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DATE: June 15, 2021  
TO: Aspire Administrators  
FROM: Gary Cates, Senior Vice Chancellor, Ohio Department of Higher Education  
RE: Data Management Security Updates – LACES Transition

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To preserve the security of information stored within the Aspire data management system (LACES), the state Aspire staff will utilize the following policy:

- **Inactive accounts will be deactivated** – Any LACES account, for which there is not a log-in during a 120-day period, will be deactivated. Should reactivation become necessary, individuals will have to obtain new permission from their local program administrator and submit a new Personal Confidentiality Statement (PCS) to [aspiregrants@highered.ohio.gov](mailto:aspiregrants@highered.ohio.gov). Current PCS forms can be found online at [www.ohiohighered.org/aspire/reference](http://www.ohiohighered.org/aspire/reference) under the heading **Required Documents**.
- **As the state begins the training process for LACES, individuals will be required to submit a PCS form and complete the required trainings before utilizing the system.** Training sessions will be presented in an online delivery model and the sessions will be recorded to accommodate individuals who are not able to attend at that time. Once the training is completed and the PCS form has been approved by the state Aspire office, the user account will be created by ProLiteracy/LACES.
- **LACES accounts without current PCS forms will be deactivated** – PCS forms are due annually by June 30<sup>th</sup> to remain active in the system for the following program year. Any individual without a signed PCS form on file in the state Aspire office within 7 days of the respective fiscal year will be deactivated.
- **LACES will require an annual password reset process** – The password reset will occur annually following the data snapshot for the previous fiscal year for all active users. The reset process will be outlined during the LACES training session.