

Roster Management Instructions

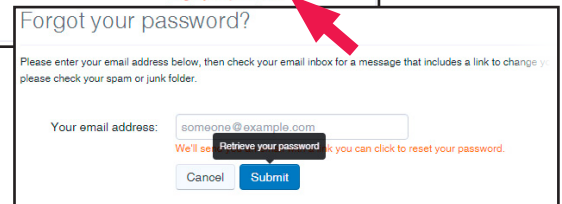
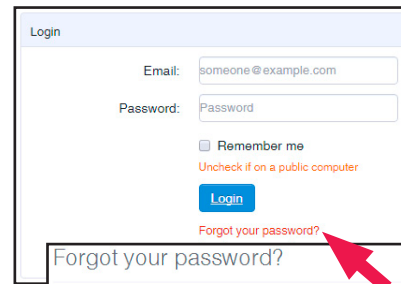
You will need the email address that you regularly use to transact with IASB. If your email address is not on file with IASB, or if you don't know the email address, please contact IASB for further assistance. **Please do not create a new account.**

Here are the four steps we need you to complete:

1. Go to www.iasb.com. Click on the “My Account” button on the top left navigation bar.



2. Enter your email address and select “Forgot your password?” Follow prompts to reset the password.



3. Review and verify or change your district’s existing records. Ensure that all current board members, administrators, and anyone else on staff who accesses PRESS policy services are listed by their current email address.

To access your roster, please click on “**districts you manage**” and then the district name

4. Verify all district information is correct, including website address.

Name	ID	Position	Original Start Date	Term End Date
Jack Byrd	204844	Superintendent	07/01/2015	
Peter Pauer	204847	Recording Secretary	04/01/2011	
Bo Prep	204848	Board President	04/01/1997	04/01/2017
Candella Charming	204849	Board Vice President	04/01/2005	04/01/2019
Pollyanna Whitton	204850	Board Secretary	04/01/1999	04/01/2017

That’s it! You will want to update this roster anytime board members or applicable personnel change. If you have any questions about the database system or have difficulty using it, please call 217/528-9688, ext. 1100. Should you get questions from your board members about email addresses and member ID numbers, please log in as yourself and check your district roster.