



SEAS 3.0 **ATTAIN** Administrator Training Session

01 ATTAIN User Login

- Basic Login Rules
- Email Confirmation

02 User Profile

- Setup a default LanchPad tab
- Setup a default program

03 Message Center

- Users with staff access available will be able to send and receive messages

04 Dashboard

- Adding and removing widgets
- Upcoming and overdue events
- Services, disabilities, and program status

05 LaunchPad

- Search, watch list, caseload, progress
- Event details, expanded view
- Adding new students
 - Nightly import
 - Manual entry
 - Student information overview
- +Program
 - Starter Events
- Packet Overview
 - Goal wizard
 - Service wizard

06 Admin Menu

- Users and user roles
 - District created user roles
 - User role permissions
- Staff and staff titles
- School districts
 - Schools
 - Total instructional minutes per week
 - School calendars
 - School groups
- Services
 - Service types
 - Service groups
 - Service delivery method
 - Service environments
 - Service locations
 - Service frequencies
 - Service agencies
 - Service staff titles
 - LRE placements

07 Goals & Progress

- Additional goal information
- Progress evaluation criteria
- Progress responsibility assignments
- Goal banks

08 Program Attributes

- Setup default data to auto fill forms



09 Disabilities

- Maintain and manage system disability options

10 Delay Reasons

- Setup delay reasons that are required for all missed timelines

11 Grade Levels

- Manage and maintain system grade levels

12 Races

- Manage and maintain system race options

13 Ethnicities

- Manage and maintain system ethnicity options

14 Extra Student Fields

- Add district specific data elements

15 Reports

- Creating admin, district, and user reports
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