



# SAEC

2024 SEAS ATTAIN  
3.0 ADMINISTRATOR  
OVERVIEW

PRESENTED BY SEAS EDUCATION



## SEAS ATTAIN LOGIN

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- Basic login rules
- Email Confirmation

## LANDING PAGE

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- Explanation & navigation (each item is covered in depth below)
- SEAS logo will return user to Landing Page
- Print Central

## USER ROLES/USER PROFILE

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- Each role is setup based on permissions set by the district
- Default dashboard
- Default Program

## MESSAGE CENTER

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- Users with staff access available will be able to send & receive messages

## DASHBOARD

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- Adding and Removing Widgets
- Upcoming and Overdue Events
- Services, Disabilities, & Program Status

## CASELOAD/WATCH LIST

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- Overdue, No Due Date, Monthly View, Show More, Print
- Event Details
- View Caseload List

Watch List (How to add/remove students)

## LAUNCH PAD

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- Search
- Event Details, Expanded View
- Adding New Students
  - Nightly Import
  - Manual Entry
  - Student Information Overview
- Program
  - Starter Events
- Packet Overview
  - Goal Wizard
  - Service Wizard
  - Accommodations

## ADMIN MENU

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- Staff and Staff Titles
- School Districts
  - Schools
  - Total Instructional Minutes Per Week
  - School Calendars
  - Services
  - Service Categories
  - Service Types
  - Service Groups
  - Service Delivery Method
  - Service Environments
  - Service Locations
  - Service Durations
  - Service Frequencies
  - Service Agencies
  - Service Staff Titles

LRE Placements

## ACCOMODATIONS

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- Accomodation Groups
  - Classroom
  - Testing
- Accomodation

## GOALS & PROGRESS

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- Additional Goal Information
- Progress Evaluation Criteria
- Progress Responsibility Assignments
- Goal Bank Management

## PROGRAM ATTRIBUTES

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- Setup default data to auto fill forms

## DISABILITIES

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- Maintain & manage system disability options

## DELAY REASONS

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- Setup delay reasons that are required for all missed timelines

## GRADE LEVELS

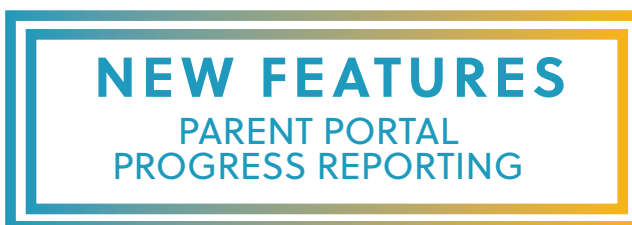
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- Manage & maintain system grade levels

## QUESTIONS & ANSWER

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- Discussion of other products (CLASS, 504, RTI, /Beh, Medicaid, SmartEval, ELL, Gifted)



**NOTE:** Attain is compatible with Chrome, Firefox, and Safari. We do not recommend using Internet Explorer or Edge.



# NOTES

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**GET CONNECTED  
SOCIAL & WIFI**

## WiFi Details:

Network name:  
SEAS

Password:  
2024SAEC

**FACEBOOK**  
/seasedu

**TWITTER**  
@seasedu

**LINKEDIN**  
/seaseducation