

## Create your ACHIEVE Family Portal Account

ACHIEVE Family Portal is an optional online account for parents, guardians, and eligible learners that is designed to provide round-the-clock access to learner information. Directions to sign up:

### 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.

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.

If you did not get an email invitation,



please contact your IFSP Service Coordinator or IEP Facilitator or send an email to [achievesupport@iowa.gov](mailto:achievesupport@iowa.gov) for assistance.

### Step 2

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

## ACHIEVE Family Portal

Confirm Invitation

Learner's First Name\*

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Learner's Last Name\*

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Learner's Last 4 Digits of State ID\*

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Field is required

Learner's Date of Birth\*

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## Step 3

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

Your First Name\*

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Your Last Name\*

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Your Email

jane-learner@email.com

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Your Password\*

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Confirm Your Password\*

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**Password requirements**

- A minimum of 8 characters
- Must have at least one uppercase letter
- Must have at least one lowercase letter
- Must have a number
- Must have any one of these special characters (#?!@\$%^&\*-.)

**NOTE:** Your email address will automatically populate. This email address will be used to sign into your ACHIEVE Family Portal account. If you need to change the email address used associated with your ACHIEVE Family Portal account, please contact your IFSP Service Coordinator or IEP facilitator or email [achievesupport@iowa.gov](mailto:achievesupport@iowa.gov) for assistance.

## Step 4

Review the **Terms and Conditions**. When finished, **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 IFSP Service Coordinator

Accept Terms & Conditions

## Step 5

Choose the type of access you want. 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. In addition, you 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.

If you change your mind, you can update your account access preferences in **Settings** of the ACHIEVE Family Portal.



## Settings

If you opt for interactive access, you will need to sign a Consent for Electronic Communication if you have not already done so. A member of your child's IEP team will assist you.

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, provide the same email address to each team. Using the same email address ensures all of your children's records connect to your ACHIEVE Family Portal account.



- ▶ The ACHIEVE system works best when using Google Chrome, Microsoft Edge, Mozilla Firefox, Safari, and, and can be used on computers, laptops, mobile devices, and tablets.
- ▶ Make sure you have enabled pop-ups in your internet browser you are using so you can print, download and few 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](#).

Scan for More  
Information

