



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

SEPTEMBER 19, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

I-Star Training

If you have not attended or signed up to attend a required I-Star training, time is running out! We have seats available for our classroom trainings October 24th and 25th and the online training on November 1st. **Once your training is complete, your transition to I-Star should be completed within approximately two weeks.**

Please visit [Event Registration](#) to sign up for a training. **Please print the notes before the training and bring them with you.** These trainings are open to anyone, regardless of the location. For more information on I-Star, visit <http://www.hbug.k12.il.us/IStar/default.aspx>.

I-Star Minimum Requirements

The following items have been established as minimum requirements to access I-Star. These items are very important and you should make sure all items have checked or completed prior to your transition to I-Star!

Supported Browsers

- Microsoft Internet Explorer v. 11
- Mozilla Firefox v. 48
- Google Chrome v. 52
- Safari v. 5+

Browser requirements

- Enable JavaScript
- Disable popup blockers for isbe.net - it needs to trigger popup windows
- Reports require Adobe PDF - download the free Adobe Reader if you do not currently have it

IWAS Account

Each I-Star user will need to obtain an IWAS Account. For assistance in obtaining an IWAS Account, please refer to the [IWAS User Guide](#) or [IWAS Training Video](#). Questions regarding IWAS Account creation should be directed to ISBE Help Desk @ 217-558-3600. The **District Superintendent** will need to approve the request for an IWAS Account.

Dates to Remember

October 10, 2016 - Office Closed in Observance of Columbus Day

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day

November 23-25, 2016 - Office Closed for Thanksgiving Holiday



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Email your questions to client support at: support@hbug.k12.il.us

I-Star Minimum Requirements (continued)

I-Star Security

After completing mandatory training, Harrisburg Project will notify you by email when to request access to I-Star from your IWAS Account. To do this, simply click on ‘Want to Signup for other Systems?’ -> Annual -> I-Star. The **District Superintendent** will need to approve their request to access I-Star.

Once the user has been given access to I-Star they will need to login and click on ‘Request Access’ in order for the **District Superintendent** to assign security roles. The user will need to do the following in order for the District Superintendent to approve their security settings:

- User must select ‘Full Access’ or ‘Read Only’ for Student and/or Personnel Approval and/or Claims
- User must select if they will access the IEP section of the product

The **District Superintendent** can then proceed to ‘Manage Security’ to complete the security set up. Select user in ‘IWAS UserID’ list -> Click ‘Modify’ to edit the security role of the selected user -> Select the type of role the user is to have by clicking the appropriate button in ‘Current Access’.

User's Assigned System Roles (Clear)																	
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Mara Katherine Atkins

Lindsey, Neil, Lila and Vivian are proud to announce the birth of Mara Katherine. Mara was born September 14, 2016 at 11:47AM. She weighed 6 pounds 10 ounces and was 19 inches long. Both Lindsey and Mara are doing well.



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.