



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 24, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Start New Year Deadline Was 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*. You will not receive an *iePoint* > 2016 icon until the release of *iePoint* > 2016.1.0 in mid-September.

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](#)

Once completed, *iePoint* > 2015 will contain two data years, *DATA2015* and *DATA2016*. *DATA2016* is now considered the current school year; therefore, *iePoint* > 2015 will open in *DATA2016* with a **WHITE** background. Although *iePoint* > 2015 defaults to open in *DATA2016*, *DATA2015* can be accessed by going to *File -> Change School Year -> 2015*. *DATA2015* will open with a **RED** background.

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.

Errors in DATA2016 & 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 *DATA2016*. 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 2016 are now available and can be received into *iePoint* > by doing the following: *File -> System Maintenance -> Refresh Calendars*.

To view the Official Calendars on the ISBE website, click the link below:

[2015-2016 Official School Calendars](#)

Dates to Remember

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

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

October 12, 2015 - Office Closed in Observance of Columbus Day

November 2, 2015 - Summer Orphanage Claim Transmission Due

November 11, 2015 - Office Closed in Observance of Veteran's Day



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Tech Tip: Backup 2
Your Data

Tech Tip: Backup Your Data

Send Copy of Data files are a fast, free, and easy way to backup your data off-site. Be sure to send a copy of data today by going to *File -> System Maintenance -> Send Copy of Data*. *Send Copy of Data* files can be used as a secondary backup in the event your data is lost due to data corruption.

Harrisburg Project maintains all *Send Copy of Data* files for 180 days, however, this **SHOULD NOT** be your primary source of backup. Talk with your tech department today to be sure they are completing a **DAILY ONSITE BACKUP** of your *iepoint* > database.

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.