



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 25, 2014

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800-635-5274

Start New Year Deadline Was August 18th

As of August 18th, 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*. **You will not receive an *iepoint*>2015 icon until the release of *iepoint*>2015.1.0 in mid-September.**

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.

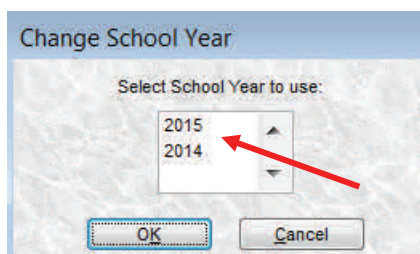
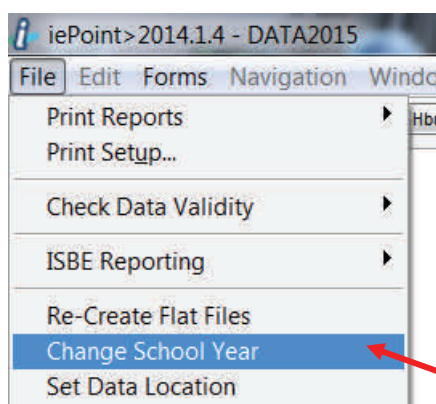


Dates to Remember

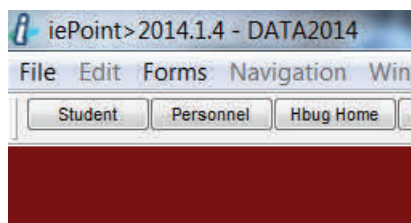
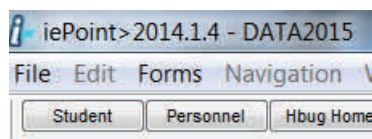
September 1, 2014 - Office Closed in Observance of Labor Day

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

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



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



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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

Client Site Contact Information Request

Emails are being sent to the primary contact for each site requesting updated contact information. The subject line includes your site id and “HBUG Client Site Info”. Having up-to-date contact information is very important. A response is required to this email by August 29th even if no changes are needed.

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>Notes</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.