



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 17, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Dates to Remember

August 17, 2015 - Personnel Approval/Reimbursement Transmissions; Private Facility & Excess Cost Pupil Reimbursement Transmissions

August 18, 2015 - Deadline to complete *Start New Year*

September 7, 2015 - Office Closed in Observance of Labor Day

October 9, 2015 - *FACTS & Personnel Approval Transmissions*

Reimbursement Claims Due Today

The following Reimbursement Claim transmission are due today:

- Personnel Approval - **FINAL**
- Personnel Reimbursement
- Private Facility (Fund B) - Regular and Summer Term
- Excess Cost Claim (Fund J, X) - Regular Term

You may send the file as many times as necessary until the end of business Monday, August 17th. If you are on a member of a Super Site, your Super Site may have designated an earlier due date.

The recorded Claims Webinar and notes are available on our website if you need assistance with the above claims. They can be found by clicking the below:

[Claims Trainings](#)

For additional assistance, be sure to contact Harrisburg Project at 800-635-5274 or support@hbug.k12.il.us.



Start New Year Deadline Tomorrow - August 18th

As of tomorrow, August 18th, access to *iePoint > 2015* will be denied until the *Start New Year* process has been completed. 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. Access the training information by clicking the links below:

[Start New Year - Video](#)

[Start New Year - Instructions](#)

For assistance with the *Start New Year* process please call us at 800-635-5274 or contact us by email at support@hbug.k12.il.us.

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I don't have
iePoint > 2016
Icon

FAQ: I don't have an *iePoint*>2016 Icon

Q: I have completed *Start New Year*, however, I didn't receive an icon for *iePoint*>2016. How do I access that data?

A: The *iePoint*>2016 icon will be received once we release the new version of *iePoint*> in September. Today when you open *iePoint*>2015 it will open in *DATA2015*; the screen will be white. To access *DATA2016* go to *File -> Change School Year -> DATA2016*; the screen will be red.

As of Tuesday, August 18th *iePoint*>2015 will open to *DATA2016*; the screen will be white. If you need to access *DATA2015* go to *File -> Change School year -> DATA2015*. The background in *DATA2015* will be red to indicate you are not viewing the current school year.

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.