The Office of Special Education, Dispute Resolution Team has created the **I-CHAMP** portal. This portal introduces a fast and easy way to manage Complaints, Mediations, and Due Process Hearings involving your special education student.

Document Purpose:
This User Guide is intended to provide a quick help guide on how to view and upload documents in the **I-CHAMP** portal.
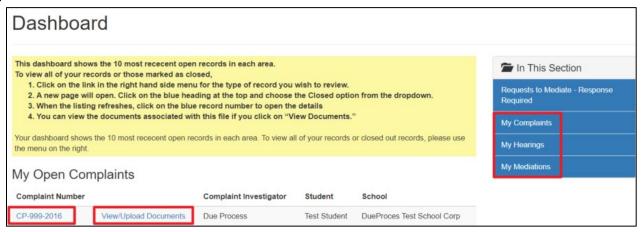

How to View/Upload Documents:

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).
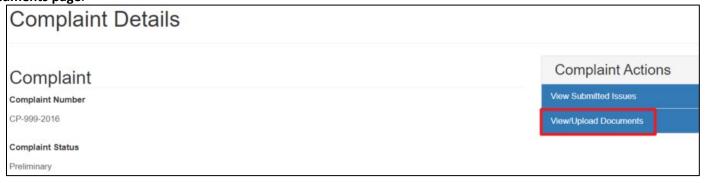
Note: parties can only upload documents in Complaints and Hearings. In Mediations, only the Mediator is allowed to upload documents.

2. The Dashboard shows the 10 most recent open records in each area (based on the user). To view all of your records for a given area, click the **link** on the right-hand side menu for the type of record you wish to review. A new page will open, displaying all records for the area (i.e., My Complaints, My Hearings, and My Mediations).

3. To open a specific record, click on the **Complaint Number** for the record you wish to review. You will be taken to the Complaint Details page.

- **Note:** you can click on **View/Upload Documents** to navigate directly to the **View/Upload Documents page** for a given record

4. On the **Complaint Details page**, click **View/Upload Documents** on the right-hand side to navigate to the **View/Upload Documents page**.

5. On the **View/Upload Documents page**, you can view previously uploaded documents by clicking the **dropdown arrow** on the right side and selecting **View Document**. A new window will open. Click the **link** to download the document.

6. Click **Add Document** to upload a document to the record.

7. Enter a **name** for the document. Please see note regarding using special characters in the document name. Click **Choose Files**, select the document to upload and click **Submit**.

- **Note**: be sure the file name does <u>not</u> contain any special characters [' " # & . -]
- **Note**: file type should be Word, PDF, jpeg or tif

View/Upload Documents

Complaint Number

CP-999-2016

Documents

Add Document

Name	Create...n ↑	
TEST	...2019 3:44 PM	⌄
Traci	6/7/2018 9:05 AM	
Appearance	6/5/2018 2:41 PM	
test	3/17/2018 9:28 AM	⌄

View Document

Add Document

General

Document *

Test Document Name

Please select a file. Make sure that the file name does not contain any special characters [' " & # . -] *

Choose Files   No file chosen

Submit

View Document

General

Document

Request

Name ↑	Modified
📄 Label 5160.docx (18 KB)	2/26/2020 9:56 AM

Close