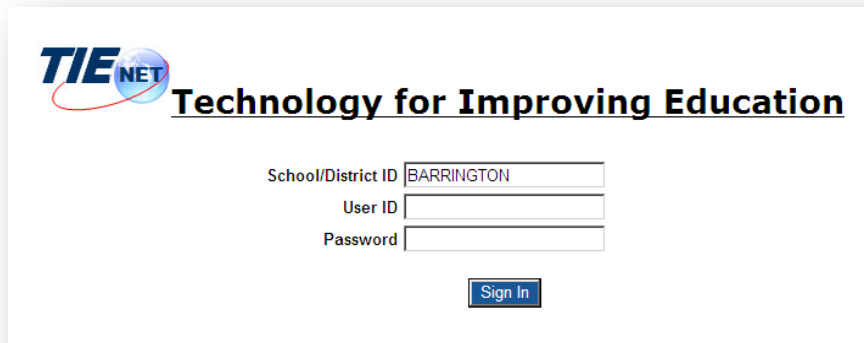


# TIENET Quick Reference Guide for Faculty

## Login Screen and Initial Password Change

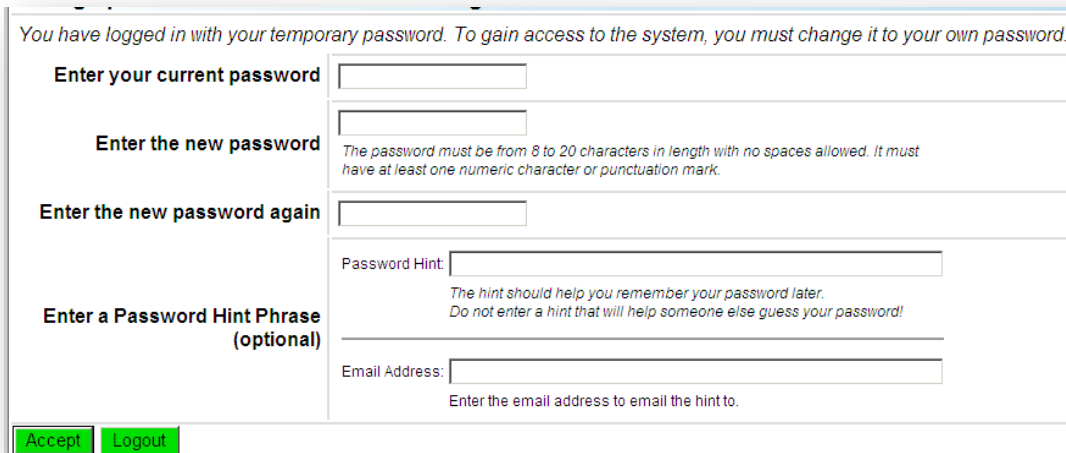


The login screen features the TIENET logo (Technology for Improving Education) at the top left. Below the logo are three input fields: 'School/District ID' with the value 'BARRINGTON', 'User ID', and 'Password'. A blue 'Sign In' button is positioned below the input fields.

**IMPORTANT:** Both IDs must be entered in **ALL CAPITAL LETTERS**.

School/District ID:	<b>BARRINGTON</b>
User ID:	<b>U</b> and <b>YOURBPSUSERNAME</b> (example: John Smith would be <b>USMITHJ</b> )
Password:	<i>contact technology specialist or intervention coordinator</i>

\*This is your temporary password, but you will be prompted to change it during your first login (below)



The password change screen displays the following instructions and fields:

You have logged in with your temporary password. To gain access to the system, you must change it to your own password.

**Enter your current password**

**Enter the new password**   
The password must be from 8 to 20 characters in length with no spaces allowed. It must have at least one numeric character or punctuation mark.

**Enter the new password again**

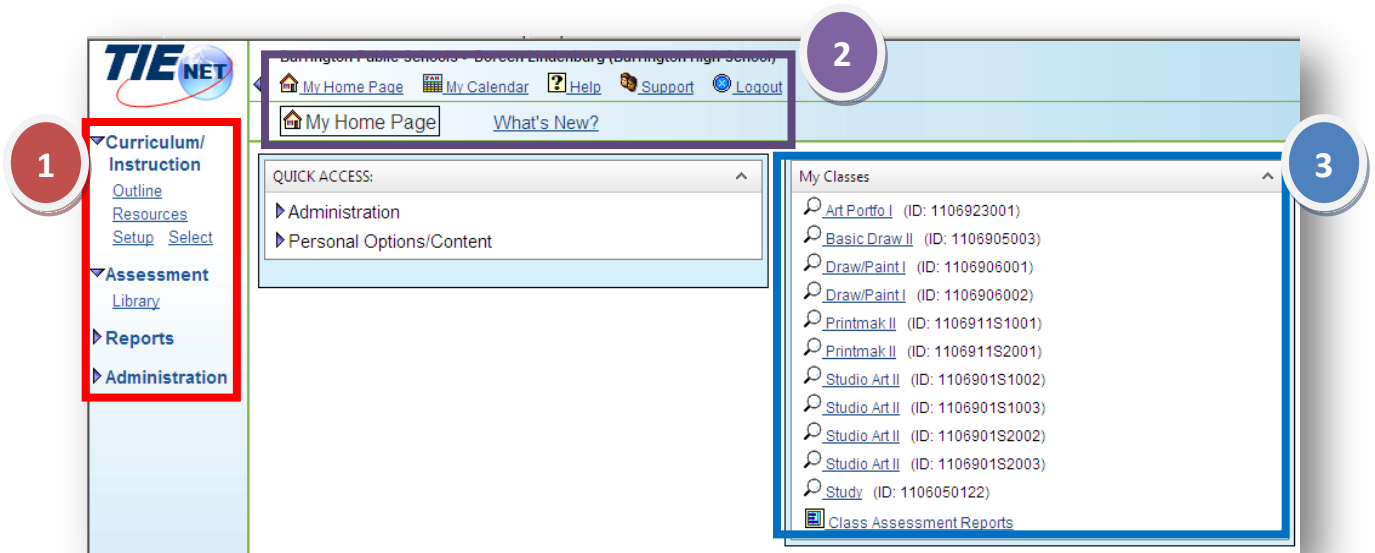
**Enter a Password Hint Phrase (optional)**  
Password Hint:   
The hint should help you remember your password later. Do not enter a hint that will help someone else guess your password!

Email Address:   
Enter the email address to email the hint to.

Buttons: **Accept** **Logout**



## Home Screen and Menus



### 1. Navigation Sidebar

Use the menu in the blue sidebar to access the various options of the system. Curriculum/Instruction includes copies of GSE standards (**Outline**) and the completed BPS curriculum maps (**Resources**).

### 2. Menu Bar (and sub-menu bars)

The main navigation tool for moving back-and-forth through documents. When a new section or document opens, a series of options will be presented for navigating within these areas. The main components include:

**My Home Page:** Directs you back your home screen.

**Send Message:** Sends an internal message to other users, such as the case manager, faculty, or administration.

**My Calendar:** Access your TIENet calendar, that can remind you of deadlines for intervention updates.

**Help:** Provides searchable online user guides.

**Support:** Send a request for user support (see BHS Technology Specialist instead).

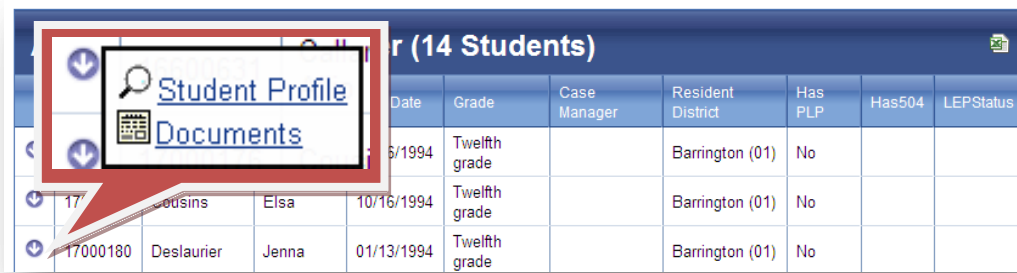
**Logout:** Ends your session and should always be the last step before closing the web browser.

### 3. Task Panel

Labeled by task, these panels help to jump you directly to information or reports. The most common is **My Classes** that includes your courses and rosters. By clicking on a class name, you can see the roster as well as data on the type of intervention plans a student may have (see below)

Art Portfo I Student Roster (14 Students)										
ID	Last Name	First Name	Birth Date	Grade	Case Manager	Resident District	Has PLP	Has504	LEPStatus	
16600631	Callanan-Allio	Gates	08/16/1994	Twelfth grade		Barrington (01)	No			
17000176	Cousins	Elsa	10/16/1994	Twelfth grade		Barrington (01)	No			

## Accessing Intervention Documents



1. Select a class roster from your **My Classes** panel on the home screen.
2. To the left of the student's name, click on blue-and-white down arrow icon for a pop-up menu (see above)
3. Select the **Documents** link from the pop-up menu.
4. A list of the intervention documents will appear in reverse chronological order (see below). Click on the magnifying glass icon to open the document.

Documents for John Kachlik (31044779)				
Create New Document: <input type="text"/> <input type="button" value="Go"/>				
Documents for 2009/10	Status	Creation Date	Modification Date	Meeting
<b>Individualized Education Program</b>				
<a href="#">Individualized Education Program</a>	Draft	01/10/10 Sun 10:30 AM	04/02/10 Fri 11:39 AM	---
<b>Eligibility Determination</b>				
<a href="#">Eligibility Determination</a>	Final	12/01/09 Tue 10:30 AM	12/20/09 Sun 11:39 AM	---
<b>Full Individual Evaluation</b>				
<a href="#">Full Individual Evaluation</a>	Final	10/25/09 Sun 10:30 AM	11/25/09 Wed 11:39 AM	<a href="#">FIE Meeting</a>
<b>Referral</b>				
<a href="#">Referral</a>	Final	10/02/09 Fri 10:30 AM	10/20/09 Tue 11:39 AM	<a href="#">Meeting Name</a>
<b>Intervention Documents</b>				
<a href="#">Intervention Plan</a>	Final	09/01/09 Tue 10:30 AM	10/01/09 Thu 11:39 AM	---

5. Using the sub-Menu Bar that appears near the top of the screen, locate the **Select:** section with the blue-and-white down area icon. This includes the sections of the intervention document that you will review for accommodations and modifications. The recommended section for classroom teachers are:

**IEP:** Supplementary Aids and Services

**PLP/ELL:** Information Documenting Needs (Differentiated Instruction section).