

Create your ACHIEVE Family Portal Account


The ACHIEVE Family Portal allows parents, guardians, and eligible learners to create an optional online account for that is designed to provide round-the-clock access to Early ACCESS and/or Special Education information.

If you received an email invitation to join the ACHIEVE Family Portal, follow the directions below to create your account. After completing the steps below, you may log in to the [ACHIEVE Family Portal](#) as needed.

Step 1

Log in to your email account and find the email with the subject: ***You're invited to join the ACHIEVE Family Portal.*** Click the link in your email to begin the ACHIEVE Family Portal registration process.

See [Who Can Create an Account](#) for details.



If you meet the requirements to create an account but did not receive an invitation, contact achievesupport@iowa.gov or your IFSP Service Coordinator or IEP Facilitator for assistance.

Dear Jamal Learner,

Welcome to ACHIEVE Iowa IDEA. Ellie Educator invites you to join the ACHIEVE Family Portal on behalf of Lex.

Through the portal you can see scheduled meetings on your calendar, view documents, review progress, and access information related to your child's program.

Click [here](#) to begin your registration for access to the ACHIEVE Family Portal.

We are excited about what we can do together to support your child. Please reach out to Ellie Educator if you have any questions about joining.

Step 2

Enter your learner's **First Name, Last Name, Last 4 Digits of State ID, and Date of Birth.**

In the ACHIEVE Family Portal, all children who receive Early ACCESS or Special Education services are called learners.



The last 4 digits of the Learner State ID will be provided to you by your child's IFSP or IEP team.

ACHIEVE Family Portal

Confirm Invitation

Learner's First Name*

Learner's Last Name*

Learner's Last 4 Digits of State ID*

Field is required

Learner's Date of Birth*


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Step 3

Enter your **First and Last Name** and create a **Password**.

The email address used to invite you to the ACHIEVE Family Portal will be your username when you log in to your account.

If you need to change this email address, please contact achievesupport@iowa.gov or your IFSP Service Coordinator or IEP facilitator for assistance.



Your First Name*

Your Last Name*

Your Email
jane-learner@email.com

Your Password*

Confirm Your Password*

NOTE: Your email address will automatically be displayed in the **Your Email** field.

Step 4

Review the **Terms and Conditions** then click the *Accept Terms & Conditions* checkbox.

Read and Accept Terms and Conditions

The ACHIEVE Family Portal is a tool developed for parents/legal guardians ("Guardians"), students who have reached the age of majority, and other students with parent permission (collectively, "Students") to access timely and secure information online. Access to the portal provides many benefits, some of which include:

- Easy access to all information and documentation in one centralized portal, including historical data such as assessment information, evaluations, and IEP / IFSP documents
- A learner calendar, with information about pending items related to your child
- Easy methods for contacting your child's IEP Facilitator or IEP Service Coordinator

Accept Terms & Conditions

Step 5

Choose the **access type** you prefer. All ACHIEVE Family Portal account holders can complete family surveys and view, download, and print unsigned consent forms and IFSP/IEP records. This includes Meeting Notices, Prior Written Notices, progress monitoring data, and more.

- The **Interactive** option allows access to records as described above. In addition, you may sign consent forms electronically and receive emails when new consent forms are available to review and sign.
- The **View-Only** option allows access to records as described above. However, you will not be able to sign consent forms electronically. You also will not receive emails when new consent forms are available to sign unless you request and sign a *Consent to Receive Electronic Communication* from your IFSP/IEP team.

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If you change your mind, you can update your account access preferences at any time in your ACHIEVE Family Portal account **Settings**.



Access preference

- I opt to register for interactive access, which includes the ability to sign documents electronically.
- I opt to register for view only access, without the ability to sign documents electronically. ↻

Save

Step 6

Once you have filled in all the required information, click the **Submit** button to create your account and connect to your learner.

If you have more than one child on an IFSP/IEP, please provide the same IDEA Parent name and email address to each team. Using the same information ensures all of your children's records connect to the same ACHIEVE Family Portal account.



- ▶ The ACHIEVE system works best when using Google Chrome, Microsoft Edge, Mozilla Firefox, Safari. It can be used on web-enabled computers, laptops, mobile devices, and tablets.
- ▶ Make sure you have **enabled pop-ups** in the internet browser so you can print, download and view pop-up windows. If you are on a mobile device or tablet, you may need to make this change in your browser's app settings.
- ▶ For help on how to translate webpage or PDF documents into your preferred language, visit the [ACHIEVE Family Portal web page](#).

Log into your ACHIEVE Family Portal account at: <https://achieve.iowa.gov/auth/family/login>

Visit the ACHIEVE Family Portal webpage or scan the QR code below to learn more.

Scan for More
Information

