

VI Student Registration

This video covers the VI Student registration process in the ICAM online ordering system.

You will be registering only those students who have a documented Vision Impairment.

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 VI Student**

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

Fill in the following fields:

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

***Type of Educational Facility**: choose from drop-down

***Student Number (STN)**

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

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

***Gender**: choose from drop-down menu

***Grade Level**: choose from drop-down menu

***Primary Language of the student**: choose from dropdown; see **Help** if student is non-verbal

***Which type of written plan info**: choose from drop-down

***Date of current Written Plan**: Use appropriate format; **must be within the last 12 months**

***The need for specialized formats info**: must check **Yes** to proceed

***Primary Reading Medium**: choose from drop-down

***Secondary Reading Medium**: choose from drop-down

***Other Reading Medium**: choose from drop-down. Note that Reading Mediums cannot be duplicated.

***Current Eye Medical Date**: use appropriate format

***Most recent Acuties**: Right and Left eyes

Peripheral Field: for restricted visual field of 20 degrees or less

If you wish, you may provide additional **notes to the ICAM staff**.

*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 new data for the student you have just entered. If all 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 going to click Approve Students. This is the student that Martha Hammond just entered. I can view that information, that student data. Click Go Back. The approval dropdown shows that it is awaiting DRM. Since I have reviewed that student I can click approve and click submit.