IEP Online Connect Parent Quick Guide

IEP Online Connect is a portal to provide digital access to your child's special education documents.

In IEP Online Connect you can:

- Review draft evaluations and IEPs
- Electronically sign documents
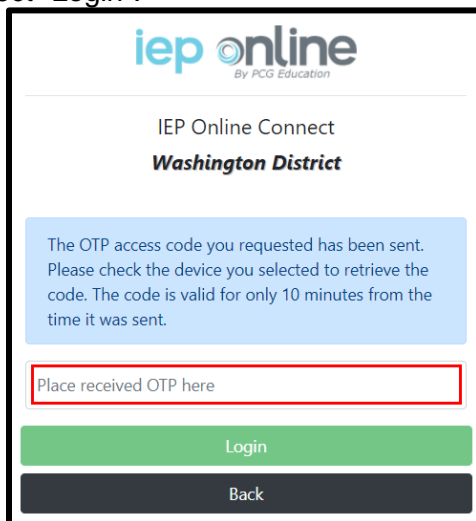- Access final evaluations and IEPs as well as progress notes

Each time there is a signature request or documents for you to review, you will be sent an email notification. Follow these steps when you receive the email

1. Find the notification email in your email account indicated when you enrolled your student in school.
    a. The email will come from IEPOnlineDoNotReply@pcgus.com
2. Click the link in the email to get to the login page for IEP Online Connect.
    a. Internet Explorer is not a supported browser
3. Choose how you would like to receive the code/one-time pin (text message or voice call) and choose the phone number to receive the code/one-time pin.
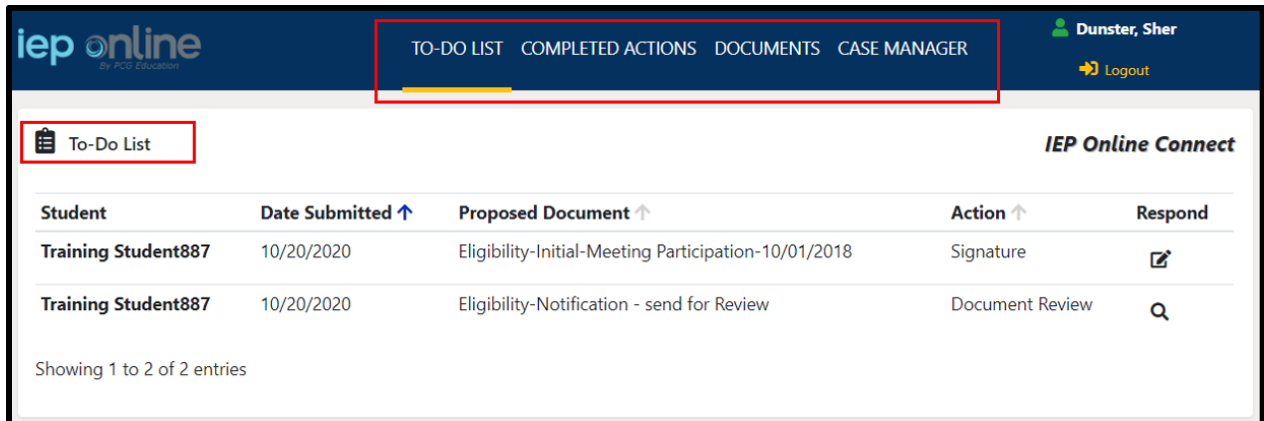

4. Once you receive the code/one time pin by text or voice call, enter it into the field seen in the picture below and select "Login".

5. Once you log into the site, you will be taken to your To-Do List to see pending documents to review and/or signature requests.

    a. Click on the ✎ symbol to review and sign a document

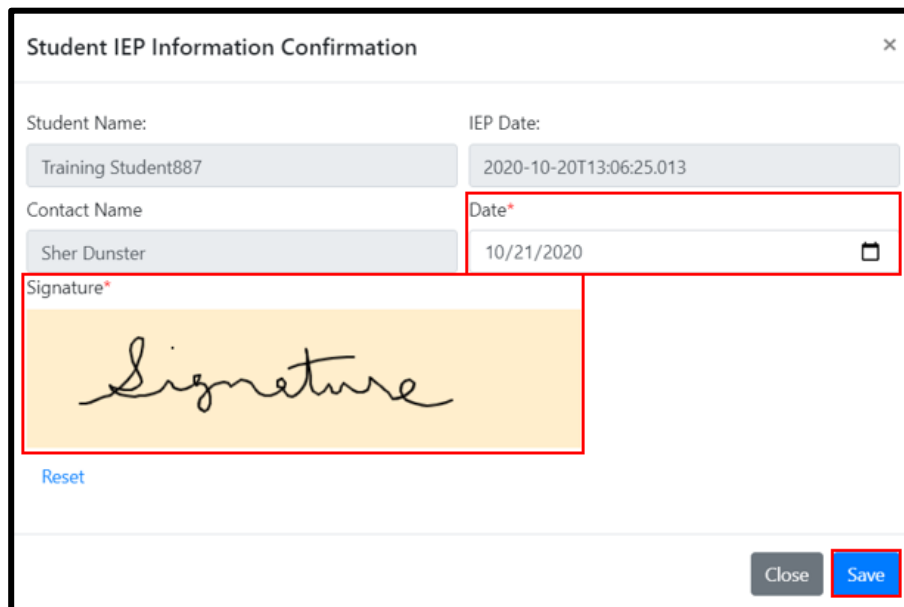   b. Click on the 🔍 symbol to view a document

6. To provide a signature, click on the signature icon ✎ under **Respond**.
    a. A new window will be displayed to collect your signature.
    b. Once you click save, the signature will be sent to your student's case manager automatically.

7. To access final records, access a previously sent email from the system, re-request a code/one time pin and review any documents in the "Documents" section.