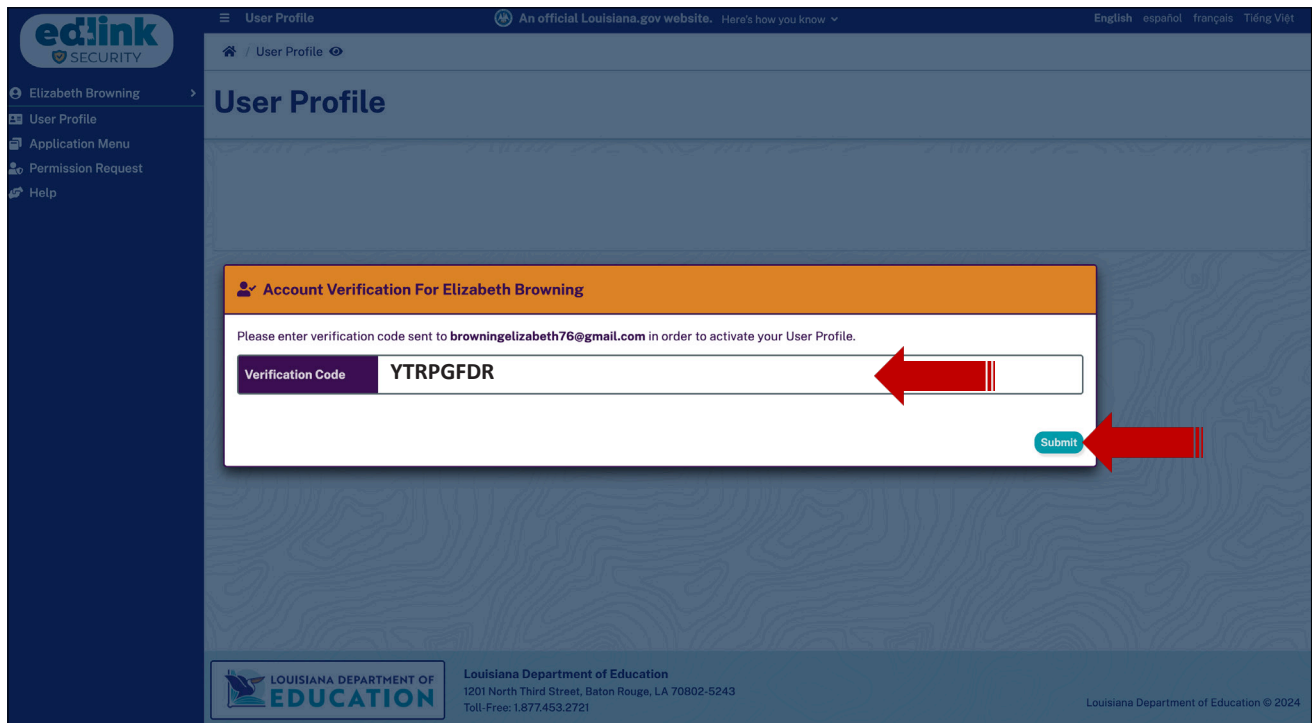
7. Click on the teal button to update your user profile (right side of screen).
8. A verification box will appear. Your newly updated email is listed in the brief instruction statement. Go to the listed email inbox and retrieve the Verification Code (Control+C).



- Go to the newly updated email account and CONFIRM EMAIL. The email will be in your inbox between 1-5 mins. Do not reverify until the wait time has passed. If you need to reverify, always use the last email in your inbox to confirm. Previous verification emails will be inactive.



- Return to the open Verification page and paste (Control+V) the code into the box where the cursor is flashing.
- Now, Submit to be directed to your Dashboard.
- Close/Sign Out of all other pages, leaving only your Edlink open. You're now ready to work within your Edlink account.



edlink Entity Dashboard

Dashboard

Welcome Back, Pamela Mertens
Welcome to your Entity Management Dashboard. Here you can review and make changes to your entity.

Renew License

Click the "Start Renewal" button to begin a Renewal Application for your entity. If you have multiple entities, select the appropriate site in the left side navigation. Note: An LDOE Licensing Consultant will need to review and approve your submission to receive a new license.

Entity

Einshire Academy
Hane Neck
Finn Creek
Abigaylehaven, Louisiana, 70301

License Details

License Type	License Number
Type III	87980798
License Status	Expires
Initial	12/31/2022

Helpful links

- EdLink Support
- Child Care Health Consultants
- CCCBC
- Office of Public Health
- Publicly-Funded Provider Programs
- CPR and First Aid Vendors
- Emergency Preparedness
- Fire Marshal Inspection
- Quality Providers Library
- Child Care Resource & Referral Agencies

Start Renewal