

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.



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.

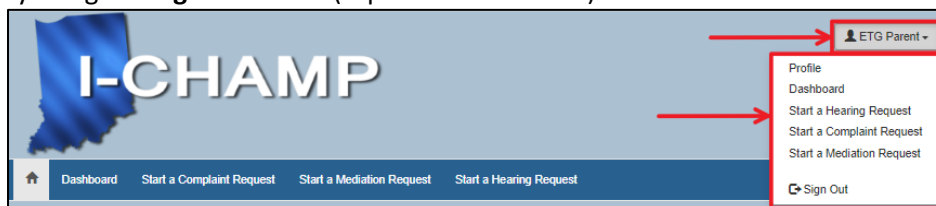
Confirming Your Email:

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 ichamphelpdesk@doe.in.gov.

For additional help on Hearing Requests:

Please contact OALP Office of Administrative Law Proceedings at OALP@OALP.in.gov.

