



Anchorage School District

TIENET User Guide
Principals



<u>Table of Contents</u>	<u>Page #</u>
Section 1 – Accessing and Logging into TIENET	3
Section 2 – Students/Profiles/Documents in TIENET	3
A. Locating a Student in TIENET	3-4
B. Locating a Student’s Profile	5
C. Navigating the Document Sections	5-6
Section 3 – Printing a Document in TIENET	7
Section 4 – Exiting TIENET	8

Section 1: Accessing and Logging into TIENET

Please use the following log-in path for accessing TIENET:

URL or Internet address: iep.asdk12.org

School/District ID: **Anchorage (not case sensitive)**

User Id: **Your email User name**

Password: **Your email password**

Log in to: **ASD**

Section 2: Students/Profiles/Documents in TIENET

Locating Students

In Section 2, we will cover the following features:

- Locating a student using the *Student Document Quick Search Form*
- Locating a student's Profile/Documents in TIENET

A. Locating a Student in TIENET

As shown in Figure 2-1

1. **Click** on *Students* located in the sidebar of the Tienet Home Page.

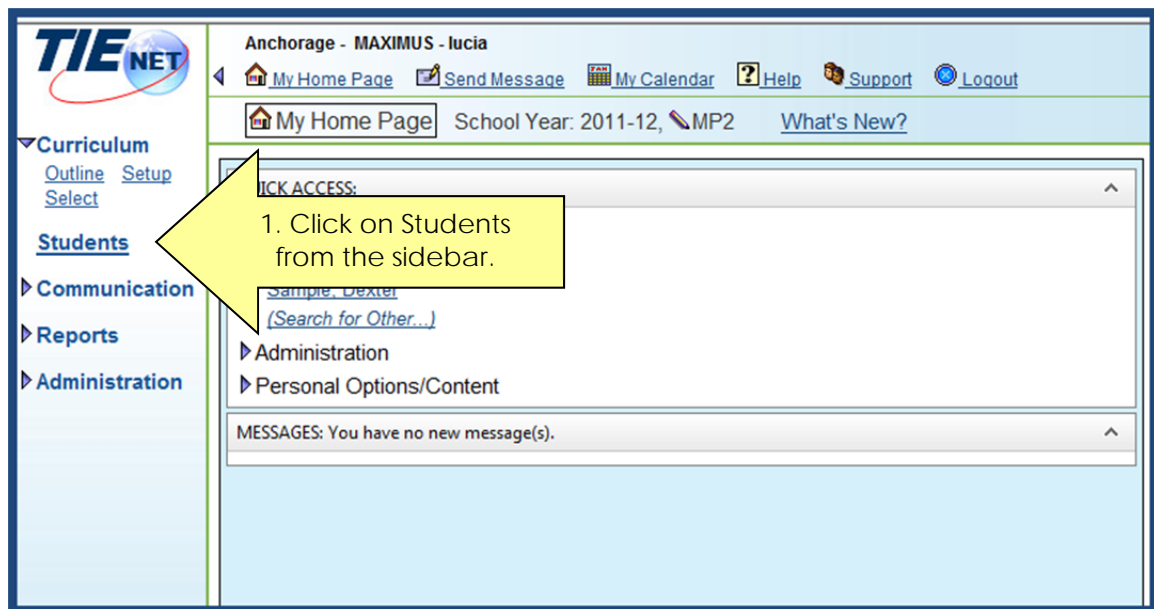


Figure 2-1

As shown in Figure 2-2, a *Students Quick Search Form* will appear.

Quick Search Forms are used consistently throughout the TIENET system to search for information such as students, staff, locations, classes etc...

3. **Type** in the first few letters of the last name of a student (this field is not case sensitive) in the field for *Last Name*.
4. **Click Search**.

NOTE: The more information you provide (i.e. last name & first name, ID, etc ...) the narrower your search results will be.

The screenshot shows the 'Students Quick Search Form' with the following fields: ID, Last Name (containing 'sampl'), First Name, Servicing School (with an '(ID) lookup' link), Birth Date, Case Manager (with an '(ID) lookup' link), Disability (dropdown menu), Gender (dropdown menu), and Grade (dropdown menu). A green 'Search' button is at the bottom left. A yellow callout box points to the 'Last Name' field with the text: '3. Type in the first few letters of a student's last name in the Last Name field.' Another yellow callout box points to the 'Search' button with the text: '4. Click Search.'

Figure 2-2

As shown in Figure 4-3, *Student Search Results* will appear.

5. **Click** on the magnifying glass next to the student you searched for to view the Student Profile.
6. **Click** on the document icon next to the student you searched for to view any documents connected to that student.

5. Click on the magnifying glass next to the student.

The screenshot shows a table of search results with the following columns: ID, Last Name, First Name, Birth Date, Grade, Disability, and Gender. Two rows of data are visible. A yellow callout box points to the magnifying glass icon in the first row with the text: '5. Click on the magnifying glass next to the student.' Another yellow callout box points to the document icon in the second row with the text: '6. Click on the Document icon next to the student.'

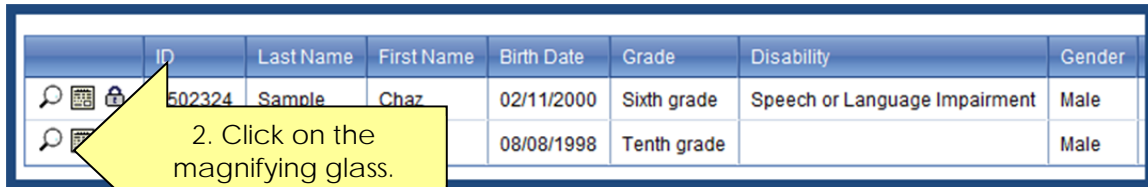
ID	Last Name	First Name	Birth Date	Grade	Disability	Gender
0224	Sample	Cher	02/11/2000	Sixth grade	Speech or Language Impairment	Male
			08/08/1998	Tenth grade		Male

Figure 2-3

C. Locating a Student's Profile

The Student's Profile contains all the basic demographic information on a student. Most of this information is pulled over from the district's SIS. Staff with the proper security privileges can edit parts of the student's profile.

1. **Click** on the "magnifying glass" icon, as shown in Figure 2-4.



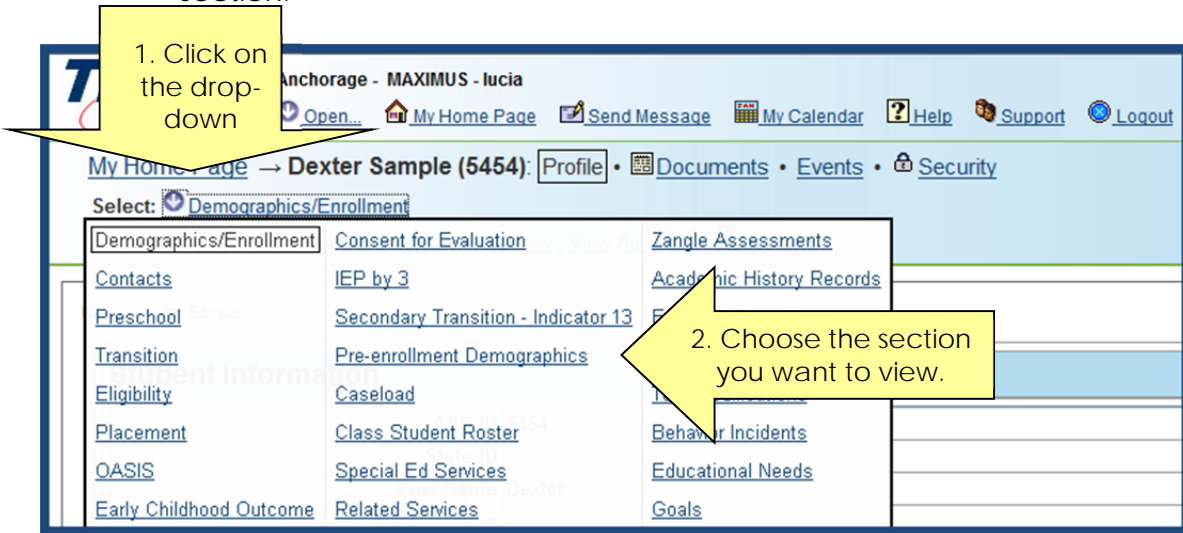
A screenshot of a table with columns: ID, Last Name, First Name, Birth Date, Grade, Disability, and Gender. The first row shows ID 502324, Last Name Sample, First Name Chaz, Birth Date 02/11/2000, Grade Sixth grade, Disability Speech or Language Impairment, and Gender Male. The second row shows Birth Date 08/08/1998, Grade Tenth grade, and Gender Male. A yellow callout box with a magnifying glass icon points to the first row, containing the text: "2. Click on the magnifying glass."

ID	Last Name	First Name	Birth Date	Grade	Disability	Gender
502324	Sample	Chaz	02/11/2000	Sixth grade	Speech or Language Impairment	Male
			08/08/1998	Tenth grade		Male

Figure 2-4

Figure 2-5 appears. From here you can navigate to any section of the profile.

1. **Click** on the Select drop-down arrow.
2. **Choose** the section you wish to view by clicking on the name of that section.

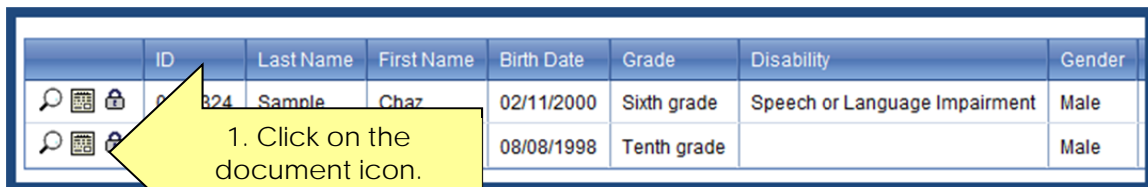


A screenshot of a web application interface for a student profile. The page title is "Anchorage - MAXIMUS - lucia". The breadcrumb trail is "My Home Page → Dexter Sample (5454): Profile • Documents • Events • Security". A dropdown menu is open under "Select:", showing "Demographics/Enrollment" as the selected option. A list of links is displayed, including "Consent for Evaluation", "Zangle Assessments", "Academic History Records", "IEP by 3", "Secondary Transition - Indicator 13", "Pre-enrollment Demographics", "Caseload", "Class Student Roster", "Behavior Incidents", "Special Ed Services", "Educational Needs", "Related Services", and "Goals". A yellow callout box points to the dropdown menu with the text: "1. Click on the drop-down". Another yellow callout box points to the "Secondary Transition - Indicator 13" link with the text: "2. Choose the section you want to view."

Figure 2-5

D. Navigating the Document Sections

1. **Click** on the "document" icon, as shown in figure 2-6



A screenshot of a table with columns: ID, Last Name, First Name, Birth Date, Grade, Disability, and Gender. The first row shows ID 502324, Last Name Sample, First Name Chaz, Birth Date 02/11/2000, Grade Sixth grade, Disability Speech or Language Impairment, and Gender Male. The second row shows Birth Date 08/08/1998, Grade Tenth grade, and Gender Male. A yellow callout box with a document icon points to the first row, containing the text: "1. Click on the document icon."

ID	Last Name	First Name	Birth Date	Grade	Disability	Gender
502324	Sample	Chaz	02/11/2000	Sixth grade	Speech or Language Impairment	Male
			08/08/1998	Tenth grade		Male

Figure 2-6

Figure 2-7 appears. From here you can navigate to any section of the document section.

1. **Click** on the document.
2. **Choose** the section you wish to view by clicking on the name of that section.

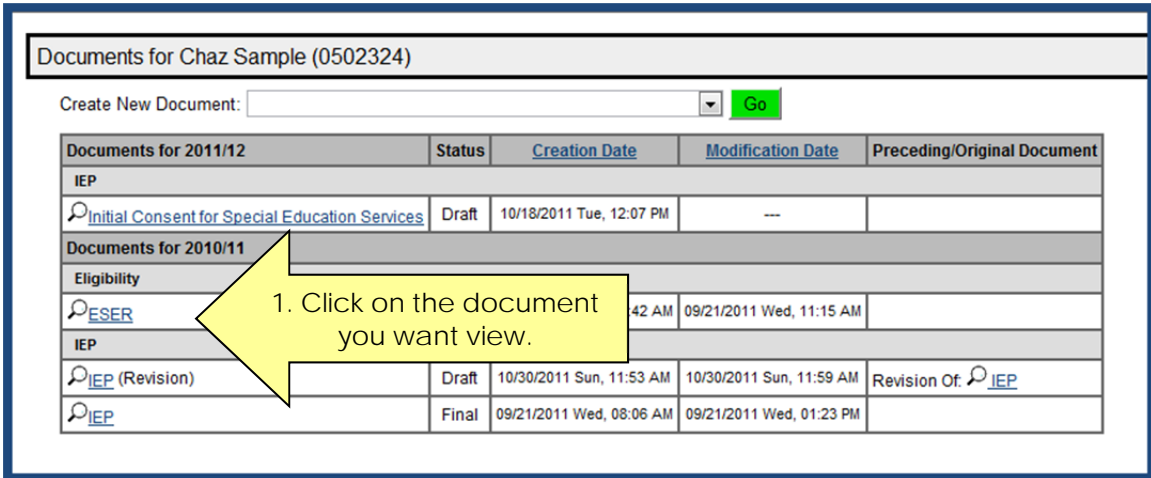


Figure 2-7

As shown in Figure 2-8, to move to another section of the document,

1. Use the down arrow icon to Select the section of the document you want to view and **click** on the name of the section.

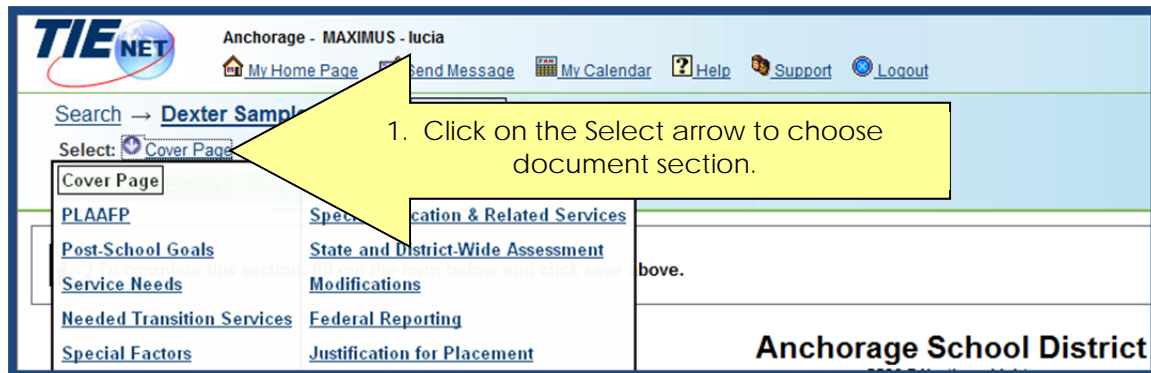


Figure 2-8

IEPs, Manifestations and FBAs / BIPs are multi section documents. For each of these documents clicking on the down arrow will allow you to select other sections in the documents.

Section 3 - Printing a Document in TIENET

Once you are done viewing a document you can choose the Print icon within TIENET to Print a section, Print selected sections or Print all sections. For this exercise we will use Print Selected Sections. As shown in Figure 3-1,

1. **Click** on the Print icon, then **click** on Selected Sections.

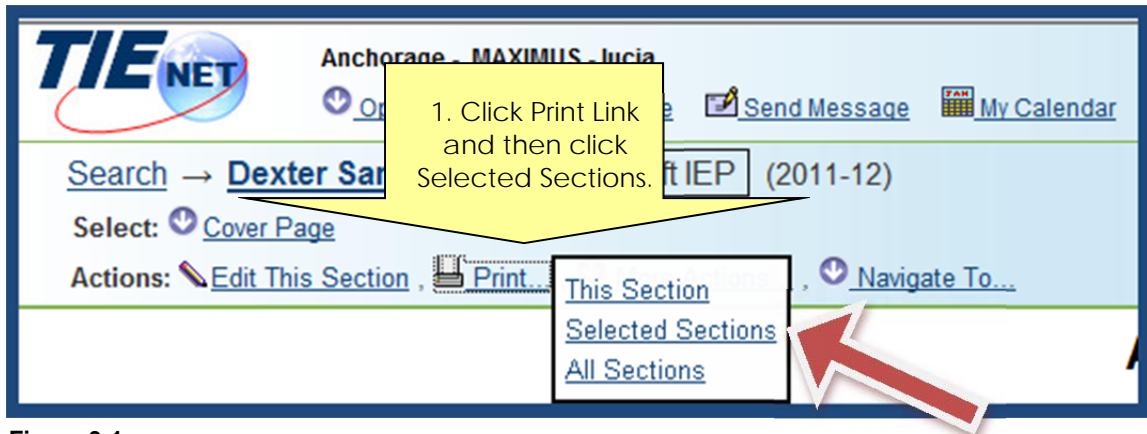


Figure 3-1

2. Once you have made a selection Figure 3-2 will appear giving you the choice to print the document.

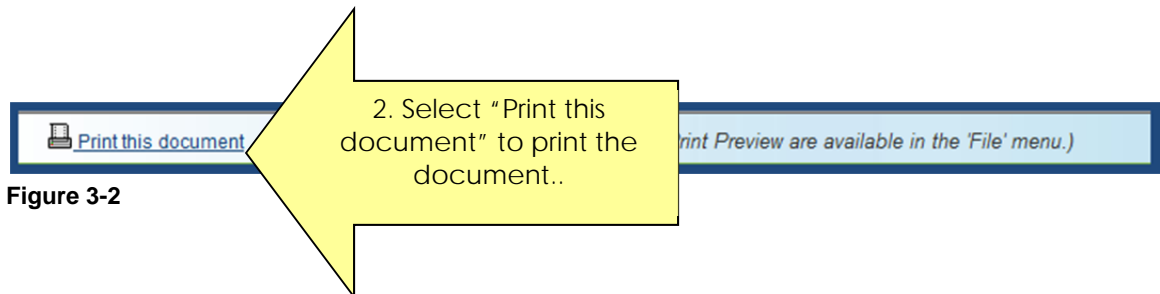


Figure 3-2

3. Once you have printed, **Click** on *Back to Previous Screen*, see Figure 3-3, to return to the document you were viewing.

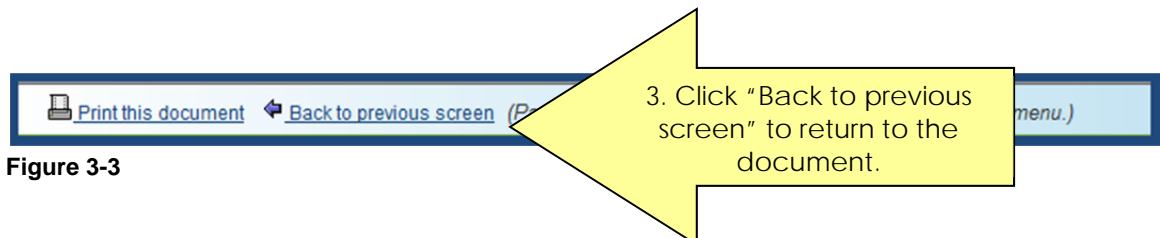


Figure 3-3

Section 4 - Exiting TIENET

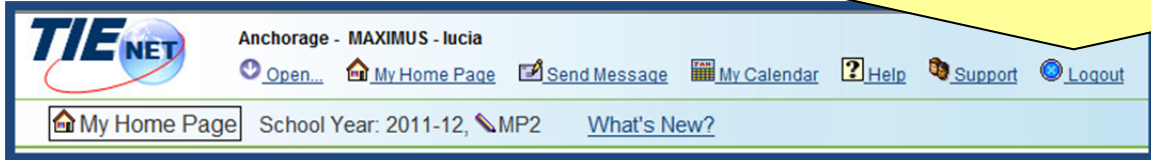
It is important to remember to always log out of TIENET when you are finished working in the system. Student records may contain sensitive information and should not be left unattended on a computer screen for others to see. Because of this, TIENET will automatically log you out of the system if you have not clicked the screen after a certain time period. The amount of time is determined by your TIENET School District system administrator, and is typically 30 to 40 minutes. You will be asked to re-type your password in order to log back in.

As shown in Figure 4-1, to log out of TIENET from anywhere in the system:

1. **Click** the *Logout* icon at the top of the page.

1. You can click the logout icon from the menu bar at the top of any screen.

Figure 4-1



If you have questions about accessing TieNet call the IEP helpdesk at 742-4615 option 4