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## EDPlan Connect Parent Guide

EDPlan Connect is a feature which allows the parents or guardians to access their student's IEP or other documents remotely and securely. The parent will have the ability to view and/or sign the document depending on the request of the school.

### Access

You will receive an email with access every time there is a new document for your review or signature. That email will include a hyperlink to the login screen which is specific to you.

Once you are on the login screen, you must validate yourself by sending an access code to yourself via email, text or voice. (The phone numbers that display are the phone numbers that the school has on your profile as the parent/guardian)

- ▶ If you choose email, you will receive an email message within a few seconds with your access code.
- ▶ If choose text, you will receive a text message within a few seconds with your access code.
- ▶ If choose voice, your phone will ring and there will be an automated voice telling you your access code.

Once you log into the system, you may navigate between any of the headers (as shown below) which may contain information related to your student.



MY INFO   TO-DO LIST   COMPLETED ACTIONS   SERVICE PLAN INFO   DOCUMENTS   CASE MANAGER

You will first be taken to the To-Do List, where you may review or sign certain documents, depending on the Respond link displayed. Please refer to the picture and description below.

- ▶ A picture of a pencil indicates you should provide a response and/or signature
- ▶ The word "review" indicates a document available for your review



**You are welcome to explore the other tabs when navigating through the system.**

The "Documents" tab will display all documents generated on your student's record. This includes the documents that display on the "To-Do List" as well as documents which may have been created but do not have an action for you to complete. They will remain here for your reference.

To access EDPlan Connect in the future, you can do any of the following:

- ▶ **Option 1:** Keep the email you received from the system with the hyperlink
  - ▶ **Option 2:** Save the hyperlink from the email onto your computer (Save as a favorite)
  - ▶ **Option 3:** Contact the school for them to have the system send you the email/hyperlink again
  - ▶ **Option 4:** Wait until you have another action to complete in the system since the system will email you the hyperlink every time there is an action to complete
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