

MA EDPlan: Connect Parent Portal

For Use by: Parents/Guardians

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Public Consulting Group (PCG) has partnered with your school district to provide a secure parent portal, *EDPlan Connect*. This portal allows you to review documents and submit electronic signatures for key documents for your child. It also allows you to view current services, case manager information and past actions that you have completed.

Please review the following documentation to learn how to access the EDPlan Connect portal and how to enter your responses.

EDPlan Connect Parent Portal Support

For technical questions, contact your school district or child's case manager.

Sections in this Guide

Part 1: How to Access the Connect Parent Portal

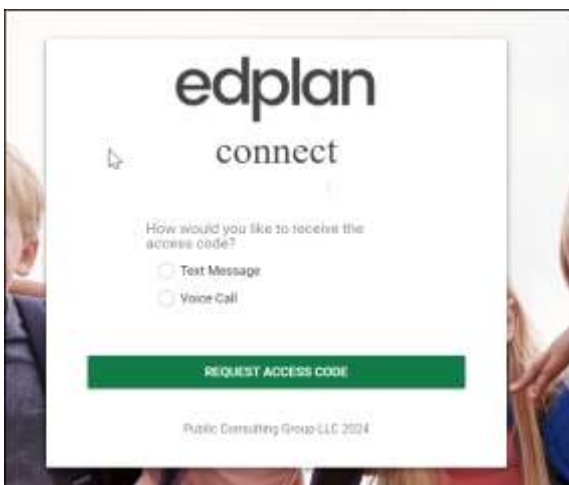
Part 2: Connect Main Menu and Overview

Part 3: How to Review a Document

Part 4: How to Submit a Parent Response

Part 1: How to Access the Connect Parent Portal

1. You will receive an email notification that includes a direct link to the EDPlan Connect Portal. Click the hyperlink "EDPlan Connect" (underlined in blue) within the email message.
2. A new web browser tab will open to the Parent Portal Access page.



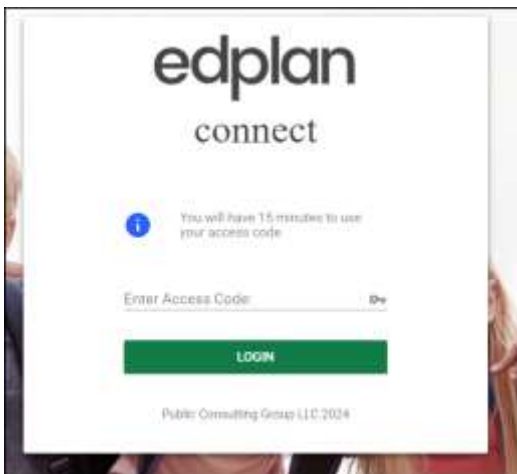
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3. Select how you would like to receive the access code. You may choose a text message, a voice call or an email. Click the button in front of your choice.
 - a. If Text Message or Voice Call is selected, the screen will then ask you to select the phone number you want the access code sent to.
 - b. Click the phone number you want to receive the access code through.

NOTE: If you select Voice Call but do not answer the call, the system will **NOT** leave a message. You will need to return to the email notification and begin the process again.

4. Click the **Request Access Code** button. Keep the web browser tab open.
5. Once you receive the access code, return to the same page and type in the access code. Click the **LOGIN** button.



NOTE: You will have 15 minutes to enter the access code sent. If you do not enter the access code sent to you within 15 minutes, you will need to return to the email and begin with step 1 again.

Part 2: Connect Main Menu and Overview

1. Once the access code is entered, the **To-Do List** page opens.
2. If you have any documents from the district regarding your student to view or sign, the Student, Date Submitted, Item (document's name), Action and Respond columns will display.
 - a. **Student:** The name of the student the document refers to
 - b. **Date Submitted:** the date the district sent the document for your review
 - c. **Item:** the name of the document (highlighted below). Click the item name to view the document.
 - d. **Action:** the action you may take for the document (such as signing a consent)
 - e. **Respond:** The edit pencil icon displays when the document is one that you may provide a signature to and a response (such as consent, shown below-red arrow).

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3. In the main navigation row (top of the screen in blue), the other areas of the Parent Portal display:
 - a. **My Info:** Click this tab to review your details, which include name, relationship to the student, email, phone and address details. You will not be able to make changes to this information. Please follow your school district's process for changes to your contact information.
 - b. **To-Do List:** Click this tab to see any actions you need to take or documents to review for the district.
 - c. **Completed Actions:** Click this tab to see the actions you already completed for documents (such as signing a request for consent).
 - d. **Service Plan Info:** Click this tab to see the details about the student's eligibility details and service(s).
 - e. **Documents:** Click this tab to see the documents sent for your review by the district. This could include- but is not limited to- the most recent IEP, Meeting Invitation and more.
 - f. **Case Manager:** Click this tab to see the student's case manager and contact details (phone, email and address).
4. To log out of the Parent Portal, click the sign out icon in the far-right corner of the screen ().

Part 3: How to Review a Document

1. On the **To-Do List** page, click the document name that displays in blue under the *Item* column to review the document prior to responding.
 - a. The document will open as a PDF document for you to view in a new web browser tab.
 - b. To download a copy of the document, click the download icon. If you want to print the document, click the printer icon.
 - c. Click the **X** in the web browser tab to close the document after you are finished reviewing it.
2. To view other documents that do not require a response, click the **Documents** tab. The documents prepared by the district for your child display. Those could include the Meeting Invitation, IEP Goal Progress Report and others.

NOTE: If using a screen reader, on the Documents page, locate the document you wish to review and click the View HTML link located on the far-right side of the page. The document will open in a new web browser.

Part 4: How to Submit a Parent Response

1. On the **To-Do List** page, click the pencil icon in the *Respond* column for the document.

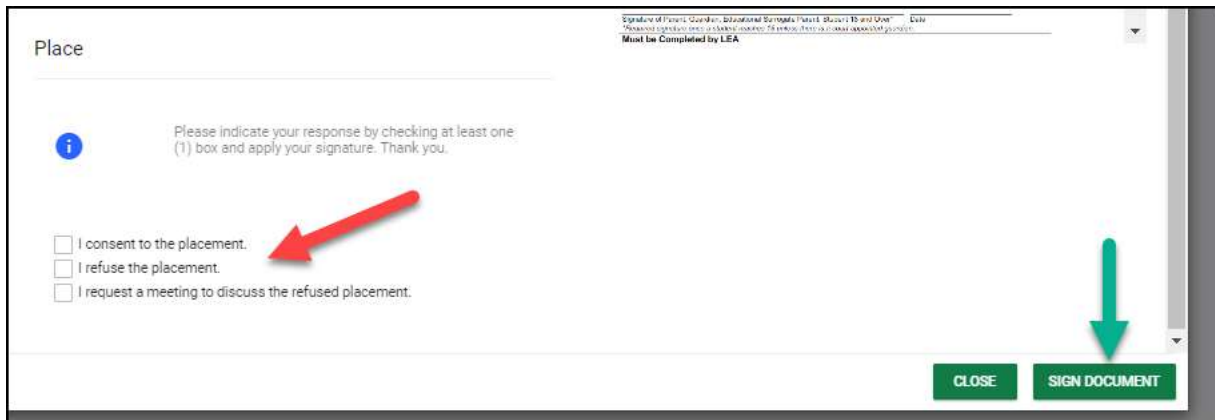
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- The document displays on the right. Use the scroll bar (Step **a** in the screen shot below) to advance through the document to read or review it prior to adding your signature and response.



- On the left, (Step **b** in screen shot above) use your mouse, cursor or finger (if using a touchscreen) to sign your name in the Signature section.
- Scroll down the page to enter your response. Make a selection (shown below, red arrow).



- Click **SIGN DOCUMENT** in the lower right corner (shown above, green arrow) to add your signature and response electronically. Click **CLOSE** to cancel the entry.

NOTE: If an alternate method for signing is necessary, click the checkbox to populate a textbox for typing in the signature.

- Back on the **To-Do List** page, you can review your completed action by clicking the **COMPLETED ACTIONS** tab.
- To log out of the Parent Portal, click the sign out icon in the far-right corner of the screen ().

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