Connect Parent Portal Parent/Guardian Guide

The IEP Online Connect Parent Portal feature will allow you, as the parent or guardian, to virtually access your child's IEP Online documents and electronically sign and/or review the document(s). This guide provides an overview of the IEP Online Connect Parent Portal, including information on how to review all documents and sign documents that are available for signature in Connect.

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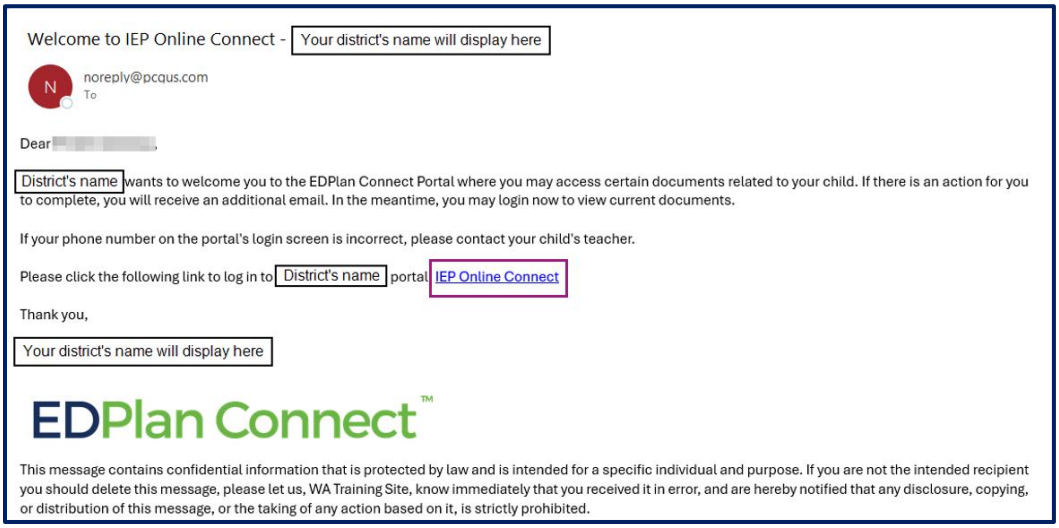
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How will I access Connect?

Once a document requiring a signature or other documents requiring review have been created for your child, you will be sent an email notification with a link that allows you to access the Connect Parent Portal. You can also access the Connect Parent Portal at any time.

You can access the IEP Online Connect Parent Portal by following the steps below:

1. Locate the email notification in your email.
    a. **The notification shown here is an introductory email that allows parents to access the portal at any time by <u>clicking the blue link.</u>**


Welcome to IEP Online Connect - Your district's name will display here

noreply@pcgus.com
To

Dear [redacted],

District's name wants to welcome you to the EDPlan Connect Portal where you may access certain documents related to your child. If there is an action for you to complete, you will receive an additional email. In the meantime, you may login now to view current documents.

If your phone number on the portal's login screen is incorrect, please contact your child's teacher.

Please click the following link to log in to District's name portal IEP Online Connect

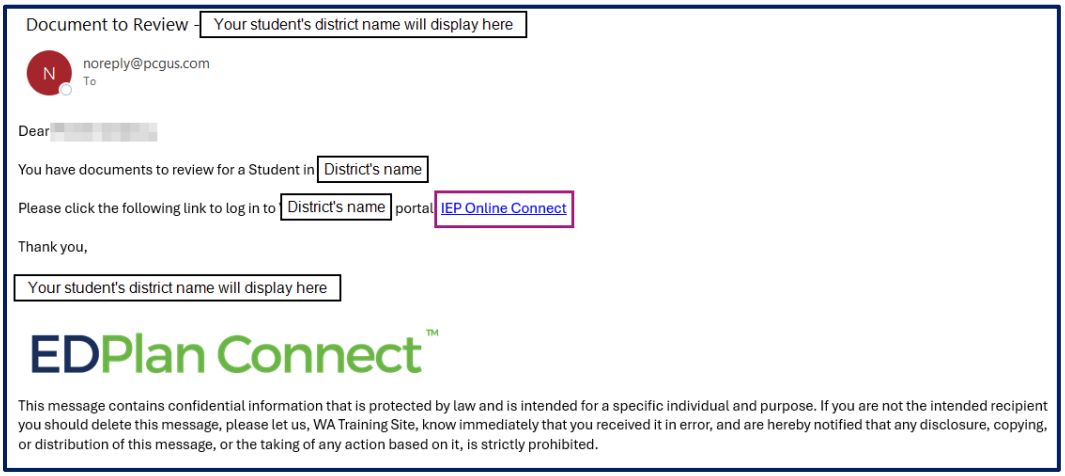
Thank you,

Your district's name will display here

EDPlan Connect™

This message contains confidential information that is protected by law and is intended for a specific individual and purpose. If you are not the intended recipient you should delete this message, please let us, WA Training Site, know immediately that you received it in error, and are hereby notified that any disclosure, copying, or distribution of this message, or the taking of any action based on it, is strictly prohibited.

    b. **The notification shown here will be sent to the parent/guardian after any document requiring a signature or review has been created.** Signature request notification emails and notification emails for review only documents are sent immediately. Additionally, if a parent/guardian has not taken the intended action, then a reminder email will be sent every 7 days. **<u>Access the portal by clicking the blue link.</u>**


Document to Review - Your student's district name will display here

noreply@pcgus.com
To

Dear [redacted]

You have documents to review for a Student in District's name

Please click the following link to log in to District's name portal IEP Online Connect

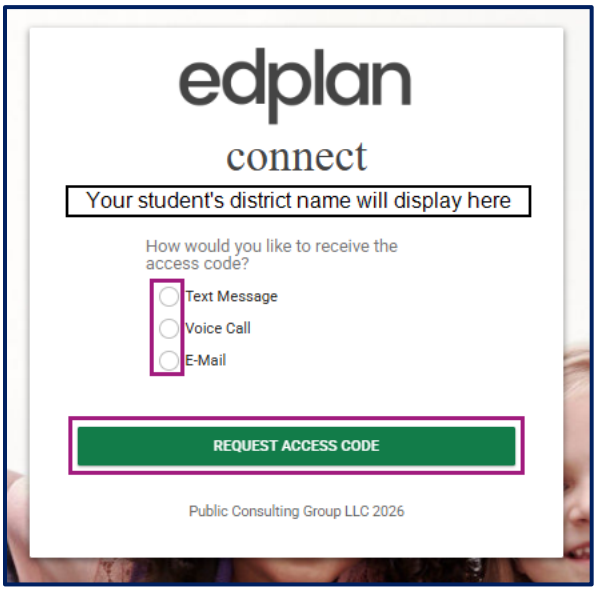
Thank you,

Your student's district name will display here

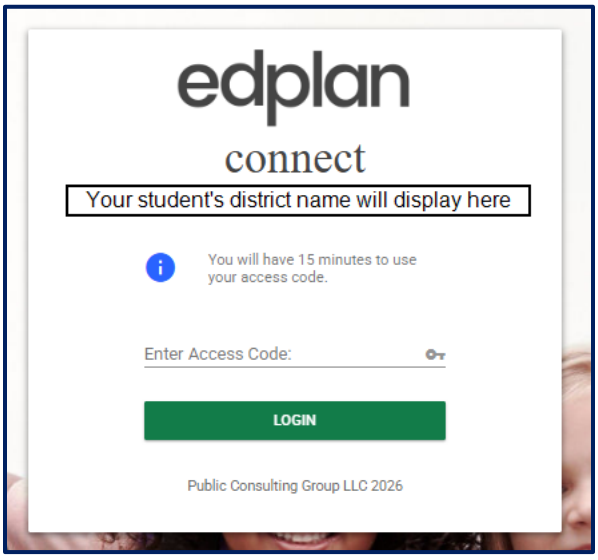
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2. After clicking on the link, you will be taken to the Connect Parent Portal to authenticate your identity per Family Educational Rights and Privacy Act (FERPA) requirements by requesting an access code.
    a. Select to receive your code either by text message, voice call, or email.
    b. Once you select how you want to receive your access code, click the “Request Access Code” button.
    c. Allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected “Text Message” above).



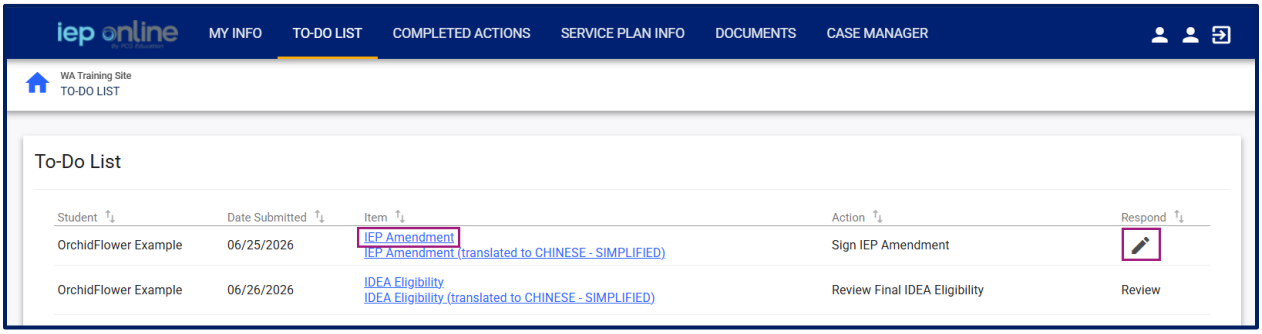
3. Once you receive the code, enter it into the field and select “Login”.



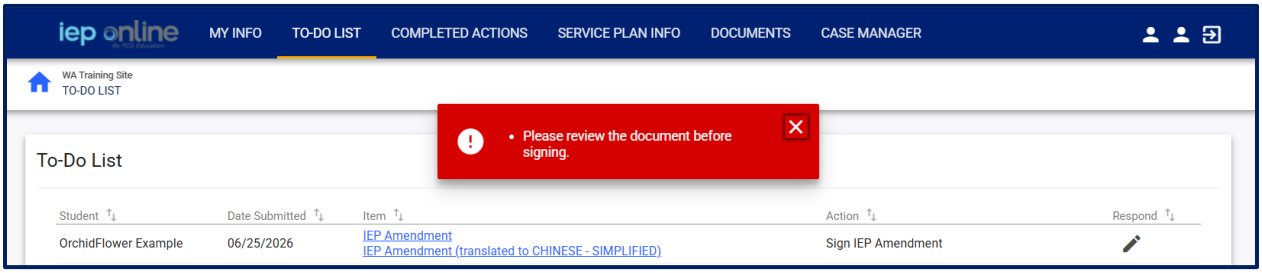
4. Once you log into the site, you will be taken to your To-Do List where any document requiring a signature from you or ready for review will be displayed.

How can I add my signature to a document in Connect?

1. Once you log into the site, you will be taken to your To-Do List where any document requiring a signature from you or ready for review will be displayed.
    a. Click on the document name to review the document.
    b. Click on the pencil under “Respond” to sign the document. This will only appear if a signature has been requested for that record.
        i. *Note: If the district translated the document into another language, the English version and translated version will both be visible.*



ii. The system will require the document to be reviewed prior to signing it. If the pen icon is selected to sign before the document has been reviewed, this red message will appear. Select the title of the document to review it prior to signing.

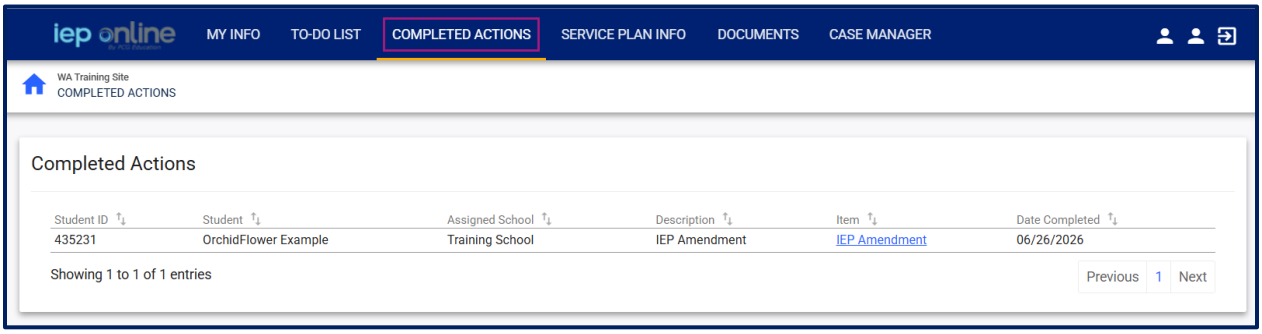


2. After reviewing the document and then selecting the pen icon to sign the document, you will be taken to a parent response page to add your signature electronically.

    a. The date you are signing will auto-fill.
    b. Add your signature on the signature line.
        i. From a computer you can sign using your computer mouse.
        ii. From a phone, tablet, or iPad you can sign using a stylus or finger.
    c. After you have signed, you will then click the “Sign Document” button (bottom right corner after the signature line). This action submits your signature and completes the action required.



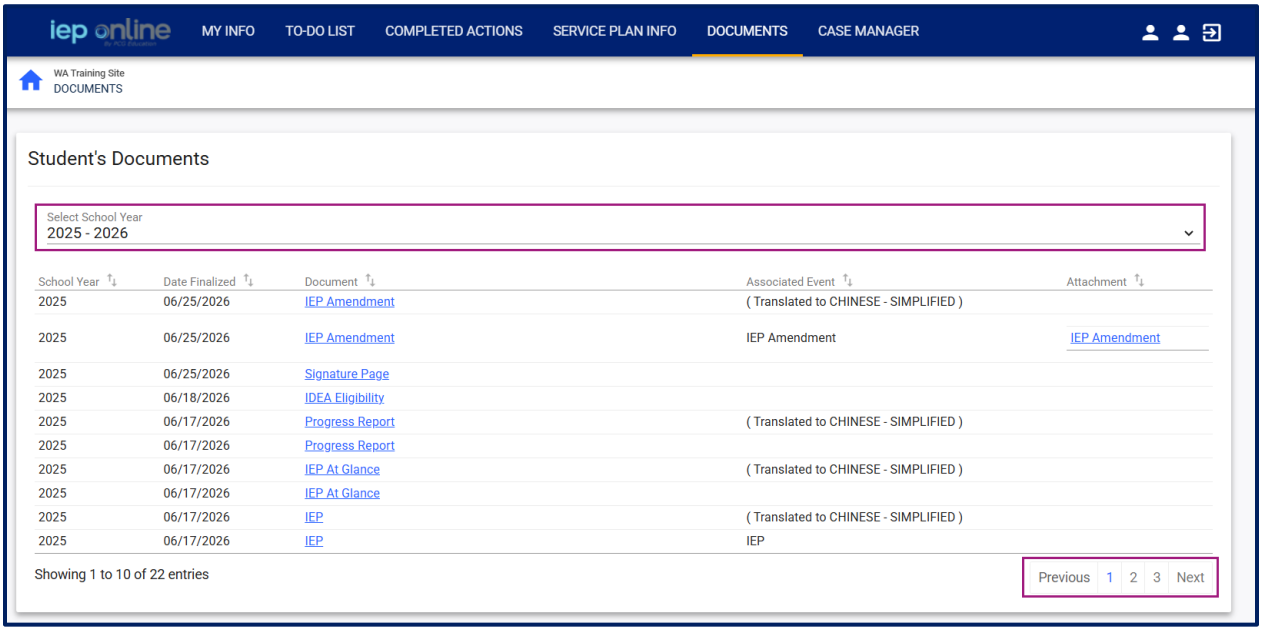
3. Once the signature has been submitted, that document will now be accessible under the “Completed Actions” tab at the top. It will no longer show under the “To-do List” tab because the action has been completed.



Where can I view my student's finalized documents?

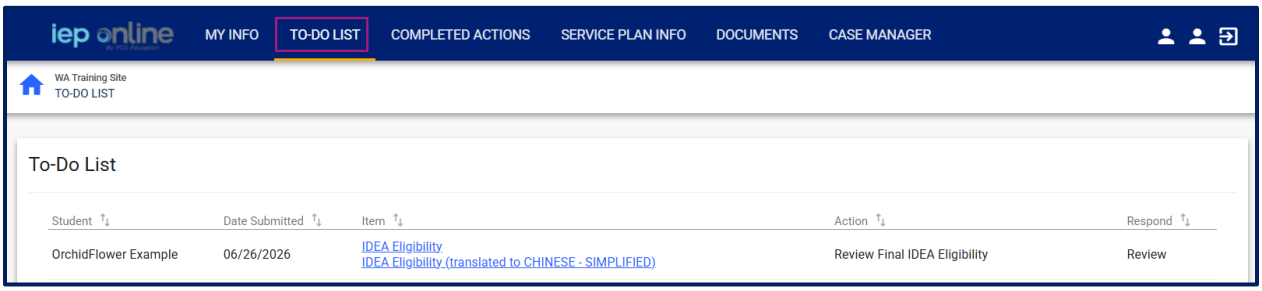
All finalized documents for your student in IEP Online can be accessed at any time in Connect under the "Documents" tab. Select the blue title of the document to open the PDF.

a. To view past school years, select the school year from the drop-down menu.
b. There might be multiple pages of records for a school year. To view the next page of documents, select page 1, 2, 3, or Next in the bottom right corner.
c. *Note: If the district translated the document into another language, the English version and translated version will both be visible.*



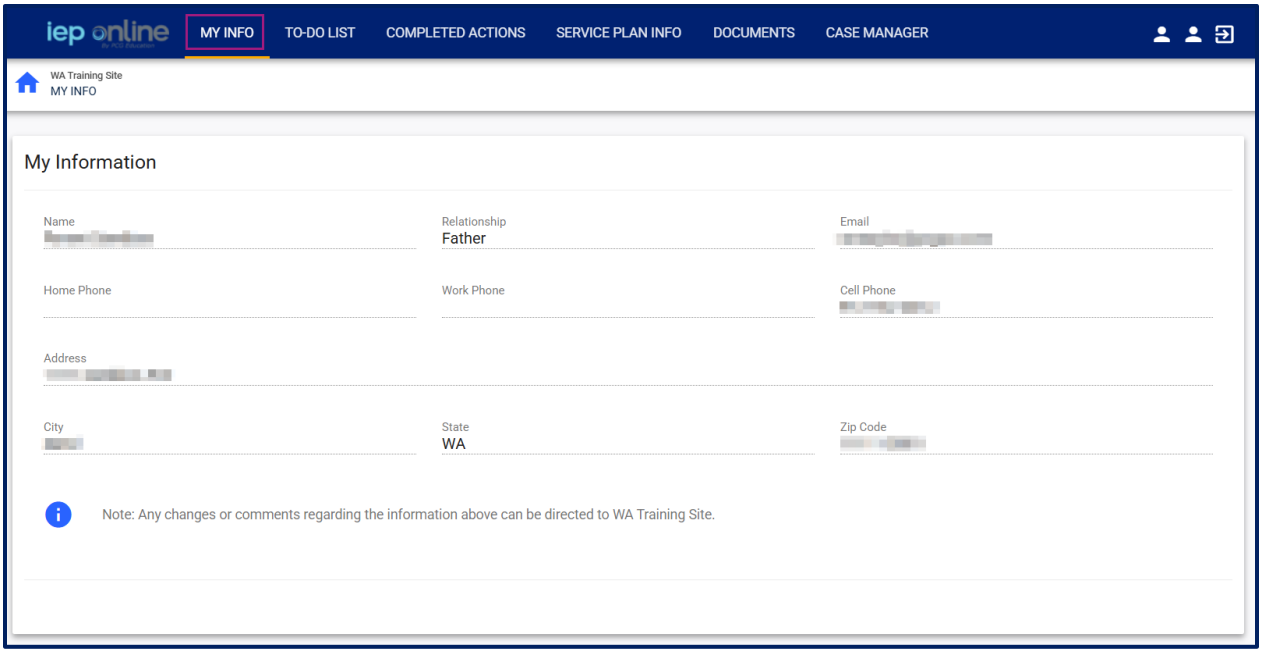
Where can I view tasks that I need to complete in Connect?

When you login to the Connect Parent Portal, your landing page will be your To-Do List. When you have documents that need to be reviewed or signed, they will display in this list.



Where can I view my Connect information to confirm my details are listed correctly?

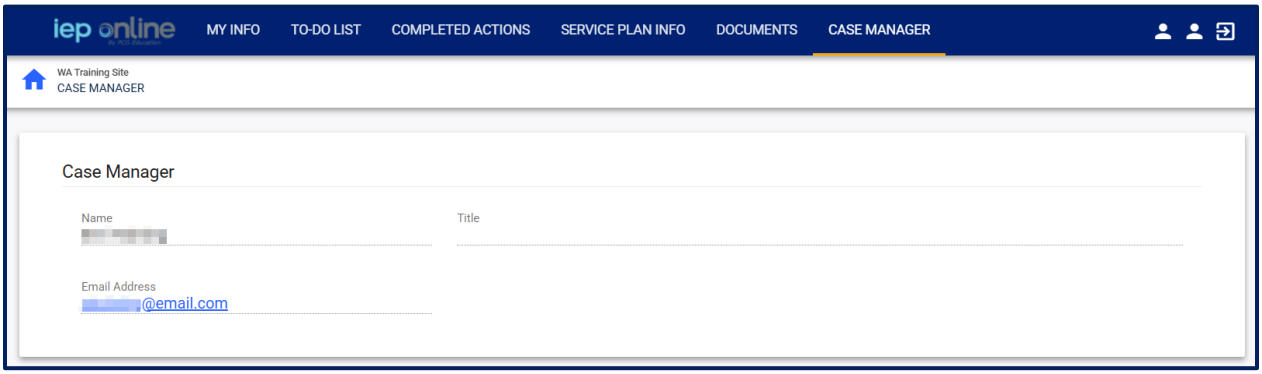
To view your information, navigate to the “My Info” tab at the top. This will display your name, relationship, email, phone number, and address.



If any information is incorrect, please contact your student’s school to change the information in their Student Information System. Once the information is updated in their Student Information System, it will update in IEP Online and Connect the next day.

Where can I view who the case manager is for my student?

To view the case manager listed for your student, navigate to the “Case Manager” tab at the top. This will display the case manager’s name, title, and email address.



Connect Training Video for Parents/Guardians

Below is the link to a Connect Training Video intended for parents/guardians. Select the title to open the video in a web browser for viewing.

https://youtu.be/jNVZ3Ivkxjg