

## GETTING STARTED IN SIRAS

1. When you first log in to SIRAS, go under **Tools** to **My Account** and enter your email address and phone number. Then click on Update User. That way the information will print when needed on various forms.
2. While you are on this screen you can see all of your students. It's a good idea to verify that list and let your CASEMIS staff person know if you are missing any students or if you have any students listed who are not on your caseload. If you are both case manager and a service provider, make sure you are listed twice for those students, once as the case manager and again as the service provider (e.g. special education teacher, speech language specialist, or other related service provider) in the student's record.
3. Click on the picture of a group of students on the Home page. (This is the Choose Student button.) Select the first student on your list and then go under **Student Info** to **Student Profile**. Then select the first tab which is labeled Personal. Click through all the tabs to view and verify basic information about your students stored in CASEMIS. Some fields are locked, but many of them are available for you to use. Be sure the students coded as EL under Demographics are correct; otherwise you will get ELD pages and information on your IEP that you do not want. Remember that the Medical tab is a good place to enter hearing and vision test results when you get them. That way they will already be entered on your Present Levels page when you open it, and you won't have to worry about looking it up when you are developing your IEP.

## SIRAS REMINDER NOTES

1. For security reasons, SIRAS may time you out even if you are actively working on an IEP form. **It is strongly suggested that if you are working on Present Levels or Meeting Notes, or any other page that is taking a long time, you "Save" every 15-20 minutes** to avoid timing out of the program.
2. **Never** walk away from your computer with an IEP page open. There is a definite possibility that you could be gone long enough to time out of the program or have a disruption in your internet service and lose your work.
3. **Never hit "Cancel" unless you really want any changes you made to disappear.**
5. **Never** hit the back button in SIRAS; instead use the "Return to" button to the right of the SIRAS icon in the upper left corner of the screen.
6. **Always** log out of the program. **Do not** just "close" it using the red **X** at the top right corner. Click on the words "log out" in black just to the right of your name which is in red on the right side of the screen.

