

Set up System Listing in IWAS for CTE Program of Study Approval

You will need to be assigned an administrative account, if yours is not currently approved on that level. It may be necessary for the superintendent or business manager to “delegate sign-up approval” under “Preferences.) *Please see the image on the last page.*

ISBE’s directions:

To receive state or federal career and technical education (CTE) funding for FY21 and beyond, all local funding recipients must complete a Comprehensive Local Needs Assessment (CLNA) REQUIRED by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). In Illinois, secondary local recipients of state and federal CTE funding are Education for Employment (EFE) Systems who are governed by and provide funding and support to approved secondary school and area career center CTE programs.

In preparation for the REQUIRED CLNA, the Illinois State Board of Education (ISBE) needs to ensure that only approved secondary CTE programs are being pulled into the IWAS CLNA system. For this to occur, the following must be completed from November 1-30, 2019:

- ALL secondary schools and area career centers (ACC) will be given access to the IWAS CTE Program of Study Approval system.
- Each school and ACC will verify that the EFE-assigned CTE Classification of Instructional Programs (CIPs) and their respective State Courses pulled from the Illinois State Course System (ISCS) are correct for their school/ACC for the current school year by marking yes or no.
- If they are incorrect, the EFE System will be notified to communicate with the school or ACC to make any allowable corrections based on current state CTE program approval criteria.
- If they are correct, ISBE will be notified, the system locked for changes, and the data will be utilized for the CLNA that will start January 1, 2020.
- Additional guidance/training with system screen shots will be forthcoming no later than the week of October 28, 2019.

IWAS CTE Program of Study Approval System Access:

- The following will automatically have access to this system starting November 1, 2020 2019:
 - EFE System Directors
 - District and School Administrative Agent
 - Area Career Center Directors
- If someone else in your school/career center needs access to this system, they need to do the following as soon as possible on November 1st or shortly thereafter:
 - Log-in to their IWAS account;
 - Click on “System Listing” on the left hand side of the screen;

- For existing users, click on “Want to Signup for Other Systems?” on the bottom right hand side of the screen (for new users, go to the next step);
- Find “CTE Program of Study Approval” system under the category Reporting – Annual and click on the “Sign Up Now” button next to it;
- Complete the necessary information, including justification for access; and
- Click “Submit.”
- Next, the School Administrative Agent and the Area Career Center Director needs to:
 - Login-in to their IWAS account;
 - Approve the other staff member for the IWAS CTE Program of Study Approval system;
 - Administrator clicks on “Preferences” on the left hand side of the screen;
 - Administrator clicks on “Delegate Signup Approval;” and
 - Delegates the authority of the IWAS CTE Program of Study Approval system to the other staff member.

Please see the two images on the next two pages, which are highlighted to indicate how to locate and sign up for the IWAS CTE Program of Study Approval System; particularly note the second image which shows how to delegate authority.

Check to see who the official IWAS administrator is for your RCDT. A department chair (or IT person) will need to sign up for the system unless the superintendent wants to handle this. The district business manager will approve the signup and will grant access to the system as a Business Manager. So, both the CTE department chair and/or the IT person can have the Business Manager role in this system.

Login: WMEHAFFY

My Systems

- Home
- System Listing**
- Pending Sign Ups
- Pending Documents
- Change Password
- Search
- Log Out

[WAS Training Video](#)

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree

Authorization

| Categories | System Name | Info | Calendar | Profile | Authorization |
|---------------|--|------|----------|---------|-------------------|
| Grants | | | | | |
| Active Grants | | | | | |
| | Career & Technical Ed Improvement (CTEI) | | | | Under Maintenance |
| | Career & Technical Ed. - Student Organizations | | | | Under Maintenance |
| | CTE - Perkins Secondary | | | | Under Maintenance |
| | FY20 Organizational Risk Assessment | | | | Under Maintenance |
| | Regional Safe School Cooperative Education Program | | | | Under Maintenance |
| Reporting | | | | | |
| | Entity Profile System | | | | Disapproved |
| | Grant Periodic Reporting System | | | | Under Maintenance |
| Annual | | | | | |
| | Career and Technical Education (CTE) Reports | | | | Authorized |
| | Illinois State Course System (ISCS) | | | | Authorized |
| ISBE Internal | | | | | |
| Web | | | | | |
| | Entity Profile System (Internal) | | | | Authorized |
| Educators | | | | | |
| | ELIS for Administrators | | | | Authorized |

Legend: : System Description - Detailed : Due Dates : Profile

[Want to Signup for Other Systems?](#)



Illinois State Board of Education

Darren Reisberg, Chairman

Dr. Carmen I. Ayala, State Superintendent of Education

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Preferences :

- [Approval Settings](#)
- [Email Settings](#)
- [Delegate Signup Approval](#)

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