

Education Identity & Access Management (EDIAM) IOwA Training: How to Authorize User Access

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Introduction: Delegated User Access Authorization

- The three-step Request/Preauthorize/Approve Access process in MIDMS is replaced by a single Authorize Access action by the Identified Official with Authority (IOwA).
- **The IOwA is appointed by the organization as responsible for assigning job duties.** The IOwA role was rolled out to LEAs to authorize external access for all MIDMS-secured applications in Spring 2015. At LEAs, we recommend assigning the IOwA role to the superintendent or executive director.
- Since there is no longer an Approve Access step at the agency, the IOwA role in EDIAM replaces the Admin role in MIDMS.
- IOwAs can now delegate their authority to authorize user access on behalf of their organization to an IOwA Proxy user role. The IOwA Proxy is NOT allowed to delegate.

How do users get access using EDIAM?

- Users get access to a secure application using EDIAM when the IOwA for their organization grants access to their user ID.
- There is no waiting period: as soon as the IOwA grants access to their user ID, they have that access.
- To grant access, the IOwA will need to know either their EDIAM user ID or the email address associated with their EDIAM user ID.
- **Unlike MIDMS, there is no way to “request access” within the EDIAM system.** Since the definition of Identified Official with Authority (IOwA) is the person responsible for assigning job duties, the IOwA (and their assigned IOwA Proxies, if applicable) is expected to know who needs access to State of Minnesota Education secure applications on behalf of their organization.
- If users do need to inform the IOwA that they need access to a secure application, they may use any form of communication appropriate for their organization (e.g. phone, email, helpdesk, etc.)

Launching the EDIAM Authorization System

The IOwA launches the EDIAM Authorization System.

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EDIAM User Profile - DEVSQ

Announcements

Authorized Applications:

Application Link	User Actions	Description	More Information
EDIAM Authorization System	View Access Details	This system is used to grant user access to EDIAM-secured applications.	

Consenting to the Education Security Policy

Each user of the EDIAM Authorization System must consent to communicate the **Education Secured Website User Access Agreements and Acknowledgements** to each person who they grant access to EDIAM-secured systems.

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EDIAM Authorization - DEVSQL

Security Policy Review

Welcome to the Education User Access Authorization System. Only the organization's Identified Official with Authority (e.g. Superintendent, Executive Director or Board Chair) and their proxies are allowed to authorize access to State of Minnesota Education secured websites. By using this system, you are asserting that you are the Identified Official with legal Authority to authorize persons to access State of Minnesota Education secured websites for the organizations that you represent.

You must agree to communicate the Education Secured Website User Access Agreements and Acknowledgements with each person who you authorize to access Education Secured Websites.

[View the Education Secured Website User Access Agreements and Acknowledgements](#)

Yes consent to communicate these policies with each person who I authorize to access Education Secured Websites.

No do not consent. I understand that I will be logged out of the Education User Access Authorization System.

EDIAM Authorization - User Search

The IOwA can search for the user by either EDIAM User ID or Email Address. The IOwA must know the exact User ID or Email Address; no partial search is allowed.

The screenshot shows the EDIAM Authorization - User Search interface. The navigation bar includes 'Home', 'Review', and 'User Search'. The 'User Search' dropdown menu is open, showing 'User by Id' (circled in red) and 'User by Email'. The main content area is titled 'EDIAM Authorization - DEVSQL' and contains a search form with the label 'Enter complete User Id of User' and a 'Search' button. Below the search form, it states '(Exact User Id only search done for security reasons)'. The page also includes sections for 'Overview', 'Authorization', and 'Review and Reauthorization'.

Overview

Welcome to the State of Minnesota. The State Security Standards require all user access authorization to be reviewed annually.

Authorization

The Identified Official with Authority has the ability to authorize user access to Education secure systems for their authorized organization.

Review and Reauthorization

Once a user's access authorization is assigned, it must be reauthorized annually by the Identified Official with Authority. Reports will be sent by email monthly to the Identified Official with Authority showing the reauthorization status of all users with external access to one or more Education secure systems for their local education agency. The Identified Official with Authority can use this System at any time to review, update, and reauthorize external user access to State of Minnesota Education secure systems.

EDIAM Authorization - Add User Role

The IOWA reviews the User ID, First Name, Last Name, and Email Address to verify that they have selected the correct user. If so, the IOWA selects the Add User Role action.

The screenshot shows the IOWA Department of Education interface. At the top left is the logo for the Minnesota Department of Education. On the top right, there is a link for "Skip navigation". Below the logo is a navigation bar with "Home", "Review", and "User Search" dropdown menus, and a user profile for "david Iowa". The main heading is "EDIAM Authorization - DEVSQL". Below this is a search form with the label "Enter complete User Id of User", a text input containing "daviduser", and a "Search" button. A note below the input says "(Exact User Id only search done for security reasons)". Below the search form, it says "User found for User Id provided". A table displays the search results with columns for "Actions", "User Id", "First Name", "Last Name", and "Email". The "Add User Role" link in the "Actions" column is circled in red.

Actions	User Id	First Name	Last Name	Email
Add User Role Review	daviduser	David	Reeg	david.reeg@state.mn.us

EDIAM Authorization - Select Authorizing Organization

An individual who is IOwA for more than one organization must first select which organization on behalf of which they are granting access (also known as the “Authorizing Organization”).

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EDIAM Authorization - DEVSQ

Add User Role: Select Authorizing Organization

You are authorized to assign user roles for more than one organization, please select authorizing organization.

Selected	Organization Name	Formatted Id	State Organization Id
<input type="radio"/>	College and Career Success	0002-99	990002000000
<input type="radio"/>	School Finance	0006-99	990006000000
<input type="radio"/>	Compliance and Assistance	0010-99	990010000000
<input type="radio"/>	MN.IT @ Education	0015-99	990015000000

Select Authorizing Organization Cancel

Add User Role for David Reeg (daviduser)

Authorizing User: David Reeg

Selecting Authorizing Organization

EDIAM Authorization - Select Application

The IOwA selects which application to grant access to this user.

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EDIAM Authorization - DEVSQL

Add User Role: Select Application

List of Allowed Applications

Selected	Application Name	More Information
<input type="radio"/>	AOC Admin	
<input type="radio"/>	Compliance Data Tracking	
<input checked="" type="radio"/>	EDIAM Authorization System	
<input type="radio"/>	Maltreatment of Minors (MOMA)	

Select Application **Previous** **Cancel**

Add User Role for David Reeg (dauidiowa)

Authorizing User: David Reeg

Authorizing Organization: Compliance and Assistance (0010-99)

Selecting Application

EDIAM Authorization Example #1 - Select Application Role

After selecting the application, the IOWA selects which application role to grant access to this user. Hovering the mouse over the role name will display the role description. The Authorize Role action completes the process.

The screenshot displays the 'EDIAM Authorization - DEVSQL' interface. The main header includes the Department of Education logo and navigation links for Home, Review, and User Search. The user 'david Iowa' is logged in. The page title is 'EDIAM Authorization - DEVSQL' and the sub-header is 'Add User Role: Select Role'.

A table lists available roles with their authorization lengths:

Action	Role Name	Authorization Length In Days
<input type="radio"/>	CDT Administrator	365
<input type="radio"/>	CDT Complaint Investigator	365
<input type="radio"/>	CDT Hearings Admin Complaint Investigator	365
<input type="radio"/>	CDT Mediations FIEP Admin	365
<input checked="" type="radio"/>	Helpdesk User	365

At the bottom of the table, the 'Authorize Role' button is circled in red, along with 'Previous' and 'Cancel' buttons.

On the right side, a panel titled 'Add User Role for David Reeg (daviduser)' shows the following details:

- Authorizing User: David Reeg
- Authorizing Organization: Compliance and Assistance (0010-99)
- Application: ComplianceDataTracking (CDT)
- Selecting Role

On the left, a sidebar titled 'Add User Role: Select Application' lists allowed applications, with 'Compliance Data Tracking' selected.

EDIAM Authorization Example #2 - Select IOWA Proxy Role

To grant a user the **IOWA Proxy** role, the IOWA will select the EDIAM Authorization System application. The IOWA Proxy role has equivalent access to the IOWA and is useful for assigning one or more backup IOWA users.

EDIAM Authorization - DEVSQL

Add User Role: Select Application

List of Allowed Applications

Selected	Application Name
<input type="radio"/>	AOC Admin
<input type="radio"/>	Compliance Data Tracking
<input checked="" type="radio"/>	EDIAM Authorization System
<input type="radio"/>	Maltreatment of Minors (MOMA)

Select Application Previous


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davidiowa

EDIAM Authorization - DEVSQL

Add User Role: Select Role

Action	Role Name	Authorization Length In Days
<input checked="" type="radio"/>	Identified Official with Authority (IOWA Proxy)	365

Authorize Role

Previous

Cancel

Add User Role for David Reeg (davidiowa)

Authorizing User: David Reeg

Authorizing Organization: Compliance and Assistance (0010-99)

Application: EDIAM Authorization System (ORGAUTH)

Selecting Role

EDIAM Authorization - User List

When the Add User Role action is completed, EDIAM Authorization displays a list of authorized users. The IOwA can then add another user role to the same user or another user.



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EDIAM Authorization - DEVSQL

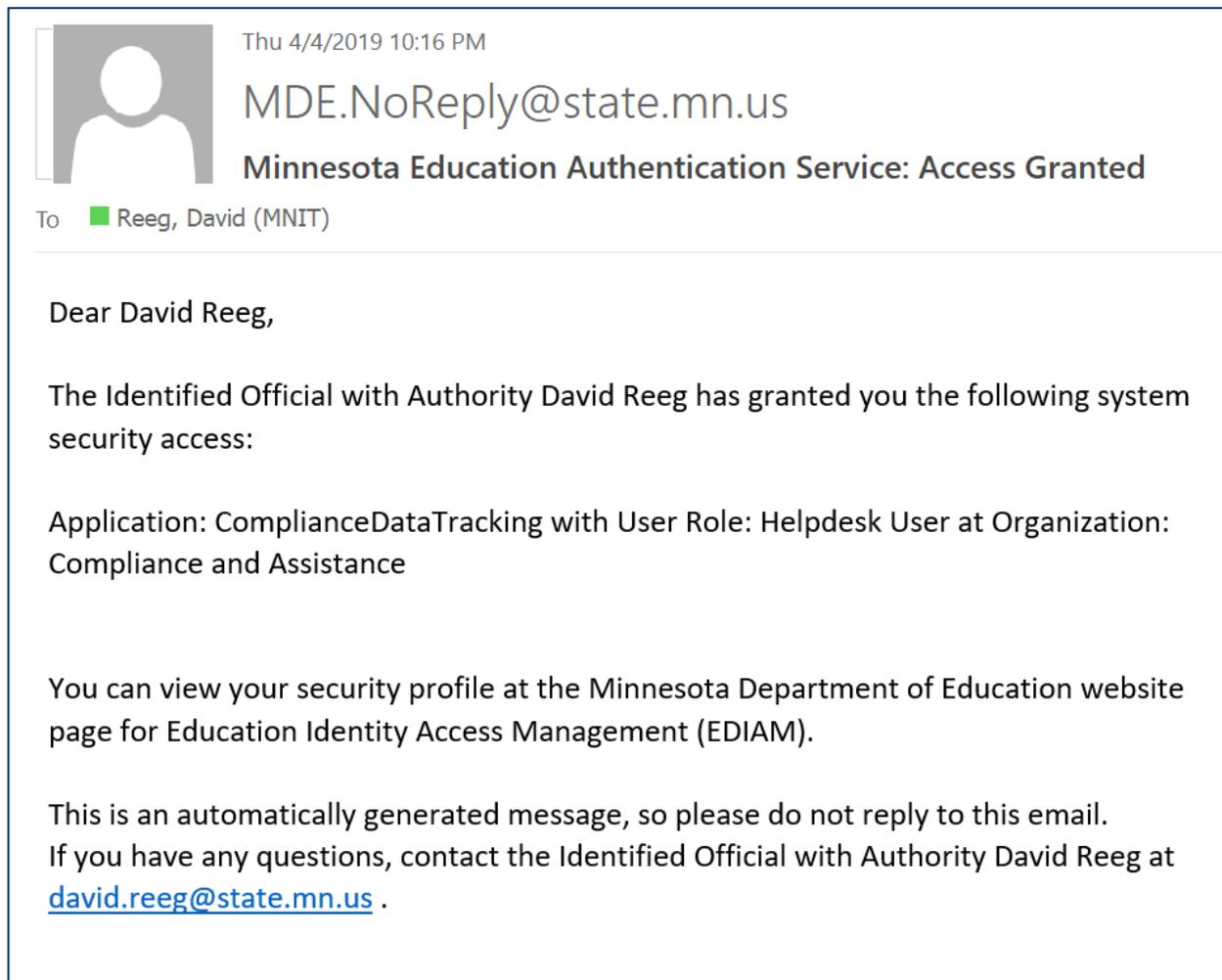
Authorization Assignment Completed. [close](#)

List of Authorized Users

Actions	User Id	Full Name	Email Address	First Name	Last Name
Add User Role Review	daviduser	David Reeg	david.reeg@state.mn.us	David	Reeg

EDIAM Authorization - Access Granted Email Notification

- EDIAM Authorization sends an automated email notification to the user informing them of the user role(s) they have been granted.
- The email notification provides the user with contact information for the Identified Official with Authority (IOwA) who granted the access.



Thank You!

David Reeg

MNIT Services partnering with Minnesota Dept. of Education

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