

Start New Year Deadline - August 18th

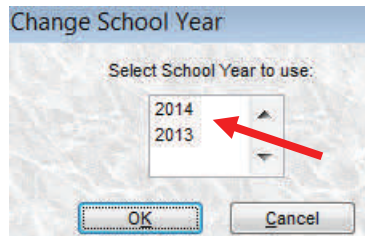
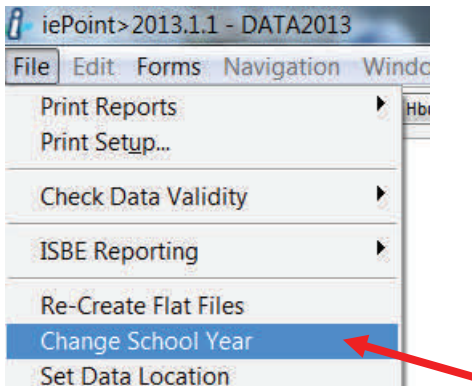
Start New Year is required beginning on August 18th. Access to *iePoint*> will be denied if you do not complete *Start New Year* when prompted. Only an *iePoint*> *Manager* can complete *Start New Year*.

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](#)

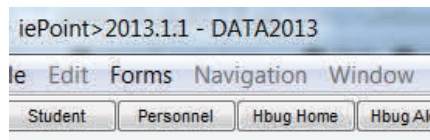
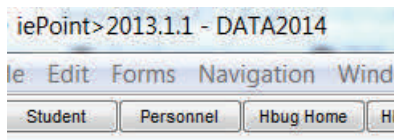
[Start New Year Instructions](#)

Once completed, *iePoint*> **2013** will contain two data years, *DATA2013* and *DATA2014*. *DATA2014* is now considered the current school year; therefore, *iePoint*> **2013** will open in *DATA2014* with a WHITE background. Although *iePoint*> **2013** defaults to open in *DATA2014*, *DATA2013* 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.



The background in *DATA2013* will be RED to indicate you are not viewing the current school year.

DATA2014 vs *DATA2013*



Dates to Remember

September 2, 2013 - Office Closed in Observance of Labor Day

October 10, 2013 - IWAS Authorization Deadline

October 11, 2013 - *FACTS* and *Personnel Approval/Required Transmission*

October 14, 2013 - Office Closed in observance of Columbus Day



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Client Site Contact Information Request

The primary contact for each site will be receiving an email this week requesting updated contact information. The subject line will include your site id HBUG Client Site Info and a response is required to this email by August 26th even if no changes are needed.

The correct contact information is very important to us. This is our way of knowing who to contact at your location.

FAQ: When Do I Get iePoint>2014 Icon?

Q: I have completed *Start New Year*, however, I do not have an icon for *iepoint>2014*. How do I get that?

A: In September, you will receive an automatic update when you run *iepoint>2013* that will install *iepoint>2014.1.0*. This update will separate the data years. *DATA2013* will remain in *iepoint>2013* and *DATA2014* will be transferred to *iepoint>2014*. After the update is received, you will have two icons on your desktop and the program will run separately.

2012-2013 Reimbursement Transmissions - You Did It!

Congratulations everyone! You did it! The final transmissions of the summer were completed last week. In total, you transmitted:

10,748 Private Facility records

22,186 Excess Cost records

86,031 Personnel Reimbursement records

Great job everyone; your hard work is much appreciated!

Errors in DATA2014 & 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 *DATA2014*. 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 2014 are now available and can be received into *iepoint>* by doing the following: File -> System Maintenance -> Refresh Calendars. To view the Official School Calendars on the ISBE website, click the link below:

[2013-2014 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
9/06/13	Online	IWAS Authorization	9:00 AM - 10:00 AM	Pending
9/10/13	Online	<i>iePoint</i> > New User	8:30 AM - 12:00 PM	Pending
9/12/13	Online	<i>iePoint</i> > New User	1:00 PM - 4:00 PM	Pending
9/20/13	Online	IWAS Authorization	9:00 AM - 10:00 AM	Pending
10/01/13	Online	Harrisburg User Group - Fall 2013	9:00 AM - 11:00 AM	Pending
10/02/13	Online	Harrisburg User Group - Fall 2013	9:00 AM - 11:00 AM	Pending
10/03/13	Online	Harrisburg User Group - Fall 2013	1:00 PM - 3:00 PM	Pending

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.