



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

SEPTEMBER 6, 2016

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800-635-5274

I-Star Training

We still have seats available for our classroom trainings October 24th and 25th and the online training on October 31st. **Once your training is complete, your transition to I-Star should be completed within the following two weeks.**

Remember, in order to transition from *iePoint* > to I-Star, a training is required. Any location that has an *iePoint* > database currently and plans to continue managing their own data for the 2016-2017 school year is required to attend a training (webinar or in-person). Please visit [Event Registration](#) to sign up for a training. **Please print the notes before the training and bring them with you.**

These trainings are open to anyone, regardless of the location. For more information on I-Star, visit <http://www.hbug.k12.il.us/IStar/default.aspx>.

We do have a recorded [New User I-Star Training](#) available on our website for any additional staff members to watch or if you would just like to review the covered materials.

Preparing for I-Star Transition: SIS ID

It is very important with the upcoming transition to I-Star that each student in *iePoint* > have the correct SIS ID entered into the yellow 'SIS ID' field on the general page.

The system report 'Students with Blank Client Entered SIS IDs' can be found by going to *File -> iePoint > Manager -> Manager Reports*. If a student is missing the 'SIS ID', please contact your SIS administrator to obtain this information.

Now is the time to form a good working relationship with the SIS Administrator for your district. A positive transition to I-Star will depend on how accurate and up-to-date the SIS information is. We recommend that a nightly upload to SIS be done by your district so the most accurate and up-to-date information is available in I-Star.

Please remember that in order for a student to be entered into I-Star, they must have an active and up-to-date SIS record.

Dates to Remember

October 10, 2016 - Office Closed in Observance of Columbus Day

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day

November 23-25, 2016 - Office Closed for Thanksgiving Holiday



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Email your questions to client support at: support@hbug.k12.il.us

Preparing for I-Star Transition: End Dates and Exit Codes

It is imperative that all *End Dates* and *Exit Codes* are entered into *iepoint* > 2016 DATA2016 prior to your transition to I-Star. Be sure to *Check Data Validity* by going to *File -> Check Data Validity* to make sure all *Exit Data* errors have been corrected. Also, be sure that all students who graduated or moved out of district at the end of school year 2015-2016 have been exited with the correct *End Date* and *Exit Code*. You will not transition to I-Star if your data contains any *Exit Data* errors.

Preparing for I-Star Transition: IWAS and SIS Access

Each I-Star user will need to have an IWAS account. If you need assistance with obtaining an IWAS account, visit the [IWAS User Guide](#) (Page 5) or call the IWAS Help Desk at 217-558-3600. Once the user account is established, each user will need to request access to the I-Star Application. We are recommending that each user request READ ONLY access to SIS at this time.

For security purposes, each user must select either READ ONLY or FULL ACCESS to *Personnel Approval* and/or *Claims*; *Student Approval* and/or *Claims*. The user access will be selected when clicking on "Request Access"; this will not be available until your district has completed the mandatory I-Star training and ISBE has given you permission to access I-Star.

Once the IWAS account and the I-Star access is approved, I-Star will be accessed by going to www.isbe.net -> IWAS -> System Listing -> Annual -> Reporting -> I-Star.

Terminology Changes in I-Star

Upon making the transition to I-Star, you will notice that some familiar terminology used in *iepoint* > has changed. Please make note of the following changes:

Check Data Validity —> Recheck Edits
Enrollment —> Case Load

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.