



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

APRIL 27, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

FACTS & Personnel Approval Transmissions Due May 8th

There are 10 working days remaining until the required May 8th *FACTS & Personnel Approval* transmissions. You can transmit as many times as necessary until the end of business on Friday, May 8, 2015.

If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Spring HUGs Begin Tomorrow

The Spring HUGs (Harrisburg User Groups) start tomorrow, April 28th, 29th and 30th. There is still time to register for one of the sessions, so be sure to sign up today on the [Event Registration](#) page.

Topics for this years HUGs are as follows:

- “To Do” List for Final Transmission
- Claims Due Dates/Q&A
- *Start New Year*
- I-Star Updates

These sessions are most successful when clients are able to verbally communicate with each other. Please make sure that if you are using the microphone and speakers option, that your microphone works and is enabled. If you do not have a microphone and speakers, you can change the radio button on your audio pane to telephone; this will allow you to call in and enter the pin given in GoToWebinar. Watch this short video for assistance in choosing your audio option.

http://support.citrixonline.com/en_US/GoToMeeting/video/GTMV00012

Dates to Remember

May 8, 2015 - *FACTS & Personnel Approval* Required Transmissions

May 18, 2015 - August 10, 2015 - Summer Hours 7:30 AM - 4:00 PM

May 25, 2015 - Office Closed in Observance of Memorial Day

June 30, 2015 - FINAL *FACTS Approval* and *Personnel Approval* transmissions



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Tech Tip: Installing or Re-installing *iePoint* >

In order to install or re-install *iePoint* > 2015 on a new computer or the older versions of *iePoint* > please provide the tech department with the following instructions:

Installing *iePoint* > On a New Computer

If you need any assistance during the installation process please contact client support at (800) 635-5274 or by email at support@hbug.k12.il.us.

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
4/28/15	Online	Harrisburg User Group Spring 2015	9:00 AM - 11:00 AM	Notes
4/29/15	Online	Harrisburg User Group Spring 2015	9:00 AM - 11:00 AM	Notes
4/30/15	Online	Preparing to Transmit - May 8th	10:00 AM - 11:00 AM	Notes
4/30/15	Online	Harrisburg User Group Spring 2015	1:30 PM - 3:30 PM	Notes
5/04/15	Online	Preparing to Transmit - May 8th	10:00 AM - 11:00 AM	Notes
5/06/15	Online	Preparing to Transmit - May 8th	10:00 AM - 11:00 AM	Notes

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.