

# Indiana Department of Education

## Office of Special Education

### I-CHAMP

# Getting Started Guide for Directors

The screenshot shows the I-CHAMP website interface. At the top right, there are links for "Register" and "Sign In". The main header features the I-CHAMP logo and the text "Indiana Complaint, Hearing, and Mediation Process" and "Office of Special Education". A central banner displays a group of diverse children holding a sign that says "SPECIAL EDUCATION Learning for Everyone". Below the banner, there are three columns for "Complaint", "Hearing", and "Mediation", each with a brief description and "LEARN MORE" and "GET STARTED" buttons. At the bottom, there is a "Contact Us" section with the following information:

**Contact Us**  
Office of Special Education/Due Process Team  
Indiana Department of Education  
115 West Washington St.  
South Tower, Ste 600  
Indianapolis, IN 46204  
Telephone: 317-232-2131  
Fax: 317-232-0599  
Email: [dueprocess@doe.in.gov](mailto:dueprocess@doe.in.gov)  
<http://www.doe.in.gov/specialeducation-due-process>

Dear Director of Special Education,  
The Office of Special Education, Due Process 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 district.

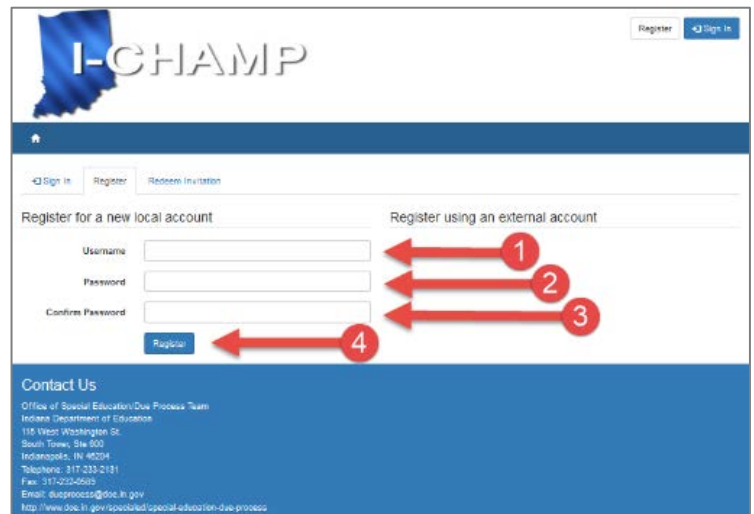
## Accessing I-CHAMP:

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 a **Username** into the field.
2. Type a **Password** into the field.
3. Re-Type the **Password** into the field.
4. Click **Register**.
5. **Send an email** containing your user ID and the special education district you represent to [ichamp@doe.in.gov](mailto: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**.

## 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 **Update**.

## Confirming Your Email:

After entering your email address into the Email field on the Profile page for the first time, and clicking update, 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 above).



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. As a director of special education you will have 2 roles: a parent role and planning district director role. In addition to seeing Complaint, Hearing, or Mediation requests, you will also see a “Parent Dashboard” and “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. My Complaint Requests
2. My Hearing Requests
3. My Mediation Requests
4. Dashboard

### For Additional Help:

Please contact the IDOE Office of Special Education/Due Process Team by email at [ichamp@doe.in.gov](mailto:ichamp@doe.in.gov) or by telephone at 317-232-7537.

