

## GETTING STARTED

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### WHAT'S NEEDED?

- PC with Internet connection
- Printer tied to the PC

### ACCESSING THE WEB-BASED MONITORING SYSTEM (WBMS)

A link to the site can be found on the TDOE "Monitoring and Compliance" web page, you can also click on the link below:

[http://tn.gov/education/speced/monitor\\_compl.shtml](http://tn.gov/education/speced/monitor_compl.shtml)

### INITIAL LOGIN

New users will need to do the following:



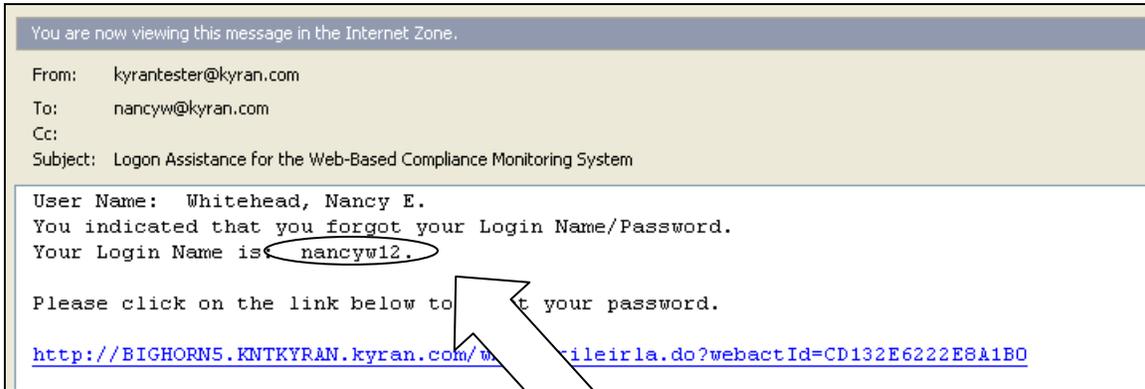
Click on "I Forgot my Login Name/Password"

Enter your **email address**

**Click Continue**

You will receive an email as shown below that will help you to set-up your password for the WBMS. If you do not receive an email in a few minutes, please contact Nina Shaw at [Nina.Shaw@tn.gov](mailto:Nina.Shaw@tn.gov) to verify your email address.

Please note that your **Login Name** is shown in the email.



Follow the instructions in the email.

- Click on the link
- Create and Enter Password
- Confirm Password and Click Save

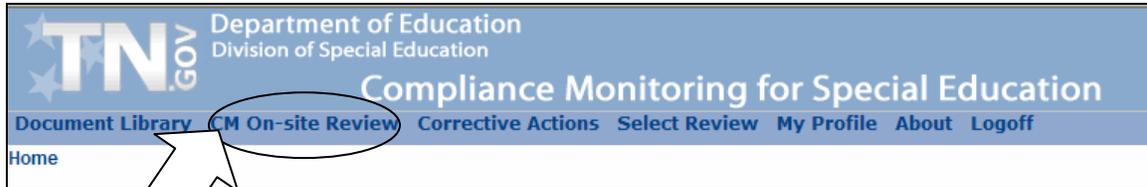
## Web-Based Compliance Monitoring System

### Change Password

User Name	Whitehead, Nancy E.
*New Password	<input type="text"/> (minimum 8 characters, maximum 12 characters with a combination of letters and numbers)
*Confirm Password	<input type="text"/>

Enter your new login and password

Click on the **CM On-site Review**



Click on **Student Record Review**



Students selected for the review will display

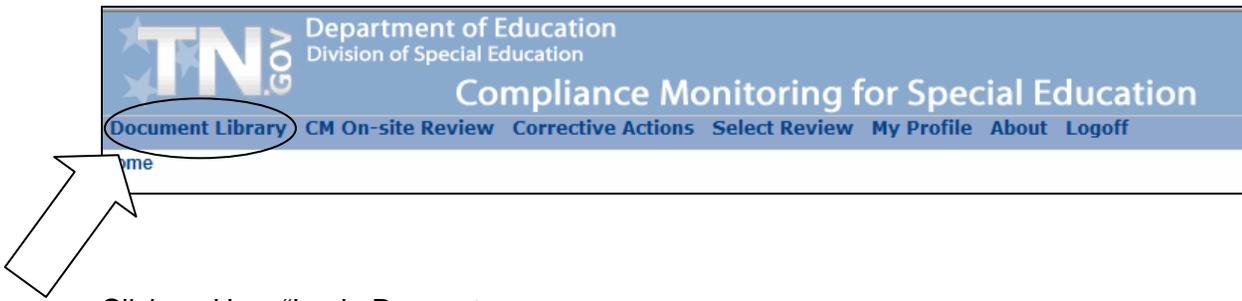
Use the browser Print button to get the list.

## ADDITIONAL USERS

If additional users are required return to the Home menu



Click on Document Library



Click on User "Login Request Form"



### Document and Reference Library



- Download User Login Request Form
- Complete and email to Nina Shaw at [Nina.Shaw@tn.gov](mailto:Nina.Shaw@tn.gov)
- Submit request as soon as possible in order to grant privileges to your users

To exit the WBMS

- Click **Home**
- Click **Logoff**