



PUBLIC
CONSULTING GROUP

EdPlan Connect Guide FOR PARENTS

Washoe County School District

Last updated: 9/28/22

Access EdPlan Connect for Parents

- In the Email Notification, click the **EdPlan Connect** link to login

Welcome to EdPlan Connect - Washoe County School District



support@easyiep.com
To Specha, Carly

Start your reply all with: [Thank you!](#) [Here is the information.](#) [Just got this.](#) [Feedback](#)

New documents from Washoe County School District

Please click the following link to log in to Washoe County School District's portal: [EdPlan Connect](#)

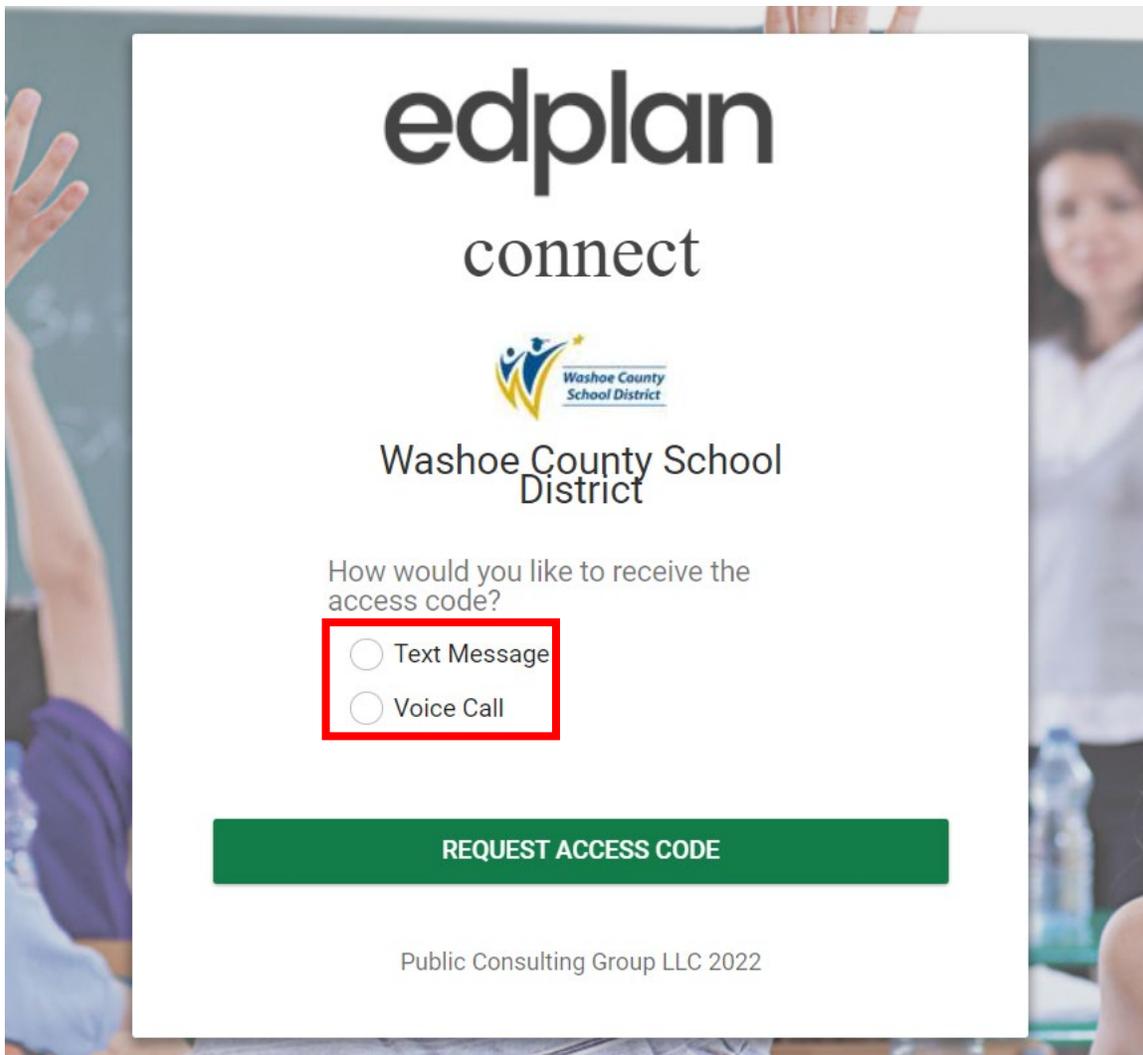
Thank you,

Washoe County School District

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 Washoe County School District.

- A new window will open, with the EdPlan Connect login page
- Click the bubble next to **Text Message** or **Voice Call** to receive your access code



- Based on your selection, a new section will appear with the phone number(s) the school has on file for the parent
- Click the bubble next to the phone number you would like to select
- Click **Request Access Code**

edplan
connect



Washoe County School District

How would you like to receive the access code?

Text Message

Voice Call

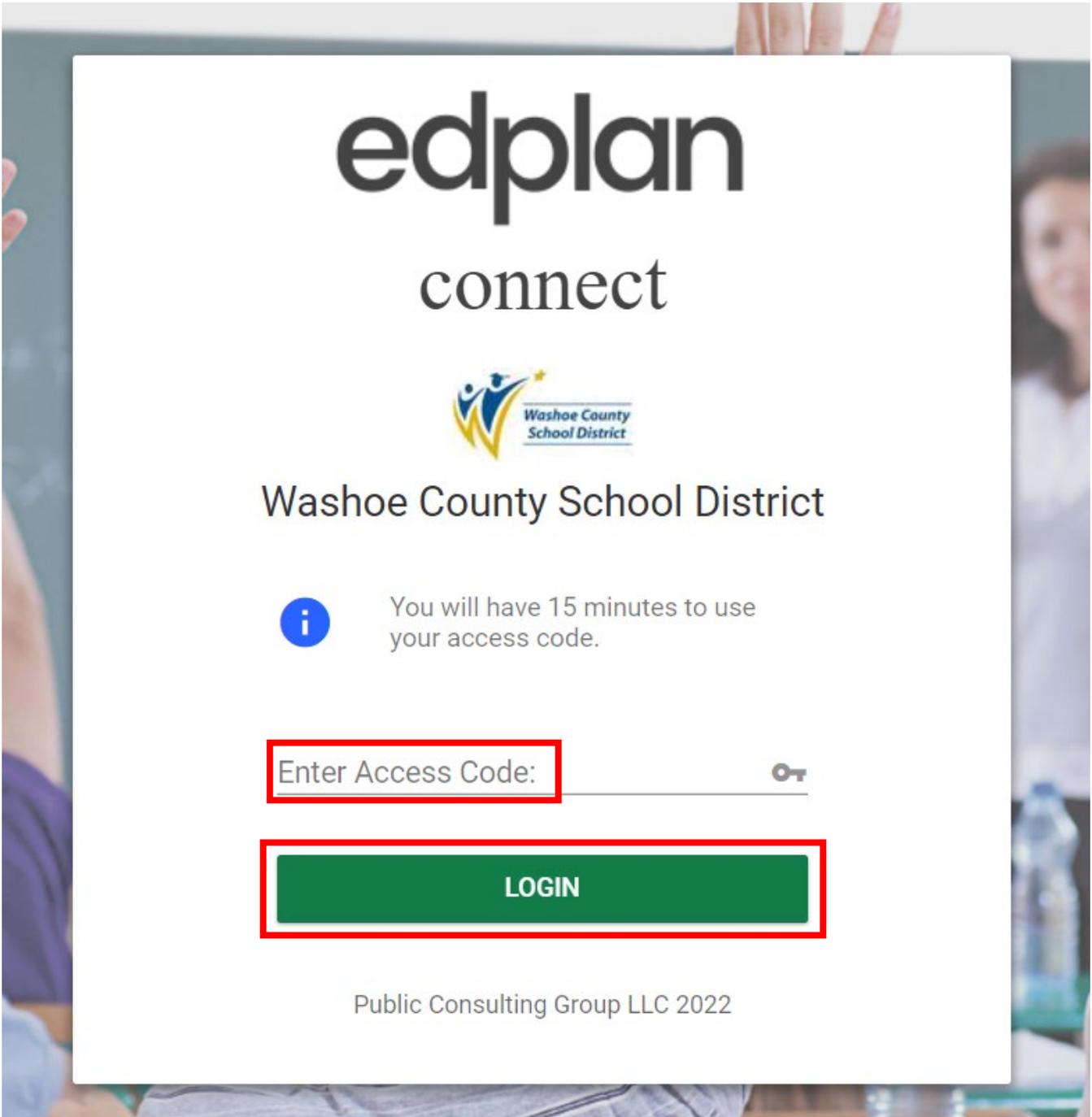
Select the phone number you wish to use:

###-###-4544

REQUEST ACCESS CODE

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- You will receive the access code via text message or voice call to the phone number 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**



EdPlan Connect for Parents

- When you login to the EdPlan Connect, the landing page will be the **To-Do List**
- The **To-Do List** contains items that need the parent's attention
- Any document pending a response from the test parent will be displayed in this section
 - Click the column headers to sort
- The **Action** column will indicate actions needed from the parent/guardian:
 - Review
 - Sign
 - Apply Parent Response
- **How to open a document to review:**
 - Under the **Item** column
 - Click on the blue link displaying the title of the document
- **How to sign/apply parent response to a document:**
 - Under the **Respond** column
 - Click the pen icon

Student	Date Submitted	Item	Action	Respond
Carly Ann Test	06/06/2022	IEP	Sign IEP	

- In this example, we are going to review and sign the **Proposed 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
- 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 under the **Respond** column to **Apply Parent Response for Proposed IEP**
- A new window will open
- Sign the document
- Click **Sign Document**

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

Sign IEP

Document Type
IEP

Parent Signing
Silvana Tester

Date
06/10/2022

Sign IEP

Signature

CLOSE SIGN DOCUMENT

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

Sign IEP

Document Type
IEP

Parent Signing
Silvana Tester

Date
06/10/2022

Sign IEP

Signature

Silvana Tester

CLOSE SIGN DOCUMENT

- The document you just completed and 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 executed documents will now appear in the **Completed Actions** tab
- How to open an executed document to review:
 - Under the **Item** column
 - Click on the blue link displaying the title of the document
- A new window will open with the document you selected, for your review

Washoe County School District
COMPLETED ACTIONS

Completed Actions

Student ID ↑↓	Student ↑↓	School ↑↓	Description ↑↓	Item ↑↓	Date Completed ↑↓
888999	Carly Ann Test	Test School	IEP	IEP	06/10/2022

Showing 1 to 1 of 1 entries

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