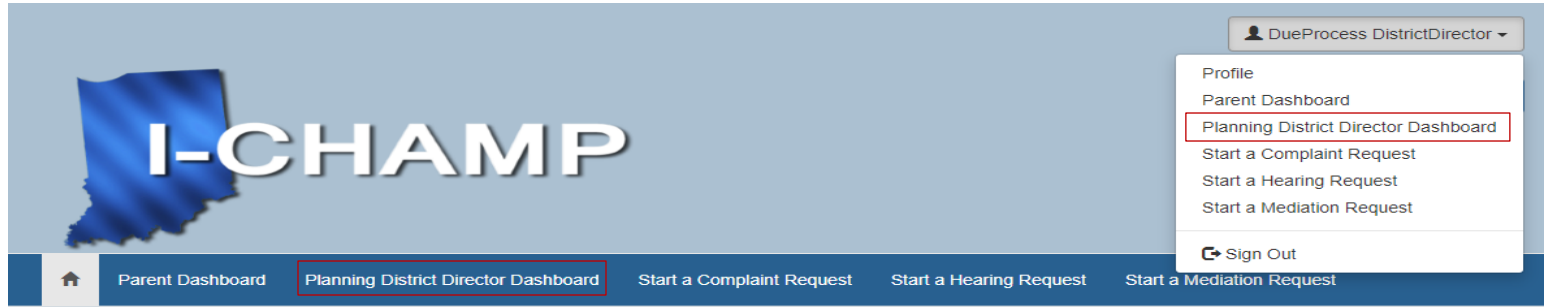


How to Enter Resolution Data (for Planning District Directors/Local Directors):

1. After logging into the **I-CHAMP** portal, click **Dashboard** on the menu bar at the left or under the dropdown at the top right corner. **Note:** all **I-CHAMP** users have a Dashboard. Information displayed on the dashboard is specific to each user (i.e. Parents, Schools, Attorneys, IHOs and Mediators). The screenshot below displays links to the Planning District Director Dashboard. If you are a Local Director, look for the Local Director Dashboard to click.



2. The Dashboard shows the 10 most recent open records in each area. Click on the **Hearing Number** to open the record.

Name	Hearing Officer	School	Student
HR-005-2020	Iho-Mediator Training	ETG School Corp 1	ETG Student
HR-006-2020	Iho-Mediator Training1	ETG School Corp 1	ETG Student

3. On the **Hearing Details** page, click **Provide Resolution Meeting Details** on the right side.

4. On the **Resolution Details** page:

- Please complete the **Resolution Activity and Resolution Process** data fields.
- The questions change based on your responses.
- Click **Save and Return to Hearing Details** at the bottom of the page once you have completed the requested information regarding the resolution activity.

Note: Either the PDD or LD may complete the information. Attorneys no longer have access to answer these questions.