

IEP Online Connect Parent Quick Guide

IEP Online Connect is a portal to provide digital access to your child's special education documents.

In IEP Online Connect you can:

- Review draft evaluations and IEPs
- Electronically sign documents
- Access final evaluations and IEPs as well as progress notes

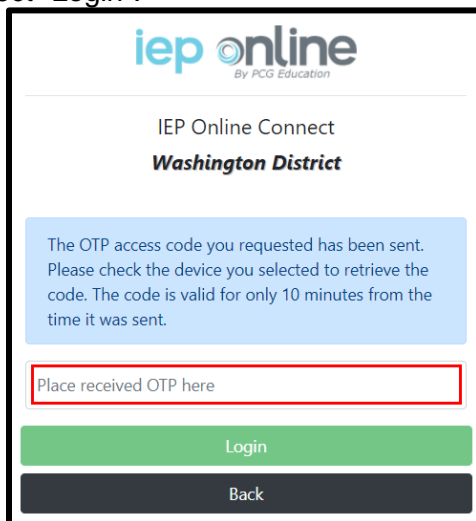
Each time there is a signature request or documents for you to review, you will be sent an email notification. Follow these steps when you receive the email

1. Find the notification email in your email account indicated when you enrolled your student in school.
 - a. The email will come from IEPOnlineDoNotReply@pcgus.com
2. Click the link in the email to get to the login page for IEP Online Connect.
 - a. Internet Explorer is not a supported browser
3. Choose how you would like to receive the code/one-time pin (text message or voice call) and choose the phone number to receive the code/one-time pin.





The screenshot shows the IEP Online Connect login page for Washington District. At the top is the logo "iep online By PCG Education". Below the logo, it says "IEP Online Connect" and "Washington District". The main heading is "How would you like to receive the access code?". There are two radio button options: "Text SMS" and "Voice Call", with "Voice Call" selected. Below this, there are three radio button options for phone numbers: "###-###-2551", "###-###-2551", and "###-###-2551". At the bottom, there is a green "Send OTP" button and a small note "Current App Version - 1.2.0.0v".

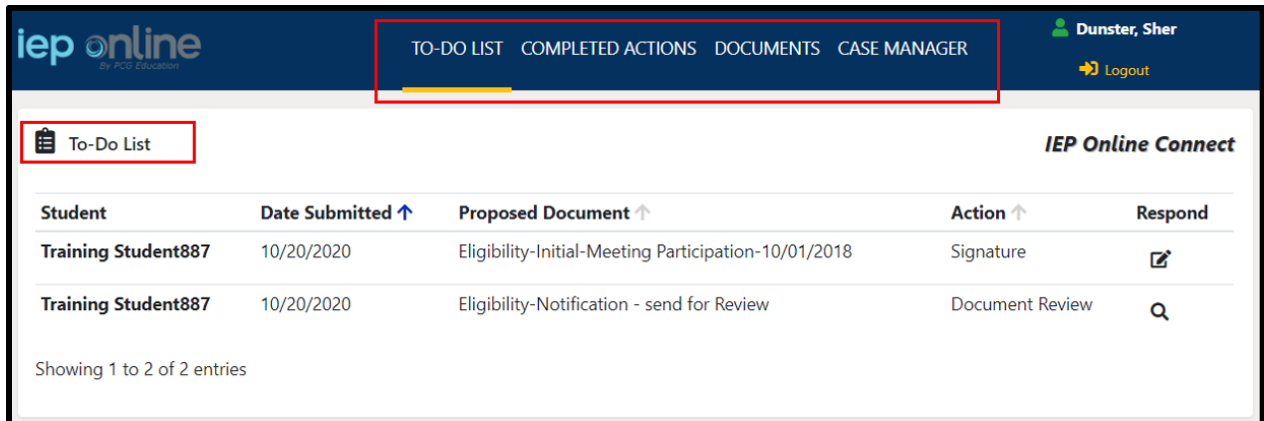
4. Once you receive the code/one time pin by text or voice call, enter it into the field seen in the picture below and select "Login".





The screenshot shows the IEP Online Connect login page for Washington District. At the top is the logo "iep online By PCG Education". Below the logo, it says "IEP Online Connect" and "Washington District". A blue message box says "The OTP access code you requested has been sent. Please check the device you selected to retrieve the code. The code is valid for only 10 minutes from the time it was sent." Below the message box is a red-bordered input field with the placeholder text "Place received OTP here". At the bottom, there are two buttons: a green "Login" button and a dark grey "Back" button.

5. Once you log into the site, you will be taken to your To-Do List to see pending documents to review and/or signature requests.


- a. Click on the  symbol to review and sign a document
- b. Click on the  symbol to view a document

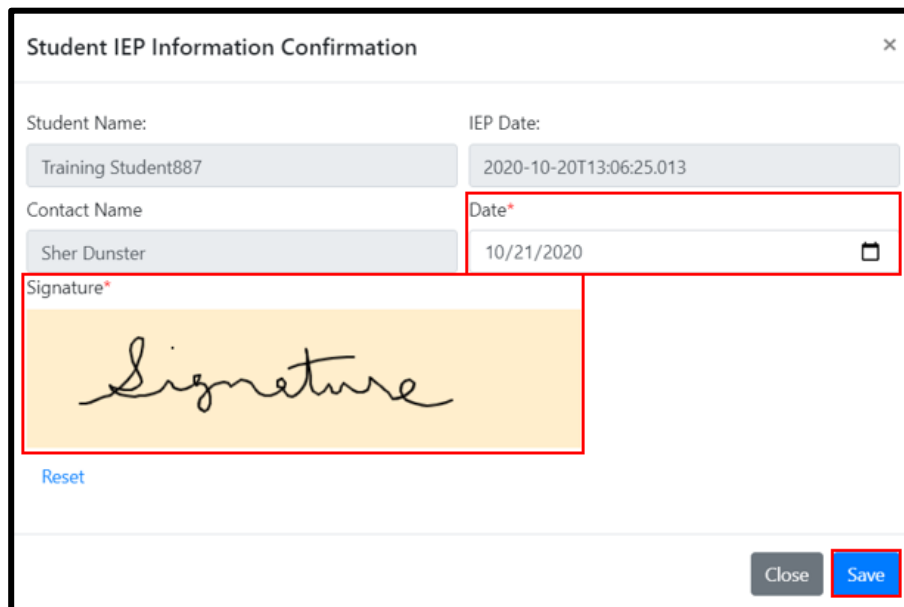


The screenshot shows the 'To-Do List' page in the IEP Online Connect system. The header includes the 'iep online' logo, navigation tabs for 'TO-DO LIST', 'COMPLETED ACTIONS', 'DOCUMENTS', and 'CASE MANAGER', and a user profile for 'Dunster, Sher' with a 'Logout' button. The main content area is titled 'To-Do List' and contains a table with the following data:

Student	Date Submitted ↑	Proposed Document ↑	Action ↑	Respond
Training Student887	10/20/2020	Eligibility-Initial-Meeting Participation-10/01/2018	Signature	
Training Student887	10/20/2020	Eligibility-Notification - send for Review	Document Review	

Below the table, it says 'Showing 1 to 2 of 2 entries'.

6. To provide a signature, click on the signature icon  under **Respond**.
- a. A new window will be displayed to collect your signature.
 - b. Once you click save, the signature will be sent to your student's case manager automatically.



The screenshot shows a 'Student IEP Information Confirmation' window. It contains the following fields:

- Student Name: Training Student887
- IEP Date: 2020-10-20T13:06:25.013
- Contact Name: Sher Dunster
- Date*: 10/21/2020
- Signature*: A handwritten signature on a yellow background.

At the bottom, there are 'Reset', 'Close', and 'Save' buttons.

7. To access final records, access a previously sent email from the system, re-request a code/one time pin and review any documents in the "Documents" section.