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.

PRESS
Policy Reference Education Subscription Service

1. Go to www.iasb.com. Click on the [Member Login] 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 [Hi [Your Name]] 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.

   My Account Links
   My Profile
   My Invoices
   My Membership
   My Events
   My Interests
   Change My Password
   PRESS Login
   Education & Recognition
   Programs
   District/Organization
   Transactions
   My Division - Three Rivers
   Email Subscription Settings

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 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) 705-3574 or by email at mifkovits@iasb.com