



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 2, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

FACTS & Personnel Approval Due March 6th

Permissions are now on for the next required *FACTS* and *Personnel Approval* transmissions that are due Friday, March 6, 2015.

You may transmit as many times as necessary until the end of business on Friday, March 7th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Don't wait; transmit your data once it is error free!

Dates to Remember

February 12, 2015 - Office Closed in Observance of Lincoln's Birthday

February 16, 2015 - Office Closed in Observance of President's Day

March 2, 2015 - Office Closed in Observance of Pulaski Day

March 6, 2015 - *FACTS & Personnel Approval/Required Transmissions*

Did You Know?

Did you know that our website, www.hbug.k12.il.us, contains a wealth of information to assist you with not only data entry for *iePoint*>, but also web applications that are accessed throughout the year and recent memos released by ISBE.

The training material can be found by going to *Training & Help -> Resource Library*. Please be sure to check out the information we have provided in PDF form as well as recorded trainings to view at your convenience.

The various web applications that you will be accessing through out the year are found under *Tools & Services*. Please remember in order to access these web applications you will need the *Hbug Login & Password* which can be found by logging into *iePoint*> and going to *File -> System Maintenance -> View Site Configuration*.

We also provide copies of all memos emailed from ISBE under the ISBE Resource tab -> Memos from ISBE.

As always, if you have any questions regarding our website or its contents be sure to contact our client support team at 800-635-5274 or by email at support@hbug.k12.il.us and they will be happy to assist you.

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.