

# SpEd Forms Administrator Guide

Northern Lights Special Education Cooperative

Login into SpEd Forms

<https://16.spedforms.org/0094>

User name:

Password:

Make sure to complete the Browser setup.  
Follow instructions provided.

- \*On a PC use Chrome or Edge.
- \*On a Mac use Chrome or Safari.

[Browser Setup Instructions](#) | [Bookmark page](#)

To view an IEP:

1. Select "Admin Students"
2. Select the criteria you wish to search by

To view a Case Load:

1. Select "Admin Reporting"  
(from the dropdown)
2. Select "7. Combined Report"
3. Select the Case Manager name (*this will only show students they case manage*)
4. Put a check next to "Active SpEd"
5. Hit Search

\*You can print this report

Help: [sproux@nlsec.org](mailto:sproux@nlsec.org) \* 11.6.19