



PUBLIC
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EDPlan Connect Parent Portal Guide

Austin Independent School District

July 2022

TABLE OF CONTENTS

INTRODUCTION.....	2
HOW TO ACCESS THE PARENT PORTAL.....	2
HOW TO REVIEW AND SIGN DOCUMENTS.....	7

INTRODUCTION

The EDPlan Connect Parent Portal feature will allow the parent or guardian, to virtually access their student's IEP documentation, progress reports, 504 documents (if applicable), and other documents generated in the system that the school district would like the parent/guardian to review. This guide will walk you through the steps to access the Parent Portal and how to use the portal to review and sign documents.

HOW TO ACCESS THE PARENT PORTAL

Once a document has been created for your student, you will be sent an email notification with a link that allows you to access the Parent Portal. You can use the Parent Portal anytime, but it is commonly used if you are unable to attend the IEP meeting.

- Locate the **email notification** from EasyIEP in your inbox
 - This notification will be sent to the email address the school has on file
 - If you believe the email address is incorrect, please reach out to the Case Manager at your school
 - If you cannot locate the email in your inbox, please check your spam and junk folders
- Click the **EDPlan Connect** link to login to the Parent Portal

New documents from AISD for your child



EDPlan Connect™

Please do not respond to this email as it is from an automated email account that is not monitored. If you have questions or concerns, please reach out to Austin ISD.

- A new window will open, with the Parent Portal login page
 - To gain access to the Parent Portal, the parent or guardian will always need to authenticate their identity, per FERPA requirements, by requesting an access code via a text message or voice call
 - There will not be an option to create a password
- Click the bubble next to **Text Message, Voice Call, or E-Mail** to receive your access code

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How would you like to receive the
access code?

- Text Message
- Voice Call
- E-Mail

REQUEST ACCESS CODE

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- Based on your selection, a new section will appear with the phone number(s)/e-mail address(s) the school has on file for the parent/guardian
 - If the phone number/e-mail listed is not correct, please reach out to the Case Manager at your school
- Click the bubble next to the phone number/e-mail you would like to select
- Click **Request Access Code**

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AUSTIN

Independent School District

Austin ISD

How would you like to receive the access code?

Text Message

Voice Call

E-Mail

Select the phone number you wish to use:

###-###-4544

REQUEST ACCESS CODE

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- You will receive the access code via text message, voice call, or e-mail to the phone number/e-mail you selected
 - Allow for 1-2 minutes to receive the access code via the method you chose (for example, you would receive a text if you selected “Text Message”)
- Enter the access code
- Click **Login**


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You will have 15 minutes to use
your access code.

Enter Access Code: 

LOGIN

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HOW TO REVIEW AND SIGN DOCUMENTS

- When you login to the Parent Portal, the landing page will be your **To-Do List**

- The **To-Do List** contains items that need the parent/guardian’s attention
- Any document pending a response from the parent/guardian will be displayed in this section
- The **Action** column will indicate actions needed from the parent/guardian:
 - Review
 - Sign
 - Apply Parent Response

Austin ISD
TO-DO LIST

EasyIEP by PCG Education

MY INFO **TO-DO LIST** COMPLETED ACTIONS SERVICE PLAN INFO DOCUMENTS CASE MANAGER

To-Do List

Student ↑↓	Date Submitted ↑↓	Item ↑↓	Action ↑↓	Respond ↑↓
Cassandra Test	07/11/2022	IEP	Sign IEP	

- Review all documents before adding your response and/or signature
- In this example, we are going to review and sign the **IEP**
 - Open the **IEP** document to review:
 - Under the **Item** column
 - Click on the blue link **IEP**
 - A new window will open with the document you selected, for your review
- If you chose to sign the document after your review
- Click the **X**, to close out of the document and return to your **To-Do List**
- Click the pen icon, in the **Respond** column to sign the corresponding document, **IEP**

Austin ISD
TO-DO LIST

EasyIEP by PCG Education


MY INFO **TO-DO LIST** COMPLETED ACTIONS SERVICE PLAN INFO DOCUMENTS CASE MANAGER

To-Do List

Student ↑↓	Date Submitted ↑↓	Item ↑↓	Action ↑↓	Respond ↑↓
Cassandra Test	07/11/2022	IEP	Sign IEP	

EasyIEP by PCG Education MY INFO TO-DO LIST COMPLETED ACTIONS SERVICE PLAN INFO DOCUMENTS CASE MANAGER

of 31 Page view Read aloud Add text Draw Highlight Erase



**REPORT OF ADMISSION, REVIEW, AND DISMISSAL/
INDIVIDUALIZED EDUCATION PROGRAM (ARD/IEP) COMMITTEE MEETING**

Name: Cassandra Test	DOB: 07/08/2008	ARD Meeting Date: 07/07/2022
Attending School: -unknown	ID#: 123444	
Zone School: Test School One	Grade: 11	
Parent/Guardian Name: Carly Test		Phone 1: 8153704544
Address: 444 First Ave		State: TX Zip: 78702
City: Austin		

ARD/IEP Committee Meeting General Information
 Parent is in attendance. Parent was unable to attend the ARD/IEP meeting.

Contact Attempts

Attempt 1	Email	07/01/2022
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EasyIEP by PCG Education MY INFO TO-DO LIST COMPLETED ACTIONS SERVICE PLAN INFO DOCUMENTS CASE MANAGER

Austin ISD TO-DO LIST

To-Do List

Student	Date Submitted	Item	Action	Respond
Cassandra Test	07/11/2022	IEP	Sign IEP	

- A new window will open to apply your signature
 - The Parent Portal is mobile friendly - it is compatible with smart phones, tablets, laptops, and desktops
 - Depending which device, you are accessing the Parent Portal from you can sign with a mouse or your hand if you are on a touch screen device
- If you make a mistake applying your signature, click **Clear** to start over
- Click **Sign Document**

Please Note: *If a document only requires a signature from one parent, the system will register that there has already been a signature*

Sign IEP



Document Type
IEP

Parent Signing
Carly Test

Date
07/17/2022

Signature

CLEAR

CLOSE

SIGN DOCUMENT

Sign IEP



Document Type
IEP

Parent Signing
Carly Test

Date
07/17/2022

Signature

Carly Test

CLEAR

CLOSE

SIGN DOCUMENT

- The document you just signed will no longer appear in the **To-Do List** tab

- After a document is signed it will move over into the **Completed Actions** tab
- Click **Completed Actions** in the blue menu bar
- The document signed will now appear in the **Completed Actions** tab

The screenshot shows the EasyIEP web application interface. At the top is a dark blue navigation bar with the EasyIEP logo on the left and several menu items: MY INFO, TO-DO LIST, COMPLETED ACTIONS (highlighted with a red box), SERVICE PLAN INFO, DOCUMENTS, and CASE MANAGER. Below the navigation bar, there is a breadcrumb trail: Austin ISD > COMPLETED ACTIONS. The main content area is titled "Completed Actions" and contains a table with the following data:

Student ID	Student	School	Description	Item	Date Completed
123444	Cassandra Test	Test School One	Sign IEP	IEP	07/17/2022

Below the table, it says "Showing 1 to 1 of 1 entries". On the right side, there are navigation buttons: "Previous", "1", and "Next".