

School and District User Accounts on MyIIRC

Welcome. This tutorial will assist school and district educators with registering their user accounts on MyIIRC. If you are not an educator seeking access to your school or district account, return to the MyIIRC login page and select one of the other options under the “Register for Access” section.

Value and Convenience - Individual user accounts provide convenient, reliable access to the MyIIRC data dashboard for your school or district. The dashboard is a quick, useful way to review student data, e-Plans, curricular information and instructional resources. If you are a teacher, you will find MyIIRC makes analysis of student test data easier than ever for guiding instruction. Working with teacher teams and principals, you can review teaching goals, define interventions, and monitor individual student performance. If you are a curricular specialist, program coordinators, or assessment administrator MyIIRC will be a great tool for making data instantly accessible and useful. Improvement teams can access school and district improvement plans for submission to ISBE, or review your e-plans archive. Your particular access may vary depending on the specific access permissions on your account.

Security – MyIIRC accounts are password protected, and require that you register your account. This guide will show you the easy steps to register. Once you register, do not share your password with others as you will have specific access to confidential information. It is important that the information remain secure. For greater web security, MyIIRC is fire-walled behind industry-standard 128-bit extended validation SSL encryption.

Ease of use – Registering your account is easy to do. Your local administrator (superintendent or principal), or the person they have appointed to manage MyIIRC accounts, have received master accounts with authority to create users. For schools, the principal has received master accounts with authority to create user accounts. The account manager will initiate your account and give you access to specific MyIIRC features. When you log in to MyIIRC, a menu on the data dashboard tells you the specific access permissions on your account.

Creating Your User Account on MyIIRC

To create your user account, the first step is to contact your school principal or the person designated by the principal to handle user accounts. Tell them the e-mail account that you will use for MyIIRC. This address will also serve as the username for accessing your account. When the master account holder initiates your account, you will receive an e-mail alerting you that your account has been created. The email is below. Notice that the mail will have your username (your e-mail) and a temporary password.



Registering Your MyIIRC User Account

When you receive the registration e-mail with your username and temporary password, go to the IIRC homepage (<http://iirc.niu.edu>) and click on the "Login to MyIIRC" icon on the upper right corner.

The screenshot shows the IIRC Interactive Illinois Report Card website. At the top, there is a navigation bar with links for Home, Find Schools, and About. A search box is located on the left side, with a "Go" button. A "PUBLIC PORTAL" callout box points to the search box, stating: "To access public report card information for your district or school go here (no login required)". A "SECURE LOGIN" callout box points to the "Login to myIIRC" link in the top right corner, stating: "To access the secure link to your district or school data dashboard click on 'MyIIRC' here". The main content area includes a welcome message, "User Resources" (State Report Card, Illinois School Improvement e-Plans, 21st Century CLC Programs, IIRC User's Guide), "Related Links" (Illinois State Board of Education, No Child Left Behind, 2009 PDF Report Cards, 2009 Illinois Honor Roll), and "Recent Updates" (21st CCLC Illinois Benchmarking Web Tool Live, 2009 Illinois Honor Roll Awards Posted, School and District Test Results for 2009 ACCESS for ELLs, 2009 School Report Card Live, 2009 School Report Card will be available on October 31, 2009, Individual Student Data for PSAE and IAA). The footer contains copyright information and the date "Updated: Saturday, August 28, 2010".

Registering Your MyIIRC User Account (cont.)

This will open the MyIIRC login page. Under “Registered User” in upper right corner, type in your username (your e-mail) and temporary password.

The screenshot shows the MyIIRC login page. At the top left is the MyIIRC logo with the tagline "Your customized portal for the Interactive Illinois Reporting System". To the right is the Illinois State Board of Education logo. A yellow callout box with the text "Insert your MyIIRC username (e-mail) and temporary password here" and "Then click on login" has two red arrows pointing to the "Username:" and "Password:" input fields. Below the callout box is a "REGISTERED USER? LOGIN HERE" section containing the input fields, a "Remember my username" checkbox, a "LOGIN" button, and a "[Forgot Username or Password?](#)" link. Below this is a "REGISTER FOR ACCESS" section with three categories: "Superintendents and Principals:", "School and District Educators:", and "ROE, ISC and LTC Directors:". Each category has a "Register" link and a "Click here" link. The main content area on the left has three columns: "REVIEWING PERFORMANCE", "DESIGNING INTERVENTIONS", and "MANAGING E-PLANS", each with a brief description. Below this is a "LATEST NEWS AND UPDATES" section with two news items and the "dsI Data for School Innovation" logo.

Registering Your MyIIRC User Account (cont.)

Once you have logged in, you will be prompted to replace the temporary password with a new password that will be your personal password for MyIIRC. Below is the screen that will open to prompt you for that password. Type your personal password into the “New Password” window, and click on “Active Account” at the bottom. Your account is now completed. Hereafter you will use your e-mail address and your personal password for logging into MyIIRC at the MyIIRC login screen.

myIIRC Your customized portal for the Interactive Illinois Report Card Log Out

MyIIRC Home Student Data E-Plans Public Report Card Resources Research Contact Us My Account Tools ▾

My Permissions My Account Settings

Activate Your MyIIRC Account

To activate your MyIIRC Profile, you must RESET YOUR PASSWORD in the New Password window below. Your account will not function unless you reset your password. You may also review and make any corrections in the information below. However you cannot change your user id (this is your email account).

*= These items must be completed to activate your registration.

Your MyIIRC Account was established/last modified on: 09/06/2010

* First Name

* Last Name

* MyIIRC Username (This is your email address)

* Current Password

* New Password

* Confirm New Password

* Contact Phone Number

* Security Question

* Security Answer

Your MyIIRC Email preferences

Information and updates concerning IIRC student data services and support

Information and updates concerning e-Plans

Do not include me on any email updates

ACTIVATE ACCOUNT

Reset your password here

Then click here to activate your account

Registering Your MyIIRC User Account (cont.)

Once you login, you can review your account permissions at any time.

myIIRC Your customized portal for the Interactive Illinois Report Card [Log Out](#)

[MyIIRC Home](#) [Student Data](#) [E-Plans](#) [Public Report Card](#) [Resources](#) [Research](#) [Contact Us](#)

[My Permissions](#) [My Account Settings](#)

[My Account Tools](#) [My Account](#)

School Level Access

ELEM SCHOOL	No Student Data Access		EPlans (Read Only)
MIDDLE SCHOOL	No Student Data Access		EPlans (Read Only)
HIGH SCHOOL	Student Data		EPlans (Read Only)
HIGH SCHOOL	Student Data (All Grades)		EPlans
ELEMENTARY SCHOOL	Student Data (Grades 3, 4, 5)		No EPlans Access

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Registering Your MyIIRC User Account (cont.)

Here is the data dashboard you will access through MyIIRC. All the MyIIRC options are available from this screen.

The screenshot shows the MyIIRC dashboard with a yellow header and blue navigation tabs. The main content area includes a 'My Account' sidebar, a central navigation area with icons for Student Data, E-Plans, Public Report Card, Resources, and Research, and a 'Resources for Teaching and Learning' section with a list of educational resources.

myIIRC Your customized portal for the Interactive Illinois Report Card Log Out

MyIIRC Home Student Data E-Plans Public Report Card Resources Research Contact Us My Account Tools ▾

My Account

Welcome Harvey,
School User Account

For your account details, click here

With MyIIRC, you have access to many resources for educators. Mouse over the icons to see what is available. Click on the icons OR the blue tabs at the top to access the resource.

Student Data

E-Plans

Public Report Card

Resources

Research

Resources for Teaching and Learning

Common Core State Standards - Emerging national standards that may be adopted for the new state assessments.

ILS - Current Illinois Learning Standards and Assessment Frameworks.

IAS - Item Analysis Summaries show performance on specific test items by grade and subject (school-level only).

Rtl - Response to Intervention resources to assist you with differentiated instruction.

PLCs - How and why to organize Professional Learning Communities (PLCs) in your school.

Sample Lesson Plans - Teacher designed plans that enrich learning.

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Thank you

This concludes the tutorial on managing user accounts with MyIIRC. We hope MyIIRC will be helpful to you as we all work to improve teaching and learning in Illinois. As always, if you have any questions or require any assistance we invite you to send an e-mail to myiirc@niu.edu or contact us during business hours through the "Live Chat" link located on the MyIIRC homepage.