

# Re-authorizing SLDS and eTranscript User Permissions

If you choose not to re-authorize a user, access will be denied to that user. This also includes the Security Admin individual(s).

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**

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 and eTranscript users. (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**

Select School District  Select School

First Name:  Last Name:  User ID:  Domain:

**Role(s):**

Select 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 1, 2015 the status column will display Expired for any staff member 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	<a href="#">Remove Role</a> <a href="#">Details</a>
<input checked="" type="checkbox"/>			k12\	REA -	SLDS - District Administrator	Expired	<a href="#">Remove Role</a> <a href="#">Details</a>
<input checked="" type="checkbox"/>			K12\	DISTRICTS -	eTranscripts - eTran Counselor High School Re-Authorize: <input checked="" type="radio"/> Yes <input type="radio"/> No	Expired	<a href="#">Remove Role</a> <a href="#">Details</a>
<input checked="" type="checkbox"/>			k12\	REA -	SLDS - District Administrator	Expired	<a href="#">Remove Role</a> <a href="#">Details</a>
<input checked="" type="checkbox"/>			k12\	DISTRICTS -	SLDS - District Administrator	Expired	<a href="#">Remove Role</a> <a href="#">Details</a>
<input checked="" type="checkbox"/>			K12\	DISTRICTS -	SLDS - School Administrator Elementary School Re-Authorize: <input checked="" type="radio"/> Yes <input type="radio"/> No	Expired	<a href="#">Remove Role</a> <a href="#">Details</a>

A user, whose name appears in the list but can't be selected, has already been reauthorized or is a new employee for the 2015-2016 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 - District Administrator eTranscripts - eTran Counselor High School Re-Authorize: <input checked="" type="radio"/> Yes <input type="radio"/> No	Active	<a href="#">Remove Role</a> <a href="#">Remove Role</a> <a href="#">Details</a>
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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**

At this time **Details** is under development. This will provide additional security maintenance options.

When complete, select Main Menu to return. The back arrow does not work.