




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


Categories - Click to Expand/Collapse Tree Authorization

- Reporting
- Annual


I - Star (Special Education) - Training Authorized

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 ( 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)**

Users by Name							
First Name	Full Name	Entity	Email	Approval Group	Logged In	Roles	Is Active
		Wabash & Ohio Valley Sp Ed Dist		District Admin	<input type="checkbox"/>	Personnel Approvals Full Access Personnel Claims Full Access IEP Administrator Access District Security Administrator Import Personnel Claims Full Access	True
		Norris City Annex		Document Author	<input type="checkbox"/>	Personnel Approvals Full Access Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access IEP 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

Approvals and Claims IEP
 Student
 Personnel Approvals

- 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 Approvals Filter

IEIN: Entity:

School Year: 2021-2022 Errors Only:

Last Name: First Name:

Approval Status: Excl Spec Ed Type: Excl

Work Assign: Excl

Buttons: Search, Clear Search, Recheck Edits, Export to Excel, Export to Excel for Import

Personnel Approvals (+ Add)

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 Approvals (+ Add)

(Page of) Page Items Per Page

Manage Personnel Claims and Approvals

For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.

Search for and select the person the approval is for.

Personnel Search

Multiple OR Single

District: Wabash & Ohio Valley Sp Ed Dist IEIN:

Last Name:

First Name:

Gender:

Include Retired

Buttons: Search, Clear Search, Cancel

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on EIS.

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 interface for 'Personnel Approvals Filter'. It includes fields for IEIN, School Year (2021-2022), Last Name, First Name, Approval Status, and Work Assign. There are also checkboxes for 'Excl' and 'Errors Only'. 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



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I-Star Resource Website

www.hbug.k12.il.us



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I-Star User Guide

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

Harrisburg Project
Software Support for Special Education
(800) 635-5274 • www.hbug.k12.il.us • support@hbug.k12.il.us

Home ISBE IWAS Resources Events

I-Star IEP User Guide

I-Star Personnel User Guide

I-Star Student User Guide

- Print Combined Student Guide
- I-Star User Guide Introduction**
- I-Star Student Admin**
- Checklist to Prepare
- IWAS Account
 - I-Star Application
- I-Star User Roles / Requests
 - Approve/Deny a Security Request
 - Assign Security Roles
- Landing Page
- Upload Permissions
- LEA List Maintenance
- Special Needs Definition
- Custom Events
- Custom Notes
- Start New Year
- I-Star Student Approval
 - Searching for Students
 - Adding Student Approval Record
 - Editing Student Approval Record
 - End/Add
 - Case Load Definition
 - Case Load

Microsoft Word - I-Star User Guide Introduction.docx 1 / 1

I-Star User Guide Introduction

The Illinois State Board of Education has developed a web-based special education reporting system called I-Star. This database system is a management tool for districts in Illinois. A web-based IEP is integrated with the new personnel and pupil reporting systems, which are currently in pilot testing. The student demographic data is pulled directly from the Student Information System (SIS). Instant error checking in I-Star will help your district achieve federal and State Performance Plan Indicators compliance. The web-based IEP, Student Approval and Personnel Approval reporting tools will be available to school districts, free of charge.

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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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