

### Start New Year Deadline Today - August 18<sup>th</sup>

As of today, August 18<sup>th</sup>, access to *iepoint* > 2014 will be denied until the Start New Year process has been completed. Only an *iepoint* > Manager can complete *Start New Year*.

We highly recommend that you review the *Start New Year* Instructions and/or video prior to completing this process. To access the training information simply click the links below:

[Start New Year - Video](#)

[Start New Year - Instructions](#)

Once completed, *iepoint* > 2014 will contain two data years, *DATA2014* and *DATA2015*. *DATA2015* is now considered the current school year; therefore, *iepoint* > 2014 will open in *DATA2015* with a WHITE background. Although *iepoint* > 2014 defaults to open in *DATA2015*, *DATA2014* can be accessible. To switch between school years, select *File* -> *Change School Year* and select the data year that you would like to view and click OK.

#### Dates to Remember

August 18, 2014 - Deadline to complete Start New Year

September 1, 2014 - Office Closed in Observance of Labor Day

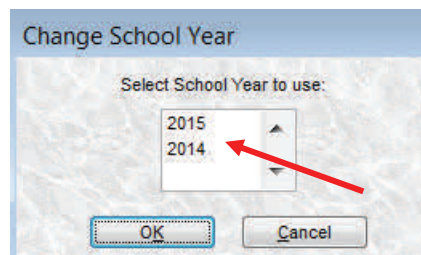
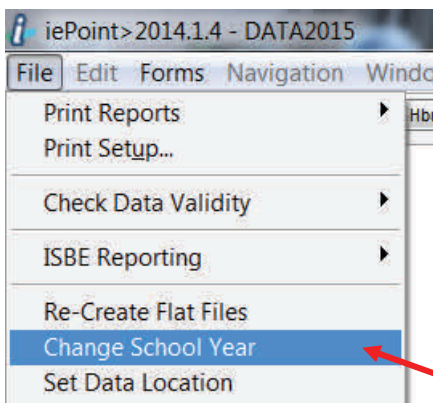
October 10, 2014 - *FACTS* and *Personnel Approval/Transmissions*

October 13, 2014 - Office Closed in Observance of Columbus Day



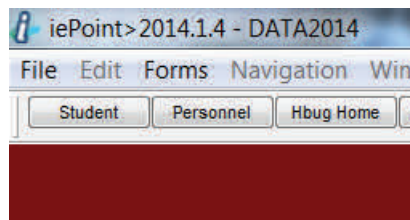
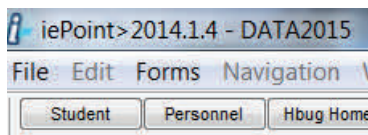
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The background in *DATA2014* will be **RED** to indicate you are not viewing the current school year.

#### DATA2015 vs DATA2014



## IWAS Authorization for School Year 2014-2015

In order to transmit *FACTS* and *Personnel Approval* information with *iePoint*> for the 2014-2015 school year, a current IWAS Authorization must be completed by the District Superintendent. This must be completed prior to the first data transmission which is October 10, 2014. Please review the recent ISBE memo that includes the instructions for accessing the IWAS portal and updating the IWAS Authorization.

### [IWAS Authorization](#)

For your convenience, Harrisburg Project provides a web application that will allow a district to login and verify if the IWAS Authorization has been completed for their district. To access this information you will need the *HBUG Login* and *Password* which can be found in *iePoint*> by going to *File -> System Maintenance -> View Site Configuration*.

To access this information simply click the link below:

### [IWAS Authorization List](#)

## Errors in DATA2015 & Calendars Available

At this time of year, it is very common to receive 'IWAS Authorization is Missing', 'Begin Date not Valid for Private Facility' and 'Please download current school year calendars for evaluating district' when doing a Check Data Validity or Check *FACTS* in DATA2015. These errors will be corrected when the district superintendent completes the IWAS Authorization, the Private Facility is approved by ISBE and by downloading current school year calendars.

Official School Calendars for 2015 are now available and can be received into *iePoint*> by doing the following: *File -> System Maintenance -> Refresh Calendars*. To view the Official Calendars on the ISBE website, click the link below:

### [2014-2015 Official School Calendars](#)

## Event Registration

Registration for all events, both online and at location, may now be found at the following link:

### [Event Registration](#)

Date	Location	Name	Time	Notes
8/26/14	Online	<i>iePoint</i> > New User Training	9:00 AM - 12:00 PM	<u><a href="#">Notes</a></u>

**Please Note: If you are unable to attend a training in which you have registered, please refer to your registration email and click "cancel your registration" found at the bottom of the email.**

#### 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.