GETTING STARTED IN SIRAS PRODUCTION

1. When you first log in to the production version of 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 an SLP, be sure you are listed as <u>both</u> case manager and SLP on your unduplicated students.

3. Click on the 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** (select the first tab-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. SIRAS is written in java script, the latest web-based technology, but like any program, it has its limitations. The biggest concern with java is that **it will time you out of the program if you are idle for too long**. You may have had this experience on other websites. If you have logged into the website for your bank or credit card company or any other secure server, you may have noticed that even though your statement was on your screen and you could manipulate it, when you went to click on some other feature on the site you got a message saying "for security reasons your session has been terminated". Actually it was terminated because you exceeded the amount of time set in the java script on that website.

Java script sees you as inactive if you are working on a PDF form because you are not interacting with the java script program during this time. **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 need to "Send to SIRAS" every so often** to avoid timing out of the program. We have set the production server for an hour, but you could be timed out prior to that time if there is a disruption in service (e.g. you lose your internet connection).

2. **Never** walk away from your computer with a PDF form open. There is a definite possibility that you could be gone a long enough to time out of the program or have a disruption in your internet service and lose your work.

3. **Never hit "Cancel" or "Undo" unless you really want any changes you made to disappear**.

4. Once you submit a page to SIRAS you need to **"accept" or "cancel" the changes** before you proceed to the next page.

5. **Never** hit the back button in SIRAS or any database program.

6. **Always** log out of the program. **Do not** just "close" it using the red **X** at the top right corner.