

## **Assigning Yourself as the Section 504 Case Manager**

### **PREPARATION FOR SCHOOL 504 COORDINATOR**

- ☐ 504 Coordinator confirms with Central Office (296-5885) they are the 504 Coordinator in EasyIEP.
- ☐ Username and Password have been secured.

### **ASSIGNING YOURSELF CASE MANAGER**

- ☐ 504 Coordinator accesses EasyIEP, and goes to "WIZARDS".
- ☐ Click "CASELOAD SETUP WIZARD"
- ☐ Click "ADD MORE STUDENTS TO CASELOAD"
- ☐ Search for the student(s) to add to your caseload.
- ☐ When the search results display the student(s) click the checkbox in the "CASE MANAGER" column.
- ☐ Click "Add Students to Caseload" button to add the students to your caseload.