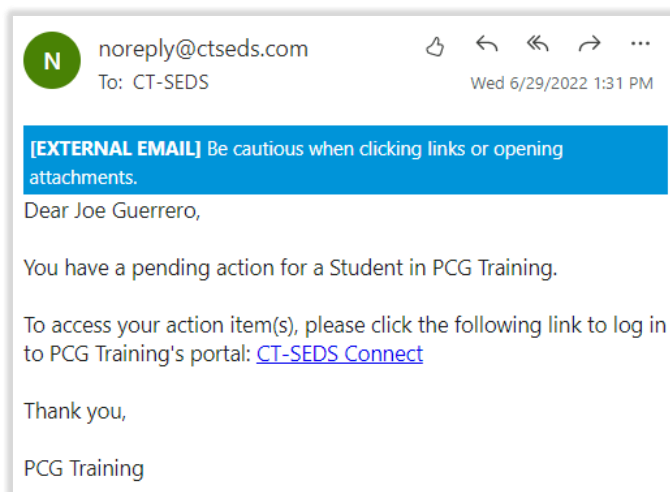# CT-SEDS PARENT PORTAL QUICK START GUIDE

The Connecticut State Department of Education is excited to share a new statewide special education data system with educators and parents. The CT-SEDS Parent Portal is a new way for you to view and sign documents (IEP, Section 504, Services Plans) for your student.

When your student's school sends you a new document, an **automated email** will be sent to you that contains a link to the **Parent Portal**.

If you do not receive an email, reach out to the school or your student's case manager to have another email sent.

Parent Portal Authentication Page

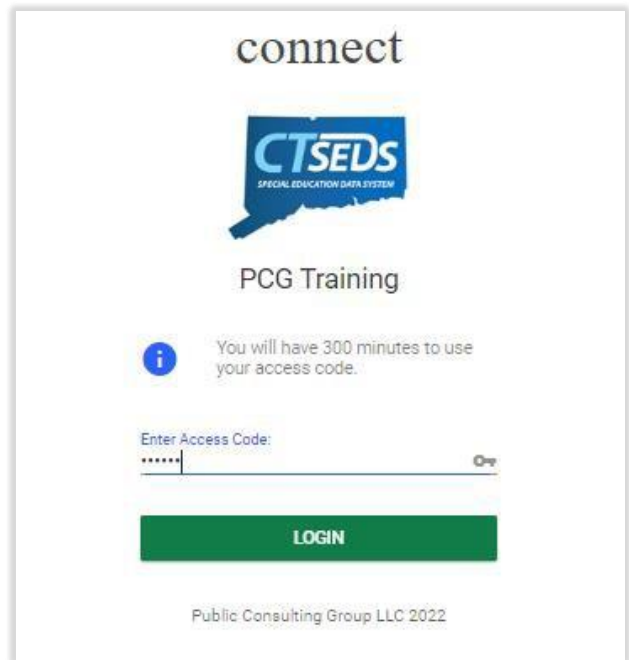Choose the way you would like to receive your access code.

- **Text Message** – Use this option if at least one phone number in your parent record is a cell phone.
- **Voice Call** – An automated voice call will be sent to your phone number (cellular or landline) with an audible message including your access code.
- **E-mail** – An e-mail containing your access code will be sent to the e-mail address in your parent record.

Once you request the access code, the message will come within 1-2 minutes. You will have approximately 15 minutes to enter the code.

If you need a new code, you can refresh the page or start again using the link in the original email message. If you do not receive an email, reach out to the school or your student's case manager to have another email sent.
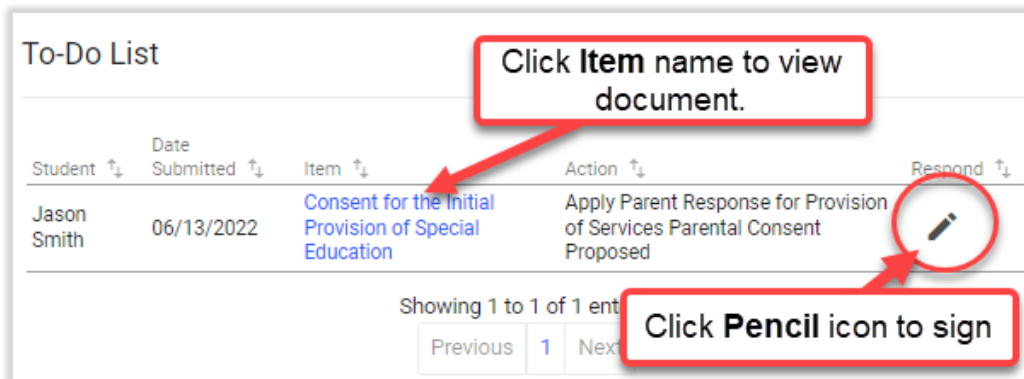
Enter the access code you received.

Click **LOGIN**.

Viewing and Signing Documents

Once successfully logged in, you will be presented with a **To-Do List**.

- To **respond to** and **sign** a document, click on the **pencil icon** for the specific document.
- To **view** the PDF document within your web browser, click on the **Item name**.

When viewing a document, you may **print** or **save** the document using the buttons shown below.

Note: Your PDF viewer may present slightly differently from screenshot.

Signing Documents

Note: Response options may vary depending on the type of document being signed.

Note: You may need to scroll down to view the Signature box.

You may draw your signature with a mouse or finger (if touch display).

Reviewing All Documents

You can view all documents available for your student in the parent portal by clicking on the **Documents** tab. If there are any questions on Parent Portal documents, please contact the school or your student's case manager.

Additional Resource

A YouTube video showing how to access the CT-SEDS Parent Portal and how to review and sign documents is available at this link: https://youtu.be/bIwcNXf3-tc