

# IEP Online Connect

## A Guide for Using the Parent Connect Portal

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All student information is fictional. Any resemblance to persons, living or dead is purely coincidental.

**Disclaimer: All content in this document is for the purpose of informing IEP Online users of features already developed for other projects. PCG cannot be held responsible for any changes made by districts to this document. Districts are encouraged to insert their policy and procedures to compliment the available documentation.**

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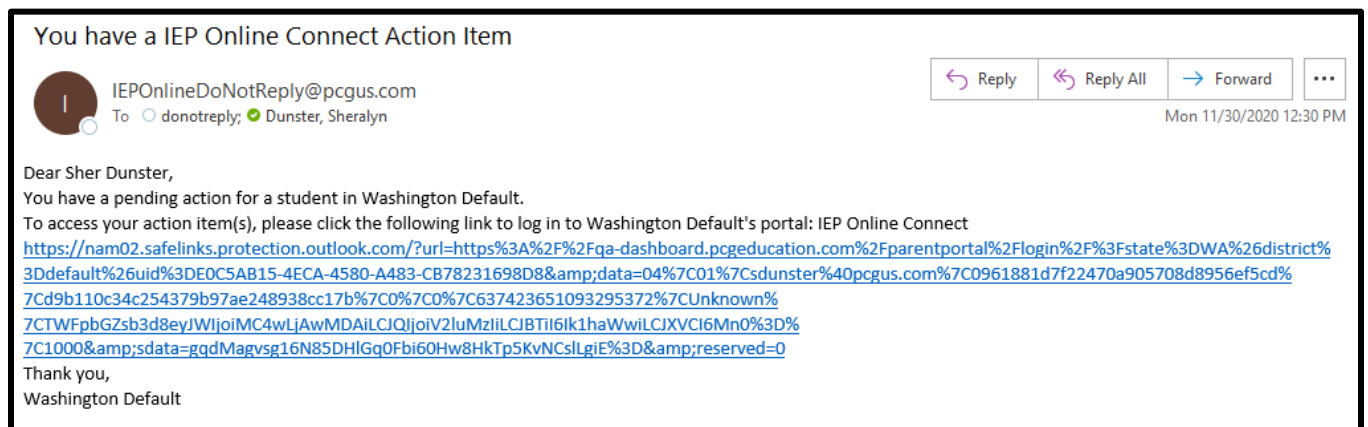
## IEP Online Connect

IEP Online Connect is a portal for parents that is used by your school to communicate with you about your child's special education documents. IEP Online Connect will allow you, as the parent or guardian, to virtually access your child's IEP and other documents and electronically sign those documents. This guide provides an overview of IEP Online Connect, including information on how to review all the documents and sign documents that are available for signature in IEP Online Connect.

## How to Access IEP Online Connect

Once a draft document requiring review or signature has been created for your child, you will be sent an email notification with a link that allows you to access IEP Online Connect. You can use IEP Online Connect anytime. It is commonly used if you are unable to attend a meeting or did not sign the documents during the meeting. You can access IEP Online Connect by following the steps below:

1. Locate the email notification in your email. The notification shown here will be sent to the parent/guardian when a document review or a signature request is generated by your school.



2. Use the link in the email to access the login page for IEP Online Connect.
  - a. This link can be used at any time to access IEP Online Connect.
  - b. If you have more than one child receiving special education services, there will be different links to access each child's documents and signature requests.
  - c. Clicking the link will open your default browser to access the login page. Most browsers can be used, but Internet Explorer is not a supported browser for this application.
3. After clicking the link, you will be taken to the IEP Online Connect login page to authenticate your identity. The login page will look similar to the picture below.

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IEP Online Connect  
**Washington District**

How would you like to receive the access code?

Text SMS  Voice Call

###-###-2551  ###-###-2551  ###-###-2551

Send OTP

Current App Version - 1.3.0.0v

4. When logging in to IEP Online Connect, a two-step verification process is used.
  - a. The email you received was the first step in the verification process. The email is sent to the email address the school has on file for you.
  - b. The second step in the verification process is to receive a One-Time Pin (OTP) that will be sent to a phone number the school has on file for you. The OTP is six digits or less and can only be used one time. If a new OTP is needed, use the link in the email again to access the login page and request the OTP.
5. Select to receive the One-Time Pin (OTP) by text or voice call, then select the phone number where you would like to receive the OTP code and click Send OTP. Allow for 1-2 minutes to receive the OTP via the method you chose (for example, you would receive a text if you selected “Text SMS” above).
6. Once you receive the code, enter it into the field seen in the picture below and select “Login”.

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IEP Online Connect  
**Washington District**

The OTP access code you requested has been sent.  
Please check the device you selected to retrieve the code. The code is valid for only 10 minutes from the time it was sent.

Place received OTP here

Login

Back

7. Once you log into the site, you will be taken to your To-Do List where any pending document review and signature requests are displayed.

## IEP Online Connect – To-Do List

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TO-DO LIST COMPLETED ACTIONS DOCUMENTS CASE MANAGER

Dunster, Sher  
Logout

**To-Do List** **IEP Online Connect**

Student	Date Submitted ↑	Proposed Document ↑	Action ↑	Respond
Training Student887	10/20/2020	Eligibility-Initial-Meeting Participation-10/01/2018	Signature	
Training Student887	10/20/2020	Eligibility-Notification - send for Review	Document Review	

Showing 1 to 2 of 2 entries

1. The **To-Do List** contains documents for review and signature request action items.
  - a. The list on this tab can be sorted on column headings by clicking once to sort A-Z and by clicking twice to sort Z-A.
2. To review a document, click on the magnifying glass icon under **Respond**.
  - a. The document will open in a separate browser window.
  - b. After the document is reviewed one time, it will move to the **Completed Actions** tab.
3. To provide a signature, click on the signature icon under **Respond**. A new window will be displayed to collect your signature.

4. Select the date you are signing, and then provide your signature in the yellow box using the mouse or a touch pad screen. Click Save to save the signature.
  - a. If needed, you can click Reset to clear the signature and sign again.
  - b. After the window closes, the signature request will move to Completed Actions.

## IEP Online Connect – Completed Actions

The **Completed Actions** tab contains documents that have already been reviewed and signatures that have been provided. The list on this tab can be sorted on column headings by clicking once to sort A-Z and by clicking twice to sort Z-A.

To view the document or signature, click on the button under Preview.

Student	Date Completed ↑	Proposed Document ↑	Action ↑	Preview
Training Student887	10/21/2020	Eligibility-Initial-Meeting Participation-10/01/2018	Signature	
Training Student887	10/21/2020	Eligibility-Notification - send for Review	Document Review	

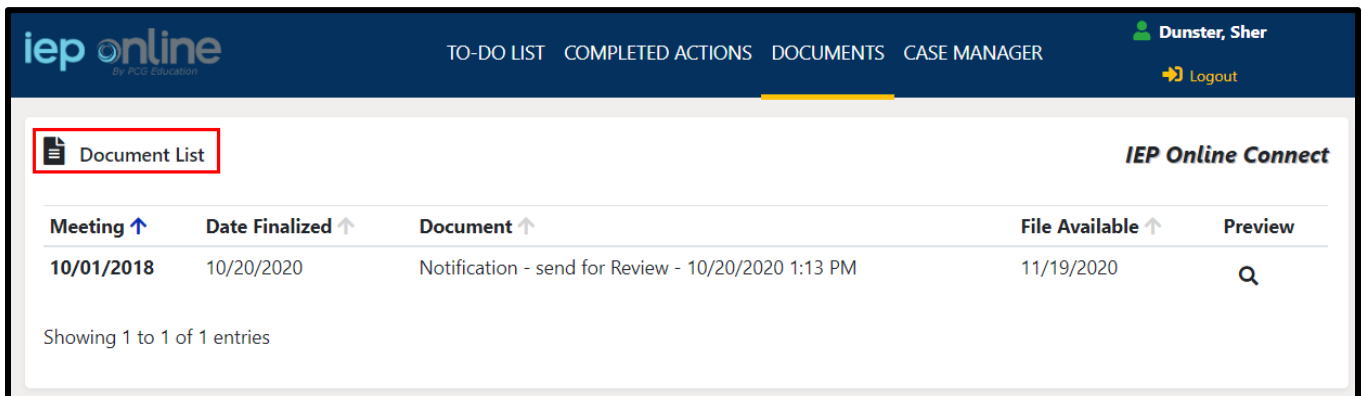
Showing 1 to 2 of 2 entries

## IEP Online Connect – Documents


The **Documents** tab contains draft and final documents. The list on this tab can be sorted on column headings by clicking once to sort A-Z and by clicking twice to sort Z-A.

Draft documents are available for 30 days, and the File Available date indicates when the file will be removed. Final documents will remain in the system permanently.

To view the document or signature, click on the button under Preview.



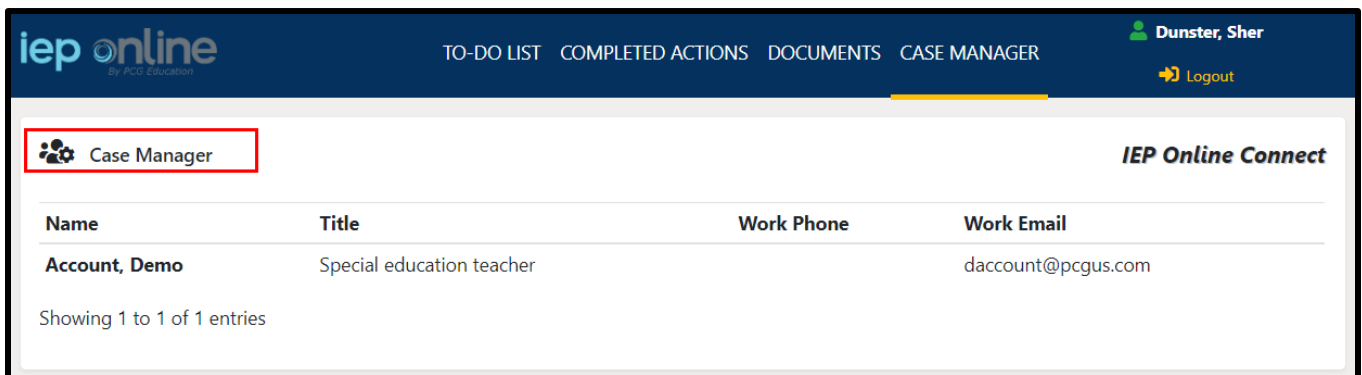
The screenshot shows the IEP Online Connect interface. The top navigation bar includes 'TO-DO LIST', 'COMPLETED ACTIONS', 'DOCUMENTS', and 'CASE MANAGER'. The user is logged in as 'Dunster, Sher' with a 'Logout' button. The 'Document List' tab is selected and highlighted with a red box. The table below displays the following data:

Meeting ↑	Date Finalized ↑	Document ↑	File Available ↑	Preview
10/01/2018	10/20/2020	Notification - send for Review - 10/20/2020 1:13 PM	11/19/2020	

Showing 1 to 1 of 1 entries

## IEP Online Connect – Case Manager

The **Case Manager** tab contains the contact information for your child's Case Manager.



The screenshot shows the IEP Online Connect interface. The top navigation bar includes 'TO-DO LIST', 'COMPLETED ACTIONS', 'DOCUMENTS', and 'CASE MANAGER'. The user is logged in as 'Dunster, Sher' with a 'Logout' button. The 'Case Manager' tab is selected and highlighted with a red box. The table below displays the following data:

Name	Title	Work Phone	Work Email
Account, Demo	Special education teacher		daccount@pcgus.com

Showing 1 to 1 of 1 entries





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