



ISBE Web Application Security

Illinois State Board of Education

User Guide

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Introduction

Many formerly paper-based data collection forms are now filled out and reviewed online via a secure connection over the Internet. Illinois State Board of Education (ISBE) customers can use their ISBE Web Application Security (IWAS) account to access these forms. Accessing is easy, fast, and convenient!

This guide will walk you through the process of (1) creating your personal IWAS account, and (2) signing up to use an IWAS system.

If you are a new Superintendent of a school district or an Administrator of an organization, you will be emailed detailed set up instructions for accessing approved IWAS systems. (please see example of email and set up letter on pages 16-17). If you need to make a change of an IWAS administrator please see page 18.

Instructions for setting up a new IWAS User account:

If you do not have Internet Explorer version 6.0 or higher or Firefox 2.0 or above, please contact your technical staff or download and install a newer browser.

You can gain access to IWAS by going to the ISBE Web site at www.isbe.net. Go to "System Quick Links" at the top of the page and select the **IWAS** link.

The screenshot shows the Illinois State Board of Education website. At the top left is the ISBE logo and the text "Illinois State Board of Education". Below this is a dark blue navigation bar with "HOME" and "ADMINISTRATORS" links. A dropdown menu titled "System Quick Links" is open on the right side. The menu is divided into two sections: "DATA SYSTEMS" and "INQUIRY SYSTEMS". Under "DATA SYSTEMS", the "IWAS: ISBE Web Application Security" link is highlighted in yellow. Other links in this section include "ELIS: Educator Licensure Information System" and "SIS: Student Information System". Under "INQUIRY SYSTEMS", links include "FRIS Inquiry: Financial Reimbursement Information System Inquiry (Updated 5/29/2020)", "District ADA/Prior GSA Inquiry", "ILEARN", "Public School Calendar Inquiry", "Pupil Transportation Claim Reimbursement Inquiry", "RCDTS Lookup", and "Public School District Lookup". At the bottom of the dropdown are "All Systems" and "Send ISBE a file". In the background, a banner reads "NOW LIVE: The Illinois B" and "A new public data and accountability system working to ensure all new Illinois teachers are learner-ready on day one."

1. Select **Sign Up Now** from the left menu bar or from the right-hand side of the screen.

NOTE: An IWAS account is required to submit and retrieve sensitive information to/from ISBE.

Illinois State Board of Education
Darren Reisberg, *Chairman* Dr. Carmen I. Ayala, *State Superintendent of Education*

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

ISBE Home **Already have an account? Login Here :**

Home **Login Name**

Sign Up Now **Password**

Get Password Remember Login Name

Contact Us **LOG IN**

Help **Forgot Your Password?**

[IWAS User Guide](#)

[IWAS Training Video](#) If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

Sign Up Now

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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1. Fill in required fields which are indicated by a red dot. If you need help with any of the fields, click on the question mark next to the field for more information.
2. Select a unique Login Name and Password which you will remember.
3. Type in your Email Address, Secret Question, and Answer. **When selecting a security question, please try to make your answer a one-word response.** To help us help you, please verify your email address is typed in correctly. Authorizations and update information are sent to your external email account as a service, even though your IWAS account has an Inbox for messages.
4. Press the **Continue** button to move to the next screen. At this time, you may see a message at the top of the browser window indicating the Login Name you chose is already in use, simply type in a different one.

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ISBE Home
 Home
 Sign Up Now
 Get Password
 Contact Us
 Help
[IWAS User Guide](#)
[IWAS Training Video](#)

Password requirements: = Required

- at least eight (8) characters in length
- contains at least one Upper case letter
- contains at least one Lower case letter
- contains at least one Numeral
- contains at least one of the following special symbols !@#\$%^&*()

First Name +

Last Name +

Login Name + ?

Password + ?

Confirm Password + ?

Email Address + ?

Secret Question + ?

Answer + ?

Please type the characters you see in the picture below before continuing:
 83156977 +

Continue >>

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6. The screen below should appear and have your "Login Name" at the top of the screen.

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: TESTJT1

Home	Congratulations test jt test jt on signing up for your personal IWAS Internet account.
System Listing	You have completed the first step in the sign-up process for using the ISBE Internet-based systems. You now have one Login ID and Password to access most of ISBE's Internet-based systems. Please remember this information as you will need it in the future.
Change Password	From this page you can click on the " Continue " button to access a list of the available ISBE Internet-based systems.
Messages - Inbox	
Messages - Archived	
Contact Us	
Help	
Log Out	

[IWAS Training Video](#)

Continue >>

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- a. The confirmation screen means that you have successfully created an account.
- b. Press the **Continue** button to move to the next window.

NOTE: **IWAS** submission and retrieval of information has confirmation screens. As electronic documents are routed and approved through IWAS, you will receive confirmation messages in your IWAS Inbox and external email account. This improves communications between you, your school district, your regional office, and ISBE.

Sign Up to Use Systems - Request Authorization to Use a System:


1. Once a new account is established, the user then sees a list of all systems available through IWAS. At this time, you may select a system for which you would like to be authorized.
2. Select the **"Sign Up Now"** button to the right of the associated system you desire to use to proceed to the request for authorization screen.

The screenshot shows the Illinois State Board of Education (ISBE) IWAS portal. The header includes the ISBE logo, the name 'Illinois State Board of Education', and the names of the Chairman, Darren Reisberg, and the State Superintendent of Education, Dr. Carmen I. Ayala. Below the header, the user is logged in as 'TESTJT1'. The main content area is titled 'Other Systems' and contains a navigation menu on the left and a list of systems on the right. The list is organized into categories: Claims, Annual, Grants, and Active Grants. Each system entry includes a description, an information icon, and a 'Sign Up Now' button. The 'Sign Up Now' button for the 'Web-based Illinois Nutrition System (WINS)' is highlighted in yellow.

Categories - Click to Expand/Collapse Tree	Authorization
Claims	
... Web-based Illinois Nutrition System (WINS)	Sign Up Now
Annual	
... Orphanage Tuition 18-3	Sign Up Now
... Pupil Transportation Claim Reimbursement System	Sign Up Now
Grants	
... eGMS Dashboard	Sign Up Now
Active Grants	
... 21st CCLC Continuation	Sign Up Now
... 21st CCLC New Awards	Sign Up Now
... 21st CCLC State Activities	Sign Up Now
... Advanced Placement	Sign Up Now
... After School Matters	Sign Up Now
... After School Programs	Sign Up Now
... After School Programs - Non-School Districts	Sign Up Now

1. Fill in all required fields to the right of each box as indicated by a red dot.

NOTE: If a message appears at the top of the screen requesting you to provide information, please type it in and press the **Submit** button again.



Illinois State Board of Education

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I W A S
I W A S
I W A S
I W A S
I W A S
I W A S
I W A S
I W A S

Login: TESTJT1

- Home
- System Listing
- Change Password
- Messages - Inbox
- Messages - Archived
- Contact Us
- Help
- Log Out

[IWAS Training Video](#)

Web-based Illinois Nutrition System (WINS) Sign-Up

My Profile (For ALL Systems)

+ = Required

First Name	<input style="width: 95%;" type="text" value="test jt"/>	+
Middle Name	<input style="width: 95%;" type="text"/>	
Last Name	<input style="width: 95%;" type="text" value="test jt"/>	+
RCDT (No dashes)	<input style="width: 95%;" type="text"/>	+ Find District
Phone	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> ext. <input style="width: 20%;" type="text"/>	
Fax	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> ext. <input style="width: 20%;" type="text"/>	
Email	<input style="width: 95%;" type="text" value="jthornhi@isbe.net"/>	+
Broadcast Email	YES -- Send system messages to the above email address ?	
Email Type	HTML ?	

My Access Level (For the Web-based Illinois Nutrition System (WINS) System)

Please enter the justification for access to the system. If you are already approved you can view your access level below. If you want to change your access level after you have been approved please contact your entity administrator.

Access Level	NONE ?
Justification (max 1000 characters)	<div style="border: 1px solid #ccc; height: 60px; width: 95%;"></div>
Status	NONE
Admin Contact	--

4. Your first and last name will be pre-populated. You will need to enter your RCDT code. If you are not sure of the RCDT code, please select **"Find District"** to the right. (see screen shot below to locate RCDT code).

Region -- Select a Region --

Category -- Select Category --

District / Entity -- Select a District --

Insert RCDT Code **Close**

CLOSED - Can be selected for up to six months after it has closed. This will allow you to file reports such as End Of Year, Electronic Expenditures, etc., for the closed entity.

5. When you have selected the Region, Category and District/Entity, click **"Insert RCDT Code"** then **"Submit"** at the bottom of the screen. An email will be sent to your Superintendent or IWAS Administrator asking them to approve access to your system request.

NOTE: You will fill-in the authorization request only once. After that it becomes part of your Profile and will automatically fill-in for future requests to use different systems. All request will be sent electronically to your district superintendent or IWAS administrator for authorization. Many ISBE web-based systems require electronic signatures. Because of this, it is important that users are authenticated and authorized to use the systems by the district superintendent, IWAS Administrator or their designee.

An individual need only sign up for a system once. From that date forward, you will have access until your district superintendent or IWAS Administrator either changes your access level or deactivates your IWAS account.

6. Once a successful sign up request is completed and submitted; a confirmation page appears. This confirmation screen means that the new IWAS account holder's request to use the system was processed and sent to the appropriate authority for approval (your district superintendent or IWAS administrator).

- a. To proceed to the systems for which you either applied for authorization or are approved to use, press the System Listing button.

7. On the System Listing page is a list of systems you are either approved to use or are pending approval to use. In the example above, there is a blue rectangle on the far right, associated with Web-based Illinois Nutrition System (WINS), labeled **Pending – District**. This means that your authorization request is pending approval by the district superintendent, IWAS administrator or their designee. If you require immediate approval, please contact your district office or IWAS administrator to inform them of your request. As soon as you are authorized, you will receive an email confirmation.
8. To exit IWAS, press the **Logout** link on the left menu bar.

Requesting Access to Additional Systems:

1. Sign into your IWAS account.
2. To Login to IWAS, type in your **Login Name** and **Password**. If you forgot your login name and/or password, click on the **Find Login/Password** link at the bottom of the left-hand column. You will need to answer your security question, your information will be emailed to you.
3. To request authorization for another system, select "**System Listing**" on the left of the screen, then on the lower right-hand corner of the screen click on the "**Want to Signup for Other Systems?**" link.
4. A list of all approved systems for your district/organization will appear.
5. After you have signed up for an additional system it will show **Pending – District**. This means that your authorization request is pending approval by the district superintendent, IWAS administrator or their designee. If you require immediate approval, please contact your district office or IWAS administrator to inform them of your request. As soon as you are authorized, you will receive an email confirmation.

Access Existing IWAS Account:

If you have an existing **IWAS** account and want to add additional systems or update your profile information (ex: change email, change phone, change district/school association), please take the following steps:

1. Login to **IWAS**.
2. Click on **System Listing** from the left navigation bar.
3. Select "**System Listing**", to the right of any systems listed you should see a small profile head.



4. Once you have selected the "**Profile Head**" icon, your profile information should appear. You can edit your information and select "**Submit**" at the bottom.

Note: If you are updating your "**District**" all approved systems will go into **Pending Status** until your new Superintendent or IWAS administrator gives you approval. If you are only updating your "**School**" no authorization is required

Student Information System - Statewide Sign-Up

My Profile (For ALL Systems)

ⓧ = Required

First Name	<input type="text" value="your first name"/>	ⓧ
Last Name	<input type="text" value="your last name"/>	ⓧ
RCDT (No dashes)	<input type="text" value="9999999999"/>	ⓧ Find District
School (No dashes)	<input type="text" value="99999999999999"/>	ⓧ Find School
Phone	<input type="text" value="217"/> - <input type="text" value="000"/> - <input type="text" value="000"/> ext. <input type="text"/>	ⓧ
Fax	<input type="text" value="217"/> - <input type="text" value="000"/> - <input type="text" value="000"/> ext. <input type="text"/>	ⓧ
Summer Phone	<input type="text" value="999"/> - <input type="text" value="999"/> - <input type="text" value="9999"/> ext. <input type="text"/>	ⓧ
Email	<input type="text" value="email@youremail.com"/>	ⓧ
Broadcast Email	<input type="text" value="YES -- Send system messages to the above email address"/>	? ⓧ
Email Type	<input type="text" value="HTML"/>	?

My Access Level (For the Student Information System - Statewide System)

Please enter the justification for access to the system. If you are already approved you can view your access level below. If you want to change your access level after you have been approved please contact your entity administrator.

Access Level	ViewOnly ?
Justification (max 1000 characters)	<input type="text"/>

Status APPROVED TO USE THIS SYSTEM

Admin Contact [REDACTED]

Your IWAS Homepage:

On this page you will be able to access your system listing, change your password, read and archive your messages, and update your email address.

The left column shows your unread inbox and archived messages. This feature keeps you informed of system authorizations and monitors electronic documents through the approval process.

The right column contains your external email address and the ability to update it. If the email address is incorrect, click on the link and proceed to correct it.

At this time, proceed to your systems list by clicking on the **System Listing** button.

Home Hello [redacted] you last logged in 1/13/2021 8:47:30 AM.

System Listing Messages :
[0 unread Inbox message\(s\)](#)
[0 unread Archived message\(s\)](#)

Pending Sign Ups

Pending Documents Require Action :
[0 Sign-ups pending your approval](#)
[0 Documents pending your approval](#)
[0 Feedback messages pending review](#)

Change Password

Search

Log Out

News Items

NOTICE: Nonpublic Registration Renewal Submission - Due 1/15/21

Currently, submission notices are not being sent to your principal regarding the Nonpublic Registration Renewal Report being submitted by the Document Author. PLEASE contact your principal verbally to have them submit the report to the ISBE. THANK YOU!

eGMS Print All Issues

All eGMS systems (grants) are experiencing issues with the "Print All" mechanism within the grant. You may still print each page. Programmers are currently working on fixing the issue. This message will be removed when the problem is resolved.

Changes in EPS/IWAS Administration

EPS changes: (At this time, ISBE cannot accept any faxes for processing) Identify your changes on entity Letterhead, signed by your Administrator. Scan the letterhead and e-mail to EPSchange@isbe.net [More...](#)

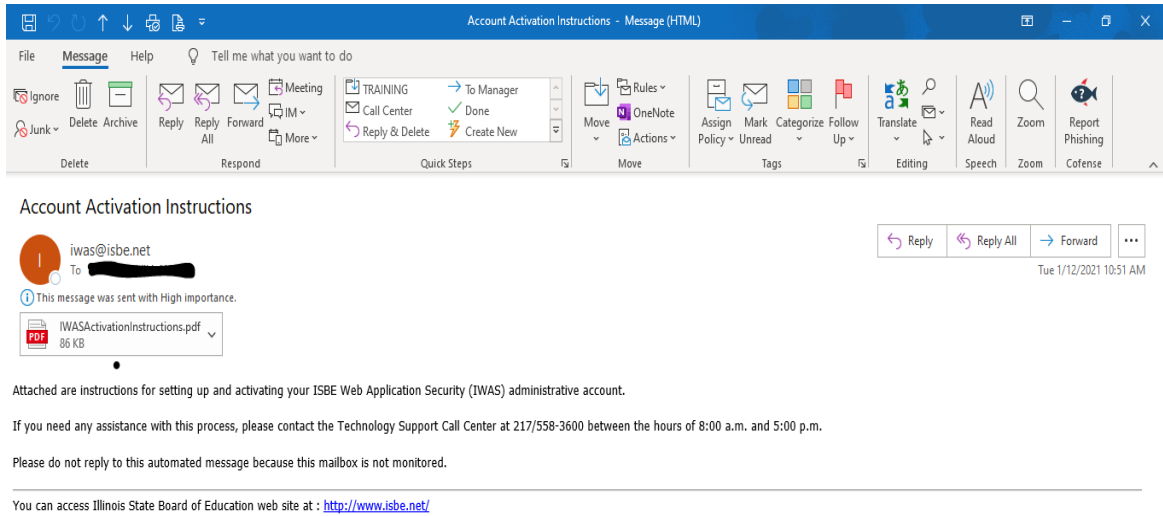
REMINDER: GATA Will Require Additional Expenditure Report for FY 2021 Grants

Public Act 100-0997, which was enacted on August 20, 2018, made significant changes to the Grant Accountability and Transparency Act (GATA), including the addition of a section that details new expenditure reporting requirements. [More...](#)

You will know that you are granted access to a system when the blue rectangle to the right of any system with pending district changes to a green rectangle marked by authorized.

To go to the system, click on the system name link. The system will open in a separate browser window. Once you complete business in the chosen system, simply close the window and you will return your **System Listing**.

Sample of IWAS Administrative Set-up email and Set-up letter:



The screenshot shows an email client interface with the following content:

Account Activation Instructions

iwasa@isbe.net
To: [Redacted]

This message was sent with High importance.

IWASActivationInstructions.pdf
86 KB

Attached are instructions for setting up and activating your ISBE Web Application Security (IWAS) administrative account.

If you need any assistance with this process, please contact the Technology Support Call Center at 217/558-3600 between the hours of 8:00 a.m. and 5:00 p.m.

Please do not reply to this automated message because this mailbox is not monitored.

You can access Illinois State Board of Education web site at : <http://www.isbe.net/>

IWAS Administrative Account Setup Instructions

FROM: CALL CENTER
INFORMATION TECHNOLOGY CENTER
TECHNOLOGY SUPPORT DIVISION
January 12, 2021

TO: New Administrator
State of Illinois
1 Example PLZ
SPRINGFIELD IL 62703
RCDT: 00-000-0000-00

SUBJECT: Internet Security and Electronic Document Management - IWAS

The Illinois State Board of Education (ISBE) has implemented a new web application for conducting business with the state education office via the Internet. The service, called *ISBE Web Application Security* or *IWAS*, is a secure document management system for Internet-based systems. Through IWAS, users may submit, review or approve documents online using their personal login name and password. Entity Administrators (e.g. District Superintendents, Non-Public School Administrators, Child Care Sponsors, Vocational Education Centers, Special Education Cooperatives, Colleges and Universities, etc.) will also use their Administrative IWAS accounts to review and approve electronic documents. This letter will guide you through the process of setting up your administrative account.

For authentication purposes, you have been assigned a unique access code. The following steps will guide you through the process of setting up your IWAS administrative account.

STEPS:

1. Please go to the IWAS Admin Setup Address (shown in the box below). Once you are in that site, enter the access code (shown in the box below). Press the **Continue** button.
2. Fill in required fields, which are indicated by a red dot. If you need help with any of the fields, click on the question mark next to the field for more information.
 - a. Select a unique Login Name and Password, one you can remember. Then enter your Email Address, Secret Question and Answer.
 - b. To help us help you, please verify that you have entered your correct Email address. Authorizations and update information are sent to your external email account as a service, even though your IWAS account has an Inbox for messages.
 - c. Press the **Continue** button to move to the next screen. At this time, you may see a message at the top of the browser window, indicating the Login Name you chose is already in use. If this is the case, simply type in a different one.
3. Please use this login name and password to gain access to IWAS from this point forward.
4. After successfully activating your IWAS Administrative account, you can gain access to IWAS by going to the ISBE Web site at www.isbe.net. Look for the "IWAS" link at the top of the page under the header. Click on that link to get to IWAS.

Web Site Address	:	https://sec1.isbe.net/iwas/setup
Access Code	:	36SC-7UH8-CN6D-3T43

If there are any questions or need technical assistance, please contact the Call Center at 217-558-3600.

Changes in EPS/IWAS Administration:

If you need to request a change in your IWAS Administrator, please follow the steps below.

Changes in EPS/IWAS Administration

If you cannot access the Entity Profile System in IWAS: Identify your changes on entity Letterhead, signed by your Administrator. Scan the letterhead and e-mail to EPSchange@isbe.net

1. Indicate "Attention to: Ann Plogger";
2. specify the organization's Region-County-District-Type (RCDT) Code;
3. specify the organization's fax number;
4. specify the organization's phone number;
5. specify the organization's email address;
6. specify the organization's prior administrator's name;
7. specify the organization's new/interim/acting administrator's name;
8. have the letter signed by the new/interim/acting administrator.