

IIEP Access Procedure

Persons Responsible	Instructions
New IIEP User	<ol style="list-style-type: none"> 1. Sign up for Learning Connection Account 2. Enter your SPN from school district 3. Search for and join your School District and school community or communities <ol style="list-style-type: none"> a. IIEP uses this information to allow access to the correct schools and students in the system.
Learning Connection District Administrator	<ol style="list-style-type: none"> 4. Accept the new IIEP user's application to the school district and school communities <ol style="list-style-type: none"> a. IIEP Administrators must join at least one school community to access IIEP. 5. Grant IEP Access <ol style="list-style-type: none"> a. This option is only available under corporation settings. b. Find the teacher's name and "Set Permissions". c. IEP Access only appears at the Corporation level. 6. Grant ISTAR Access (if required) <p>https://www.doe.in.gov/help/learning-connection-help/iniep-access-learning-connection</p>
New IIEP User	<ol style="list-style-type: none"> 7. IEP App should appear in the Learning Connection Menu. <ol style="list-style-type: none"> a. Separate entries will appear for each district b. The systems update each night. New accounts will appear in IIEP the day after the permissions are granted in Learning Connection.
Indiana IEP District Administrator	<ol style="list-style-type: none"> 8. Search for new teacher under "USERS" from the main menu. <ol style="list-style-type: none"> a. Click on the teacher's name b. Assign "User Role" based on the access needed c. Users will be unable to access IIEP until their role is changed from "Unknown" d. Be sure to "Save Changes to Database"
New IIEP User	<ol style="list-style-type: none"> 9. Access IIEP through the Learning Connection IEP App