

SCRIPT: Access and Login

This tutorial addresses Online **IEP Access and Login**.

There several ways to access the WVDE Online IEP login page. First, you will need to open an internet browser page.

One way to gain access is to simply type the address directly into the address bar. The address is <http://wveis.k12.wv.us/iep09>.

Another way to access the login page is to follow the link placed on the WVDE Office of Special Programs (OSP) website. From the OSP home page. Select Quick link to Online IEP login.

Once you have successfully reached the login page, enter your WVEIS username and password that was assigned to you by your county special education office.

As you are entering your username and password, note the number of unsuccessful attempts you have encountered. If you are unsuccessful three times in succession, your account will be disabled and require your local RESA contact to reset it. Best practice would suggest that after two unsuccessful attempts; contact one of your county core team members for assistance.

If your WVEIS username and password have been entered correctly, the next screen has two choices. The two choices are to “Continue” to the IEP creator or “Change password.” In most cases you will choose “Continue” moving forward toward your student list.

Every 180 days you will be asked to change your password which must be unique in comparison to the last 10 passwords and may not be a duplicate of the username.

When “Continue” is chosen, login is nearly complete. Upon successful login the user will see a reminder box giving specific details as to when the IEP program may be unavailable. Please read these reminders as they may affect your anticipated usage of the Online IEP. To remove this message and continue to your student list click the small “X” in the upper right hand corner of this reminder box.

This concludes the Online IEP Access and Login tutorial.