

IWAS Administrative Account Setup Instructions

FROM: Technology Support Call Center

TO: Dr. Jim Gatons
Special Ed Nonpublic Operating Agency #1 - 01-001-0010-26
100 North First Street
Springfield, IL 62777

SUBJECT: Administrative Account Setup in IWAS for access to the Student Information System

You are receiving this letter from the Illinois State Board of Education (ISBE) Technology Support Call Center so that you can setup your local IWAS Administrator Account in order to access various systems through the ISBE Web Application Security (IWAS) system. Specifically, you will be granted read-only access to the Student Information System (SIS) immediately after you activate your IWAS account. Access to SIS (through IWAS) will allow you to view various reports on students that are served by programs within your operating agency. More importantly, within SIS, you will be able to view Assessment information for the students that your organization serves.

The Illinois State Board of Education (ISBE) utilizes a web-based application for conducting business via the Internet. The name of this application is ISBE Web Application Security (IWAS). IWAS is a secure electronic document management system that is used to access over 100 web-based systems to collect and disseminate information. As the local IWAS Administrator for your Nonpublic Special Ed Operating Agency, you will be responsible for two critical functions. *Note: You can eventually delegate these functions to other IWAS account holders within your organization, but you will still need to be the holder of the primary local IWAS Administrator account.*

1. Approval of Pending Sign-ups

Others in your Operating Agency or those associated with your Nonpublic Special Ed Programs under your Operating Agency will create their own IWAS accounts and sign-up to use various systems in IWAS representing your Organization. You can view who these people are and grant them the appropriate level of access to respective systems. You will receive nightly reminders via email to act upon these requests until they have been addressed.

2. Approval of Pending Documents

In some IWAS-based systems, authorized users at the Nonpublic Spec Ed Programs associated with your Operating Agency may submit pending documents to you for your electronic approval before they are submitted to ISBE. You will also receive nightly reminders via email to act upon these requests until they have been addressed.

Below are instructions that explain how to activate your local IWAS Administrative Account. For authentication purposes, you have been assigned a unique access code. The following steps will guide you through the account setup process.

STEPS

1. Referring to the table below, go to the **Web Site Address** and then enter the **Access Code**. Press the **Continue** button.
2. Fill in the required fields which are indicated with a red dot. If you need help with any of the fields, click on the question mark next to the field.
 - a. Select a unique Login Name and Password and then enter your Email Address, Secret Question and Answer.
 - b. To help us help you, please verify that you have entered your correct Email Address. Authorizations and System-based broadcast messages are sent to your external Email Address as a service, even though your IWAS account has an Inbox for messages.
 - c. Press the Continue button to move to the next screen. At this time you may see a message at the top of the browser window indicating that the Login Name is already in use. If this is the case, simply type in a different one.
3. Please use this Login Name and Password to gain access to your IWAS account from this point forward.
4. After successfully activating your local IWAS Administrative Account, you can gain access to IWAS by going to the ISBE Web Site at <http://www.isbe.net>. Look at the top of the page for the IWAS link. Click on it to go to the IWAS Login Page.

Web Site Address:	https://sec1.isbe.net/iwas/setup
Access Code:	MDGU-867J-1374-HJ9C

A Webinar entitled “Webinar for Illinois Approved Special Education Nonpublic Operating Agencies & Programs” will be held by ISBE on April 4, 2011 (1:00pm - 3:00pm CDT) for further instructions on how to register for this webinar please go to www.isbe.net/sis.

If you have any questions or need technical assistance, please contact our Technology Support Call Center at 217-558-3600 or email us at help@isbe.net.