

What is IEPOnline Connect?

IEP Online Connect allows parents or guardians to access their child's special education documents remotely and securely online. Parents/guardians have the ability to view and/or sign documents in IEP Online Connect according to school district procedures.

How will I access IEP Online Connect?

IEP Online Connect will generate an email to the parent's email address on record to notify parents/guardians every time there is a new document that requires your review or signature; this email will contain the link to IEP Online Connect along with instructions on how to access IEP Online Connect. However, parents/guardians can access documents within the IEP Online Connect at any time. To access IEP Online Connect, utilize any of these options:

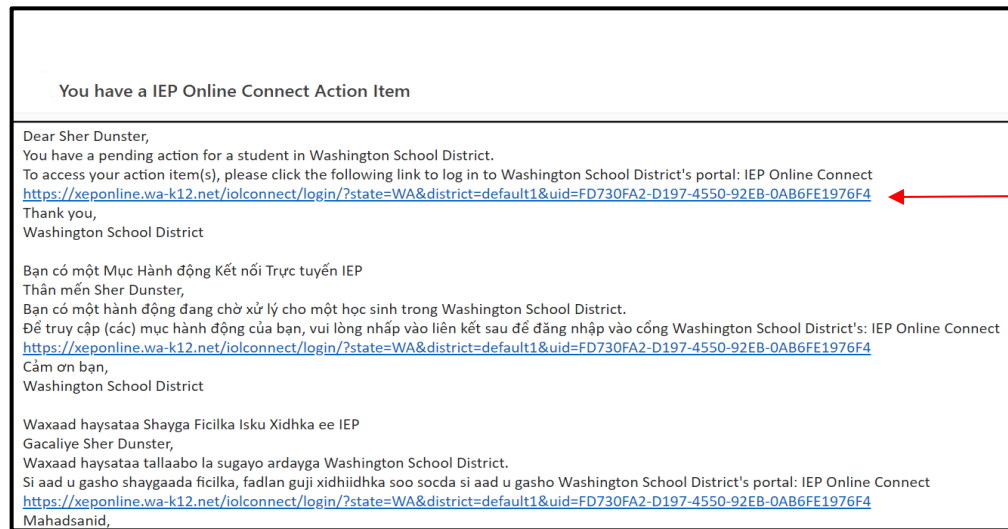
- **Option 1:** Keep the email you received from the system initially with the hyperlink.
- **Option 2:** Save the hyperlink from the email to your web browser (Save as a favorite).
- **Option 3:** Contact the school to request that the system send you the email/hyperlink again.
- **Option 4:** Wait until you have another action to complete in the system at which point you will receive another access email.

As a parent or guardian, the IEP Online Connect feature will allow you to virtually access your child's records, apply a response, and sign documents electronically. This guide will provide you with an overview on how to access, navigate, and review/sign documents in the IEP Online Connect.

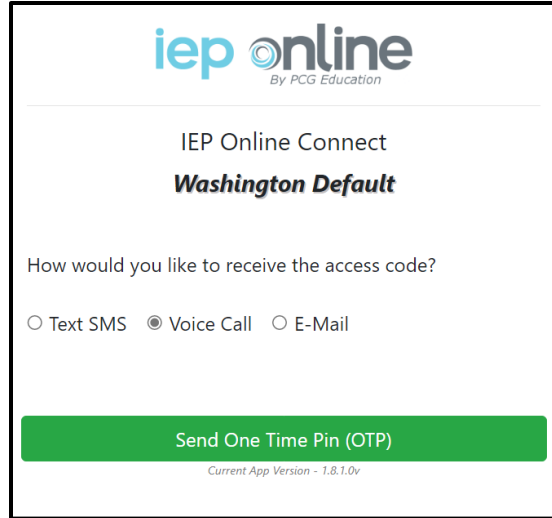
Once I receive an email notifying me that a document requires my attention, how do I access documents in IEP Online Connect?

IEP Online Connect will generate an email to the parent's/guardian's email address on record to notify parents/guardians every time there is a new document that requires your review or signature. The email notification will include a hyperlink to the IEP Online Connect login screen, which is specific to you and will be sent the day the document is "proposed."

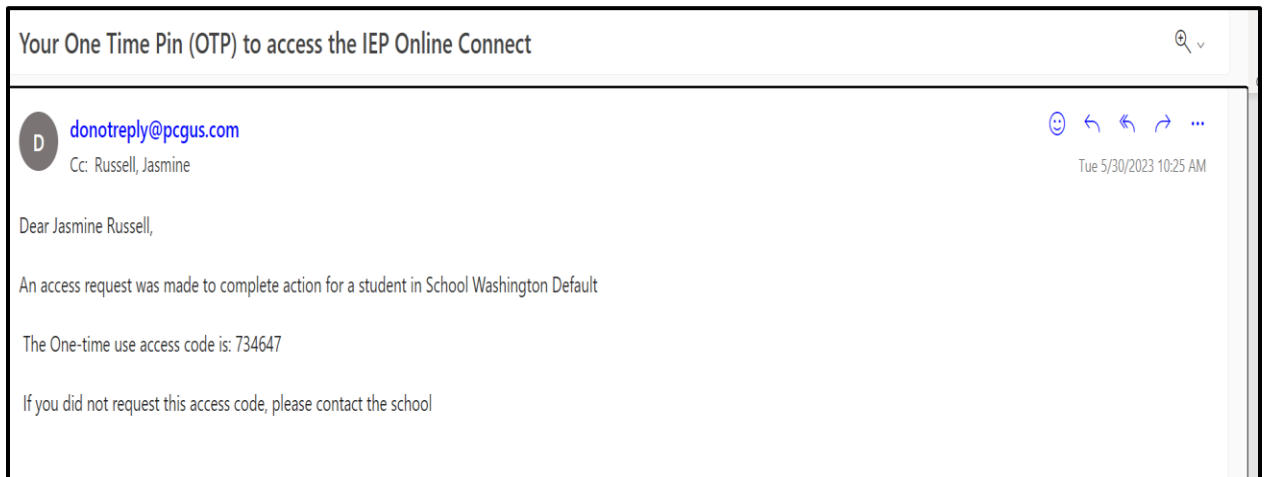
1. Upon receiving the e-mail notification, click the IEP Online Connect Link.

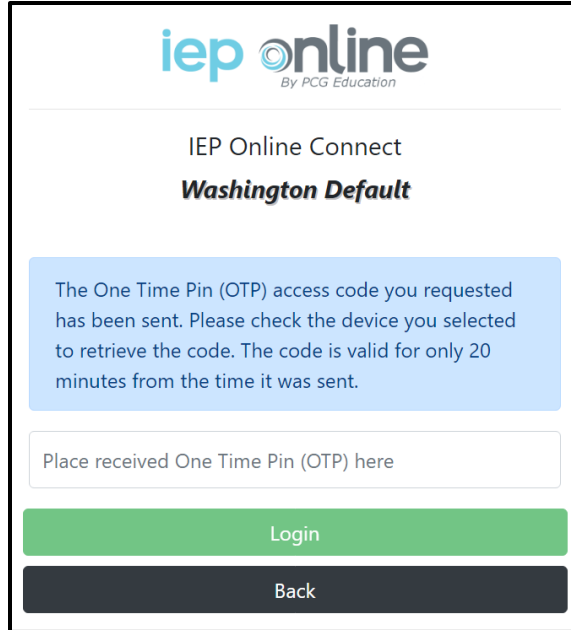


2. After clicking on the link, you will be taken to the IEP Online Connect portal. Per FERPA requirements, you will authenticate your identity by requesting an access code. You can choose to receive your code by text message or voice call. Once you select how you want to receive your access code, please click the "Request Access Code" button and allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected "Text Message"). The phone numbers that are displayed are the phone numbers that the school has on file for you.

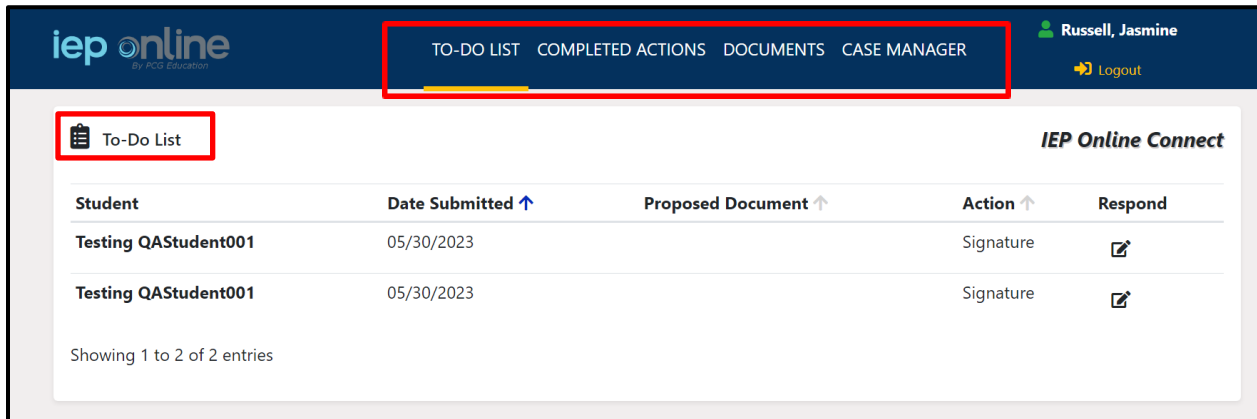


3. Once you receive the code, enter it in the field seen in the picture below and select “Login”.

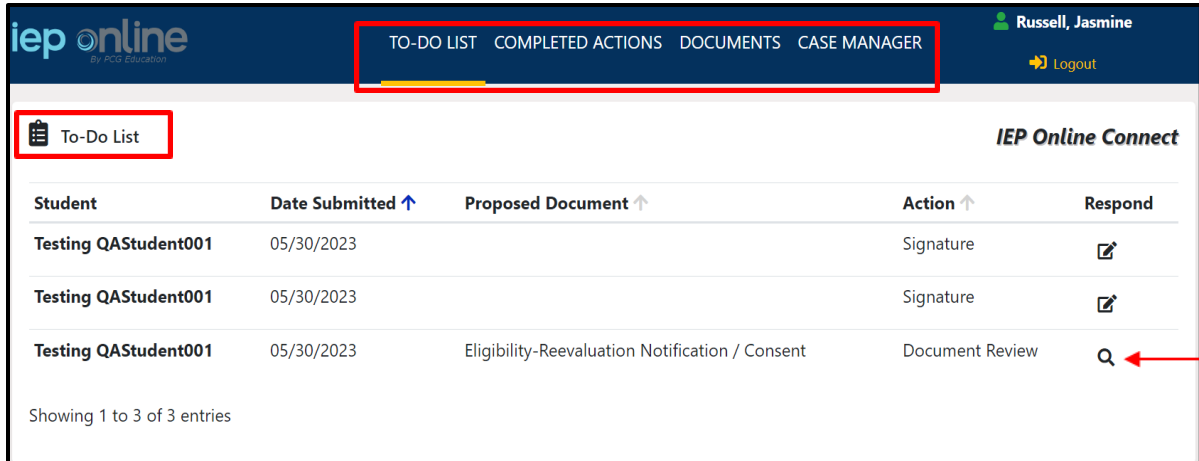




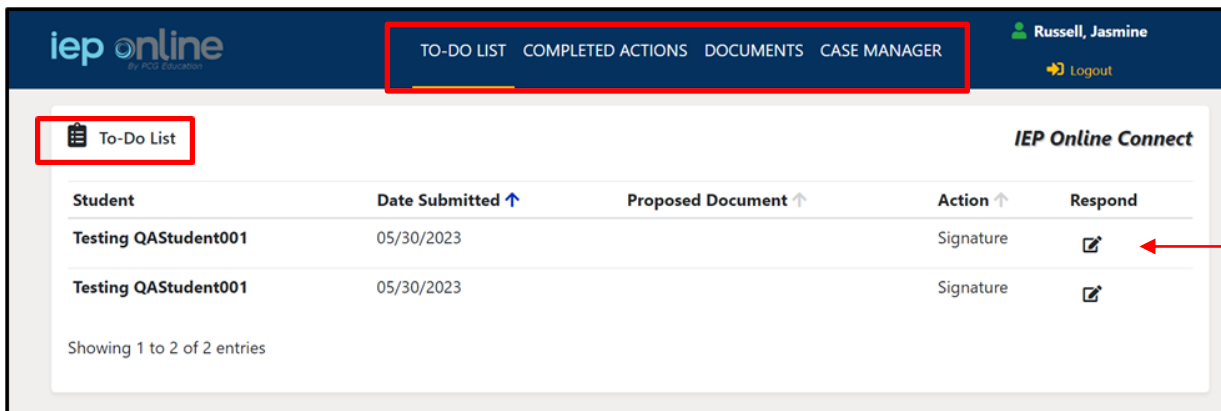
4. After logging into the IEP Online Connect portal, you will be taken to your “To-Do List”. Any document pending a response or ready for your review will be displayed on your “To-Do List”.



5. Click on the Magnifying Glass to review the document. For example, clicking on the Magnifying Glass under “Respond” allows you to review the document.



- 6. Documents pending a response will have a pencil icon appear next to it. Clicking on the pencil icon under “Respond” allows you to review and sign the IEP document.



- 7. Next, sign the document using your computer mouse, stylus, or finger if you are using a tablet. You will sign in the area outlined below, enter the Date and select the “Save” button. This action applies to your response and completes the action required.

Student IEP Information Confirmation

Student Name: Testing QAStudent001 Meeting Date: 03/08/2023 12:36 AM

Contact Name: Jasmine Russell Date*: mm/dd/yyyy

Event Type: Medicaid Consent Response*: Consented Non-Consented

Signature*

Reset

*Required Fields

Close Save

What other information is available to me in IEP Online Connect?

- To Do List:** When you login to IEP Online Connect, your landing page will be your To-Do List. When you have documents that need to be reviewed or signed, they will display in this list.
- Completed Actions:** You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed.
- Documents:** While logged in, you will be able to review any documents associated with your child and your IEP Online Connect account by clicking on the Documents link. This includes the documents that display on the “To-Do List” as well as documents which may have been created but have not triggered an action for you to complete. The documents will remain here historically for your reference. You may click on the document name listed in blue to open that document.
- Case Manager:** You can review the district contact listed for your student under the Case Manager link.