

The following activities may help you learn about and explore features of the ACHIEVE Family Portal.

[ACHIEVE Family Portal Sign In Page](#)

[Quick Start Guide - Account Creation](#)

[User Guide](#)

Create ACHIEVE Family Portal Account	My Dashboard	Learner Dashboard Stepper	Documentation Stepper	IFSP/IEP Stepper <i>Options vary based on status of the learner</i>	Transition Stepper <i>If applicable based on learner's age</i>
<p>Confirm you receive an email with the subject "You're invited to join the ACHIEVE Family Portal".</p>	<p>Review Resources section in the left navigation pane. Ensure the links work as expected.</p>	<p>Review demographic information at the top of the Learner Management page.</p> <p><i>This section is expandable and collapsible.</i></p>	<p>Review Procedural Safeguards history by expanding the safeguards accordion.</p> <p><i>This section is expandable and collapsible.</i></p>	<p>Click on the <i>blue IFSP/IEP Document</i> button to view, print or download the current active plan.</p>	<p>Parents of IFSP learners approaching 3 years old, view the contents of the Early ACCESS <i>Transition Planning</i> section.</p>
<p>Create your account by successfully completing the registration process.</p>	<p>Open a Recent Document by selecting the linked document name. You may practice clearing an alert if you wish.</p>	<p>Review the Recent & Upcoming Meetings section. Open and download a meeting notice.</p>	<p>View a previously signed consent form in the Family Consent section. If you have a consent form to sign, consider signing it electronically if you have interactive access.</p>	<p>Explore other print options by selecting the <i>three dots icon</i> to the left of the IFSP/IEP.</p>	<p>Parents of IEP learners who are 14 years or older, view the contents of the <i>Postsecondary Summary</i>.</p>
<p>Log-in to your account by entering</p> <ul style="list-style-type: none"> • Username (email address) • Password <p>Confirm that you are prompted to enter a verification code.</p>	<p>Sort Recent Documents by column heading.</p> <p><i>Draft documents have the word "draft" in the title. Clearing alerts for draft documents will remove your access.</i></p>	<p>Parents of IEP learners may select the <i>Invite Learner to Portal</i> button. Confirm you can enter your child's email address and review terms and conditions. <i>(Select Cancel if you do not wish to invite your child to create an ACHIEVE Family Portal account.)</i></p>	<p>Review documents in the Documents section (e.g., Prior Written Notices, Meeting Notices, etc.).</p>	<p>Parents of IFSP Learners: Review and download a Family Intervention Plan.</p> <p>View Summary of IFSP Outcomes of Services.</p> <p>Explore the Monitoring for Progress section to view data.</p>	

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<p>Confirm that you receive an email with a 6-digit verification code. Enter this verification code to complete the log-in process.</p>	<p>If a consent has recently been requested by your IFSP/IEP team, it will appear as a clickable link in the Consents to Review and Sign section.</p>	<p>Explore the Data History page by clicking the button at the top right of the screen in the gold banner.</p>	<p>Download or print a document from the Documents section.</p>	<p>Parents of IEP Learners: Confirm that selecting the blue Print Goals Progress Report button creates a PDF document with recent progress monitoring data.</p> <p>Explore the Monitoring for Progress section to view data.</p>	
<p>Once logged in, select the black arrow next to your name at the top right of the page. Select Settings to review current access preferences. Account access type and the email address associated with your account can be updated here.</p>	<p>Click on your child's name to access the Learner Management page. Confirm you are redirected to a new page with learner specific information.</p>		<p>Practice using filtering options in the Documents section.</p>		
<p>Return to your account dashboard by selecting <i>My Dashboard</i> from the left navigation menu.</p>	<p>Scroll (backwards or forwards) through months on the Calendar to view event details. Confirm you can see upcoming IFSP/IEP due date and scheduled meetings.</p>				