

Procedure to enter monitoring information

Step 1: Go to the Arkansas Special Education website and click on *MySped Resource*

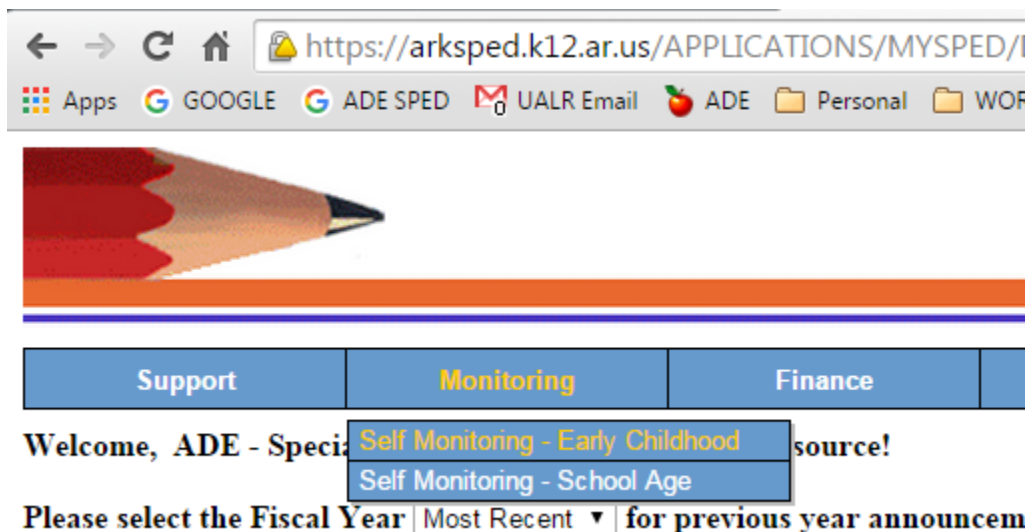
<https://arksped.k12.ar.us/>



Step 2: Login to MySped Resource with your LEA account information

A screenshot of the MySped Resource login page. The browser's address bar shows 'https://arksped.k12.ar.us/APPLICATIONS/MYSPED/SignIn.aspx'. The toolbar includes icons for Apps, Google, ADE SPED, UALR Email, ADE, and folders for Personal, WORK, and TDL. The page features a large red pencil graphic on the left and the word 'SPECIAL' in large blue letters on the right. Below the graphics, the text 'Welcome to MySped Resource' is displayed. The login form consists of two input fields: 'User ID:' with the value '9999' and 'Password:' with four dots. A 'Sign In' button is located below the password field.

Step 3: Select the application (School Age / Early Childhood) under the Monitoring top menu in MySped



Step 4: Click on Edit icon next to each student's name and enter information in the following four fields

- Exit Code
- Temporary Student
- Specialized Transportation
- Surrogate Parent

SCREEN: **Self-Monitoring - Early Childhood**

LEA: 9999 ADE - Special Education Unit


MESSAGE:

Primary Disability:

Federal Placement:

Selected for Review:

Notice for Conference:

	<u>First Name</u>	<u>Last Name</u>	<u>Date of Birth</u>	<u>Exit Code</u>	<u>Temporary Student</u>	<u>Specialized Transportation</u>	<u>Surrogate Parent</u>
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  Click the Save or Cancel icons to save or cancel the operation.

Step 4: Once you have submitted information on all the students for your LEA and notified the SPED unit, SPED staff will login and mark the students for ***Review*** and/or ***Notice of Conference***

Step 5: Login to MySped and provide required information on the marked students.