



## Voluntary Home Access to the VCS IEP program

Voluntary home access to the VCS IEP application is via v-portal.  
Make sure your internet browser is Internet Explorer (IE).  
(Do not use Mozilla or Google Chrome)

The VCS IEP program is to be accessed using a personal computer, not a Mac or i-Pad.

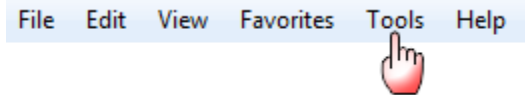
Make sure your internet settings are “refresh every time I visit the webpage” (p. 2-3)  
Delete your temporary internet files/cookies (p. 4-5)

Step by step directions for v-portal voluntary home access to the VCS IEP program are on p. 6-8

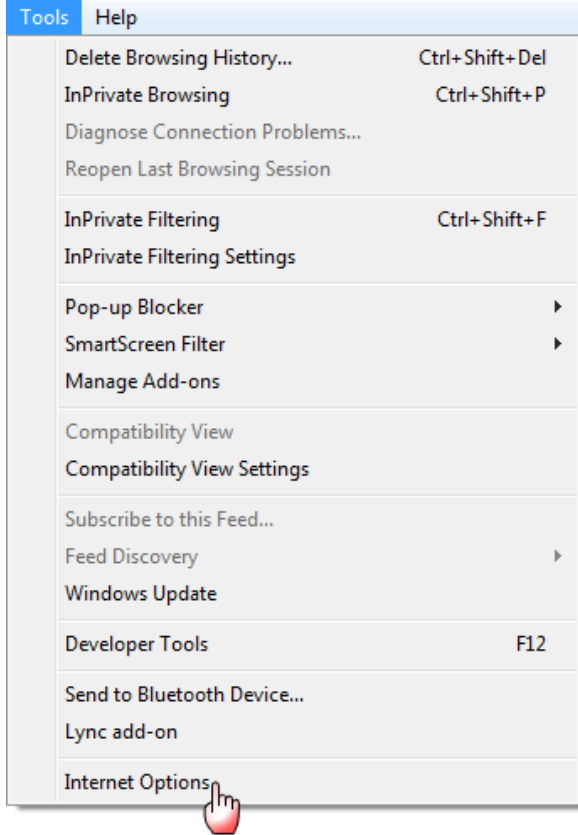
Setting your internet settings for refresh every time I visit the webpage

Open the VCS district homepage: <http://myvolusiaschools.org>

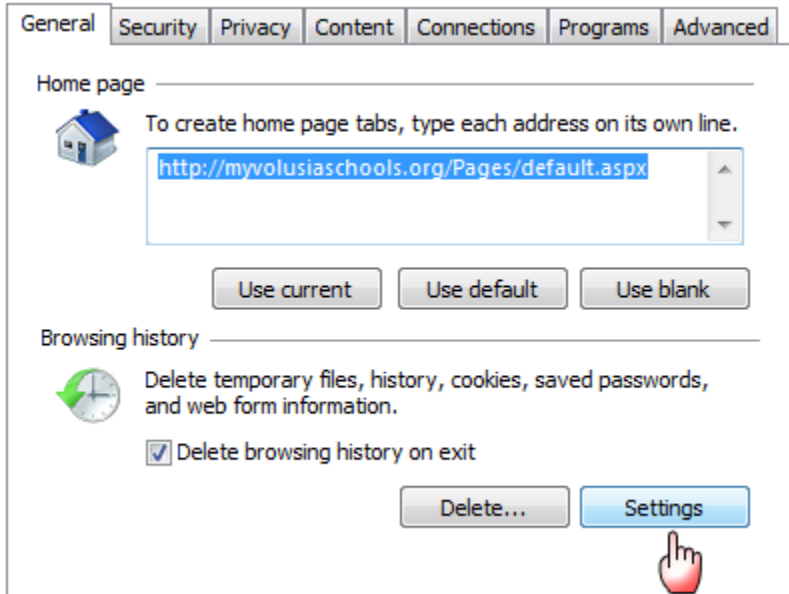
Click on: Tools



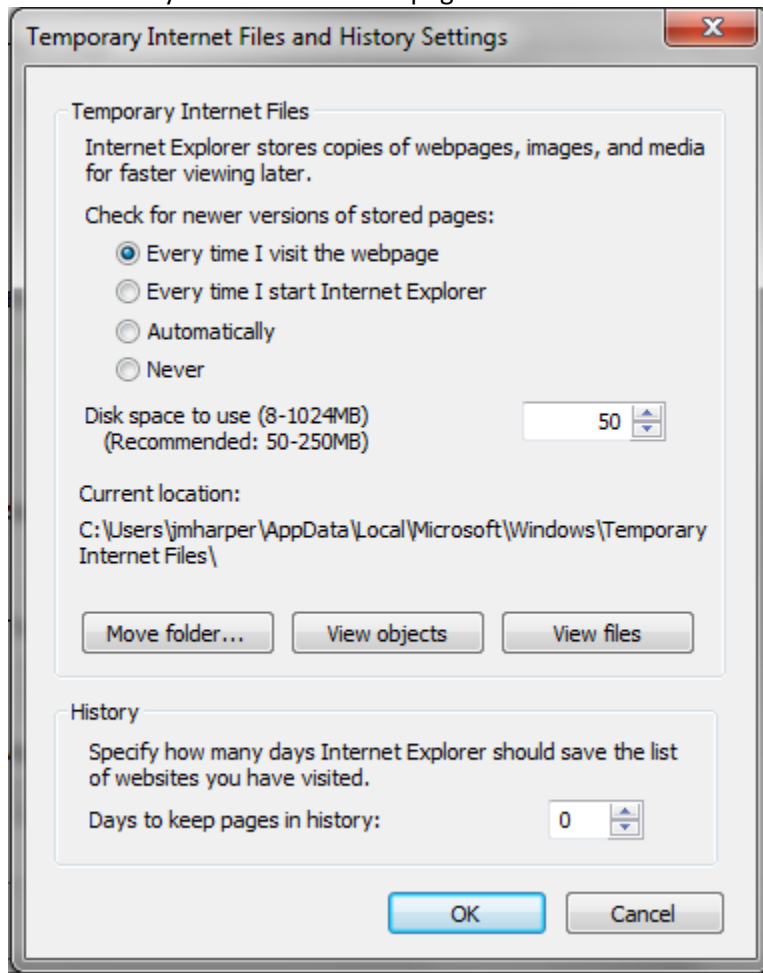
Click on: Internet Options




Click on: Settings



Click on: Every time I visit the webpage



Click: 

Click: 

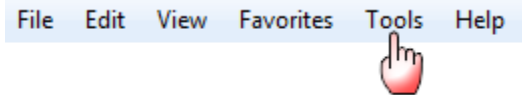
 out of the VCS district homepage

**Close** all windows and applications so only your desktop is showing.

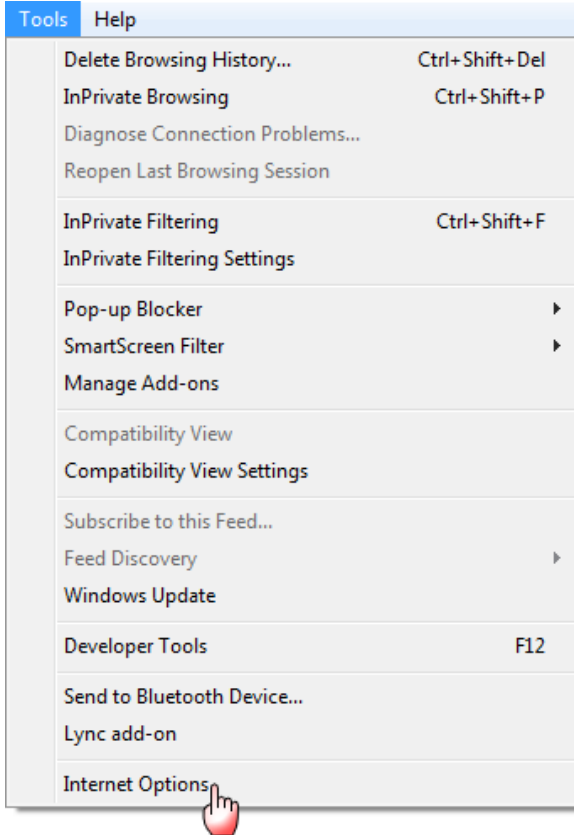
Deleting Temporary Internet Files and Cookies

Open the VCS district homepage: <http://myvolusiaschools.org>

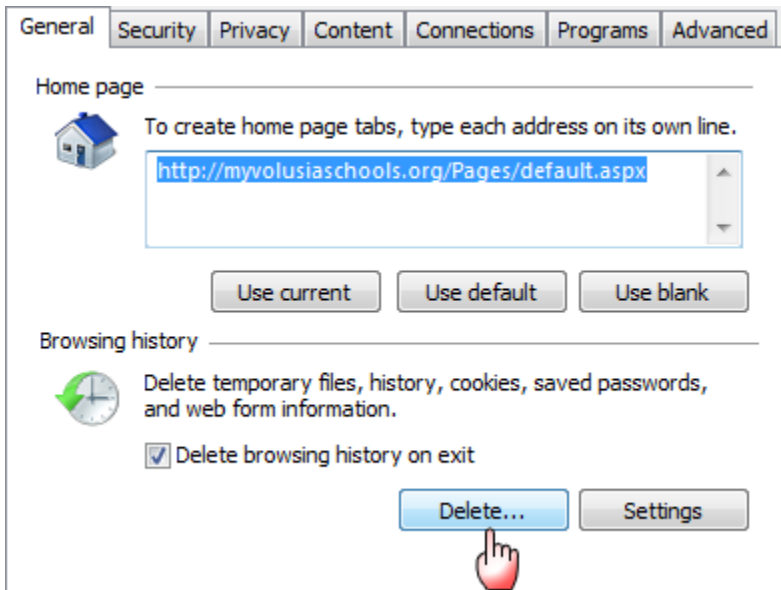
Click on: Tools



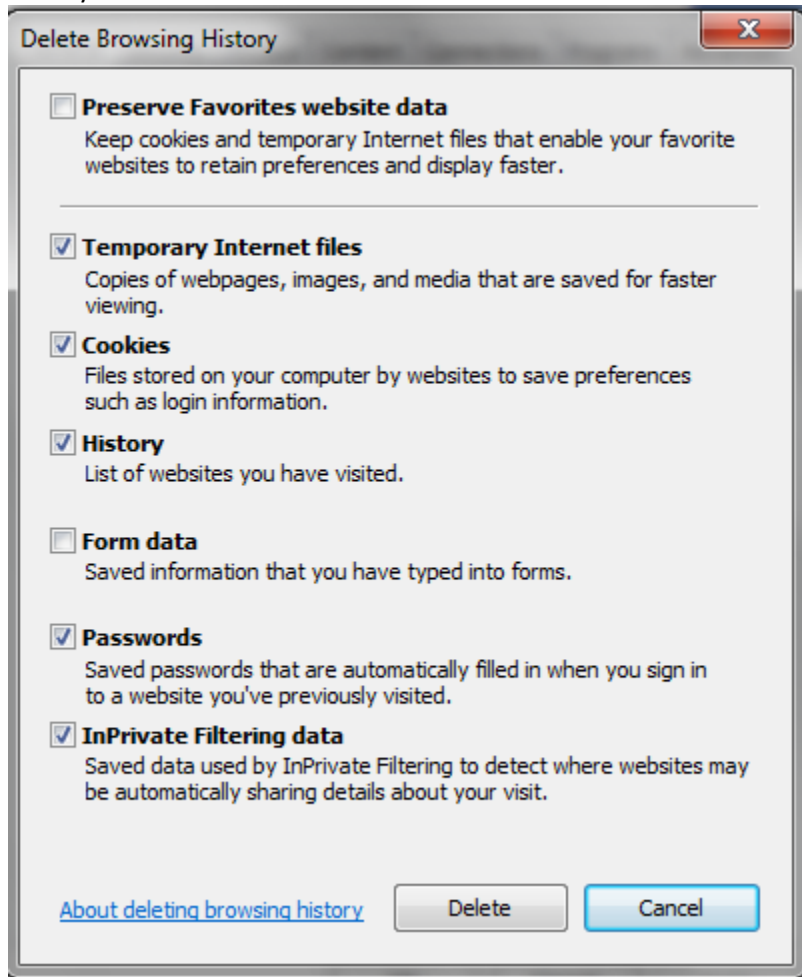
Click on: Internet Options



Click on: Delete



Make your screen match this then click: Delete



Click:

out of the VCS district homepage

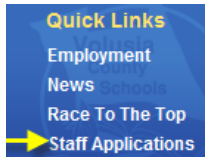
Close all windows and applications so only your desktop is showing.

**How to access the VCS IEP program via the V-Portal for voluntary home access  
(2-6-13)**

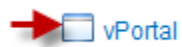
To voluntarily access the VCS IEP program from a non-VCS site, use V-portal.

Go to: <http://myvolusiaschools.org>

Scroll down to: Quick Links > Staff Applications



Click: v-portal



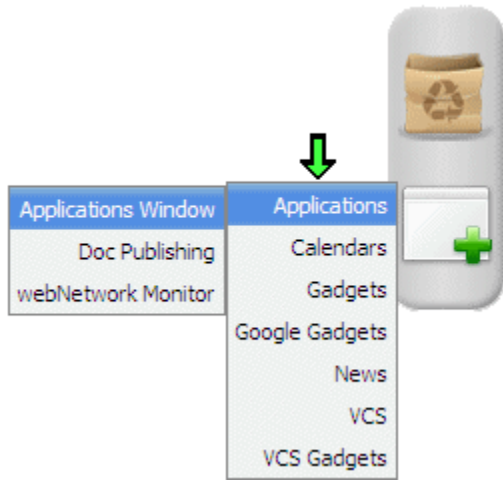
**Log in to V-Portal**



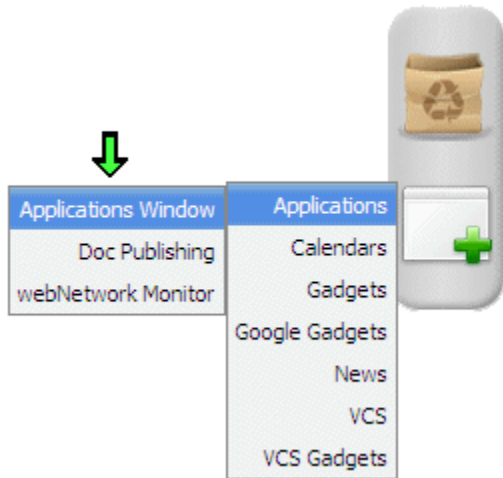
Click on the 



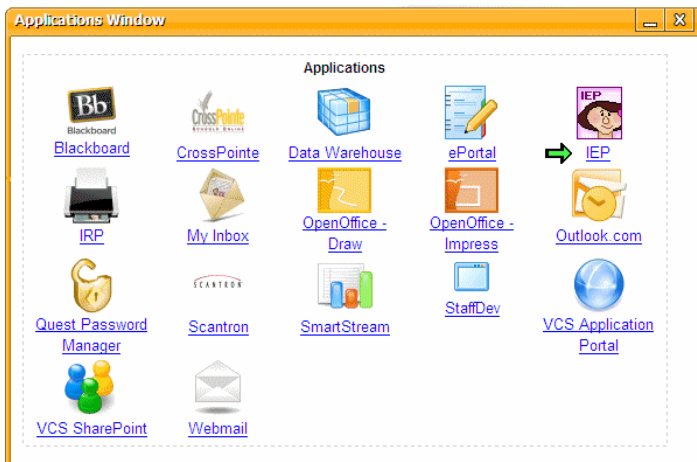
Slide to the left and point to: **Applications**



Slide to the left and select: **Applications Window**



You should see this window pop-up  
Click: IEP



You should see the VCS IEP program screen.

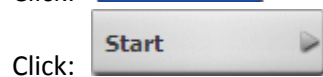


- [» Service Tracking](#)
- [» IEP \(Individual Educational Plan\)](#)
- [» EP \(Educational Plan\)](#)

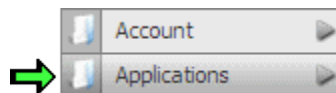
[» Logout](#)

**If the applications window does not appear...**

Go to the bottom left corner of your screen



Slide right and up to: Applications



Click: IEP

