

Indiana Department of Education

Office of Special Education

I-CHAMP

Getting Started Guide for Parents

The screenshot shows the I-CHAMP website interface. At the top right, there are 'Register' and 'Sign In' buttons. The main header features the I-CHAMP logo with a blue outline of Indiana. Below the header, the page title reads 'Indiana Complaint, Hearing, and Mediation Process' and 'Office of Special Education'. A navigation menu on the left includes 'Welcome to I-CHAMP', 'LOGIN WITH PROFILE', 'CREATE PROFILE', 'CONTACT US', and 'FAQs'. The central content area features a banner with a group of diverse children and the text 'SPECIAL EDUCATION Learning for Everyone'. Below the banner, a welcome message states: 'Welcome to the Indiana Complaint, Hearing, and Mediation Process. This new online system has been designed with enhanced self-service features to make it easier and faster for you to access the following Due Process procedures.' Three columns provide details for 'Complaint', 'Hearing', and 'Mediation', each with a 'LEARN MORE' and 'GET STARTED' button. The bottom section is titled 'Contact Us' and provides the following information: Office of Special Education/Due Process Team, Indiana Department of Education, 115 West Washington St., South Tower, Ste 600, Indianapolis, IN 46204, Telephone: 317-233-2131, Fax: 317-232-0589, Email: dueprocess@doe.in.gov, and http://www.doe.in.gov/specialeducation-due-process.

Dear Parent of Special Education Student,
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 student.

Accessing I-CHAMP:

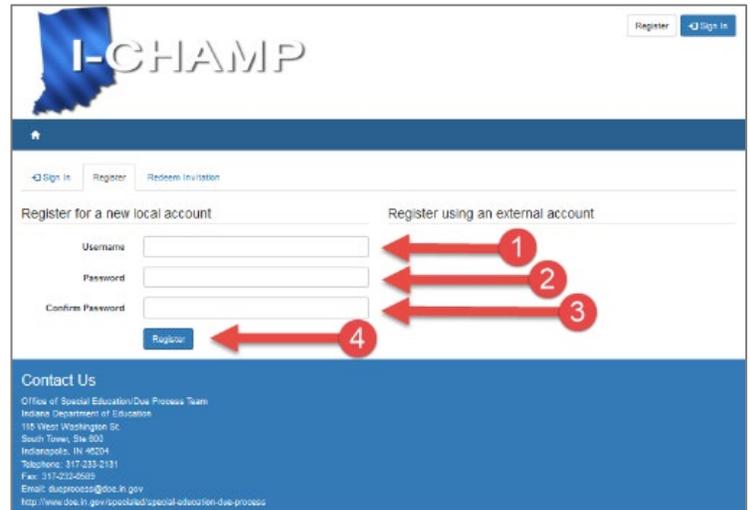
The **I-CHAMP** portal can be accessed at:
<https://ICHAMP.doe.in.gov>



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**.



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 parent of 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 user name.

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 ichamphelpdesk@doe.in.gov.

