



Iowa TIER New Location Setup Instructions

Welcome to Iowa TIER!

Below are instructions for the addition of a building to an existing district in Iowa TIER and initial setup of a new district to get started using Iowa TIER and all of its features. Please review and follow these steps carefully. Additional reference documents are mentioned below and can be found on either the ELI web page or in the Iowa TIER Knowledge Base (reference article ID# 211509043).

Please remember that setting up a new location in Iowa TIER incurs a cost to the state both financially and in work resources. We are happy to do so; please be sure the location will utilize TIER to collect and use student data.

Add a building in a district with other sites active in Iowa TIER

- 1. The internal coach or principal (in a district building that's already active in TIER) should submit a ticket to Iowa TIER support with the request to add the building.**
Note: If an internal coach or principal is not available (such as during the summer break) email tiersupport@iowa.gov for assistance.
TIER support will communicate regarding the completion of this in the ticket.
- 2. Complete data entry in the district's SIS for the following:**
 - a. Iowa TIER security role assignments in the new building for staff.
 - b. Course schedules and enrollment for staff and students.
- 3. If a staff member has not accessed TIER previously, see the document titled: *New LEA Staff Access Instructions* in the Iowa TIER knowledge base for instructions on setup.**

Setup of a new district or non-public building in Iowa TIER

- 1. Contact the district's SIS vendor to setup Schools Operability Framework (SIF) agent.**
The SIF agent is the program that acts as a pipeline sending the data from the district's SIS into Iowa TIER. JMC, Powerschool or Infinite Campus are the student information systems compatible for access to TIER.
- 2. Review Iowa TIER/FAST technical requirements to ensure district/building equipment, settings and network support functional use of the system.**
Suggested reference documents on the ELI web page:
 - *Technology Requirements for Iowa TIER Systems.*
- 3. Complete data entry in SIS for all students, staff and courses.** The instructions vary depending on the SIS; please use the instructions specific for your vendor.
Suggested reference documents on the ELI web page:
 - *Adding TIER Roles – [Infinite Campus](#), [JMC](#), [PowerSchool](#)*
 - *Iowa TIER User Roles: Adding, Removing And Types Of Roles*

4. **Email tiersupport@iowa.gov with the request to add the district and building to Iowa TIER.**

Include the following:

- a. District Name
- b. Building Name
- c. Preferred date for activation

Iowa TIER support will confirm when the district and building(s) are setup.

5. **Complete steps for staff access to Iowa TIER.**

Suggested reference documents on the ELI web page:

- *New LEA Staff Access Instructions*

6. **Self-guided training.** Review instructions and documentation in the Iowa TIER Knowledge Base. Access the knowledge base by logging into Iowa TIER and clicking  **Help** in the upper right corner.