Getting Started Guide

The Office of Special Education, Dispute Resolution Team has created the **I-CHAMP** portal. This portal introduces a fast and easy way to manage Complaints, Mediations, and Due Process Hearings involving your special education student.

Document Purpose:

This Getting Started Guide is intended to provide a quick help guide for new users to the I-CHAMP portal.

Accessing I-CHAMP:

The I-CHAMP portal can be accessed at: https://ICHAMP.doe.in.gov

Registering for I-CHAMP:

If you do not have a username and password, you must register to use the **I-CHAMP** portal. Click the **Register** button located in the top-right corner of the Homepage. The Registration Panel will open on your screen.

- 1. Type an **Email** into the field.
- 2. Type a **Username** into the field.
- 3. Type a **Password** into the field.
- 4. Re-Type the **Password** into the field.
- 5. Click Register.

6. For Directors only. Send an email containing your user ID and the special education district you represent to ichamp@doe.in.gov so that we can link your user ID and school district records. Once your user ID and school district have been linked you will have access to any complaints, mediations, and due process hearing records involving your special education district.

Signing into I-CHAMP:

If you have an ID and password, you can sign into I-CHAMP by:

- 1. Clicking the **Sign-In** button in the top right corner, entering in your **Username**.
- 2. Entering in your **Password**.
- 3. Clicking Sign In.

Reset Password:

If you forget your password, you can reset it in I-CHAMP by:

1. Clicking the **Forgot Your Password** button to the right of the Sign In button.

2. Entering in your **Email** address, which will generate a password reset to be sent to your email address.

3. Follow the instructions in the email to reset your password.





5

Sign in with a local account

* Username	
* Password	
	Remember me?

Sign in Forgot your password?

Getting Started Guide

How to Setup Your Profile:

1. Sign-in to I-CHAMP.

2. Access the Profile page by clicking the **Sign-In** button located in the top-right corner of the screen.

- 3. Select **Profile** from the dropdown menu.
- 4. Enter your contact information
- 5. Click I Agree at the bottom of the page.

Confirming Your Email:

After entering your email address into the Email field on the Profile page for the first time, and clicking I Agree, the system will send you an email to confirm your address. To complete the email confirmation process:

1. Open your email and locate the message sent to you from I-CHAMP.

2. Click the **respond link** it contains.

Your email address is now confirmed for use.

I-CHAMP Navigation:

Once you have logged into I-CHAMP the homepage is displayed. Everything you need is accessible from this page. The best way to navigate the portal is by using the **Sign-In Button** (top red arrow below).



- 1. Click the **Sign-In** button located at the top-right corner of the page.
- 2. A **dropdown** menu will display a list of viewable pages. The options that appear in the dropdown depend on your role.
- a) As a parent of a special education student you will be assigned the parent role. In addition to seeing Complaint, Hearing, or Mediation requests, you will also see a "Parent Dashboard." The Parent Dashboard is where you will find files related to your username.
- b) As a director of special education you will be assigned the planning district director role. In addition to seeing Complaint, Hearing, or Mediation requests, you will also see a "Planning District Director Dashboard." The planning district director dashboard is where you will find files related to your school district (after your user ID and school have been linked).

Homepage Banner and Button Navigation:

The I-CHAMP homepage features 4 tabs in the blue banner. Each tab opens a corresponding page within the I-CHAMP portal.

- 1. Dashboard
- 2. My Complaint Requests
- 3. My Mediation Requests
- 4. My Hearing Requests

For Additional Help:

Please contact the IDOE Office of Special Education/Due Process Team by email at <u>ichamphelpdesk@doe.in.gov</u>.

For additional help on Hearing Requests: Please contact OALP Office of Administrative Law Proceedings at <u>OALP@OALP.in.gov</u>.



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A Dashboard Start a Complaint Request	Start a Mediation Request Start a Hearing Requ	uest
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Start a Hearing Request Start a Complexit Request Start a Modiation Request Start a Modiation Request Security	your submitted request. Your information First Name * DueProcess	Last Name * Parent
Start a Hearing Request Start a Complexit Request Start a Mediation Request	your submitted request. Your information First Name * DueProcess	Last Name * Parent E-mail *
Start a Hearing Request Start a Complexit Request Start a Modiation Request Start a Modiation Request Security	your submitted request. Your information First Name * DueProcess Home Phone	Parent E-mail * (thornd@wimagine.com)
Start a Hearing Request Start a Complexit Request Start a Modulion Request Start a Modulion Request Security Change password	your submitted request. Your information First Name * DueProcess Home Phone	Last Name * Parent E-mail * dond@eimagine.com Fax User Name
Start a Hearing Request Start a Complaint Request Start a Mediation Request Start a Mediation Request Start a Mediation Request Change password Change email	your submitted request. Your information First Name * DueProcess Home Phone Mobile Phone	Last Name * Parent E-mail * foond@kimagine.com Fax