

Steps for IWAS I-Star Account

1. Go to ISBE website.(isbe.net)
2. Select IWAS from the top task bar.
3. Go to “new partner”/ “sign-up now”
4. Fill in the requested information-then select “continue”
5. (This screen is just information-select continue)
6. On left task bar select “system listing”
 - a. Scroll down to “reporting” find I-Star and click on “sign-up now” (right side)
7. My profile (All System)
 - a. RCDT-click on “find district”
 - i. Region- DeWitt/ Livingston/ McLean
 - ii. Category- Public district
 - iii. District/Entity-Your school district
 - iv. Select “insert RCDT code”- this will auto-populate
 - b. School-click on “find school”
 - i. Your school district
 - ii. Select “ Insert School Code”- this will auto-populate
 - iii. After selecting continue you will see the following prompt
“The School you have selected is valid only for the personal working at the District or Local Administration Body.
Do you really want to be associated with the entity?”
Select- “OK”
 - c. Phone number- This is your districts phone number.
8. Reason for justification-type- “I-Star system” click “submit”
 - a. You will see the following prompt again:
“The School you have selected is valid only for the personal working at the District or Local Administration Body.
Do you really want to be associated with the entity?”
Select- “OK”
 - b. Notify your district Superintendent that you have submitted a request so they can prepare for approving your account.
 - c. At this point the process is complete, within 48 hour you will receive an email from I-Star (special education)/ iwas@isbe.net subject: Application for sign up has been approved.
9. Once you have received the approval email, log-in to I-Star through the IWAS access. You will be prompted to provide either your IEIN number or Social Security number. After that step is completed, you will see your homepage.