ISBE Web Application Security
Illinois State Board of Education

User Guide
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Introduction

Many formerly paper-based data collection forms will now be filled out and reviewed online via a secure connection over the Internet. Illinois State Board of Education (ISBE) customers can use their ISBE Web Application Security (IWAS) account to access these forms. Accessing is easy, fast, and convenient!

This guide will walk you through the process of (1) creating your personal IWAS account, and (2) signing up to use an IWAS system.

You can gain access to IWAS by going to the ISBE Web site at www.isbe.net. Look in the links at top of the page for the IWAS link. Click on that link and follow one of two options below.

Create a New IWAS Account

If you do not have an IWAS account and would like to create one, please proceed to the next page.

Access Existing IWAS Account

If you have an existing IWAS account, please take the following steps:

1. Login to IWAS.
2. Click on System Listing from the left navigation.
3. Select Want to Signup for Other Systems.
4. Go to page 5 of this document and proceed.
Create a New Account

Instructions

1. If you do not have Internet Explorer version 5.5 or higher or Netscape Navigator version 6.1 or higher, please contact your technical staff or download and install a newer browser by selecting one of the browser icon links at the bottom of the IWAS homepage (see bottom of picture).

2. Select **Sign Up Now** from the left menu bar or from the oval in the second column.

   **NOTE:** An IWAS account is required to submit and retrieve sensitive information to/from ISBE.
Instructions

1. Fill in required fields which are indicated by a red dot. If you need help with any of the fields, click on the question mark next to the field for more information.

2. Select a unique Login Name and Password which you will remember.

3. Type in your Email Address, Secret Question, and Answer. To help us help you, please verify your email address is typed in correctly. Authorizations and update information are sent to your external email account as a service, even though your IWAS account has an Inbox for messages.

4. Press the **Continue** button to move to the next screen. At this time, you may see a message at the top of the browser window indicating the Login Name you chose is already in use, simply type in a different one.
Create a New Account: Confirmation Screen

Congratulations Donna Harper on signing up for your personal IWAS Internet account.

You have completed the first step in the sign-up process for using the ISBE Internet-based systems. You now have one Login ID and Password to access most of ISBE's Internet-based systems. Please remember this information as you will need it in the future.

From this page you can click on the "Continue" button to access a list of the available ISBE Internet-based systems.

Instructions

1. The confirmation screen means that you have successfully created an account.

2. Press the Continue button to move to the next window.

NOTE: IWAS submission and retrieval of information has confirmation screens. As electronic documents are routed and approved through IWAS, you will receive confirmation messages in your IWAS Inbox and external email account. This improves communications between you, your school district, your regional office, and ISBE.
Sign Up to Use Systems

Instructions

1. Once a new account is established, the user then sees a list of all systems available through IWAS. At this time, you may select a system for which you’d like to be authorized.

2. Select the **Sign Up Now** button associated with the system you desire to use to proceed to the request for authorization screen.
Sign Up to Use Systems: Request Authorization to Use a System

Instructions

1. Fill in all required fields as indicated by a red dot.

2. First time users will be prompted to provide their RCDT and/or School Code. You can fill-in the RCDT code by clicking on the Find District link. A pop window will appear with three dropdown menus: Region, Category, and District/Entity.
   a. First, click on Region to select your region.
   b. Next, click on Category to select Public District.
   c. Then, click on the District/Entity to select your school district.
   d. Lastly, press the Insert RCDT Code button. Your district RCDT will automatically fill in.

3. To locate your school code (if required), click on the Find School link. A pop window will appear with a dropdown menu labeled School. Select a school from the list and press the Insert School Code button. Your school code will automatically fill-in.
   NOTE: If you need help with any field, click on the question mark next to the field.

4. After filling in all required fields, press the Submit button at the bottom of the page.
   NOTE: If a message appears at the top of the screen requesting you to provide information, please type it in and press the Submit button again.
NOTE: You will fill-in the authorization request only once. After that it becomes part of your Profile and will automatically fill-in for future requests to use different systems. This request will be sent electronically to your district superintendent for authorization. Many ISBE web-based systems require electronic signatures. Because of this, it is important that users are authenticated and authorized to use the systems by the district superintendent or their designee.

An individual need only sign up for a system once. From that date forward, you will have access until your district superintendent either changes your access level or deactivates your IWAS account.
Sign up to Use Systems: Confirmation Screen

Instructions

1. Once a successful sign up request is completed and submitted, a confirmation page appears. This confirmation screen means that the new IWAS account holder’s request to use the system was processed and sent to the appropriate authority for approval (typically, your district superintendent).

2. To proceed to the systems for which you either applied for authorization or are approved to use, press the System Listing button.
My Systems and Pending Authorization

Instructions

1. On the My Systems page is a list of systems you are either approved to use or are pending approval to use. In the example above, there is a blue rectangle on the far right, associated with E-Report Card, labeled Pending – District. This means that your authorization request is pending approval by the district superintendent, or their designee. If you require immediate approval, please contact your district office to inform them of your request. As soon as you are authorized, you will receive an email confirmation from your district superintendent or their designee.

2. To exit IWAS, press the Logout link on the left menu bar or

3. To request authorization for another system, click on the Want to Signup for Other Systems link on the lower right-hand side of the screen. Then follow the same process outline on pages 5-8 of this document.
Instructions

1. To Login to IWAS, type in your Login Name and Password. If you forgot your login name and password, click on the Find Login/Password link at the bottom of the left-hand column.

2. Next, press the Login button to access IWAS.
Your IWAS Homepage

Instructions

On this page you will be able to access your systems list, change your password, read and archive your messages, and change your external email address.

The left column shows your unread inbox and archived messages. This feature keeps you informed of system authorizations and monitors electronic documents through the approval process. An example of monitoring electronic documents is the submission of a General State Aid Claim. The claim is submitted by you and forwarded to your district superintendent. Once he/she approves the claim, a notification is sent to your inbox. Next the document routes to your regional superintendent. Approval is granted and you receive another notice. Finally, the GSA claim goes to ISBE. There it is approved, and you receive final approval via email.

The right column contains your external email address and the ability to update it. If the email address is incorrect, click on the link and proceed to correct it.

At this time, proceed to your systems list by clicking on the System Listing button.
Systems Listing: Sample System: E-Report Card

Instructions

You will know that you are granted access to a system (example: E-Report Card) when the blue rectangle with pending district changes to a green rectangle marked by authorized.

To go to the system, click on the system name (in this case, **E-Report Card**) link (see oval above). The system will open in a separate browser window. Once you complete business in the chosen system, simply close the window and you will return your System Listing.

NOTE: Please do not close the IWAS window after the E-Report Card window opens. Closing the IWAS window will prevent you from doing work in the E-Report Card system.