

INSTRUCTIONS TO JOIN LEARNING CONNECTION COMMUNITIES

NOTE: Your e-mail address must be current and not from a previous school corporation or your acceptance may be declined.

1. You will need your username and password to log in to Learning Connection. If you have never been a member of Learning Connection you will need to click the register button (www.learningconnection.doe.in.gov/login.aspx)
2. Once you have logged in click on the Contacts & Communities tab
3. Click on My communities
4. On the next screen click on Find a Community (very right side of screen)
5. On the next screen choose School/Corp
6. Type in the first few letters of the needed school (if you type in too many letters the program may not retrieve the correct school (less is more) If joining North Judson-San Pierre Jr/Sr HS, type in N Judson.
7. Click on Join community next to the schools for which you need access to special ed students. Also request to join the Corporation community. Do not request to join all buildings if you do not require access.
 - Complete the attached "Request for IEP Rights Through Learning Connection" form.
 - Scan and e-mail this request to the LC Administrator and IIEP District Administrator (e-mail addresses located at the bottom of the IEP Rights form).
 - You will receive an e-mail from the District Administrator once your user type has been assigned.
 - After two full days check by logging into Learning Connection. Once logged in click on the apps tab located in the blue bar near top of screen. The schools for which you have requested access should appear (i.e. Indiana IEP Argos Community Schools)
 - Click on a school to access their IIEP program.

TROUBLE SHOOTING TIPS:

School IIEP programs do not appear when clicking apps: E-mail school's LC Administrator again-make sure they granted you IEP rights/permission
IIEP programs appear under apps but menu bar in IIEP does not appear (cannot search for students): E-mail school's IIEP District Admin.