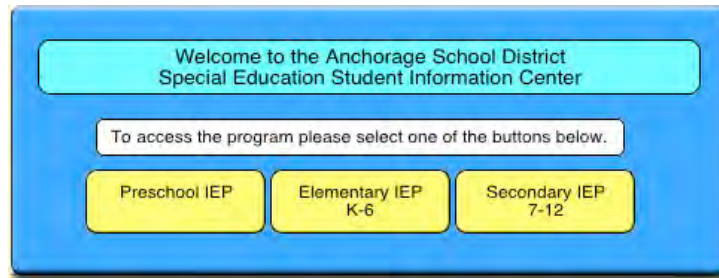


Logging On

CONNECTING

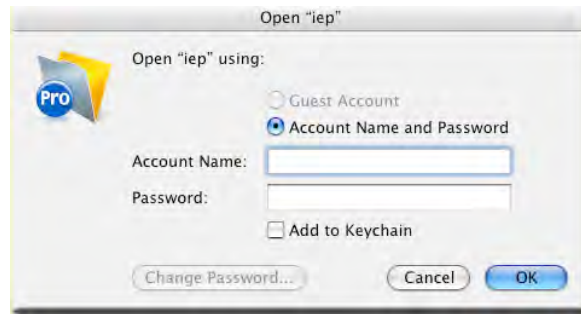
Staff needing access to IEPs will be provided with a Connect Script. Click on it to open the window below.

- *This section is new* - Select on the grade level range for the student record you need.



LOG IN NAME

After connecting to the server with your students' records, you will see a log in screen, as shown below. If your name doesn't appear, simply type your lastname_firstname as you do with any secure ASD site.



LOG IN PASSWORD

- *This section is new* - During spring training, you will use the password you are given. When you log in for the first time in the fall, you will be asked to change your password and led through the steps to do so.

- *This section is new* - If you need to log in to more than one server, (for example: preschool and elementary) you will need to use the initial password for the FIRST TIME YOU LOG IN TO EACH. Then change your password to the one of your choice.

- *This section is new* - Please note that *the password IS case sensitive*.

If you forget your password, contact the IEP help desk at 742-6101. You will be asked a security question to identify yourself, then your password will be reset. Please remember that passwords with at least six characters, including some numbers and/or punctuation, are much more secure.