PH/LD Student Registration

This video covers the PH/LD Student registration process in the ICAM online ordering system.

You will be registering only those students who have a documented print disability.

Please be sure you have the CCC forms, which contain all the information you need to create a student account. You will enter data into all required fields. After you have created the account, attach the CCC forms to the IEP.

Log in using your secure **User name** and **Password.**

Click **New PH/LD Student**

Review the statement and click **I Agree** to continue

*School Corporation- drop-down menu will include all corporations associated with the teacher's login

*Student Number (STN)

*Student Name: First, Last, Middle name not required

*Date of Birth (DOB): use appropriate format as shown

*Gender: choose from drop-down menu

*Grade Level: choose from drop-down menu

*Does student have IEP? Only by checking **Yes** will you be allowed to proceed

*Date of current IEP? Use appropriate format to enter date; must be **within the last 12 months**

*Disability Info: must choose one

*Competent Authority confirmation: must check **Yes** in order to proceed

*Specific Formats info: must check **Yes** in order to proceed. This means the CCC has determined which specialized formats are appropriate for this student, and those have been clearly documented in the appropriate section of the IEP. You will indicate these in the next section.

*Specify Format #1: choose from drop-down

*Specify Format #2: choose from drop-down

You may need to provide additional notes to the ICAM staff-see **Notes Field Help**

*You must certify that the information you have entered is accurate and fully documented as described. You must click **I Agree** in order to continue.

Next you will be able to confirm data for the student you have just entered. If all data is correct, **Submit**, then return **Home**.

When a Teacher enters a student, that student must be approved by the DRM. If a DRM enters a student it is approved automatically.

DRMs will need to login and click Approve Students. Review student data and then approve the student.

Now I am logged in as a DRM and I need to click Approve Students.

I can review that student information, by clicking View

After reviewing the information.

Click Go Back.

The approval dropdown shows that the student is awaiting DRM. Since I have reviewed that student I can click approve and click submit.