

eSped

How to Archive Reports

1. Enter eSped website: www.esped.com
2. Click "Member Login"
3. Type in "Username"
4. Type in "Password"
5. Click on "log in" or press "enter key"
6. On Applications Screen click on "ARD Forms"
7. Click on selected student
8. Click on FERPA reason: "I am writing this student's IEP"
9. Click on "Reports" button on tool bar
10. On "Select Screen" click on "Print Bundled Report" or "Print Individual Reports" (# 1)
11. Highlight report to be archived
12. Click "Create"
13. "Prepared Reports List" window appears with the word "New" or "Working" in red.
14. Click "Refresh"
15. Click "View" to the left of the student name to review report
16. Close window
17. Click on "Select Screen" arrow for drop menu
18. Highlight and click on "Archive Prepared Reports"
19. Click on "Type of Archive" arrow for drop menu
20. Scroll and click on selection
21. Input information in boxes for "Job Name", "Report Name", "Print Date" and in "Comments" box (comments optional)
22. Click on "Archive" to the left of student name
23. Selected student should disappear from list;
24. Click on "Select Screen" arrow for drop menu
25. Highlight and click on "View Archived Documents" to verify document was archived
26. **Can only archive one report at a time. If a bundle was picked, all the reports in the bundle will archive at once.**