


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. 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, please contact Michael Ifkovits at mifkovits@iasb.com.

3. Click the  button on the top navigator bar.

This will bring you to your “Member Profile” page.

4. Under “**Quick 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:

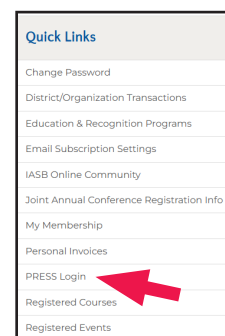
- The right window describes navigation, and gives important policy notices.
- The left window lists:
 - **PRESS ISSUES**, which are published periodically and are used to update your board policy and administrative procedures manuals.
 - **IASB POLICY REFERENCE MANUAL**, which is an encyclopedia of 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 upper left window titled **Table of Contents**. Clicking on the arrows 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 an arrow have administrative procedures and/or exhibits associated with them. Clicking on a policy’s arrow 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 the  in the upper right hand corner.

Also available is a 10-minute video tutorial using **PRESS**, found at www.iasb.com/press.



For questions on using PRESS Online, please contact Michael Ifkovits at (630) 629-3776, ext. 1237, or by email at mifkovits@iasb.com



PRESS Online

Quick Search [?](#) [Home](#) [Heart](#) [Left Arrow](#) [Right Arrow](#) [?](#) [SIGN OUT IASBPOLICYSERVICES](#)

CONTENTS | **SEARCH** | **SNIPPETS** | **FAVORITES**

EXPAND ALL COLLAPSE ALL

- ▼ **IASB POLICY SERVICES**
 - PRESS Guide to Policy and Procedure Review and Filing Requirements
- ▼ **PRESS ISSUES**
 - October 2025 PRESS Issue
 - June 2025 PRESS Issue
 - April 2025 PRESS Issue
 - October 2024 PRESS Issue
- ▼ **IASB POLICY REFERENCE MANUAL**
 - > SECTION 1 - SCHOOL DISTRICT ORGANIZATION
 - > SECTION 2 - SCHOOL BOARD
 - > SECTION 3 - GENERAL SCHOOL ADMINISTRATION
 - > SECTION 4 - OPERATIONAL SERVICES
 - > SECTION 5 - PERSONNEL
 - > SECTION 6 - INSTRUCTION
 - > SECTION 7 - STUDENTS
 - > SECTION 8 - COMMUNITY RELATIONS
- ▼ **POLICY REFERENCE MANUAL GUIDELINES**
 - The Purpose of Footnotes
 - Anatomy of a PRESS Policy
 - Policy Development and Adoption

Policy Reference Education Subscription Service

Welcome to PRESS, the IASB policy and procedure information and updating service. This fiscal 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 documents within each section. Click on the arrow icons beside each section heading to expand > or collapse an item ▼ and view its subparts. You may also use the Next and Back buttons at top to browse the policies < > .

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