

INSTRUCTIONS TO ACCESS IWAS

1. Select [IWAS](#) here or go to www.isbe.net and select **System Quick Links** at the top of the home page, then select **IWAS**.
2. Enter your login name, password and select the **Login** button.
3. Select the **System Listing** link.
4. Select: **Reporting, Annual**, then **District Financial Report**.
5. Open the Instructions for calculating OEPP/PCTC and verify that the reports are accurate.
6. If you agree with the calculations, select the **Approve** button. If you disagree with the calculations after following the verification steps, contact the School Business Services Department. Please email finance1@isbe.net explaining the issue.