

Invite Families to the ACHIEVE Family Portal

Service Coordinators and IEP Facilitators can individually resend email invitations to create an ACHIEVE Family Portal account to eligible parents and learners. The *Invite to Portal* button is available in the Family Contact Table when the following criteria are met:

1. Learner has an approved **Consent** to Receive Early ACCESS or Special Education & Related Services.
2. Family member has been **validated** as an approved IDEA Parent relationship type on the Family Contact stepper.
3. Family member has a **valid email address** stored in their Family Contact details. (Please refrain from using school district, AEA, and/or State of Iowa email addresses when validating family contact information. Each agency's security settings may prevent ACHIEVE messages from being delivered.)

Depending on the size of the screen, the *Invite to Portal* button may not be easy to find. In the example below, Lynda's family contact information has been validated, an email address has been added, the learner has an approved consent and a prior invitation was sent on 4/30. However, the *Invite to Portal* button does not appear to be displayed on the screen.

Family Contact Information							
Actions	Name	Email	Phones	Relationship	Validated	Portal Sta	
  	Anthony		(515)	Parent (Biological or Adoptive)	☒		
  	Lynda	@gmail.com	(515)	Parent (Biological or Adoptive)	☒	Inited 4/30/202	
Items: 1 – 2 of 2							

To view the button, scroll to the right using the scroll bar at the bottom of the Family Contact table. (Notice, Anthony does not have an email address saved in ACHIEVE, so the *Invite to Portal* button is not available.)

Family Contact Information							
Actions	Name	Email	Phones	Relationship	Validated	Portal Status	Family Portal Username
  	Anthony		(515)	Parent (Biological or Adoptive)	☒		
  	Lynda	@gmail.com	(515)	Parent (Biological or Adoptive)	☒	Inited 4/30/2025	Invite To Portal
Items: 1 – 2 of 2							

Once family members have actively created an account, their email address will appear in the **Family Portal Username** column and the *Invite to Portal* button will no longer be available.

Questions may be directed to the ACHIEVE Family Portal Support Team at achievesupport@iowa.gov.