



**ISBE Web Application Security**  
*Illinois State Board of Education*

**User Guide**

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## Introduction

Many formerly paper-based data collection forms will now be filled out and reviewed online via a secure connection over the Internet. Illinois State Board of Education (ISBE) customers can use their ISBE Web Application Security (IWAS) account to access these forms. Accessing is easy, fast, and convenient!

This guide will walk you through the process of (1) creating your personal IWAS account, and (2) signing up to use an IWAS system.

You can gain access to IWAS by going to the ISBE Web site at [www.isbe.net](http://www.isbe.net). Look in the links at top of the page for the IWAS link. Click on that link and follow one of two options below.

### **Create a New IWAS Account**

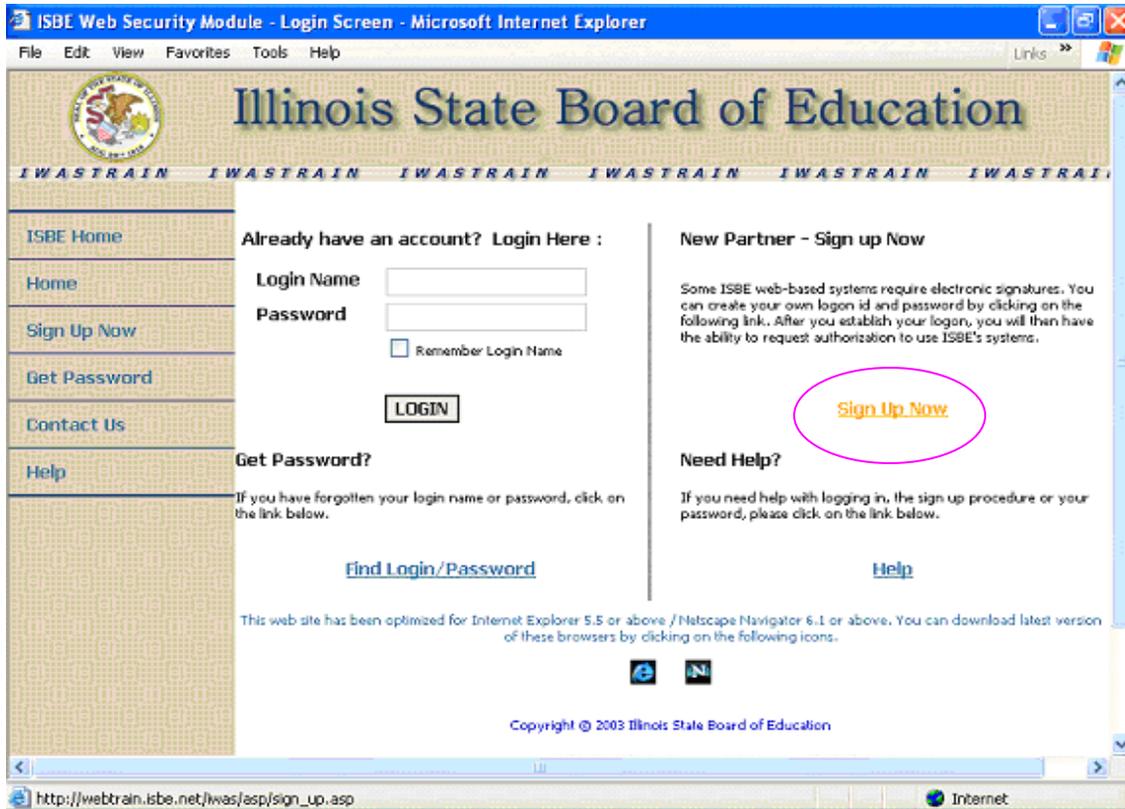
If you do *not* have an IWAS account and would like to create one, please proceed to the next page.

### **Access Existing IWAS Account**

If you *have* an existing IWAS account, please take the following steps:

1. Login to IWAS.
2. Click on **System Listing** from the left navigation.
3. Select **Want to Signup for Other Systems**.
4. Go to page 5 of this document and proceed.

## Create a New Account



## Instructions

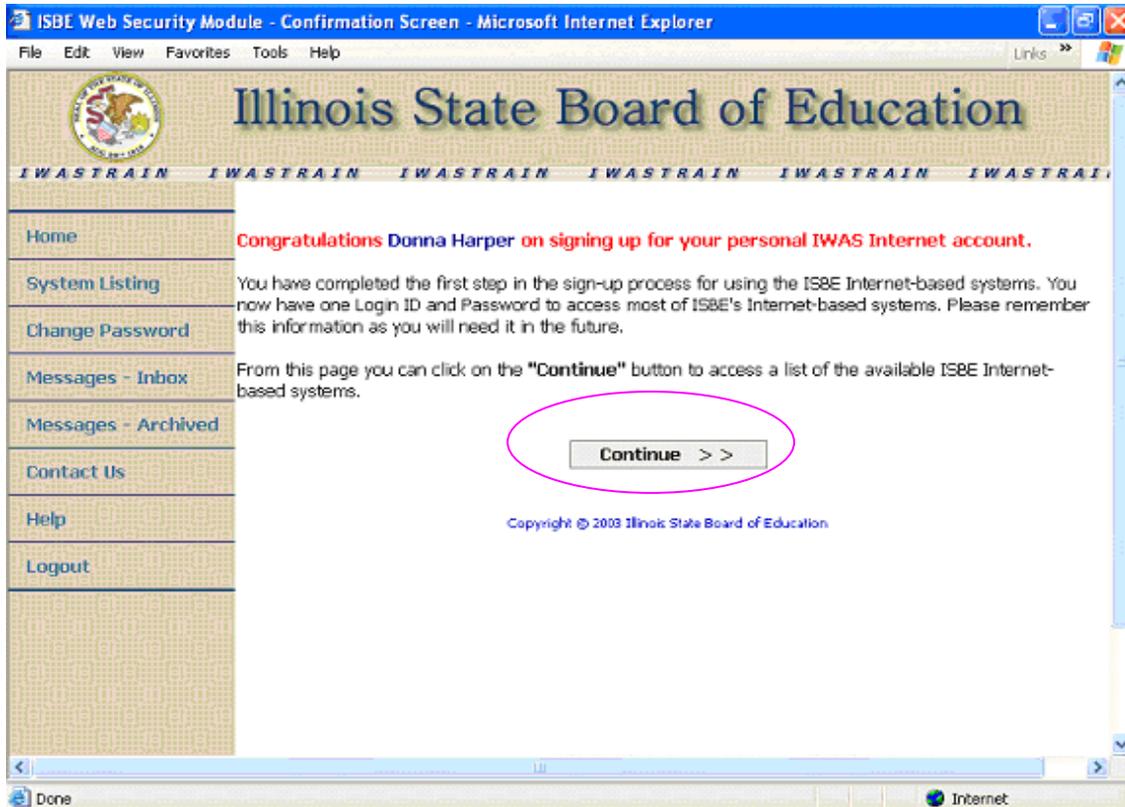
1. If you do not have Internet Explorer version 5.5 or higher or Netscape Navigator version 6.1 or higher, please contact your technical staff or download and install a newer browser by selecting one of the browser icon links at the bottom of the IWAS homepage (see bottom of picture).
  2. Select **Sign Up Now** from the left menu bar or from the oval in the second column
- NOTE: An IWAS account is required to submit and retrieve sensitive information to/from ISBE.

## Create a New Account: Registration Screen

### Instructions

1. Fill in required fields which are indicated by a red dot. If you need help with any of the fields, click on the question mark next to the field for more information.
2. Select a unique Login Name and Password which you will remember.
3. Type in your Email Address, Secret Question, and Answer. To help us help you, please verify your email address is typed in correctly. Authorizations and update information are sent to your external email account as a service, even though your IWAS account has an Inbox for messages.
4. Press the **Continue** button to move to the next screen. At this time, you may see a message at the top of the browser window indicating the Login Name you chose is already in use, simply type in a different one.

## Create a New Account: Confirmation Screen



### Instructions

1. The confirmation screen means that you have successfully created an account.
2. Press the **Continue** button to move to the next window.

NOTE: IWAS submission and retrieval of information has confirmation screens. As electronic documents are routed and approved through IWAS, you will receive confirmation messages in your IWAS Inbox and external email account. This improves communications between you, your school district, your regional office, and ISBE.

## Sign Up to Use Systems

The screenshot shows a web browser window titled "ISBE Web Security Module - Application List for Sign-Up - Microsoft Internet Explorer". The page header includes the ISBE logo and the text "Illinois State Board of Education". Below the header, there is a navigation menu on the left with items like Home, System Listing, Change Password, Messages - Inbox, Messages - Archived, Contact Us, Help, and Logout. The main content area is titled "Other Systems" and contains a table with 14 rows. Each row lists a system number, a description, and a "Sign Up Now" button. A text instruction above the table states: "To gain authorization to use a system, click on 'Sign Up Now' under the 'Authorization' heading."

#	System Description	Authorization
1	.NET Page Layout Test	Sign Up Now
2	Child and Adult Care Application Entry	Sign Up Now
3	Child Nutrition Programs	Sign Up Now
4	Driver Education	Sign Up Now
5	E-Report Card	Sign Up Now
6	Early Childhood - Parent Evaluation	Sign Up Now
7	Electronic Expenditure Reports	Sign Up Now
8	Equipment Deletion - Transfer Report	Sign Up Now
9	Fall Housing	Sign Up Now
10	General State Aid Claim	Sign Up Now
11	Gifted Education	Sign Up Now
12	IASA Performance Report	Sign Up Now
13	Immunization School Survey	Sign Up Now
14	Induction/Mentoring Survey	Sign Up Now

## Instructions

1. Once a new account is established, the user then sees a list of all systems available through IWAS. At this time, you may select a system for which you'd like to be authorized.
2. Select the **Sign Up Now** button associated with the system you desire to use to proceed to the request for authorization screen.

## Sign Up to Use Systems: Request Authorization to Use a System

The screenshot displays the 'My Profile (For ALL Systems)' form. The user's name is Donna Harper. The 'Find Entity' pop-up window is highlighted with a red circle, showing the 'Region', 'Category', and 'District / Entity' dropdown menus. The 'My Access Level' section is also visible, with the 'Access Level' set to 'NONE' and a 'Justification' text area.

### Instructions

1. Fill in all required fields as indicated by a red dot.
2. First time users will be prompted to provide their RCDT and/or School Code. You can fill-in the RCDT code by clicking on the **Find District** link. A pop window will appear with three dropdown menus: Region, Category, and District/Entity.
  - a. First, click on **Region** to select your region.
  - b. Next, click on **Category** to select Public District.
  - c. Then, click on the **District/Entity** to select your school district.
  - d. Lastly, press the **Insert RCDT Code** button. Your district RCDT will automatically fill in.
3. To locate your school code (if required), click on the **Find School** link. A pop window will appear with a dropdown menu labeled **School**. Select a school from the list and press the **Insert School Code** button. Your school code will automatically fill-in.  
NOTE: If you need help with any field, click on the question mark next to the field.
4. After filling in all required fields, press the **Submit** button at the bottom of the page.  
NOTE: If a message appears at the top of the screen requesting you to provide information, please type it in and press the **Submit** button again.

NOTE: You will fill-in the authorization request only once. After that it becomes part of your Profile and will automatically fill-in for future requests to use different systems. This request will be sent electronically to your district superintendent for authorization. Many ISBE web-based systems require electronic signatures. Because of this, it is important that users are authenticated and authorized to use the systems by the district superintendent or their designee.

An individual need only sign up for a system once. From that date forward, you will have access until your district superintendent either changes your access level or deactivates your IWAS account.

## Sign up to Use Systems: Confirmation Screen



## Instructions

1. Once a successful sign up request is completed and submitted, a confirmation page appears. This confirmation screen means that the new IWAS account holder's request to use the system was processed and sent to the appropriate authority for approval (typically, your district superintendent).
2. To proceed to the systems for which you either applied for authorization or are approved to use, press the **System Listing** button.

## My Systems and Pending Authorization

ISBE Web Security Module - Application List for Sign-Up - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

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**My Systems**

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.

#	System Description	Authorization
1	E-Report Card	Pending - District

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

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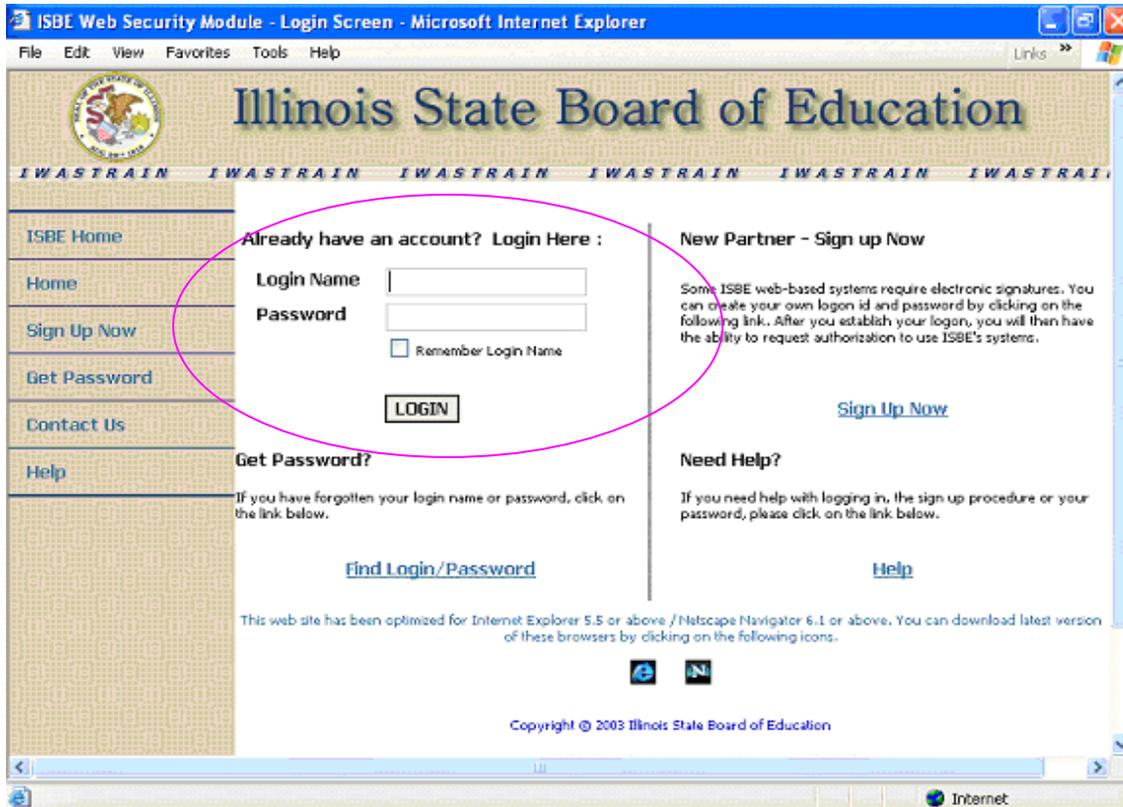
Logout

Done Internet

### Instructions

1. On the My Systems page is a list of systems you are either approved to use or are pending approval to use. In the example above, there is a blue rectangle on the far right, associated with E-Report Card, labeled **Pending – District**. This means that your authorization request is pending approval by the district superintendent, or their designee. If you require immediate approval, please contact your district office to inform them of your request. As soon as you are authorized, you will receive an email confirmation from your district superintendent or their designee.
2. To exit IWAS, press the **Logout** link on the left menu bar  
or
3. To request authorization for another system, click on the **Want to Signup for Other Systems** link on the lower right-hand side of the screen. Then follow the same process outline on pages 5-8 of this document.

## Current Users Login to IWAS



## Instructions

1. To Login to IWAS, type in your **Login Name** and **Password**. If you forgot your login name and password, click on the **Find Login/Password** link at the bottom of the left-hand column.
2. Next, press the **Login** button to access IWAS.

## Your IWAS Homepage



## Instructions

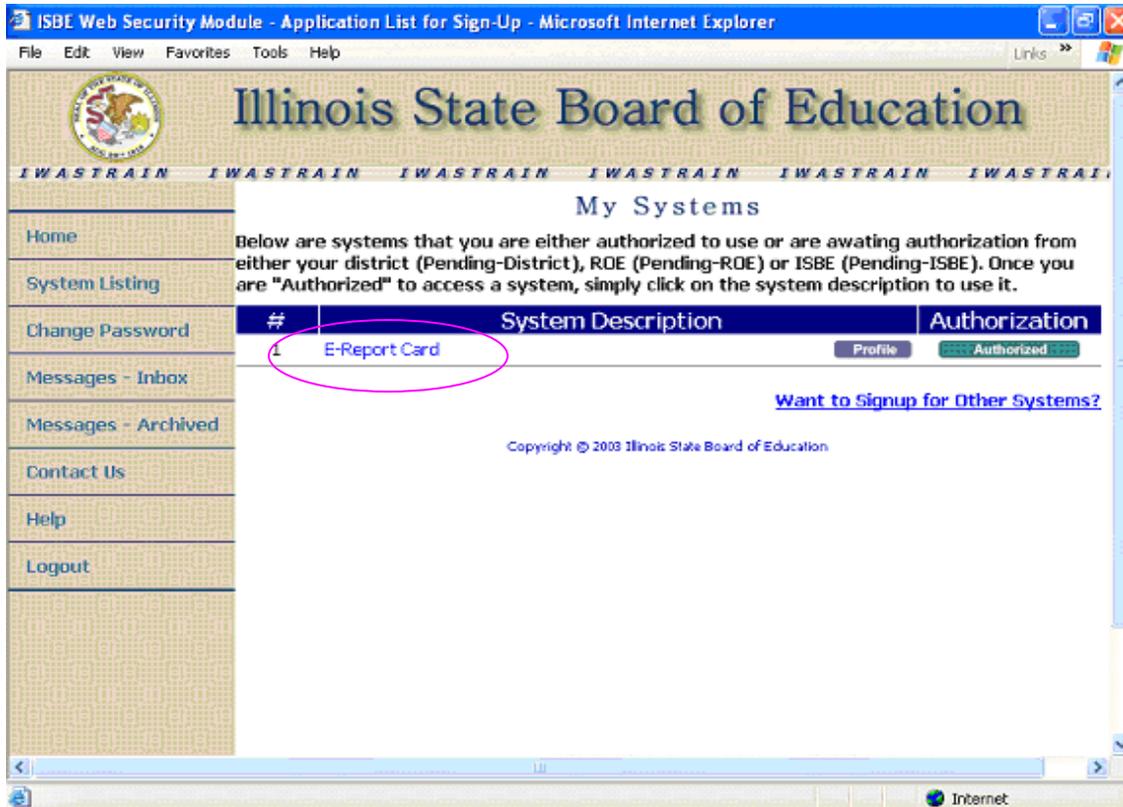
On this page you will be able to access your systems list, change your password, read and archive your messages, and change your external email address.

The left column shows your unread inbox and archived messages. This feature keeps you informed of system authorizations and monitors electronic documents through the approval process. An example of monitoring electronic documents is the submission of a General State Aid Claim. The claim is submitted by you and forwarded to your district superintendent. Once he/she approves the claim, a notification is sent to your inbox. Next the document routes to your regional superintendent. Approval is granted and you receive another notice. Finally, the GSA claim goes to ISBE. There it is approved, and you receive final approval via email.

The right column contains your external email address and the ability to update it. If the email address is incorrect, click on the link and proceed to correct it.

At this time, proceed to your systems list by clicking on the **System Listing** button.

## Systems Listing: Sample System: E-Report Card



### Instructions

You will know that you are granted access to a system (example: E-Report Card) when the blue rectangle with pending district changes to a green rectangle marked by authorized.

To go to the system, click on the system name (in this case, **E-Report Card**) link (see oval above). The system will open in a separate browser window. Once you complete business in the chosen system, simply close the window and you will return your System Listing.

NOTE: Please do not close the IWAS window after the E-Report Card window opens. Closing the IWAS window will prevent you from doing work in the E-Report Card system.