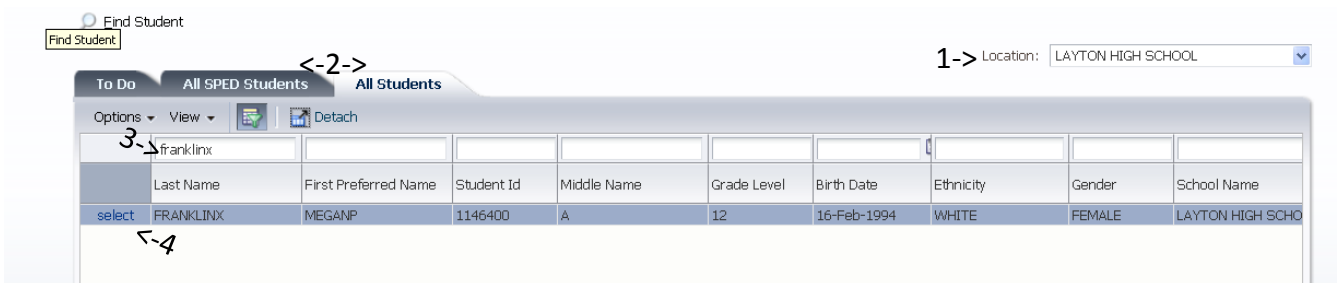


Login at <https://myidea.davis.k12.ut.us/iep> using your Encore User ID and Password



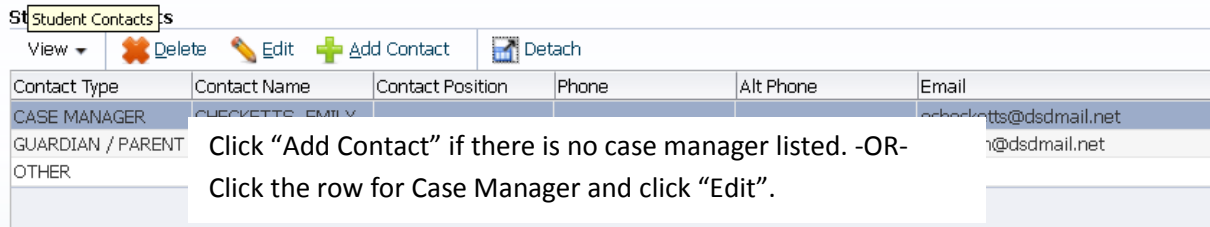
To find students:

1. Set your school location (if you have more than one)
2. Go to All SPED Students or All Students
3. The boxes at the top are query fields, you can type a last name, first name or student id. The less the better (so you don't have as many chances for typo's).
4. Click select.



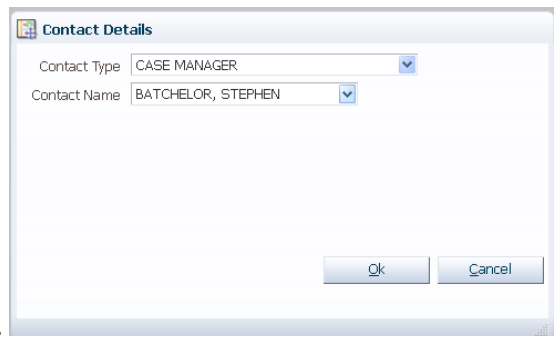
To set yourself as the case manager:

1. Select student.
2. Click Contacts.



- 3.

4. If you're adding, select CASE MANAGER as the contact and YOUR NAME. If you're editing, change the contact



name to YOUR NAME.

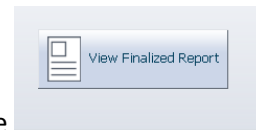
5. Click Back.

When the form prints, the title printed for case manager is 'special education teacher'\*.

\*Related service providers who are the ONLY service provider are the SPECIAL EDUCATION TEACHER, regardless of your background. This is appropriate for SLPs, Psychs and OTs who are the only special education service provider.

#### Viewing documents

1. Select the student.
2. Select the type of document you want to view



3. Documents that are finalized will have a button in the middle of the screen like or you can click print. This will open the archived document.
4. Some documents weren't finalized (myIDEA is a new tool for everyone). In that case you can also click print or just view it on the screen.
5. DON'T click the new button, that opens a new form and makes the document pending.