


**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 at (217) 528-9688, ext. 1100.**

1. Go to [www.iasb.com](http://www.iasb.com). Click on the  button on the top navigation.
2. Enter 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. Use the "forgot your password?" link. Make sure to check your spam folder from info@iasb.com if you do not see it in your email inbox.
  - 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 logging on to [www.iasb.com](http://www.iasb.com), please contact Kat Barone at [kbarone@iasb.com](mailto:kbarone@iasb.com).

3. Click the  button on the top navigator bar.

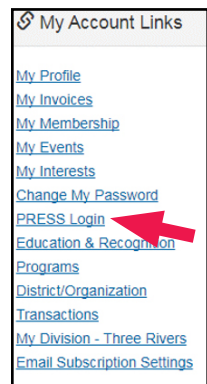
This will bring you to your account page.


4. Under "**My Account Links**," click "**PRESS Login**."

5. The IASB Policy Website User Agreement page appears. You must accept the terms to proceed.


6. 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.



7. 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.
8. 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**.
9. For additional help, click  in the upper right hand corner. Also available is a 10-minute video tutorial using PRESS, found at <https://www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/>

For questions on using **PRESS Online**, please contact Ummehani Faizullahbhoj at (630) 705-3564 or by email at [ufaizullahbhoj@iasb.com](mailto:ufaizullahbhoj@iasb.com)



### PRESS Online

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Quick Search

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**IASB POLICY SERVICES**

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### Policy Reference Education Subscription Service

Welcome to PRESS, the IASB policy and procedure information and updating service. This calendar year subscription service is provided to your board and district by IASB Policy Services.

**Navigation**

Use the Table of Contents to the left to view all policies and related procedures within each section. Click on the closed book  or open book  icons beside each section heading to expand or collapse an item and view its subparts. Individual policies, exhibits and regulations are identified in the Table of Contents by the paper icon . You may also use the Next and Back buttons at top right to browse the policies .

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Please review this policy with your school board attorney before adoption.

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