

## **EDPlan Connect Parent Portal Guide**

Austin Independent School District
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#### INTRODUCTION

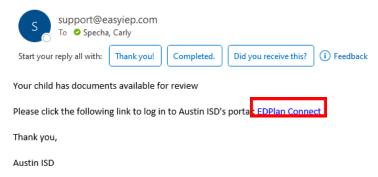
The EDPlan Connect Parent Portal feature will allow the parent or guardian, to virtually access their student's IEP documentation, progress reports, 504 documents (if applicable), and other documents generated in the system that the school district would like the parent/guardian to review. This guide will walk you through the steps to access the Parent Portal and how to use the portal to review and sign documents.

### How to Access the Parent Portal

Once a document has been created for your student, you will be sent an email notification with a link that allows you to access the Parent Portal. You can use the Parent Portal anytime, but it is commonly used if you are unable to attend the IEP meeting.

- Locate the email notification from EasyIEP in your inbox
  - o This notification will be sent to the email address the school has on file
  - If you believe the email address is incorrect, please reach out to the Case Manager at your school
  - o If you cannot locate the email in your inbox, please check your spam and junk folders
- Click the **EDPlan Connect** link to login to the Parent Portal

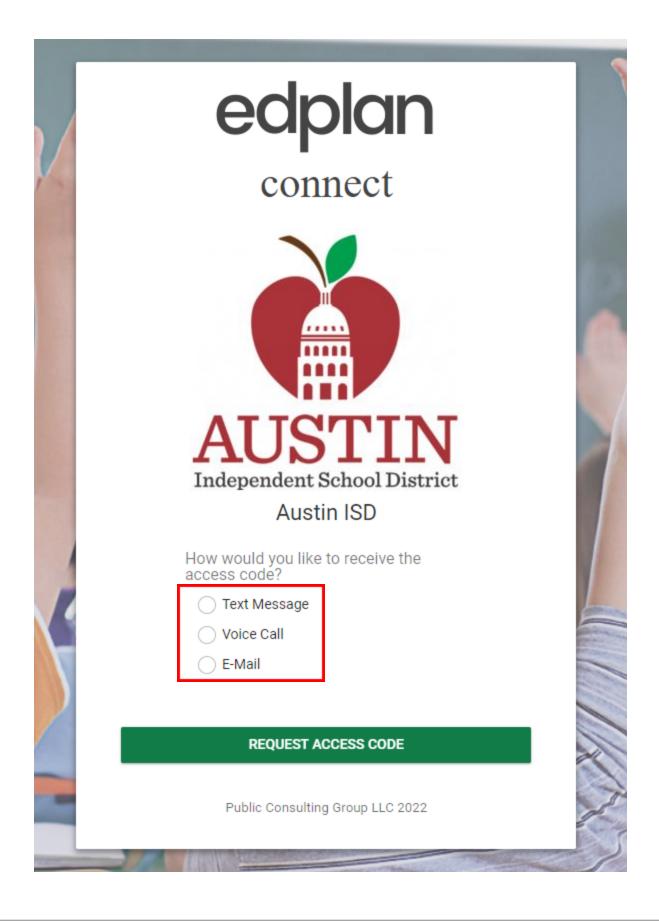
New documents from AISD for your child





Please do not respond to this email as it is from an automated email account that is not monitored. If you have questions or concerns, please reach out to Austin ISD.

- A new window will open, with the Parent Portal login page
  - To gain access to the Parent Portal, the parent or guardian will always need to authenticate their identity, per FERPA requirements, by requesting an access code via a text message or voice call
  - There will not be an option to create a password
- Click the bubble next to Text Message, Voice Call, or E-Mail to receive your access code



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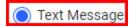
- Based on your selection, a new section will appear with the phone number(s)/e-mail address(s) the school has on file for the parent/guardian
  - If the phone number/e-mail listed is not correct, please reach out to the Case Manager at your school
- Click the bubble next to the phone number/e-mail you would like to select
- Click Request Access Code

# edplan

## connect



How would you like to receive the access code?



- Voice Call
- E-Mail

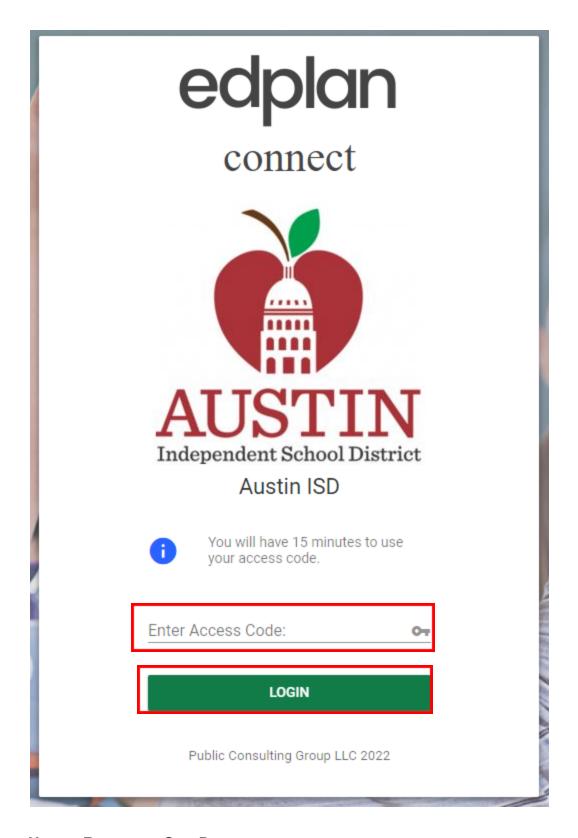
Select the phone number you wish to use:



### REQUEST ACCESS CODE

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- You will receive the access code via text message, voice call, or e-mail to the phone number/e-mail you selected
  - Allow for 1-2 minutes to receive the access code via the method you chose (for example, you
    would receive a text if you selected "Text Message")
- Enter the access code
- Click **Login**

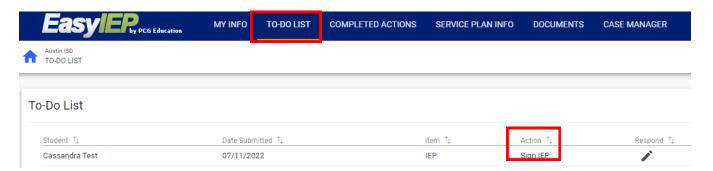


### How to Review and Sign Documents

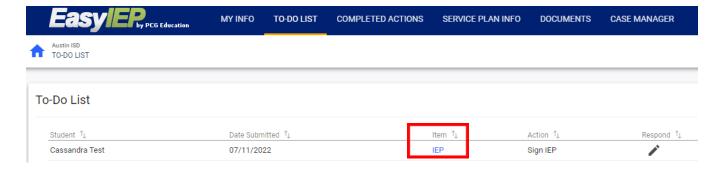
• When you login to the Parent Portal, the landing page will be your **To-Do List** 

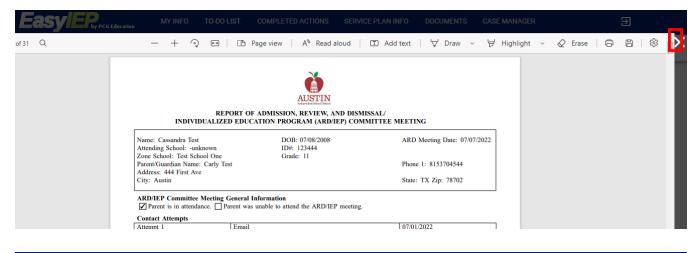
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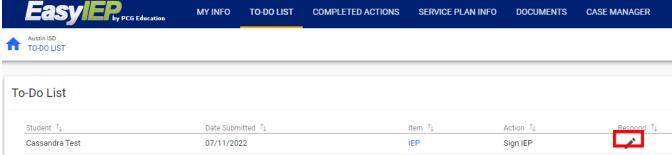
- The To-Do List contains items that need the parent/guardian's attention
- Any document pending a response from the parent/guardian will be displayed in this section
- The **Action** column will indicate actions needed from the parent/guardian:
  - Review
  - o Sign
  - o Apply Parent Response



- Review all documents before adding your response and/or signature
- In this example, we are going to review and sign the IEP
  - Open the IEP document to review:
    - Under the Item column
    - Click on the blue link IEP
    - A new window will open with the document you selected, for your review
- If you chose to sign the document after your review
- Click the X, to close out of the document and return to your To-Do List
- Click the pen icon, in the Respond column to sign the corresponding document, IEP



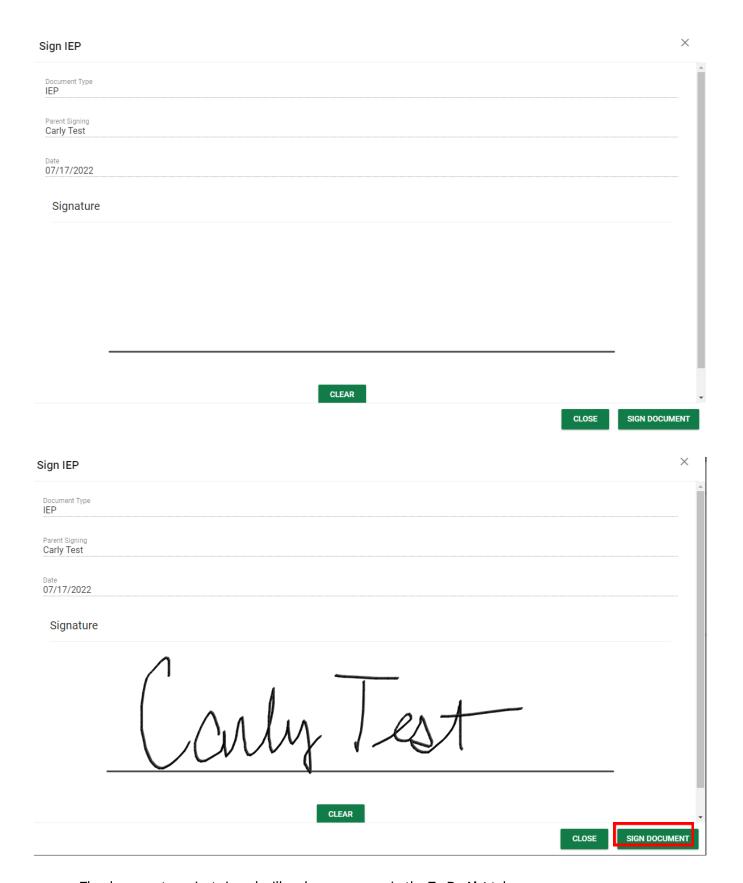




- A new window will open to apply your signature
  - The Parent Portal is mobile friendly it is compatible with smart phones, tablets, laptops, and desktops
  - Depending which device, you are accessing the Parent Portal from you can sign with a mouse or your hand if you are on a touch screen device
- If you make a mistake applying your signature, click Clear to start over
- Click Sign Document

Please Note: If a document only requires a signature from one parent, the system will register that there has already been a signature

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• The document you just signed will no longer appear in the **To-Do List** tab

- o After a document is signed it will move over into the **Completed Actions** tab
- Click **Completed Actions** in the blue menu bar
- The document signed will now appear in the Completed Actions tab

