



## External User Access Recertification Release Announcement

March 12, 2015

The Minnesota Department of Education is pleased to announce the release of the new External User Access Recertification System. This system provides local education agency superintendents and directors with additional information and control over who has external access to MDE secure systems for their LEA.

In many cases, each MDE secure system required the district to complete a separate Superintendent Authorization Form to indicate which users were authorized for access to that system. The External User Access Recertification System replaces those forms with one system that allows the local education agency superintendent or director to:

1. See everyone with external access to MDE secure systems for their LEA.
2. Pre-authorize new external user access to MDE secure systems for their LEA.
3. Annually review, recertify or revoke external user access to MDE secure systems for their LEA.

To begin using the External User Access Recertification System, the local education agency must designate the Identified Official with Authority to assign job duties and authorize external user access for their LEA. The instructions for designating an Identified Official with Authority are on the External User Access Recertification System launch page on the MDE website under the School Support Data Submissions page:

<http://education.state.mn.us/MDE/SchSup/DataSubLogin/ExtUserAccess/index.htm>

As of April 1, 2015, the Identified Official with Authority should use the External User Access Recertification System instead of completing Superintendent Authorization forms for supported MDE secure systems. The current list of supported MDE secure systems is on the External User Access Recertification System launch page on the MDE website.

Additional MDE secure systems will be supported by External User Access Recertification in future. MDE secure systems which do not use the single sign-on MDE User Account will continue to use their current process for user access authorization and recertification.

### ***Regarding User Access Revocation***

The External User Access Recertification System will not automatically revoke any user access at this time. However, the Identified Official with Authority at the local education agency will have the ability to revoke user access which they do not authorize to MDE secure systems.

In 2015, the focus is on deploying and training users on the new External User Access Recertification. However, Minnesota State Security Standards do define expiration limits for unused and uncertified user accounts, and we will add functionality for automatic account revocation sometime in the future.