College and Career Pathway Endorsement (CCPE) IWAS System Walkthrough

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Agenda

- Accessing the System

- Getting Started

- Individual Career Plan

- Career Pathways

- Resources

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Accessing the System

What does the Access Level mean?	
ROE Admin	View only rights. The ROE superintendent can assign other ROE personnel as the ROE Admin for view-only purposes.
District Admin	District superintendent for communicating with District Admin to assist them in completing this application or assign other district personnel as the District Admin for completion. District Administrators are responsible for completing the Endorsement Pathway Plans.
ISBE Admin	ISBE staff only: ISBE users will approve/deny components of the Career Pathway Endorsement plan applications.
ISBE Call Center	View only rights ISBE's Call Center Team.

- District Admin:
  - District Superintendent
    - Can delegate others as District Admin.
    - Will be the only one who can delegate District Admin; delegates will not be able to give others' rights to the system.
    - There is not a limit on the number of individuals who can have District Admin access.

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Accessing the System

- Sign into ISBE Web Application Security (IWAS) – https://apps.isbe.net/iwas/asp/login.asp?js=true

- Click on System Listing; then Reporting – Annual – Career Pathway Endorsement Plan

Accessing the System

- Existing IWAS Users:
  - Go to System Listing – Click on **Want to Signup for Other Systems?** (bottom right)
  - Go to Reporting – Annual – Career Pathway Endorsement Plan;
  - Click the **Sign Up Now** button next to it;
  - Complete the necessary information, including justification for access; and
  - Click **Submit**

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Accessing the System

- New IWAS Users:
  - Please refer to the IWAS User's Guide to Create an Account - https://apps.isbe.net/iwas/documents/pdf/IWASUserGuide.pdf.
  - Go to Systems Listing – Reporting – Annual – Career Pathway Endorsement Plan;
  - Click the **Sign Up Now** button next to it;
  - Complete the necessary information, including justification for access; and
  - Click **Submit**

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Getting Started

The status of each Pathway is indicated under the Status column:
- *Draft* indicates the Pathway plan has been started and is in draft format.
- *Submitted* indicates the Pathway plan has been submitted for ISBE approval.
- *Needs Resubmission* indicates changes need to be made to the Pathway plan.
- *Approved* indicates the Pathway plan has been approved by ISBE.

The Action column indicates the action's user can take for the Pathway plan:
- *Edit* allows you to edit a plan needing resubmission.
- V*iew* is a view only option for approved plans.
- *Edit/Delete* are options for plans that are in Draft mode.

The Last Updated Date and Updated By are also provided.

The option to *Add* the Individual Career Plan or *View* Individual Career Plan is in the top right corner above the Pathway listings.

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Getting Started

When you login, the landing page displays information regarding the College and Career Pathway Endorsement (CCPE) process, including Updates, News, and Other Information pertinent to the CCPE.

Click **Continue ❯** to enter the CCPE Plan Submission system.

Individual Career Plan

When first entering information for the Pathways, click on the **Add Individual Career Plan** to begin the CCPE submission process.

To earn a College and Career Pathway Endorsement, a student shall develop and periodically update an individualized plan for postsecondary education or training, careers, and financial aid. The school district must outline how students will be supported with comprehensive postsecondary and career planning; develop a method, collect and store the student's information regarding the induvial plan; and identify the various roles that are responsible for work in career exploration/development, postsecondary education exploration/preparation/selection, and financial aid and literacy.

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Individual Career Plan

Once the ICP has been submitted, the status on the pathway dashboard indicates **View Individual Career Plan (Submitted)**

- If the ICP has been *declined*, refer to the ISBE Feedback section at the bottom of the page and address the concerns.

- Once the ICP has been approved, the ICP is in view only status.

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Career Pathways

After the ICP has been approved, use the pathway listing page to access your pathway plans. The status of each Pathway is indicated under the Status column:

- *Draft* indicates the Pathway plan has been started and is in draft format
- *Submitted* indicates the Pathway plan has been submitted for ISBE approval
- *Needs Resubmission* indicates changes need to be made to the Pathway plan.
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Career Pathways

Components:

– *District Information*

– *Overview Information*

– *Course Sequence*

– *Professional Learning Experience*

- *Career Exploration Activities*

- *Team-Based Challenges*

- *Carer Development Experience/Internship*

Resources

Website

[College and Career Pathway Endorsement](#)

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