

LEP Permission Guides

School Users

LEP Permission Guide - School Users: This document provides role-specific guidance on requesting access to the LEP system.

Refer to [K12P_Creating your EdLink Security Account_UPDATED_10.24](#) for instructions on creating your EdLink Security account.

Refer to [EdLink Permission Descriptors_All Users](#) for more information regarding LEP roles and permissions.

Louisiana Educator Certification (LEC)

General Users (Public)

Public Certification - Admin	Permission Request Type: General User Access Organization Section: K-12 Public Schools Application Selection: Louisiana Education Portal Location Filter: District Location: School System Role: Public Certification Permission: Admin
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Louisiana Evaluation System (LES)

General Users (Public)

View	Permission Request Type: General User Access Organization Section: K-12 Public Schools Application Selection: Louisiana Education Portal Location Filter: District; Local Location: School System OR School Role: LES (TEV, EVAL) Permission: View
Updater	Permission Request Type: General User Access Organization Section: K-12 Public Schools Application Selection: Louisiana Education Portal Location Filter: District; Local Location: School System OR School Role: LES (TEV, EVAL) Permission: Updater (may change)
Roster Verification	Permission Request Type: General User Access Organization Section: K-12 Public Schools Application Selection: Louisiana Education Portal

	Location Filter: District; Local; District and Local Location: School System OR School Role: LES (TEV, EVAL) Permission: Roster Verification <i>*Roster Verification at the district level can only view rosters. To view and verify rosters, the user must request school-level access.</i>
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Normal Permission Requests

Educator

By default, users do not need any EdLink Security Permissions for the Louisiana Educator Portal (LEP).
**Users do not need additional permissions to be evaluated or access their own data; Object Code = 112 (Teacher).*

Counselor

By default, users do not need any EdLink Security Permissions for the Louisiana Educator Portal (LEP).
**Does not mean they should NOT have permissions, Object Code = 113 (Counselor).*

Leader

By default, users do not need any EdLink Security Permissions for the Louisiana Educator Portal (LEP).
**Principals, Vice-Principals, and other special types can have View or Updater permissions, Object Code = 111 (Leader).*

HR

The Public Certification - Admin role is reserved for district-level Human Resources personnel who require access for the purpose of signing Certification Packets.

LES Updater (Local or District)

The LES Updater role is for users who will be modifying evaluations, those who assign evaluators, and those who are required to see evaluation data.

Examples: human resources department, district data coordinators, potentially principals

LES View (Local or District)

This role is for local and district staff who need the ability to verify completed evaluations and those who need to see evaluation data.

LES Roster Verification (Local or District)

This permission is for local and district staff who need to verify rosters but do not need to view evaluations.
**Roster Verification at the district level can only view rosters. To view and verify rosters, the user must request school-level access.*