


PRESS

Policy Reference Education Subscription Service

Online Information and Instructions

Please follow these easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on **MY ACCOUNT**.
2. Log in using your email address and password:
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed as an authorized user on the district roster.
 - If you continue to have difficulty, please contact lcala@iasb.com.
3. Under *My Account Links*, click on **PRESS Login**.
4. The **IASB Policy Website User Agreement** page appears. You must accept the terms to proceed.
5. The **PRESS** homepage welcomes you with two window panes:
 - The right window describes navigation, and gives important policy notices.
 - The left window lists:
 - **PRESS ISSUES**, which are published periodically and are used to update your board policy and administrative procedures manuals.
 - **IASB POLICY REFERENCE MANUAL**, which is an encyclopedia of current sample policies, administrative procedures and exhibits legally referenced and footnoted.
6. To locate a specific area quickly, select either the *Search* tab or *Contents* tab located in the left window titled **Table of Contents**. Clicking on the blue closed books next to Sections 1-8 in the *Contents* tab under **IASB POLICY REFERENCE MANUAL** will open a Section and display its policies. Policy numbers next to a blue book have administrative procedures and/or exhibits associated with them. Clicking on a policy's blue closed book will display this associated content beneath the policy.
7. To download only **Tables of Contents** and **Indexes**, click on the *Contents* tab (left window), go to the bottom of the window and click on **Downloadable Research Tools**.
8. For additional help, click the  in the upper right corner. Also available is a 10-minute video tutorial for using **PRESS**, found at www.iasb.com/policy.



For questions on using **PRESS** online, please contact Linda Cala at 630/629-3776 or 217/528-9688, ext. 1227, or by email at lcala@iasb.com.