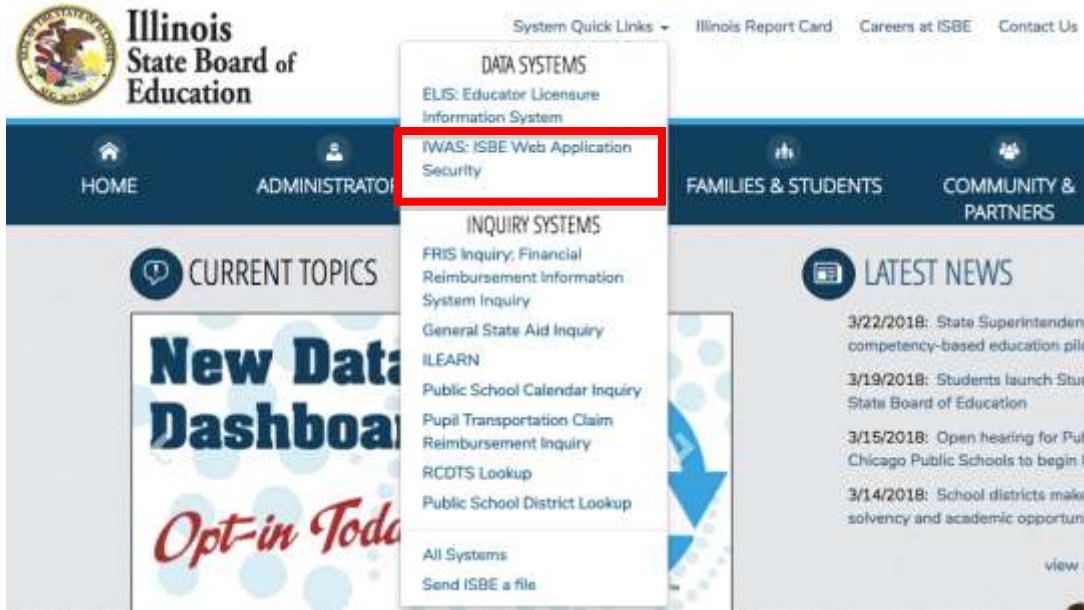


## ACCESSING THE IWAS SYSTEM

1. To navigate directly to the IWAS system, copy and paste the following URL into your web browser. If navigating directly, you can skip step 2 below.

Direct link: <https://sec2.isbe.net/iwas/asp/login.asp?js=true>

2. To navigate from [www.isbe.net](http://www.isbe.net) : Select the “System Quick Links” from the top menu bar and then select “IWAS: ISBE Web Application Security”



3. To create an IWAS account, select “Sign Up Now” in the panel on the left side of the screen.



4. Proceed by filling in the form.

**Illinois State Board of Education**  
James T. Meeks, Chairman    Tony Smith, Ph.D., State Superintendent

**ISBE Home**  
Home  
Sign Up Now  
Get Password  
Contact Us  
Help  
[IWAS User Guide](#)  
[IWAS Training Video](#)

**Password requirements:** = Required

- at least eight (8) characters in length
- contains at least one Upper case letter
- contains at least one Lower case letter
- contains at least one Numeral
- contains at least one of the following special symbols !@#%&\*()

**First Name**

**Last Name**

**Login Name**

**Password**

**Confirm Password**

**Email Address**

**Secret Question**

**Answer**

Please type the characters you see in the picture below before continuing:  
 30583361

**Continue** >>

5. Once you have created an IWAS account, Sign up for the System(s) you need. Select System Listing

**ISBE ADMINISTRATIVE**

Hello APR2, you last logged in 8/12/2019 9:57:07 AM.

**Messages :**  
[0 unread Inbox message\(s\)](#)  
[0 unread Archived message\(s\)](#)

**Require Action :**  
[0 Sign-ups pending your approval](#)  
[0 Documents pending your approval](#)  
[0 Feedback messages pending review](#)

**News Items**

**Changes in IWAS Administrative Accounts**

Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1... [More...](#)

**Closing a School or Entity**

For school closures, each District should contact ISBE before July 1st in preparation for the next school year. A District may also close a school at some time mid-year. [More...](#)

**Home**  
**System Listing**  
Pending Sign Ups  
Pending Documents  
Change Password  
Search  
Help  
Log Out  
[IWAS Training Video](#)

6. Any systems already authorized are listed on this page with an Authorized status. Select Signup for Other Systems to add (ELIS or APR).

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Search

Help

Log Out

[IWAS Training Video](#)

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

**Categories** - Click to Expand/Collapse Tree

**Authorization**

Reporting

Annual

Annual Program Report 2.0

Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

Copyright © 2019 Illinois State Board of Education

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Search

Help

Log Out

[IWAS Training Video](#)

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

**Categories** - Click to Expand/Collapse Tree

**Authorization**

Reporting

Annual

Annual Program Report 2.0

Authorized

Educators

ELIS for Administrators

Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

Copyright © 2019 Illinois State Board of Education

If you need assistance, reference the IWAS User Guide, preview the IWAS Training Video found in the left column under the "Help" section, or contact the ISBE Help Desk at 217.558.3600.

## CHANGES IN IWAS ADMINISTRATOR ACCOUNTS

To grant or correct IWAS access at your institution, the designated IWAS administrator must log in and search for the users and then approve or re-assign the role as needed.

The screenshot shows the IWAS administrator interface. On the left is a navigation menu with items: Home, System Listing, Pending Sign Ups (highlighted with a red box), Pending Documents, Change Password, Search, Help, Log Out, and IWAS Training Video. The main content area displays a greeting: "Hello [name], you last logged in 8/13/2019 8:30:25 AM." Below this are message counts: "2 unread Inbox message(s)" and "0 unread Archived message(s)". A "Require Action" section lists: "0 Sign-ups pending your approval", "0 Documents pending your approval", and "0 Feedback messages pending review". A "News Items" section is titled "Changes in IWAS Administrative Accounts" and contains text about ISBE's new administrators effective July 1st, with a "More..." link. Below that is another news item titled "Closing a School or Entity" with text about school closures and a "More..." link.

For changes in IWAS administrator at the institution, due to retirement, new employment, etc. a new IWAS administrator needs to be assigned. Follow the steps below:

The document is titled "ORGANIZATION RESPONSIBILITY" and provides instructions for organizations. It states: "Compose and fax a letter on organization letterhead to the ISBE Computer Operations at 217-782-1976 the following:" followed by a bulleted list of requirements: indicate attention to Ann Plogger; specify the organization's Region-County-District-Type (RCDT) Code; specify the organization's fax number; specify the organization's phone number; specify the organization's email address; specify the organization's prior administrator's name; specify the organization's new/interim/acting administrator's name; and have the letter signed by the new/interim/acting administrator. A red note states: "NOTE: If you have extended your authority through delegates to authorize pending sign-ups by using the 'preferences' feature in your IWAS administrative account, you may want to print out a list before sending in your fax." Below this is a section titled "ISBE RESPONSIBILITY" which states: "ISBE will take the following steps after the fax is received (this can take up to 24 hours):" followed by a bulleted list: verify that ISBE databases are updated; deactivate the current IWAS administrator; re-issue an IWAS administrative access letter (with appropriate web site/access code); and fax or email the personalized IWAS administration access letter directly to the new administrator at the fax number or email address provided by the organization. The document concludes with another "ORGANIZATION RESPONSIBILITY" section stating: "Once you receive the letter via fax or email from ISBE, the new/interim/acting administrator should complete the instructions listed on the IWAS administrative access letter to re-establish IWAS administrative access rights as the organization's local IWAS administrator."