
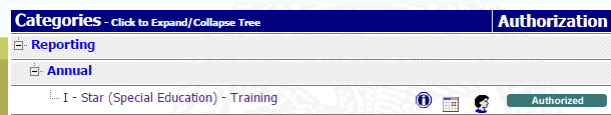




IWAS Access

- Each I-Star user has to have an IWAS account
<https://sec1.isbe.net/iwas/asp/login.asp?js=true>
- Visit the IWAS User Guide or IWAS Training Video for IWAS Help
 - IWAS Help Desk (217) 558-3600 
- Once an account is established, each user has to request access to the I-Star Application
- It is recommended that users request read-only access to SIS during this time as well
- Once the IWAS account and the I-Star access is approved, I-Star can be accessed under the System Listing → Reporting → Annual

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help
IWAS User Guide
IWAS Training Video



I-Star Security

1. From the Landing Page, click Request Access

Request Access
 Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

2. Click Modify beside User's Assigned System Roles

User's Assigned System Roles (X) **Modify**

3. Click Request Access next to the desired roles

Student Approvals (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Student Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Student Approvals Read Only

Student Claims (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Student Claims Full Access
<input type="radio"/>	<input type="radio"/>	Student Claims Read Only

4. Once desired roles have been selected, click Save

I-Star Security

1. The District Superintendent or Coop Administrator approves Security Requests. From the Landing Page, click Approve/Deny a Security Request.

Approve/Deny a Security Request
 At least one person has submitted a security request. Use this quick link to view the details of the request.

2. Click the name of the user to edit their access under the Manage Security Tab (or locate their request under Security Requests tab)
3. Click Approve or Deny for the request then click Save

****Security administration can be designated by the Superintendent or Coop Administrator to another user(s)**

First Name	Full Name	Edits	Email	Approval Group	Logged In	Roles	Is Active
		Wabash & Ohio Valley Sp Ed Dist		District Admin	<input type="checkbox"/>	Role Name Personnel Approvals Full Access Personnel Claims Full Access JEP Administrator Access District Security Administrator Import Personnel Claims Full Access	True
		North City Annex		Document Auditor	<input type="checkbox"/>	Role Name Personnel Approvals Full Access Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access JEP Administrator Access District Security Administrator Import Personnel Claims Full Access	True

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	District Security Administrator

ISBE Manuals

Upon distribution of this training material, all information was in accordance with the Special Education Personnel Approval procedures distributed by the Illinois State Board of Education

(This manual should always be consulted to ensure up to date information.)

COMING SOON!!!

Data Collection Timelines

Personnel Approval Due

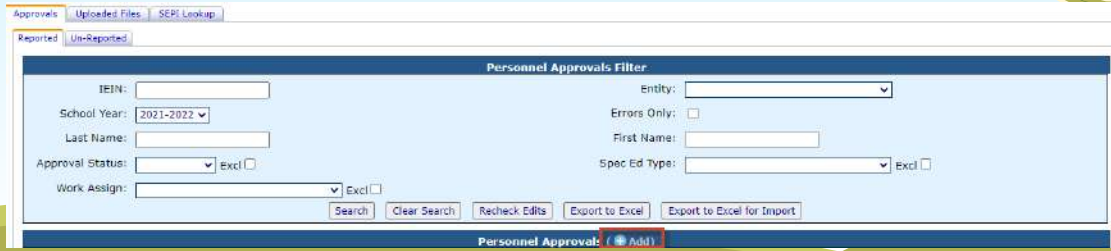
June 30



Personnel Approval



- Search for personnel included in your Approval file using one or more filter(s)
- **Reported** – personnel with an approval record
- **Un-Reported** – personnel in jurisdiction EIS upload but no approval record



Personnel Approval

- To add a new personnel click Add and use either District, Last Name, First Name, Gender combination OR IEIN to locate the desired person



Personnel Approval

- Once person is added, an approval record can be completed for the employee

- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down.
- Full Time Equivalency (FTE) now part of approval form; required for ALL employees
- Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment", (divided by) "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days, will equal the "total FTE percentage."
- Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.

Personnel Approval

FTE for Paraprofessional staff must be reported for each age group served:

- Grades PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both age ranges.

Paraprofessional Work Assignment Codes:

- PA3=Program Aide serving grade PreK
- PA6=Program Aide serving grades KG-12
- TA3=Teacher's Aide serving grade PreK
- TA6=Teacher's Aide serving grades KG-12
- NHA3=Non-certified Health Aide grade PreK
- NHA6=Non-certified Health Aide grades KG-12

Personnel Approval

- Special Ed Type will no longer be selected. The I-Star system will automatically match the appropriate Special Education ID code:
 - A - Special Education Teacher
 - B - Related Services
 - C - Paraprofessional
 - D - Administrative
- This code will be determined once a Work Assignment is selected

Personnel Approval Information

Year: 2021-2022 Employed as of: 12/1/2021:

Entity: Wabash & Ohio Valley Sp Ed Dist (6) Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				ECT	Early Childhood Teacher	Not Qualified	1.0

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Personnel Approval

This box will default to be checked unless the record is created after December 1 in a school year.

All special education staff who work during the current regular school term should be entered into I-Star even if they were hired after December 1.

Personnel Approval Information

Year: 2021-2022 Employed as of: 12/1/2021:

Entity: Wabash & Ohio Valley Sp Ed Dist (6) Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				ECT	Early Childhood Teacher	Not Qualified	1.0

Selecting a term code is no longer necessary. Only "regular school term" staff are to be reported.

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Status Codes

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.

- Available Status Codes:

- Qualified – replaced Approved
- Not Qualified – replaces Disapproved

I-Star generates a warning message indicating the record status is "Not Qualified".

This does NOT cause an error and the record will be submitted as "Not Qualified".

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Personnel Approvals Recheck Edits

- Click Recheck Edits

- You will receive two emails on the status of the error check. The first will tell you that the processing has started and the second will tell you that it's complete.

- The errors can be viewed on each Approval record or on the error report

The screenshot shows a web application interface for 'Personnel Approvals Filter'. It includes several input fields: 'IEIN', 'School Year' (set to 2021-2022), 'Last Name', 'Approval Status', 'Work Assign', 'Entity', 'Errors Only' (checkbox), 'First Name', and 'Spec Ed Type'. At the bottom, there are buttons for 'Search', 'Clear Search', 'Recheck Edits' (highlighted with a red box), 'Export to Excel', and 'Export to Excel for Import'.

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Personnel Approval Error Report

To run a report with all errors click:
Reports-Application Reports

Select Report Type:
Personnel

Select Report Categories:
Personnel Approval

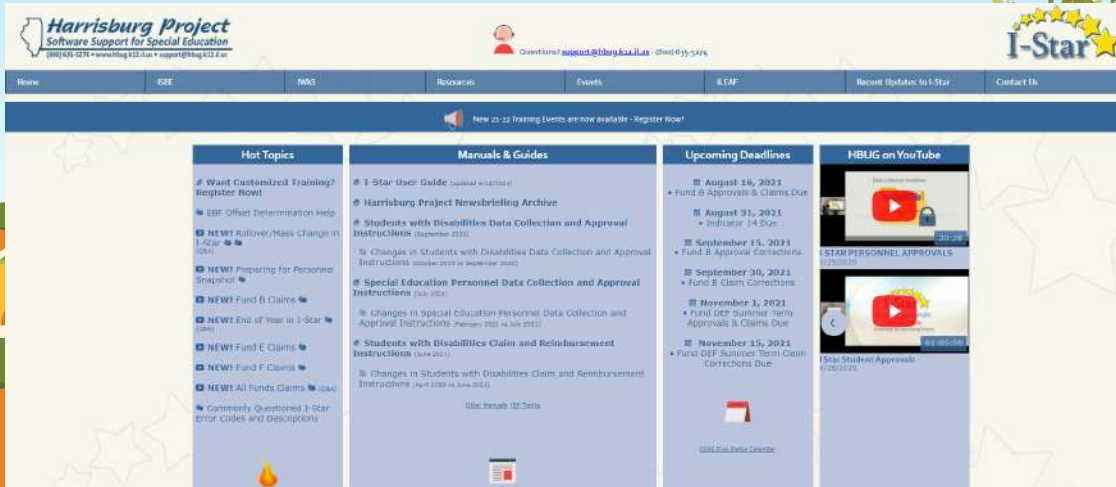
Select:
Personnel Error Listing

Click:
Run and/or Export Report



I-Star Resource Website

www.hbug.k12.il.us



I-Star User Guide

<http://www.hbug.k12.il.us/istarhelp.aspx>

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I-Star

Contact

Harrisburg Project
(800) 635-5274

support@hbug.k12.il.us

with I-Star Questions
and Feedback

Contact

IWAS Helpdesk
with IWAS Account Questions
(217) 558-3600

IWAS User Guide:
<ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>

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