

MyIIRC Registration Guide for Superintendents of ROEs and Directors of RESPROs & LTCs

Welcome. This tutorial will assist ROE Superintendents and RESPRO and LTC Directors with registering their master accounts on MyIIRC. If you are not a superintendent or director, please return to the MyIIRC landing page and select one of the other options under the “Register for Access” section.

Value and Convenience - MyIIRC gives you access to the e-Plans data dashboard for your service region. The dashboard is a quick, useful way for you and regional office staff to access and review e-Plans for all the districts that you support. This applies to district improvement plans, school improvement plans, and technology integration plans. With MyIIRC you can save time and money while exercising your leadership activities. A streamlined registration process allows you to provide access to the e-Plans for your staff and coaches.

Security – MyIIRC accounts are password protected, so registration is required. This guide will show you the easy steps to register. When you register, you will be prompted to set up your own username and password. You will use this login information whenever accessing MyIIRC. You will not have to use passwords provided by the IIRC system. You will be able to change and update your password at any time. There is user support should you have questions or need assistance. MyIIRC is fire-walled behind industry-standard 128-bit extended validation SSL encryption.

Scalable - As holder of a superintendent’s or director’s master account, you can set up user accounts with specific permissions for your staff and coaches. You can delegate user account management to an assistant that you designate. You will have an on-line, real-time report showing your office’s e-Plan users and their account permissions. The permission levels for you and your staff will be ‘read only’ for e-Plans. This means you and your staff can access, read, and review district e-Plans at any time. However, you cannot edit or submit the plans, as that is a district responsibility.

Ease of use – There are four easy steps to register your account. To start out, you will need your unique ROE, RESPRO, or LTC MyIIRC access code. In November, 2010, MyIIRC e-mailed the access codes to each ROE superintendent, RESPRO director, and LTC director. This tutorial explains what to do if you can’t locate your access code.

MyIIRC encourages you to set up user accounts for your staff to support improvement planning in your service area. For information on setting up user accounts, refer to the “Guide for Managing ROE, RESPRO, and LTC User Accounts.” The link to this Guide in the “My Account” window on the left side of the screen when you log in to MyIIRC.

Starting Out

IIRC Homepage

The screenshot shows the IIRC homepage with several callout boxes and arrows:

- Secure Login:** A yellow callout box with the text "Secure Login To access secure link to your MyIIRC e-Plans dashboard, click here." with an arrow pointing to the "Log in to myIIRC" link in the top right corner.
- Public Portal:** A yellow callout box with the text "Public Portal To access public report card data for any school or district, go here (no password required)." with an arrow pointing to the "Find a School/District" search area.
- Schools and Districts:** A yellow callout box with the text "To access list of schools and districts in your service region, click on your link here." with arrows pointing to the "Schools", "Districts", "Charter Schools", "Cities", and "Counties" links in the left sidebar.

The homepage includes a navigation menu (Home, Find Schools, About the Tests, What Students Should Know, AYP/Accountability), a search bar, a "Monitoring School Progress" banner, a "Recent Updates" section, and a footer with copyright information and a date: "© 2010 Created at Northern Illinois University with support from Illinois State Board of Education. Updated: Tuesday, November 09, 2010".

1. Go to the Illinois Interactive Report Card (IIRC) homepage (<http://iirc.niu.edu>).
2. Click on the “Log in to MyIIRC” link in the upper right corner. This will take you to the MyIIRC login page.
3. On the MyIIRC login page (below), click on “**Register**” under “ROEs, RESPROs, and LTCs” in the “Register for Access” section on the lower right of the screen.

MyIIRC Login Page

The screenshot shows the MyIIRC login page with a yellow header. The header contains the MyIIRC logo and the text "Your customized portal for the Illinois Interactive Report Card" on the left, and the Illinois State Board of Education logo on the right. Below the header is a navigation bar with three tabs: "REVIEWING PERFORMANCE", "DESIGNING INTERVENTIONS", and "MANAGING E-PLANS". The "REVIEWING PERFORMANCE" tab is active, showing a description of the feature. Below the navigation bar is a "LATEST NEWS AND UPDATES" section with two news items. On the right side of the page is a login form with fields for "Username:" and "Password:", a "Remember my username" checkbox, and a "LOG IN" button. Below the login form is a "REGISTER FOR ACCESS" section with three user roles and their respective registration instructions. Three yellow callout boxes with red arrows provide instructions: one points to the login form, another points to a "Forgot Username or Password?" link, and a third points to the "REGISTER FOR ACCESS" section.

After you register, you will log in here.

Access this "MyIIRC Registration Guide"

But first, you need to register. Click here.

REGISTERED USER? LOG IN HERE

Username:

Password:

Remember my username

LOG IN

[Forgot Username or Password?](#)

REGISTER FOR ACCESS

- Superintendents and Principals: [Register](#) to access data and resources with options to add user accounts for teachers and staff. ?
- School and District Educators: Contact your principal or superintendent for access. ?
- ROE, ISC and LTC Directors: [Register](#) your agency to access school and district e-Plans. ?

REVIEWING PERFORMANCE

Want to review how individual students did on state assessments? Login to student data and see performance reports.

DESIGNING INTERVENTIONS

Customizing instruction? Use MyIIRC data to identify needs and design interventions.

MANAGING E-PLANS

Preparing School Improvement Plans? Edit and submit your plans online to meet school and district requirements.

LATEST NEWS AND UPDATES

MyIIRC is a password-protected web resource for Illinois teachers administrators and is not open to the public.

Public users are invited to consult the information and reports on the site. Thank you! [Back to IIRC](#)

Step One - Overview

The overview gives you information about your master account. If you are a ROE superintendent click on the ROE master account information button to review your account features. If you are a RESPRO director, click on the RESPRO information button. If you are an LTC director, click on the LTC information button.

Overview Page

myIIRC Your customized portal for the Illinois Interactive Report Card Illinois State Board of Education

1 Overview 2 Create Account 3 Select E-mail Preferences 4 Review and Submit

Step 1 - Overview

With your master account, you can access e-Plans (read-only access) for schools and district area. You can review the e-Plans during any stage in development by the district. In addition, you can assign user permissions to staff and coaches to access specific e-Plans that you designate. Your day-to-day management of user accounts to an assistant, while still retaining final control, is easy - go to the Account Tools link in the upper right of the MyIIRC home screen.

MyIIRC master accounts give access to all district and school e-Plans in your convenient location. This includes access to the new integrated District plans being implemented in IIRC in fall, 2010.

- ▶ ROE superintendents who register receive a ROE master account.
- ▶ ISC executive directors who register receive an RESPRO / ISC master account.
- ▶ LTC directors who register receive an LTC master account.


Step 2: [Click here to create your account](#)

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As an example, below is the ROE account information window. When you have finished reviewing the information, click on Step 2 at bottom of the screen to create your account.

Account information Pop-up

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1 Overview

Step 1 - Overview

With your master account, you can...
You can review the e-Plans...
user permissions to staff and...
day-to-day management of user...
accounts is easy - go to the Account...

MyIIRC master accounts give ac...
convenient location. This include...
IIRC in fall, 2010.

- ▶ ROE superintendents who
- ▶ ISC executive directors w
- ▶ LTC directors who registe

2 Create Acc

3 ROE master accounts give you these options:

- Access (read only) and review e-plans for districts in your service region.
- Access districts' archived SIPs, DIPs, and TIPs from previous years.
- Create user accounts for your staff and coaches to access specific districts or types of plan.
- Read-only access means that agency staff can read plans to advise and coach but cannot write or submit plans.
- Create user accounts for staff outside your agency, for example, peer reviewers from other areas.

CLOSE X

4

Step 2: [Click here to create your account](#)

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Step Two – Create Your Account

All Superintendents and Directors

1. In the “Create Your Account” screen (see below), enter your name, e-mail address, and your chosen password in the text boxes.
2. The e-mail address you register will serve as your MyIIRC username as well as the e-Mail address for any communications from MyIIRC.
3. The password you create will be the password you use for log in into MyIIRC. It can be any password you designate, and does not to be one you already use.

ROE Superintendents

4. Click on the “ROE Master Account” button (see illustration below), select your ROE from the drop-down menu, and insert the ROE access code you received from MyIIRC. This will create your ROE master account. The access code must be the specific code for your ROE, or the registration will fail. If you can’t locate your access code, click on the “Don’t have access code?” link for help.
5. Next, click on the Step 3 link at the bottom of the screen (not visible in these screen views).

RESPRO Directors

6. Click on the “RESPRO Master Account” button (see illustration below), select your RESPRO from the drop-down menu, and insert the RESPRO access code you received from MyIIRC. This will create your RESPRO master account. The access code must be the specific code for your RESPRO, or the registration will fail. If you can’t locate your access code, click on the “Don’t have access code?” link for help.
7. Next, click on the Step 3 link at the bottom of the screen (not visible in these screen views).

LTC Directors

8. Click on the “LTC Master Account” button (see illustration below), select your LTC from the drop-down menu, and insert the LTC access code you received from MyIIRC. This will create your LTC master account. The access code must be the specific code for your LTC, or the registration will fail. If you can’t locate your access code, click on the “Don’t have access code?” link for help.
9. Next, click on the Step 3 link at the bottom of the screen (not visible in these screen views).

Step Two (continued) – Create Your ROE Master Account

Create Account Page - ROE Master Account h

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1 Overview 2 **Create Account** 3 Select Email Preferences 4 Review and Submit

Step 2 - Create Your MyIIRC Master Account

Complete this registration to create your account so you can access your agency information online.

You will need to use the unique access code emailed to all ROE/ISC/LTC directors by IIRC.
Don't have your access code ?

* = required field
Note: Password is case sensitive.

* First Name * Last Name

* Username **Enter your e-mail address** * Password (minimum 6 char.) **Enter a password for MyIIRC** * Confirm Password

Note: Username is your email address. This email address is for communication regarding your account.

* Contact Phone Number * Security Question **-Select From List-** * Security Answer

MyIIRC master account you are registering:

ROE Master Account

ROE **Select your ROE from pull down list ----->**

Please enter your ROE access code **Enter your ROE access code** Don't have access code ?

By registering, I understand I will have access to the following resources on MyIIRC:

- ◆ Access (read only) to e-Plans for districts in my service region.
- ◆ Access to districts' archived SIPs, DIPs, and TIPs from previous years.
- ◆ Ability to create user accounts for staff and coaches.

Fill in the information boxes. Be sure to enter your e-mail and the password you will use for MyIIRC.

Next, select your ROE from the list, then enter your MyIIRC access code.

Help link.

Step Two (continued) – Create Your RESPRO Master Account

Create Account page - RESPRO Master Account

Step Two (continued) – Create Your LTC Master Account

Create Account Page - LTC Master Account

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1 Overview 2 **Create Account** 3 Select Email Preferences 4 Review and Submit

Step 2 - Create Your MyIIRC Master Account

Complete this registration to create your account so you can access your agency information online.

You will need to use the unique access code emailed to all ROE/ISC/LTC directors by IIRC.
Don't have your access code ?

* = required field
Note: Password is case sensitive.

*** First Name** *** Last Name**

*** Username** *** Password (minimum 6 char.)** *** Confirm Password**

Enter your e-mail address Enter a password for MyIIRC

Note: Username is your email address. This email address is for communication regarding your account.

*** Contact Phone Number** *** Security Question** *** Security Answer**

MyIIRC master account you are registering:

ROE Master Account

RESPRO Master Account ✓

LTC Master Account

LTC

Please enter your LTC access code **Enter your LTC access code** Don't have access code ?

By registering, I understand I will have access to the following resources on MyIIRC:

- ◆ Access (read only) to e-Plans for districts in my service region.
- ◆ Access to districts' archived SIPs, DIPs, and TIPs from previous years.
- ◆ Ability to create user accounts for staff and coaches.

Fill in the information boxes. Be sure to enter your e-mail and the password you will use for MyIIRC.

Next, select your LTC from the list, then enter your MyIIRC access code.

Step Three – E-mail Preferences

Select your e-mail preferences using the check boxes. E-mail notifications will be infrequent and limited to essential information for making MyIIRC more convenient and useful.

Then click on Step 4 at the bottom of the screen to review and submit your account.

E-mail Preferences Page

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Illinois State Board of Education

1 Overview 2 Create Account 3 **Select Email Preferences** 4 Review and Submit

Step 3 - Select Your Email Preferences

Please indicate your MyIIRC Email communication preferences (check selections):

Information and updates concerning e-Plans

Do not include me on any email updates

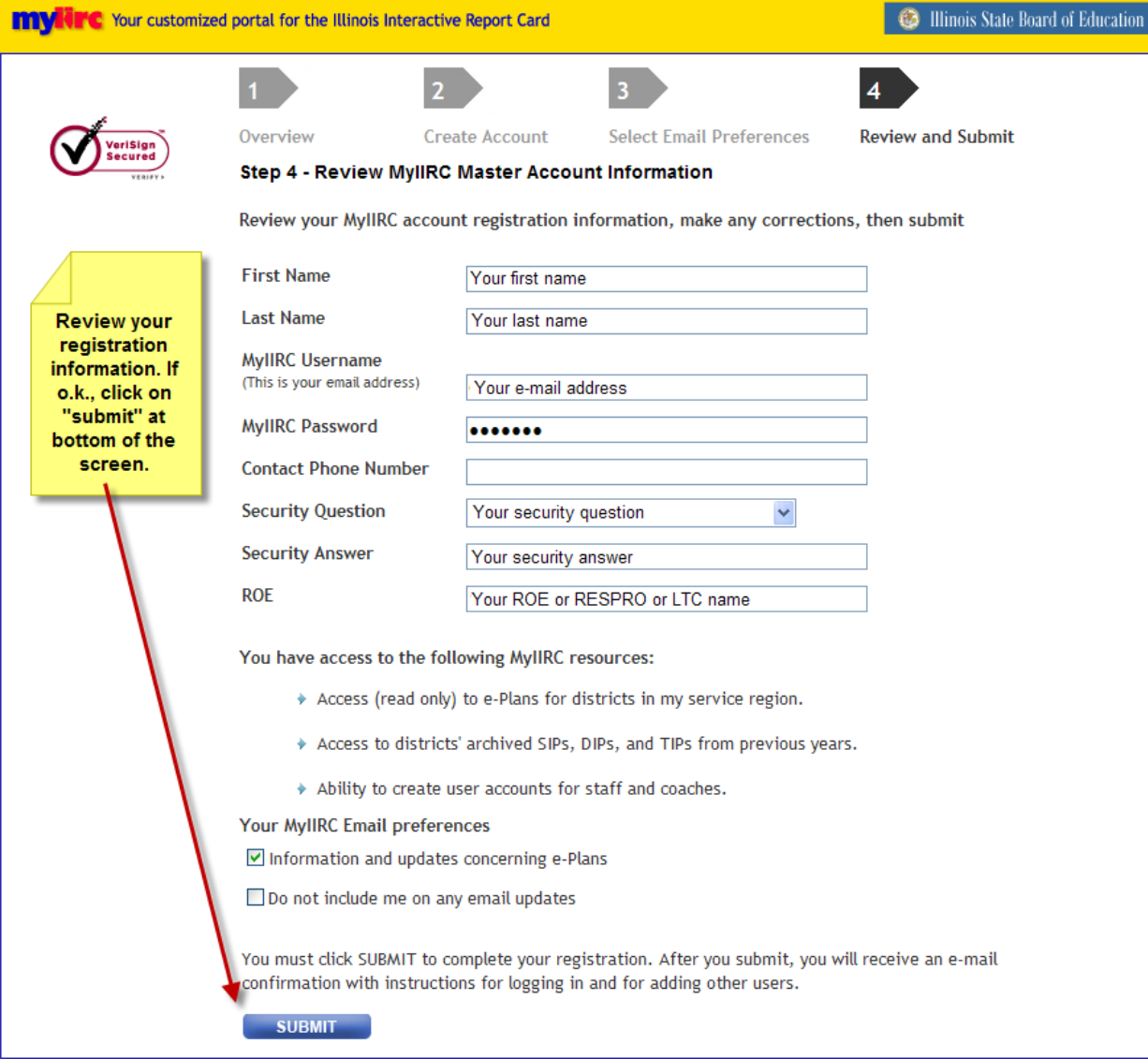
Step 4: [Click here to review and submit](#)

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Step 4 – Review and Submit

Review your registration information, then click on “submit” at the bottom of the screen.

Review and submit Page



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1 Overview 2 Create Account 3 Select Email Preferences 4 Review and Submit

Step 4 - Review MyIIRC Master Account Information

Review your MyIIRC account registration information, make any corrections, then submit

VeriSign Secured

Review your registration information. If o.k., click on "submit" at bottom of the screen.

First Name

Last Name

MyIIRC Username (This is your email address)

MyIIRC Password

Contact Phone Number

Security Question

Security Answer

ROE

You have access to the following MyIIRC resources:

- Access (read only) to e-Plans for districts in my service region.
- Access to districts' archived SIPs, DIPs, and TIPs from previous years.
- Ability to create user accounts for staff and coaches.

Your MyIIRC Email preferences

Information and updates concerning e-Plans

Do not include me on any email updates

You must click SUBMIT to complete your registration. After you submit, you will receive an e-mail confirmation with instructions for logging in and for adding other users.

SUBMIT

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Important:

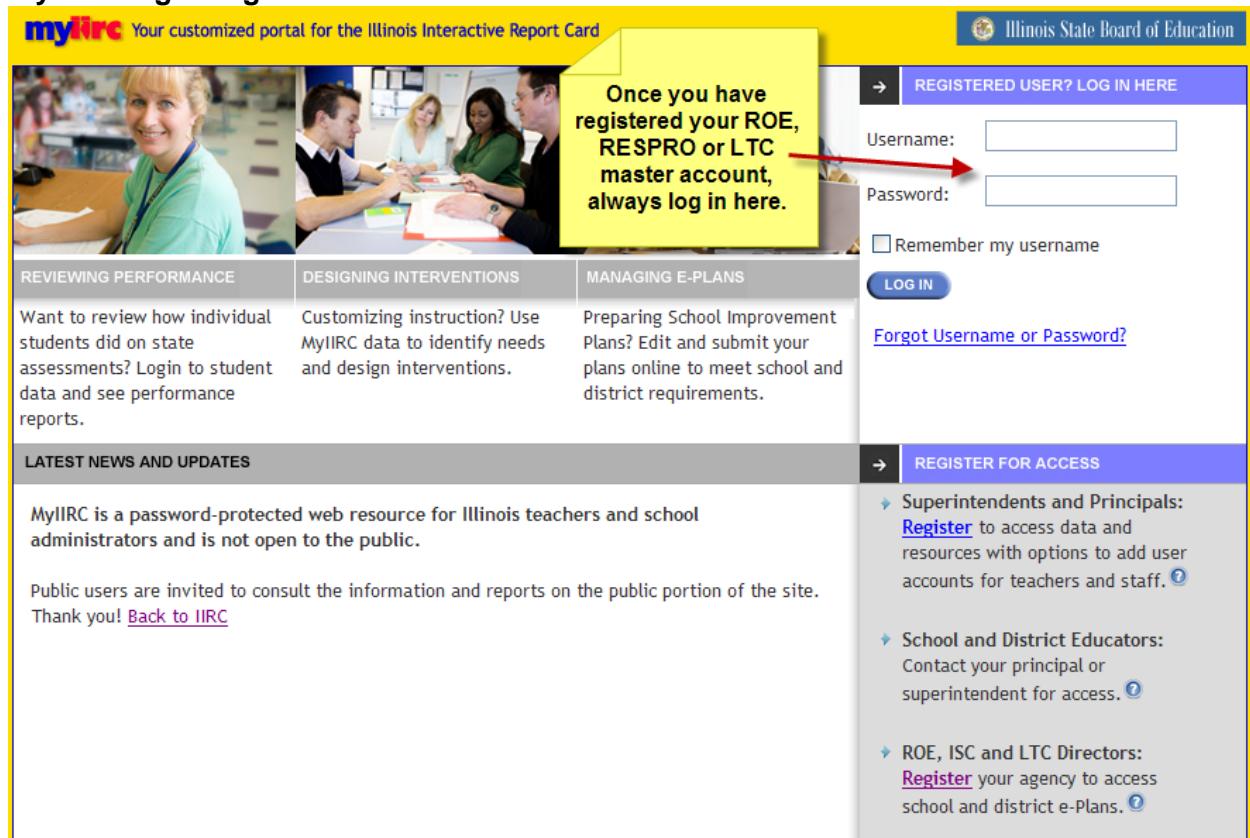
Once you click submit, MyIIRC will send you a return e-mail confirming your registration and your personal username and password. This e-mail will go to the e-mail address you reported for your MyIIRC username. Be sure to monitor this account to receive the confirmation. We suggest you print off and keep a copy of the confirmation e-mail for your records.

Now You Are Ready to Log In To MyIIRC

Congratulations - you can now access your e-Plans data dashboard and other resources. To do so, return to the MyIIRC login page (see below), go to the “Log in Here” window in the upper right, and enter your MyIIRC username and password. In future, this is how you will always access MyIIRC.

One last reminder: to access the MyIIRC login page, go to the Illinois Interactive Report Card homepage (<http://iirc.niu.edu>) and click on “Log in to MyIIRC” in the upper right corner. Or you can save the url of the MyIIRC login screen directly into your “Favorite Links” menu on your web browser.

MyIIRC Login Page



The screenshot shows the MyIIRC login page. At the top left is the MyIIRC logo with the tagline "Your customized portal for the Illinois Interactive Report Card". To the right is the Illinois State Board of Education logo. A yellow callout box with a red arrow pointing to the login form contains the text: "Once you have registered your ROE, RESPRO or LTC master account, always log in here." The login form includes fields for "Username:" and "Password:", a "Remember my username" checkbox, and a "LOG IN" button. Below the login form is a link for "Forgot Username or Password?". The page also features three columns of content: "REVIEWING PERFORMANCE", "DESIGNING INTERVENTIONS", and "MANAGING E-PLANS", each with a brief description. At the bottom, there is a "LATEST NEWS AND UPDATES" section and a "REGISTER FOR ACCESS" section with links for Superintendents and Principals, School and District Educators, and ROE, ISC and LTC Directors.

Thank you

Thank you for registering your account. You will find MyIIRC a useful data and improvement resource for the educators in your service area. We hope you will come back often as we all work to improve teaching and learning in Illinois. Your leadership is an essential component of that mission. If you have questions or need assistance, contact us by e-mail at myiirc@niu.edu.