

# Louisiana Evaluation System (LES) Phased Rollout Plan

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The phased release rollout is broken down by user types:

- LES Updaters and LES Viewers (District)
- LES Update and LES View (Local) and School Leaders
- Counselors and Instructional Support Leaders
- Educators

The tasks for these phases are listed below. Users in each phase should assist the users in the next phase.

*The phase released rollout plan covers September 9 - 20.*

Users will access the EdLink Security request forms by going to <https://registration.edlink.la.gov/> and then clicking “Permission Request” from the left navigation.

## LES Updaters (LES System Contacts) and LES Viewers (System Leaders)

*September 9 to September 11*

Both LES Updaters and LES View users at the System level should complete the following steps:

- Verify or register for a MyLA account
- Request their EdLink security access
  - o Organization Selection: K-12 Public Schools
  - o Application Selection: Louisiana Educator Portal
  - o Location Filter: District (School System)
  - o Location Selection: Type your district name
  - o Role Selection: LES (TEV, EVAL)
  - o Permission Select: Update or View
- Log into the Louisiana Educator Portal and see their Educator Profile
  - o On the Educator Profile screen they should verify that the displayed information is correct.

## LES Update and LES View (Local) and School Leaders

*September 12 to September 13*

District level users should provide support to Local LES users and leaders. In this phase, targeted users should complete the following steps:

- Verify or register for a MyLA account
- Request their EdLink security access
  - o Organization Selection: K-12 Public Schools

- o Application Selection: Louisiana Educator Portal
- o Location Filter: Local (Site)
- o Location Selection: Type your location name
- o Role Selection: LES (TEV, EVAL)
- o Permission Select: Update or View
- Log into the Louisiana Educator Portal and see their Educator Profile
  - o On the Educator Profile screen they should verify that the displayed information is correct.

LES users may want to include school representatives to assist users in the following phases such as Leaders, Counselors and Educators.

## Counselors, Instructional Support Leaders (Master Teachers, Instructional Coaches)

*September 16 to September 17*

Instructional Support Leaders and Counselors should complete the following steps:

- Verify or register for a MyLA account
- Log into EdLink Security at <https://registration.edlink.la.gov/>
- Click on the Louisiana Educator Portal button
- On the Educator Profile screen they should verify that the displayed information is correct.

## Educators

*September 18 to September 20*

Educators should complete the following steps:

- Verify or register for a MyLA account
- Log into EdLink Security at <https://registration.edlink.la.gov/>
- Click on the Louisiana Educator Portal button
- On the Educator Profile screen they should verify that the displayed information is correct.