

## InformTN Access Instructions

### How does a user access InformTN?

There are two ways to access InformTN, a component of the ePlan suite.

- Option 1:
  1. Navigate to <https://edplan.tn.gov/>.
  2. Select “Sign in with TDOE Single Sign On.”
  3. InformTN should now launch on your screen.
  4. *(District only)* To navigate from your district plan to a specific school plan, select the school name from the list on the main page of InformTN.
- Option 2:
  1. Navigate to <https://eplan.tn.gov>
  2. Select “ePlan Sign-In” from the panel on the left side
  3. Select “Sign in with TDOE Orion” and sign in with your TDOE Single Sign On username and password.
  4. Select your district from your initial landing page in ePlan.
  5. Select “Planning” from the left panel and then “Planning Tool”.
  6. Update the “year” field to 2020.
  7. Click on your district or school name to open up your 2020 plan.
  8. InformTN should now launch on your screen.
  9. *(District only)* To navigate from your district plan to a specific school plan, select the school name from the list on the main page of InformTN.
- Option 3:
  1. Navigate to <https://tneducation.net/> and sign in through TDOE Single Sign On.
  2. Select the ePlan icon.
  3. Follow steps 4-9 under Option 2.

### Who currently has access to InformTN?

In order to access InformTN, users must have both TDOE Orion Single Sign On (SSO) and a role assigned in ePlan. Users can then login to ePlan from SSO, by selecting the ePlan tile on their SSO dashboard. *Once users log in using SSO, the user will no longer be able to login using their legacy ePlan login, but will need to login via SSO going forward.*

In each district, ePlan administrators can view a list of the district and school users within their district who have access to ePlan by navigating to “Administer” → “User Access” on the left panel of

ePlan. ePlan administrators can then include only their district number in the search fields and hit search to produce a list of all of their district users. The “Password Reset” column can then be used to see if district users have successfully logged into ePlan via SSO. If the “Password Reset” column reads “Password Set in TDOE Orion”, then the user has accessed ePlan via SSO. If instead this column read “Reset Password”, the users has not accessed ePlan via SSO. Therefore, if a user needs to have access to InformTN, their “Password Reset” column will need to read “Password Set in TDOE Orion”. The section below entitled “How does a user gain access to InformTN?” provides additional information for how to facilitate this SSO access if it does not already exist.

## **What ePlan roles should different users have in InformTN?**

ePlan and InformTN allow users to have multiple roles. In order to enter and edit information in InformTN, users must have one of the following roles below.

1. *LEA Authorized Representative* – Users with this role can edit and submit their district plan. This role is reserved for Directors of Schools only.
2. *LEA Plan Data Entry* – Users with this role can edit their district as well as the school plans in their district.
3. *LEA School Plan Reviewer* – Users with this role can review schools plans in their district, but cannot edit their district plan.
4. *School Plan Reviewer* – Users with this role can edit and submit their school plan. This role is reserved for Principals only.
5. *School Plan Data Entry* – Users with this role can edit their school plan.

Users with any other LEA-level or school-level roles will be able to view their district or school plan, respectively, but NOT edit or enter any information. All LEA-level roles can view, but not edit the school plans for the schools in their district.

## **Who should have access to InformTN?**

InformTN is intended to be a centralized location for viewing and analyzing aggregated data across a wide-range of data including, but not limited to absenteeism, discipline, assessments, growth, human capital, early postsecondary, career and technical education, and postsecondary enrollment. Therefore, given the breadth of data, districts and schools should consider who in their district or school should be accessing and leveraging this data in their particular role. District and school leaders should furthermore consider who should edit, versus only view, the district or school plan. As a reminder, users can have multiple roles.

All members of district and school-level planning teams should have access to InformTN. In addition, potential additional roles to consider for access to InformTN include, but are not limited to: Directors of Schools, Asst. Directors of School, Curriculum and Instruction Supervisors, Special Education Supervisors, CTE Directors, Federal Programs Directors, Elementary / High School Supervisors, Principals, Asst. Principals, and School Counselors.

## **How does a user gain access to InformTN?**

In order to access InformTN, district and school users need to have SSO as well as a role assigned in ePlan. Instructions for both are below.

### ***TDOE Orion Single Sign On Access***

In order to gain SSO, district EIS administrators need to ensure that the district is sending over a complete staff assignment record through Ed-Fi for all district or school users who need SSO. Once the district EIS administrator has submitted the staff assignment record, district and school users will be provisioned for SSO and receive a welcome email. The welcome email will come from [security@tnedu.gov](mailto:security@tnedu.gov) and will include the user's username and temporary password.

If users have signed on to SSO previously, but have forgotten their password, users should select "Forgot your password" to reset their password.

If users have any issue with any of the steps below, users should email [DT.Support@tn.gov](mailto:DT.Support@tn.gov) for additional assistance and guidance in completing the set-up.

### ***ePlan Role Assignment***

In order to update or add roles for district/LEA users, districts will need to complete a user access form and submit the form to [ePlan.Help@tn.gov](mailto:ePlan.Help@tn.gov). User access forms can be found within ePlan TDOE Resources.

In order to update or add roles for school users, ePlan administrators in each district can directly update or add roles in ePlan. Users can identify the ePlan administrator for their district by navigating to their district's page in ePlan and then selecting "Address Book" from the left panel. ePlan administrators will be listed under the "LEA Role Contacts" section of this page.

All users should have an ePlan icon automatically on their dashboard. If users do not see the ePlan icon, users can email [DT.Support@tn.gov](mailto:DT.Support@tn.gov) to request the ePlan icon to be added to their SSO dashboard.

## **Who should a user contact if they are having a challenge accessing InformTN?**

If users are facing challenges in accessing InformTN, users should reach out to [DT.Support@tn.gov](mailto:DT.Support@tn.gov). If those challenges persist, please reach out to your CORE offices who can act as an additional resource for this process.