

Instructions for Accessing the Parent/Guardian Transportation Reimbursement web-based system

1. Go to the Illinois State Board of Education (ISBE) home page at www.isbe.net and click on “IWAS” in the far left column near the bottom of the page. IWAS is the ISBE security module to access electronic systems.
2. If you already have a personal IWAS account, simply sign in with your login name and password and skip to step #4.

If you do not have an IWAS account, click on the “*Sign Up Now*” link to create a new IWAS account.

NOTE: Entity administrators should have already created their IWAS Administrative account using the unique access code letter sent to them previously. *They should not use these instructions to set up an IWAS account.* If your entity administrator does not yet have an Administrative IWAS account, please contact ISBE at 217/558-3600.

3. The link will take you to a page that asks for information such as your name, a login ID, password, and secret question/answer. Upon filling in the information, press the “*Continue*” button. You should see a congratulations message. Press the “*Continue*” button.
4. Click on the “*System Listing*” link on the left side of the next screen. Locate the “*Parent/Guardian Transportation Reimbursement*” system.
 - If your status for this system is “*Approved*”, skip to #8.
 - If your status for this system is “*Pending – District*”, your District Administrator needs to log in and approve your request to use the system.
 - If your status for this system is “*Sign Up Now*”, click the “*Sign Up Now*” button to request authorization to use it.
5. When signing up for a system, please put in your Region, County, District, Type, reason for access, etc.
6. You can then submit your signup request for approval.
7. Once you are approved to use the system, choose the “*System Listing*” link from the ISBE security menu on the left side of the screen.
8. Choose the “*Parent/Guardian Transportation Reimbursement*” link and you will be transferred into the system.