



Ed-ID: Staff Management



Ed-ID

This guide provides information on how to manage staff identities. Please review the [Ed-ID Policy and Overview](#) document for important information on the Ed-ID platform.

Ed-ID for Staff

The new Ed-ID portal will assign a unique, eight-digit ID for a staff member. Also known as the school personnel number (SPN), the Ed-ID serves as a unique identifier for a staff member throughout their educational experience in Indiana. The Ed-ID for staff is the mechanism used to provide a unique identifier for state and federal reporting as outlined in [IC 20-19-3-9.4](#).

When an Ed-ID is used:

- Identifies all students and staff for state and federal reporting.
- Used as a unique identifier in data shares with other state agencies.
- Used as a unique identifier with assessment vendors.
- Identifies staff for the purposes of state licensing.
- Can be used as unique identifiers in a local entity's own systems.
- Additional uses permitted or required by state or federal law.

Licensing Verification and Information System (LVIS)

LVIS interfaces with the Ed-ID's Application Programming Interface (API), which means that all Indiana licensed educators already have an Ed-ID. These Ed-IDs are managed and maintained through LVIS. All individuals seeking licensure in Indiana should obtain an Ed-ID through LVIS. The Ed-ID for staff (or SPN) is printed on newer Indiana licenses. Furthermore, Indiana educators should maintain up-to-date information, such as name changes by logging into their LVIS Account.

Staff has an LVIS Account

When a lookup is performed for a staff member via the Ed-ID portal, staff who have an account within LVIS will appear with the “**Staff has an LVIS Account**” tag as shown here.

SPNs that are associated with a staff member (licensed or not) that has served as a substitute educator or who had sought licensure at one point has an LVIS account and must be managed by the licensing department. These staff members will need to make changes to their account as follows:

School Personnel Number	Staff Record
[REDACTED]	Name: [REDACTED]
	Birth Date: [REDACTED]
	Last 4 SSN: [REDACTED]
	Race: [REDACTED]
	Sex: [REDACTED]
	Email: [REDACTED]
	Identity Status: Active
	* Staff has an LVIS Account

- **Name Changes, SSN or DOB corrections** - The LVIS account holder must contact the licensure department to initiate the change. The educator will use the [Educator Licensing Self-Help Form](#). Select the topic ‘My question is not in the dropdown/I need more help.’ Documentation must be provided to support the data correction.
- **Email address** - Email should be the account holder’s personal email address. The LVIS account holder must login to LVIS and edit their account.
- **Ethnicity/Gender** - This is **not** managed via LVIS and is updated nightly from Data Exchange submissions.

Note that updates to the name, DOB, SSN or email address submitted for staff members that have an SPN tagged with “Staff has an LVIS Account” will receive the following message:

To look up whether or not an educator holds a valid license, please use the [Educator License Lookup](#). An educator may request assistance for a license related matter from the Indiana Department of Education (IDOE) licensure department using the [Licensure Help Form](#).

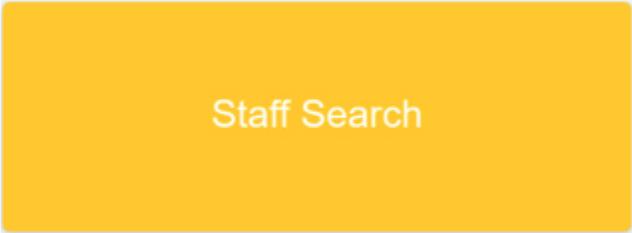
General Instructions

- An Ed-ID for staff or SPN is to be assigned to a staff member once and remain with the staff member throughout their educational experience.
- Look up staff Ed-IDs when:
 - new staff members are hired and may not have an Ed-ID assigned.
 - changes or updates are needed to the existing staff record.

- An Ed-ID must exist in order to provide staff information via Data Exchange.
- An Ed-ID must exist in order to provide staff access to applications via the LINK Portal
- Individuals in protective custody: STNs and SPNs may be suppressed for children or staff when necessary to protect them. These cases are rare. Please complete a support ticket for these instances and an IDOE state reporting representative will assist.

Staff Search

An Ed-ID for staff is to be assigned to a staff member once and remain with them throughout their educational experience. A best practice is to always use the lookup/search function before requesting a new Ed-ID be created.



- **Newly hired staff: Always** perform a lookup for new staff. All Indiana licensed educators already have an Ed-ID, although it may be found under a maiden name.
- If an Ed-ID for the staff member already exists, use the existing SPN.
- Less is more. It is suggested that your first search contains only the First Name and DOB. Then add additional fields such as Last Surname, Last Four SSN, Middle Name, Suffix. Race and Sex should be only entered to narrow the results.
- A staff member lookup **does not require** all demographic information to be entered in order to find someone. However, Staff required fields are School Personnel Number or (FirstName and BirthDate).
- Check all documentation provided for the staff member for name changes due to marriage, etc, to ensure a new SPN is not created.

IDOE has established the following definitions that apply to these processes:

- **No match** – any unique ID scoring less than 90% against the search query (name, DOB, etc.) entered by the user.
- **Potential match** – any unique ID scoring more than 90% against the search query entered by the user.

Search functionality may be available via these methods:

- The Staff Search button via the Ed-ID portal.
- Your student information system's (SIS') interface (check with your SIS vendor. This functionality may be offered as soon as the 2023-2024 school year).
- The API for identities.

Search Parameters

Search Parameters

School Personnel Number

First Name Middle Name Last Surname Name Suffix

Birth Date Last Four SSN
Race Sex

Email

- **School Personnel Number**
- **First Name** - This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the staff member prefers. This field is required when no SPN is provided.
- **Middle Name**
- **Last Surname** - This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the staff member prefers. This field is required when no SPN is provided.
- **Name Suffix** - Only enter data here, such as Jr, II, III, if this is part of their legal name. Otherwise, leave this field blank
- **Birth Date** - Enter as provided by a staff member's birth certificate, written with the year first as "YYYY - MM-DD." The birth date has the year listed first within Ed-ID because it assists with the sorting and search.
Note: Be careful when entering data from non-US birth certificates, as the month and day are commonly written as day/month.
- **Last Four SSN** - This is the last four digits of the social security number.
- **Race** - This data should be collected in accordance with the ["Collecting Racial and Ethnic Data" form, Part 2](#). A more comprehensive guide for connecting geographic/national origin with a race can be found [here](#).

American Indian - Alaskan Native
Asian
Black - African American
Hispanic Ethnicity and of any race
Multiracial (two or more races)
Native Hawaiian - Pacific Islander

White
Unknown

- **Sex** - Enter the sex. This doesn't impact the matching score much as you cannot determine an identity based on the sex alone.

Female
Male
Unknown

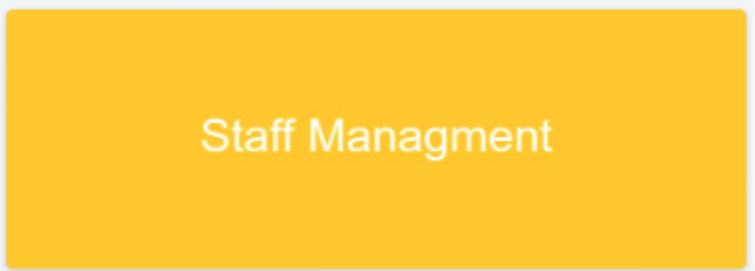
Search Tips

- Search to compare the name and DOB of an individual to the state's list of Ed-IDs.
- Less is more. It is suggested that your first search contains only the First Name and DOB. Then add additional fields such as Last Surname, Last Four SSN, Middle Name, Suffix. Race and Sex should be only entered to narrow the results.
- A staff member lookup **does not require** all demographic information to be entered in order to find someone. However, Staff required fields are School Personnel Number or (FirstName and BirthDate).
- Check all documentation provided for the staff member for name changes, marriages, etc, to ensure a new Ed-ID is not created.

After you perform a search, you should be able to review the potential matches for the individual. If, after reviewing all of the potential matches, you determine that no match is presented, you may click on the New Create Request button.

Staff Management

The Staff Management screen allows you to perform all actions that are needed to maintain an Ed-ID for a staff member.



New Create Request

New Create Request

Complete all required fields and then click Submit. If there are no potential matches above 90%, then the request will be automatically approved. The system will compare against the state database to ensure there is no existing unique ID.

- If no matches are found, the system will randomly generate a new Ed-ID and return it to the school user. You will find the new Ed-ID on the Staff Management page.
- If there are several potential matches, the request will be electronically routed to the appropriate Identities Approver at IDOE for human review. The Identities Approver may reach out to the local for additional information or documentation.

Submission Notes:

It is required to enter information in the Submission notes field for IDOE. Suggestions include:

- Short note about the staff member: Non-licensed staff member requiring access to the LINK portal, etc.
- Short note about you: Your name, email address and/or phone number.
- Short note about why this staff member may be different from an individual that appears in the search with a match over 90%.

New Update Request

New Update Request

The update request is used for reporting name changes, correcting or updating data on DOB and gender that was reported incorrectly or changing on existing staff. Enter the SPN and then click the load school personnel data button.

The following updates do not require an approval:

- Adding data for a field that was previously blank.
- Adding a middle name or updating a middle name from the initial to a full middle name.

Status Info

Allows you to request that an Ed-ID be Inactive. If you select Inactive, you must identify the inactive reason.

- Deceased - Only used in severe tragedies. Deceased staff should have their Ed-ID inactivated at the time of tragedy. The SPN will still be able to be reported to Data Exchange to complete the school year reporting requirements.
- Merged - Do **not** use this for requesting merges.
- Reported in Error - Used rarely and generally, when an ID is found that should not have been created. Please make sure to include a submission note as to why this occurred.

Submission Notes:

It is required to enter information in the Submission notes field for IDOE. Suggestions include:

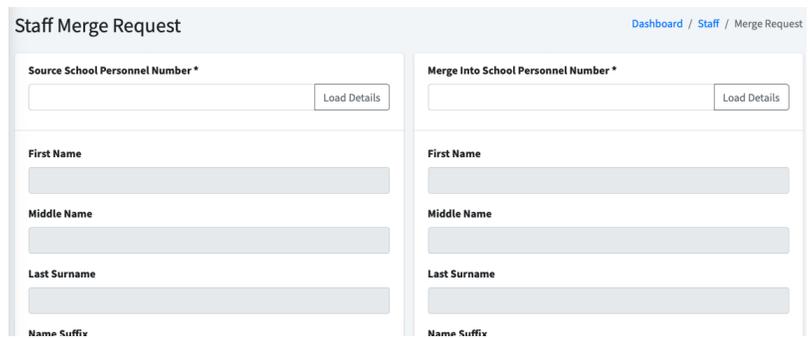
- Short note about the change: Updating name to match birth certificate, adding a middle name, previously mis-typed wrong DOB, etc.
- Short note about any status change to Inactive. If Reported in Error, include a note as to why this occurred.
- Short note about you: Your name, email address and/or phone number.

New Merge Request

New Merge Request

Allows you to request that two SPN's be merged. When you identify that

an individual is associated with two unique IDs, you may submit a merge request through the Ed-ID portal. The request will be electronically routed to the appropriate Identities Approver at IDOE for human review. IDOE will make the final determination for most merge requests.



- Source School Personnel Number - This is the Ed-ID that you are requesting to be removed.
- Merge Into School Personnel Number - This is the Ed-ID that you believe should be kept.

Submission Notes:

It is required to enter information in the Submission notes field for IDOE. Suggestions include:

- Short note about why you are recommending the “Merge Into School Personnel Number” SPN be kept: Has Indiana license associated with it, etc.
- Short note about you: Your name, email address and/or phone number.

An IDOE staff member may reach out to you by email or phone for additional information or documentation.

Approvals - State Staff Only

Approvals

The approvals area is only used by state staff to review any pending creates, updates, or merge requests that have been entered and require approval by a state representative. Schools can view the status of these requests under the Staff Management Section above.

State approvals (either by Data Reporting or Licensure Staff) are for the following situations:

Staff Create:

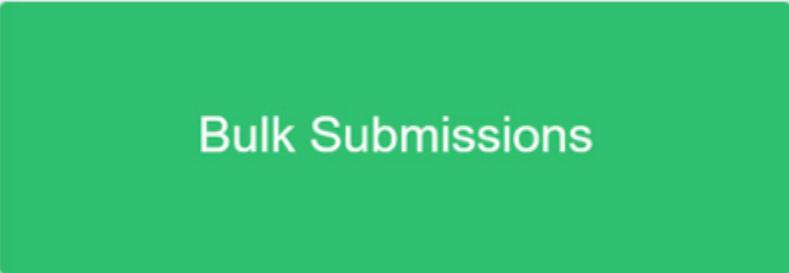
- A near match was found based upon the data submitted.

Staff Update:

- First Name was changed.
- Last Name was changed.
- Middle Name was changed.
- Name Suffix was changed.
- Race was changed.
- Sex was changed.
- DOB was changed.
- Last Four SSN was changed.

Bulk Submissions

This area allows you to upload csv files containing multiple staff for Create and Updates. This will be useful when a significant number of changes are needed.



The following documents are posted online at <https://www.in.gov/doi/it/state-ed-id-portal/>

- Staff Create via Upload
- Staff Update via Upload
- Staff Merge via Upload

References

- [Request Help](#): Ticketing system link where you can submit issues and concerns. This link should NOT be used to submit a request to create a new Ed-ID or to update an existing Ed-ID. All requests for an Ed-ID or update to an Ed-ID are to be submitted via the Ed-ID portal.

License Resources

- [Licensure Help Form](#) - Request assistance for a license related matter from our licensure department.
- [Educator License Lookup](#) - Ability to look up whether an educator is licensed in the state.
- [LVIS Licensure System](#) - Indiana licensed educators and those seeking licensure to maintain their license.

Data Exchange Resources

- [Collecting Racial and Ethnic Data](#)
 - [Collecting Racial and Ethnic Data - Spanish Version](#)
 - [Determining Race and Ethnicity](#)
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