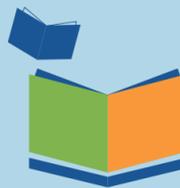


For Counseling Services

SEGIS TRAINING RESOURCES



THE SEGIS TEAM | Ensuring all students have access. Together we can!

[Introduction](#) • [Getting Started](#) • [Navigation](#) • [Encounter Attendance](#) • [Measurable Annual Goals](#)

Introduction

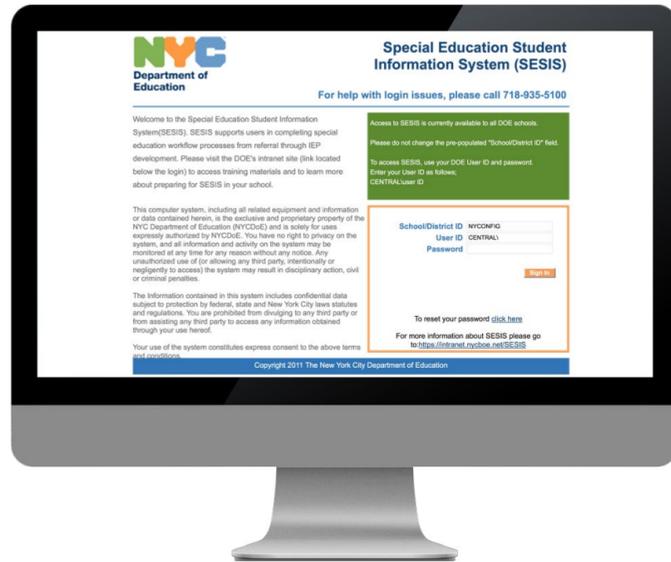
Follow the instructions and links below to access the Special Education Student Information System (SEGIS) Website where you will find training and support resources on the following topics:

[Getting Started](#)

[SEGIS Navigation](#)

[Encounter Attendance](#)

[Measurable Annual Goals](#)



Getting Started

The SEGIS Website provides you with training guides, learning videos, checklists, Frequently Asked Questions (FAQs) and other training materials to assist you in learning the SEGIS application.

If you are *logged* into the NYCDOE network



Start Here

If you are *not logged* into the NYCDOE network



Start Here

You will be prompted to enter your NYCDOE Outlook User ID and password.

SEGIS Navigation

Click the buttons on the right to access the learning materials.



NAVIGATING THE SEGIS WEBSITE

Familiarize yourself with the SEGIS Website.



BASIC NAVIGATION

How to navigate the SEGIS application.



BASIC NAVIGATION

A visual roadmap of the SEGIS processes.



WORKING WITH DOCUMENTS

Instructions for working with documents in SEGIS.



WORKING WITH DOCUMENTS

An overview of student documents.



REPORTS

Reports in SEGIS are useful to track progress.

Encounter Attendance

The Encounter Attendance page of the SEGIS Website provides you with videos, training guide and frequently asked questions. Below is a list of the suggested videos and documents for you to view.

"HOW TO" Guides



[Add a Student to My Caseload](#)



[Record a Completed Encounter Attendance Session](#)



[Create and Manage Caseload Groups](#)



[Frequently Asked Questions \(FAQs\)](#)



[Remove a Student from My Students Caseload](#)



[Schedule a Future Encounter Attendance Session](#)



[How to Record a Service Record for Counseling Services](#)

Measurable Annual Goals

How to Report Progress towards Goals on a Student's Finalized IEP



This short video demonstrates how to report progress in a finalized IEP for measurable annual goals that are aligned to the services you are providing to students.