Quick Reference
ENCORE! ®

CCSD
CLARK COUNTY
SCHOOL DISTRICT

STUDENT SUPPORT SERVICES DIVISION
Special Education Management Systems

How to Log In

1. Open **Internet Explorer™ or Safari™**
2. Type **sems.ccsd.net** in the browser address bar
3. Select **Production ENCORE!®**
4. Enter **username and password** in the Log In window and select ➡Go
5. Select **school** or leave blank
6. Select **Student Support Programs**
7. Select ➡Go

How to Log Out

1. Select **LOGOUT** from the Main Navigation bar
2. Select **OK** on the pop-up window.
3. **Close** the web browser

Never **X** out of the top right hand corner as your Encore access will be locked for 30 minutes

Do not bookmark the log in screen

Important

Every ENCORE!® user must have a *unique* user ID and password to maintain security of the student's confidential records. Usernames are issued by the Technology Information Systems Services (TISS) department.

Call TISS at 799-3300 option 1 to reset a forgotten password or unlock accounts.

New work location or position? Submit a new DP403 to TISS # 068.

How to Change a Password

1. Select **ADMIN** from the Main Navigation bar
2. Select **Change Password**
3. Enter the **old password**
4. Enter the **new password**
5. Confirm **new password**
6. Select **SAVE** in the upper right corner

How to Create "My Caseload"

1. Select **"My Caseload"** from the Quick Links
2. Select **UPDATE CASELOAD** on the right
3. Enter **search criteria** for the student(s)
4. Select **RUN SEARCH** on the right
5. Select **MY CASELOAD** check box Do not select "Case Manager" box
6. Select **SAVE** on the right
7. **Repeat** steps 2-6 to add additional students

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How to Begin – Scenarios

Scenarios	*What to do*
1. A CCSD student is referred for special ed.	**Create an Initial Referral event***
2. A sped student transfers from Out of State	**Create an Out of StateTransfer event***
3. A sped student transfers from another distict in NV	**Create an In-State Transfer Part 1 (Elig)**
4. A sped student needs an Annual IEP	**Complete the Annual IEP**◆
5. A sped student needs a Reevaluation	**Complete the Reevaluation Review event**+
6. A sped. student needs an IEP Review/Revision	**Create an IEP Review/Revision event**

◆**Create** events from the "*Add Event Group link*" on the student's Events page
+**Complete** events already auto-generated in the student's record

How to Save Data on Forms

1. Select **SAVE IN PLACE** every ten minutes when working in forms.
2. Save data when exiting a form by selecting **SAVE AND CLOSE**

How to Lock an Event Group

1. Select **CHECK COMPLIANCE** on right
2. Select **blue LOCK on left**
3. Select **LOCK on right**
4. **Follow prompts**, select **LOCK** again if necessary
5. Select **SAVE** on right

How to get Help

Visit **sems.ccsd.net** for **Known Issues**
Access the **Help link in ENCORE!**®
Access **SEMS icon through SSSD Exchange in InterAct**™
Call the **SEMS Help Desk @ 799-0295** M–F 7:00-3:30*
*Excluding District holidays & summer schedule

Consult reference materials
Consult facilitator or liaison