



## Education Identity Access Management (EDIAM) Help

### Identified Official with Authority (IOWA) Setup Process for LEAs

Only the IOWA (e.g. Superintendent, Executive Director, Director, or Board Chair) is allowed to authorize access to Education agency secure web site systems on behalf of their organization. By designating an IOWA for your organization, you are asserting that person is the identified official with legal authority to authorize persons to access Education agency secure websites for the state or local education agency that you represent.

**Step 1:** The IOWA designee must create a user account in EDIAM if they don't already have one.

**Step 2:** The meeting agenda of your school board or equivalent governing board should include an agenda item to designate the Identified Official with Authority (IOWA) to authorize user access to State of Minnesota Education secure websites for your local education agency or organization. The board meeting minutes must clearly specify the name and EDIAM user ID (or email address) of the IOWA designee as well as the name of the local education agency and organization number for which that individual has the responsibility of assigning job duties. Please include the following language in your meeting minutes for designating the IOWA:

#### **Designation of an Identified Official with Authority for Education Identity Access Management**

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize **add person's name, email, and EDIAM user ID** to act as the Identified Official with Authority (IOWA) for **add LEA name and organization number**.

**Step 3:** Send an email to Education Identity Access Management Helpdesk ([useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)) with the name of the designated Identified Official with Authority and the associated board meeting minutes attached.

Local education agencies and other organizations must resubmit documentation from the school board or equivalent governing board annually designating the Identified Official with Authority, as well as any time there is a change in the assignment of the Identified Official with Authority. This documentation serves as the annual

recertification of the Identified Official with Authority designation in accordance with State of Minnesota Enterprise Identity and Access Management Standard.

*NOTE: If your organization has already held the meeting of your school board or equivalent governing board and designated your IOwA for this year, it is not necessary to again convene your school board to designate the IOwA for EDIAM. It is acceptable to resubmit the board meeting minutes designating the IOwA for your organization for this year along with the designee's name, email, and EDIAM user ID.*

**It is strongly recommended that only one person at the local education agency or organization (typically the Superintendent or Director) is the Identified Official with Authority. If the local education agency or organization assigns this role to more than one person or to a person other than the Superintendent or Director, the board meeting minutes must clearly specify this role assignment.**