EDPlan Connect

A Guide for using the EDPlan parent portal.

EDPLAN™ CONNECT PARENT PORTAL

The EDPlan Connect parent portal will allow you to virtually access your child's IEP or Section 504 Plan documents, service information, and teacher of record information. This guide provides an overview of EDPlan Connect.
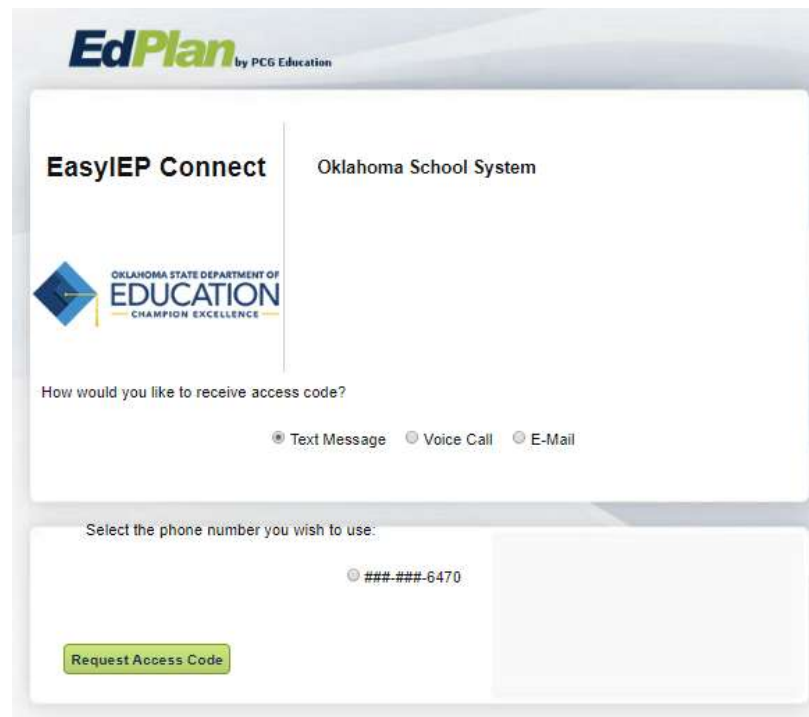
After your child's eligibility, IEP, or Section 504 meeting has taken place and documents have been finalized in EDPlan, you will be sent an email notification with a link that allows you to access the EDPlan Connect portal. Keep the initial email you receive, or bookmark the login page, this will be your EDPlan Connect login page.

Access the EDPlan Connect Portal by following the steps below:

1. Locate the EDPlan Connect notification in your email inbox, which you will receive after a document is created. This notification will be sent to the email address the school has on file. The email will look similar to the picture below.
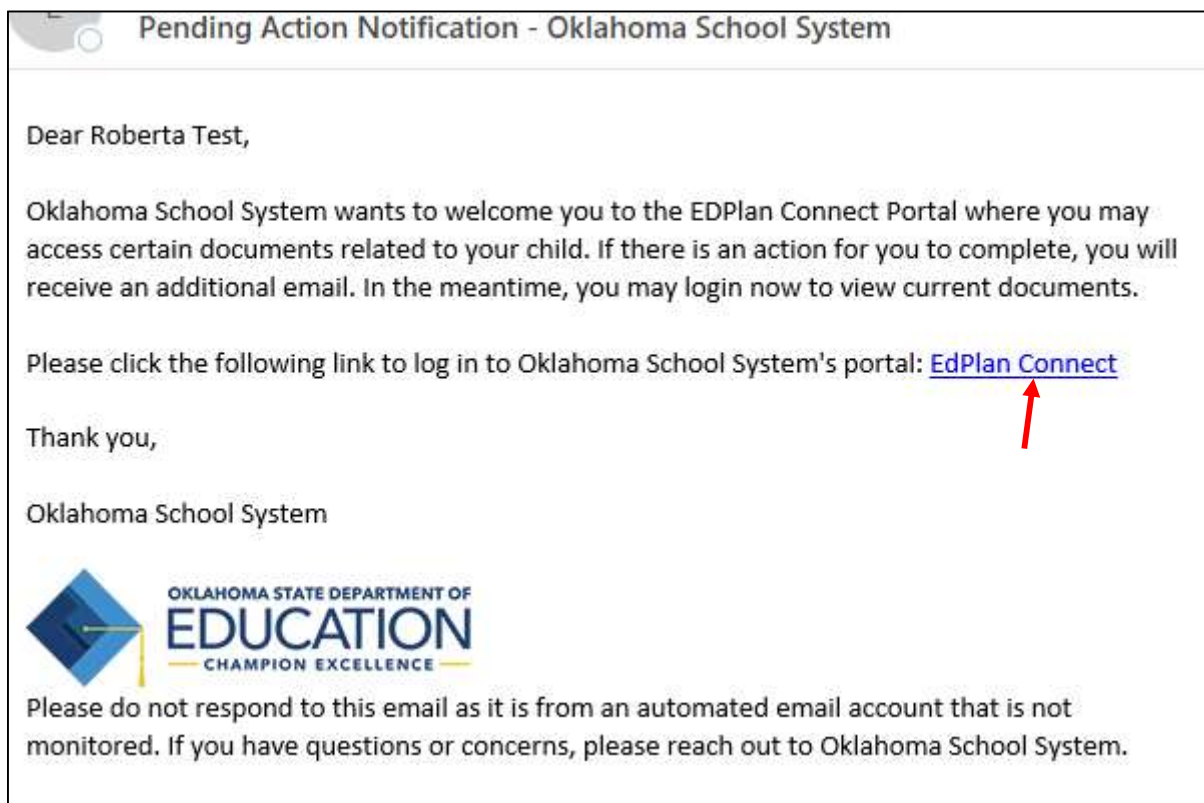
2. After clicking on the link, you will be taken to the EDPlan Connect portal to authenticate your identity per the Family Education Rights and Privacy Act (FERPA) requirements by requesting an access code. You can choose to receive the code either by text message, voice call or email. Text or voice call is strongly encouraged, as these options are more secure. The Login page will look similar to the picture below.

After you select how you want to receive the access code, click 'Request Access Code' button and allow for 1-2 minutes to receive the access code via the chosen method (for example, you will receive a text if 'Text Message' was selected above).

3. Once the code is received, enter it in the field seen in the picture below and select 'Login.'
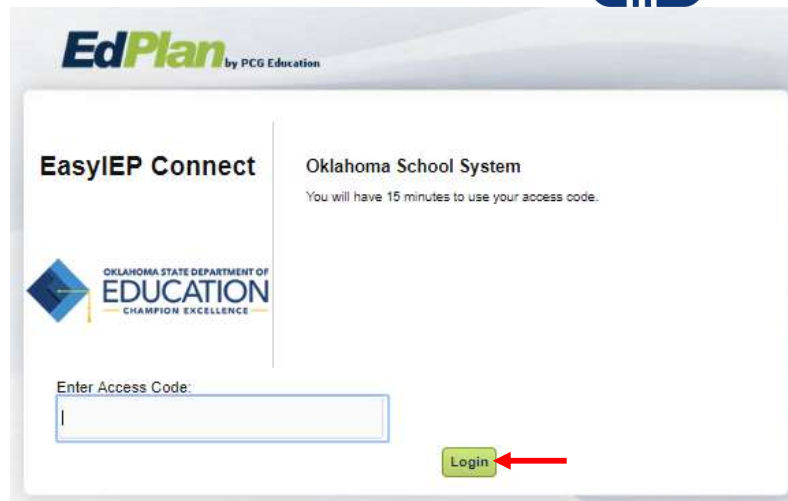
4. Once you have logged into the site, you will be taken to the 'To Do' screen where any new documents for review will be displayed. Click on the document name to open it in PDF format.
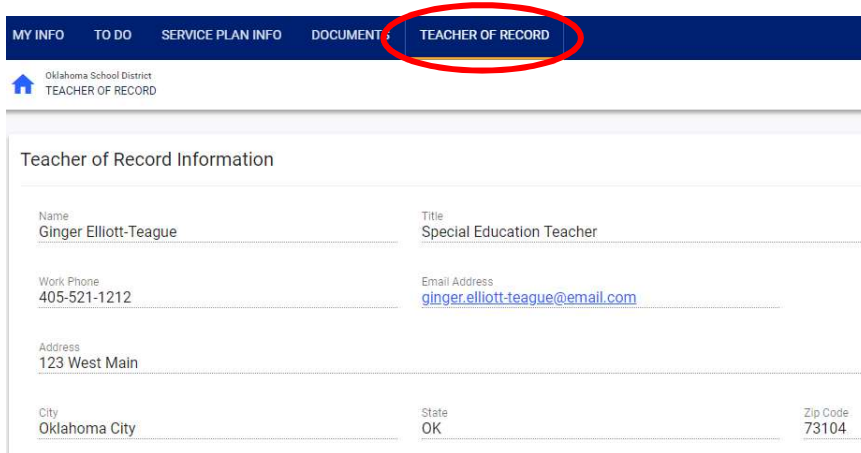

EDPlan Connect General Navigation

➢ **To Do List:** When you log in to EDPlan Connect, the landing page will be the To Do List. Documents that have recently been created will display in this list, as seen below.

> **Teacher of Record:** You can review the district contact listed for your child under the 'Teacher of Record' link, as seen below.
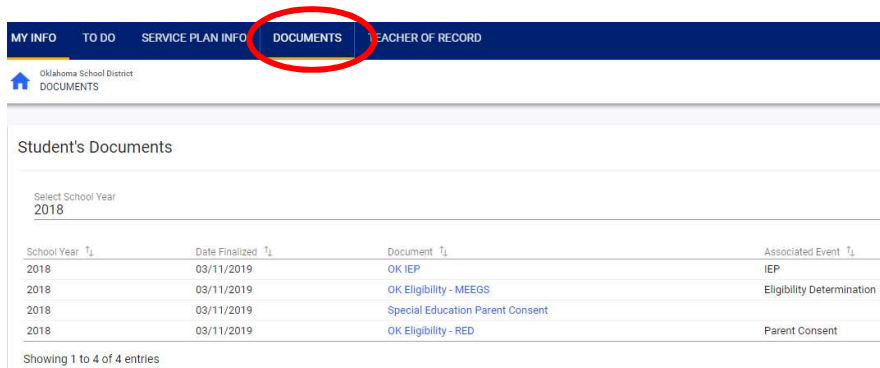
> **Documents:** While logged in, you will be able to review any documents associated with your child and your EDPlan Connect account by clicking on the Documents link. You may click on the document name (in blue) to open that document, as seen below.
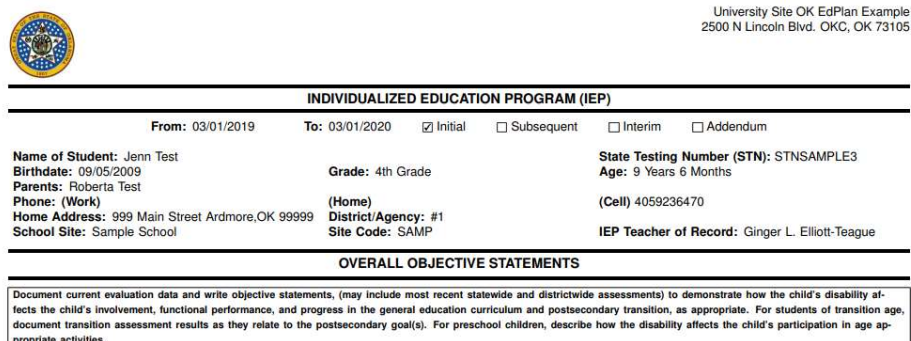
> Below is a screen shot of what an opened IEP document looks like:

When are the email notifications sent?

You will receive an email notification after a document was created for your child. The email notification will contain a link to EDPlan Connect.

What should I do if my phone number, address, email address, or other information in the 'My Info' screen is incorrect?

Contact your child's school and inform them of any changes that need to be made in your contact information.

Why didn't I receive an email notification when my child's IEP or 504 document was finalized?

There could be several reasons why you didn't receive an email.

- Your child's school district doesn't have a valid email address and phone number on file for you. Contact the school to provide or review the email address and phone number on file.
- You did receive the email, but your email account moved it to a subfolder within your inbox (a 'spam' folder). Check in your spam folder or search for emails from edplanconnect@pcgus.com.

Solutions that Matter