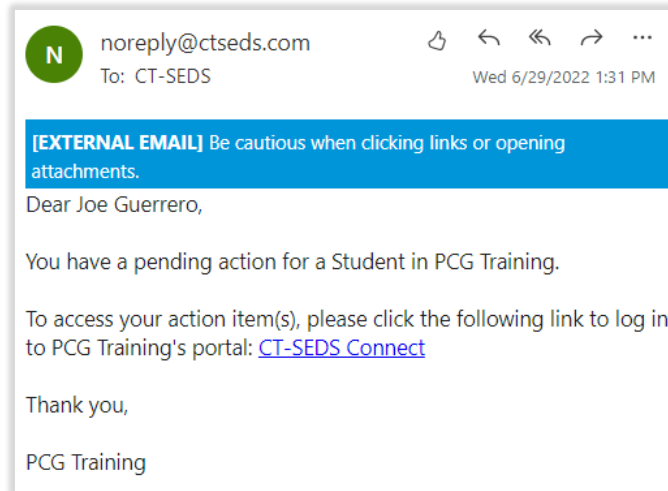


CT-SEDS PARENT PORTAL QUICK START GUIDE

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

The image shows a web form for authentication. At the top, it says 'connect' and 'CTSEDS SPECIAL EDUCATION DATA SYSTEM'. Below that is 'PCG Training'. The main question is 'How would you like to receive the access code?' with three radio button options: 'Text Message' (which is selected), 'Voice Call', and 'E-Mail'. Below this is the question 'Select the phone number you wish to use:' with a radio button and the number '###-###-9090'. At the bottom of the form is a large green button that says 'REQUEST ACCESS CODE'. The footer of the page says 'Public Consulting Group LLC 2022'.

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

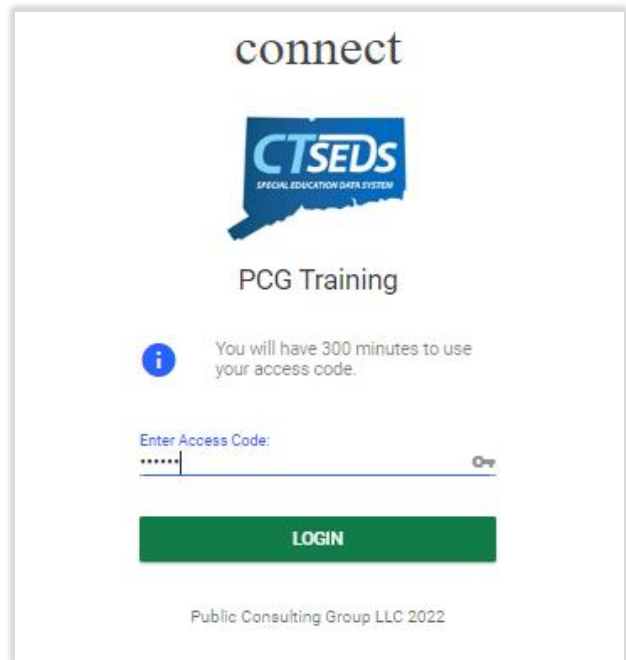
- **Text Message** – Use this option if at least one phone number in your parent record is a cell phone.
- **Voice Call** – An automated voice call will be sent to your phone number (cellular or landline) with an audible message including your access code.
- **E-mail** – An e-mail containing your access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

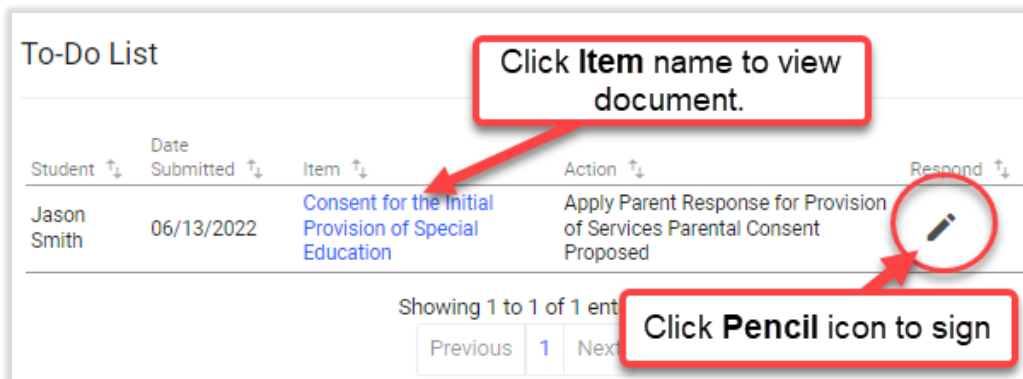
Click **LOGIN**.



Viewing and Signing Documents

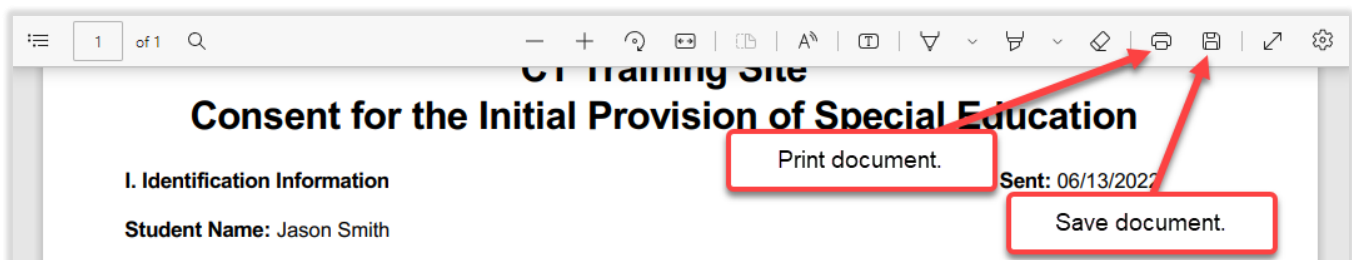
Once successfully logged in, you will be presented with a **To-Do List**.

- 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

Apply Parent Response for Provision of Services Parental Consent Proposed

Consent Proposed

Event Type
Provision of Services Parental Consent Proposed

Parent Signing
John Smith

Date
06/13/2022

Select a response.

Response

I consent to Initial Provision of Services I deny consent to Initial Provision of Services

Notes

Sign below.

Signature

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.

| School Year | Date Finalized | Document | Associated Event |
|-------------|----------------|---|--------------------------------|
| 2021 | 06/10/2022 | Trial Placement for Diagnostic Purposes Planning and Parental Consent | Diagnostic Placement Extension |
| 2021 | 06/10/2022 | Consent to Conduct an Initial Evaluation/ Reevaluation | Parent Consent |
| 2021 | 05/24/2022 | Agreement to Change an Individualized Education Program without Convening a Planning and Placement Team Meeting | |

