Early Learning Coalition of Miami-Dade Monroe (ELC MDM) & The Children's Trust (TCT)

ElevatEd Professional Portal Guide

WELS Systems Foundation

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Overview

Welcome to Miami's *ElevatEd* Portal, brought to you by the Early Learning Coalition of Miami-Dade Monroe (ELC MDM) and The Children's Trust (TCT).

The **Professional Portal** section of *ElevatEd* is where you can access a professional development registry that was designed for early care and education professionals in Miami-Dade/Monroe like you.

The website gives you one place to explore and register for professional development opportunities. The *ElevatEd* **Professional Portal** also includes tools to help you share information about your journey in early childhood as well as connect you with scholarship opportunities.

In the *ElevatEd* **Professional Portal**, you can:

- Explore and register for upcoming **Professional Development Opportunities (PDOs)**,
- Keep track of the trainings you have completed in **My Registered Trainings**,
- Download your **Training Transcript** and any issued **Certificates**,
- Enter and update your personal information in **My Early Childhood Career Journey**,
- Enter employment information in **My Place of Employment,**
- Enter education level, certifications and credentials in **My Education,**
- Report outside/in-house trainings in **My Professional Development**,
- Save, store, and share files using the **My Portfolio** feature,
- Use the information you provide to automatically generate and share **My Resume**, *and*
- Access scholarship opportunities.

This guide provides you with step-by-step instructions for the features mentioned above.

Need Help?

Do not hesitate to contact us!

Use the **chat** in the Professional Portal. Just click the icon located in the bottom left corner of your screen.

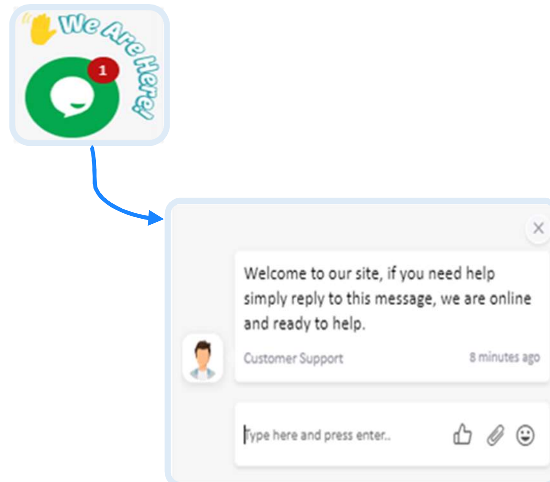
Send us a message via **email** at:

Support@WelsFoundation.org

Call us at:

(601) 345-3644

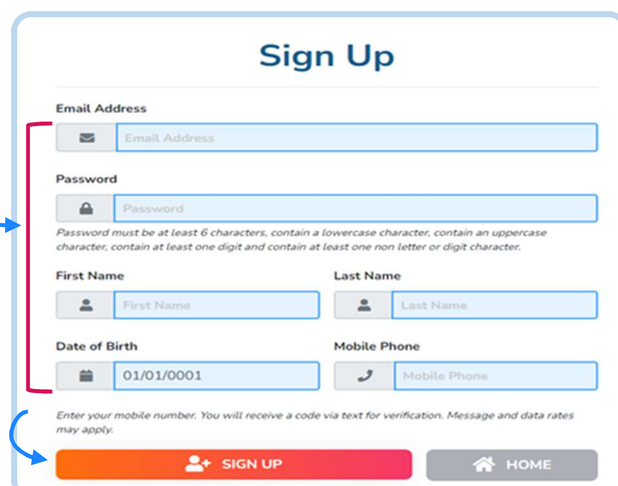
Monday - Friday, 9am to 5pm



Sign Up

Open a browser window and type https://portal.elevat-ed.miami get to the homepage of the ElevatEd Portal.

Click ***Sign Up*** to create your personal account.



Fill in basic information about yourself, including:

- **Email Address** (This will also be your Username)

- **Password**
- **First** and **Last Name**
- **Date of Birth***
- **Mobile Phone Number**

When you are done, click ***Sign Up***.

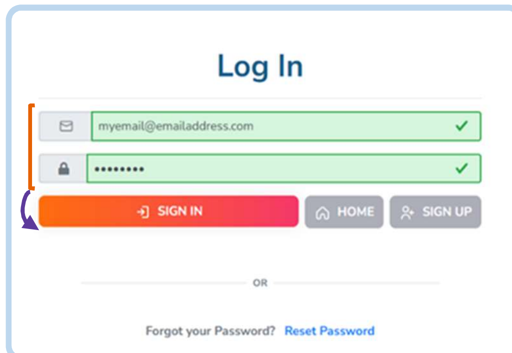
After you have signed up, you will receive an email confirming that your account has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

*This information is required for verification purposes.

Sign In

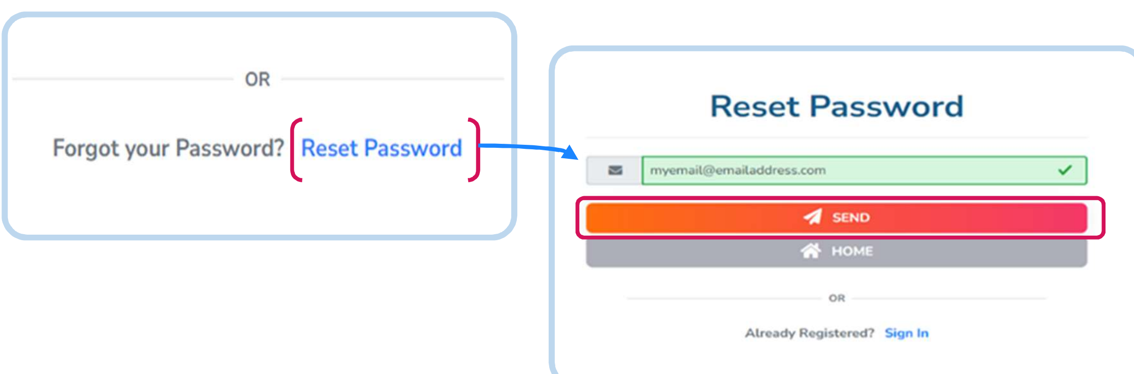
Access the Log In page by typing https://portal.elevat-ed.miami in your browser. Click ***Sign In.***

Once you have created your account, enter your username and password and click ***Sign In.***



Forgot Your Password?

From the Log In page, click the ***Reset Password*** link. Enter the email address you used to sign up and click ***Send***. You will receive an email with a link to reset your password.



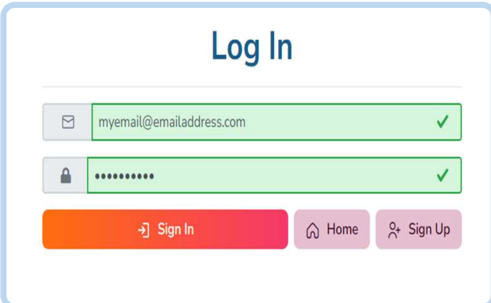
Clicking this link will take you back to the *ElevatEd* sign in page where you will be prompted to create a new password. Make sure your new password has each of the following:

- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#$%^&*()+_{}?-]
- At least 6 characters

When you are finished, click ***Update*** and use your new password to sign in to your account.

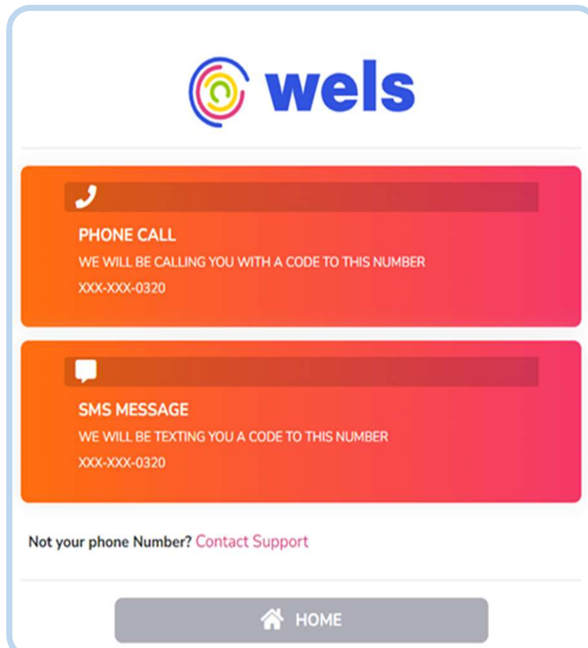
Two-Factor Authentication

We want to keep your account safe by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging in to your account from a new device or browser.



Two-factor authentication ensures it is you signing in to your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the **Log In** page.

Once you have clicked ***Sign In***, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code that was sent via email, text message, or call to the phone number you provided when you created your profile.



When you receive your code, enter it in the *Verification Code* box.

Click ***Sign In*** to access your account.

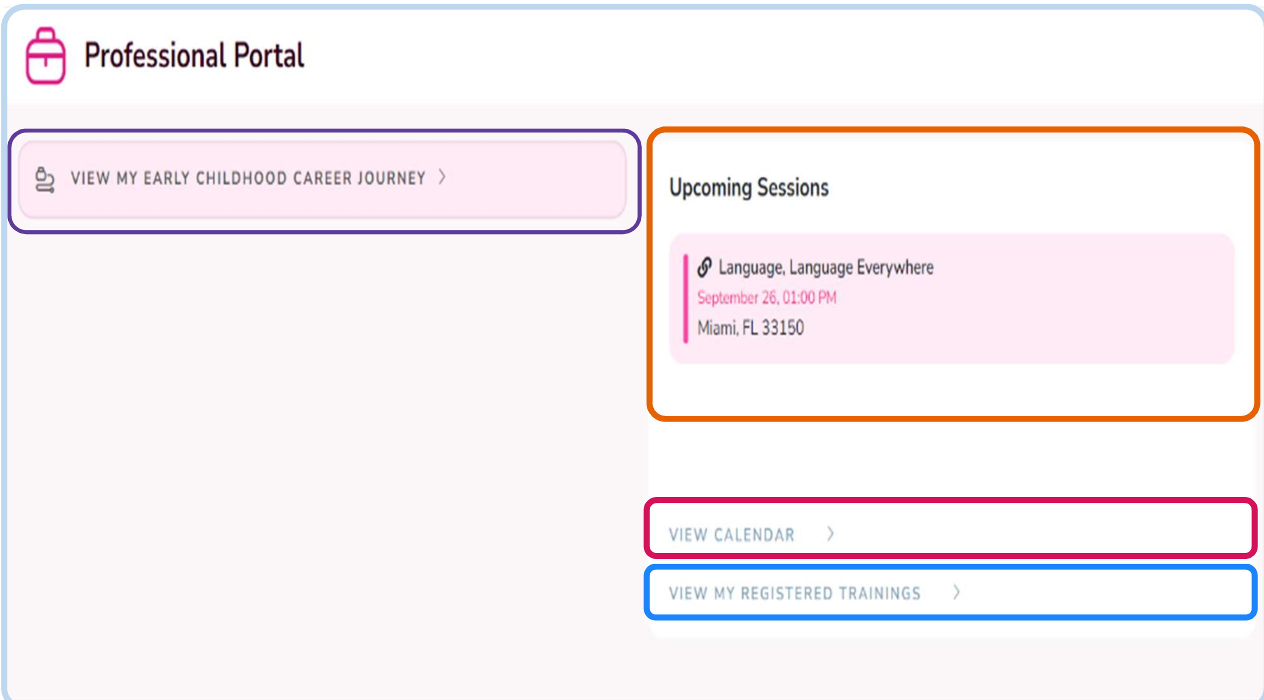
If you are not able to access your phone, contact support by sending an email to support@welsfoundation.org or call (786) 735-0200.

Professional Portal Dashboard

From the Home Page, click on ***Professional Portal*** to get started.

The Professional Portal has your personalized early childhood profile.

When you first enter the **Professional Portal**, you will see your Dashboard. This includes the ***My Early Childhood Career Journey***, where your personal information is updated and stored.



From the Professional Portal Dashboard, you can:

- Access your **Early Childhood Career Journey**
- See your **Upcoming** (Professional Development) **Sessions**
- **View** the Training **Calendar**
- **View** your **Registered Trainings**

My Early Childhood Career Journey

My Early Childhood Career Journey was designed to help you keep track of your career information and goals. Each section collects and stores information about you and your experiences in early care and education. Come back and update as you need.

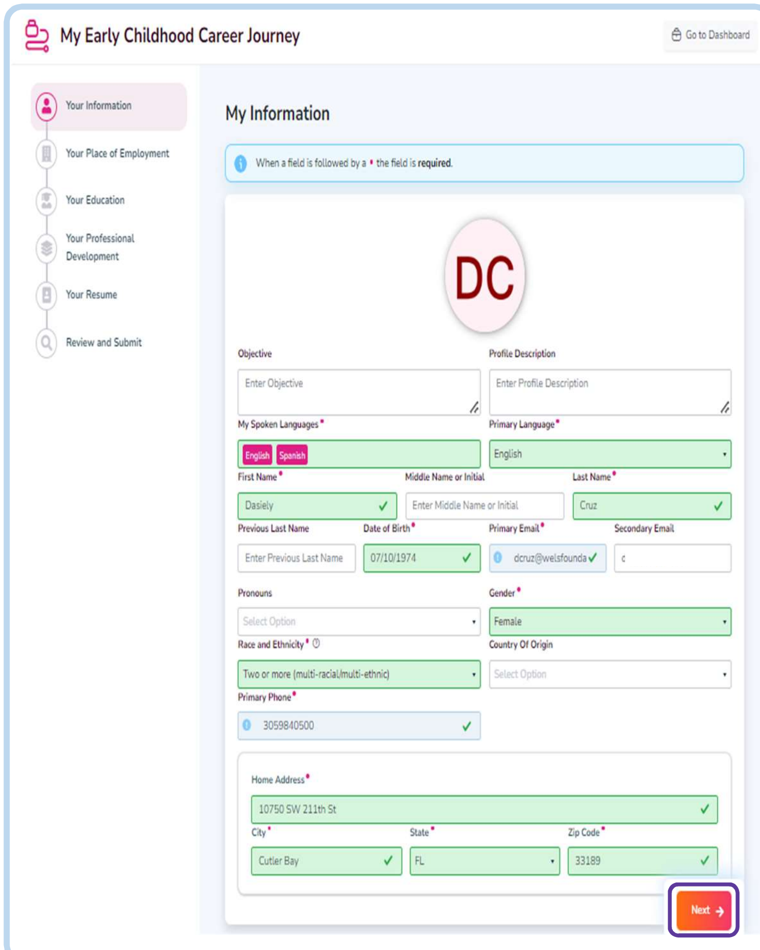
(1) My Information

My Information is where you enter, store, and update your personal information. This includes demographics, spoken languages, and contact information.

You will be required to enter:

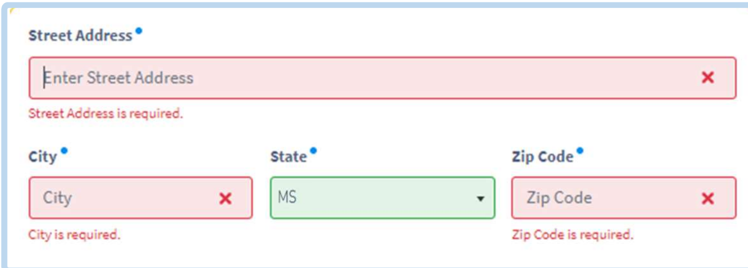
- Spoken Languages
- Primary Language
- First and Last Name
- Date of Birth
- Primary Email
- Gender
- Race and Ethnicity
- Primary Phone Number
- Home Address (please note your address will be validated)

Once you have entered your information, click ***Next*** to save and move on to the next page.



Validate Your Address

Enter your **Street Address**, **City**, **State**, and **Zip Code**.

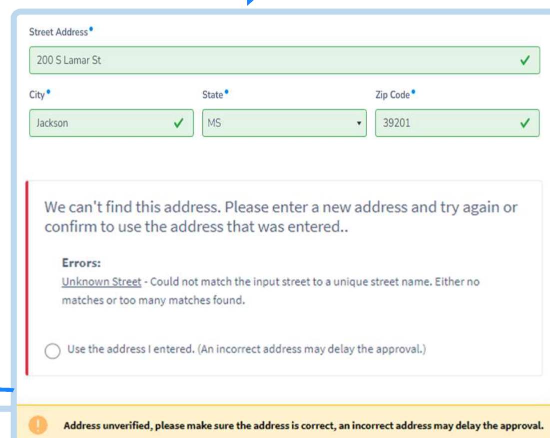


If there are any issues validating your address, you will receive a message informing you of the problem. Within this message, you will have the option to:

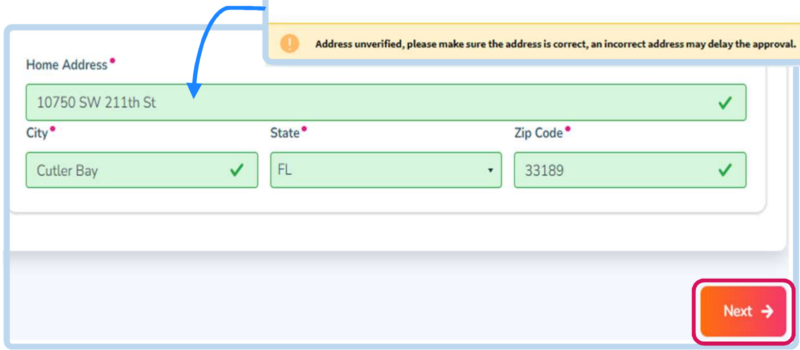
- Update your **Street Address, City, State,** and **Zip Code**

or

- Use the address as entered.



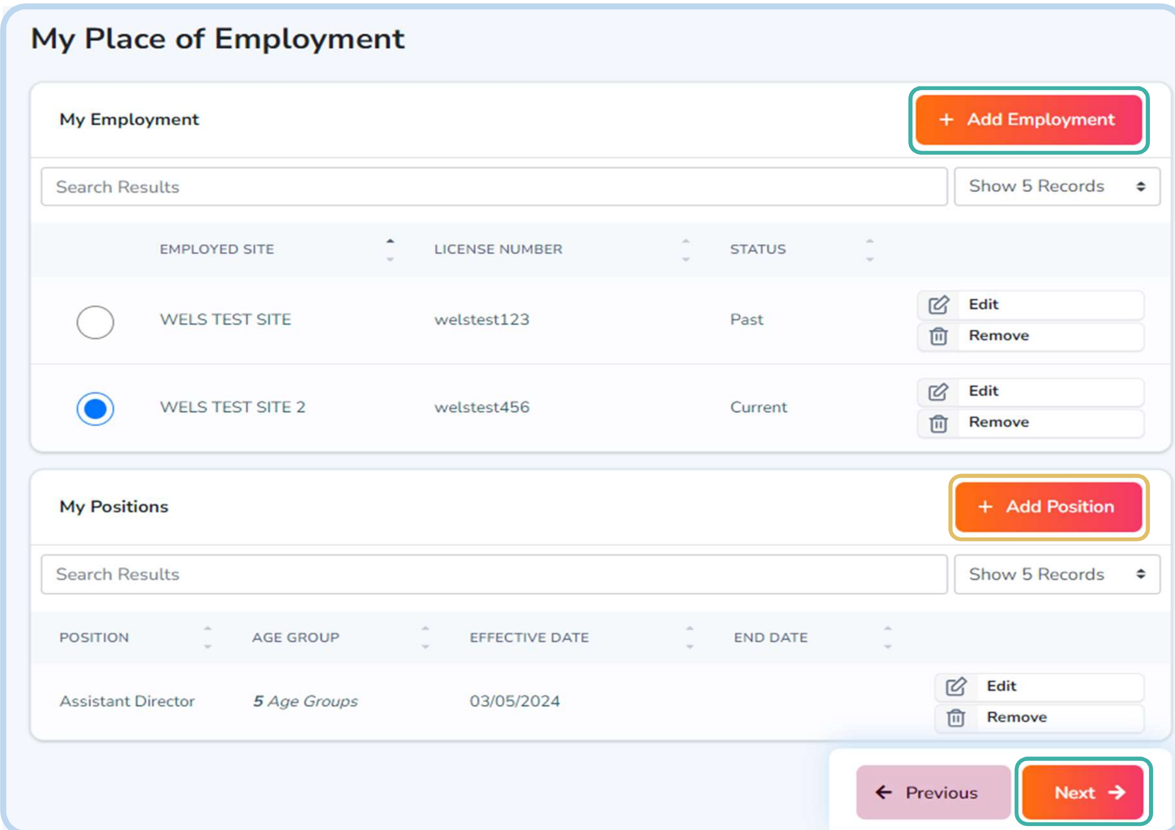
When your address is validated, click ***Next*** to save and move on.



(2) My Place of Employment

In **My Place of Employment**, you can add information about your current role in Miami early care and education.

This section will autofill with any verified employment information that was transferred from the Children's Forum Professional Development Registry. This information includes your **Place of Employment** and your **Position(s)**.



If your current employment information is not available in this section, you will need to add information about your **Employment** (*where you work*) and **Position** (*what your role is there*).

Add information about where you are currently employed or have worked in **My Employment**. ***Add*** your position(s) from the drop-down menu. More information is provided in the next section of this guide.

Click ***Next*** to save and move on.

Add Employment and Position

To add your employment in the **My Employment** section, click the ***Add Employment*** button.

A new window named **Add Employment** will open where you will enter the information in two sections:

a) **Employment**: *Where did you work and what dates were you employed?*
b) **Position**: *What position did you hold at the selected program?*

***NOTE**: *You can only enter <u>one</u> **full-time** employment record (though you may enter more than one **part-time** employment/position(s) as needed).*

The next sections of this guide will walk you through the process of entering this information.

a) Add Employment

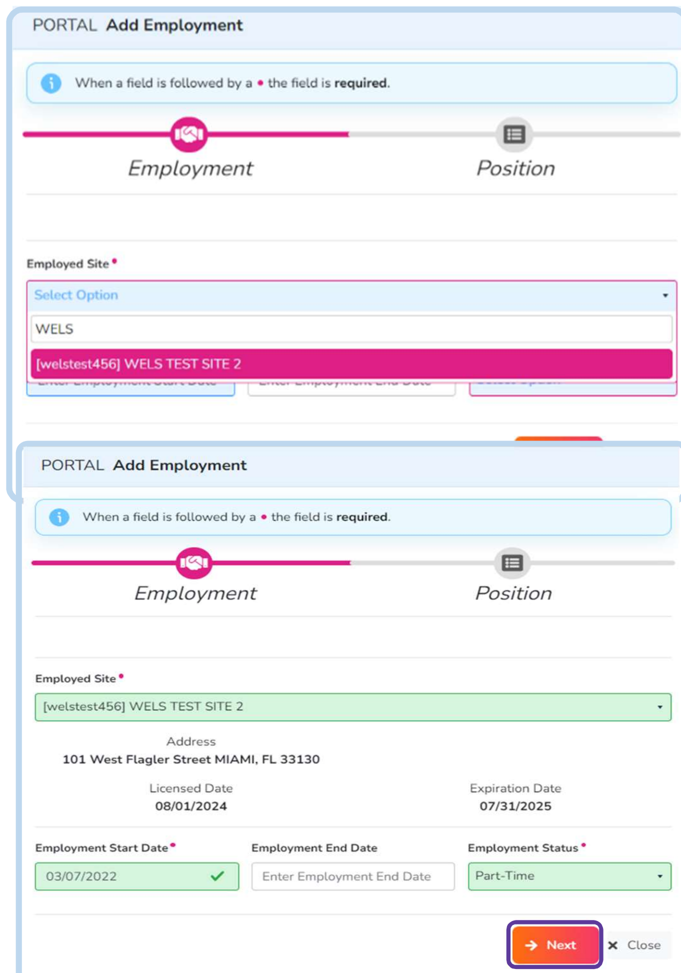
Start on the **Employment** page by typing the name of the program into the search bar provided. Then, select the program from the list of programs and click ***Next***.

Once you have selected the program from the list, enter the date you began working there in **Employment Start Date**.

If this is not your current employer, you will next enter the date you stopped working for this program in **Employment End Date.**

Finally, select from the **Employment Status** list whether you are/were employed *Full-* or *Part-Time* at this program.

Click ***Next*** when complete.

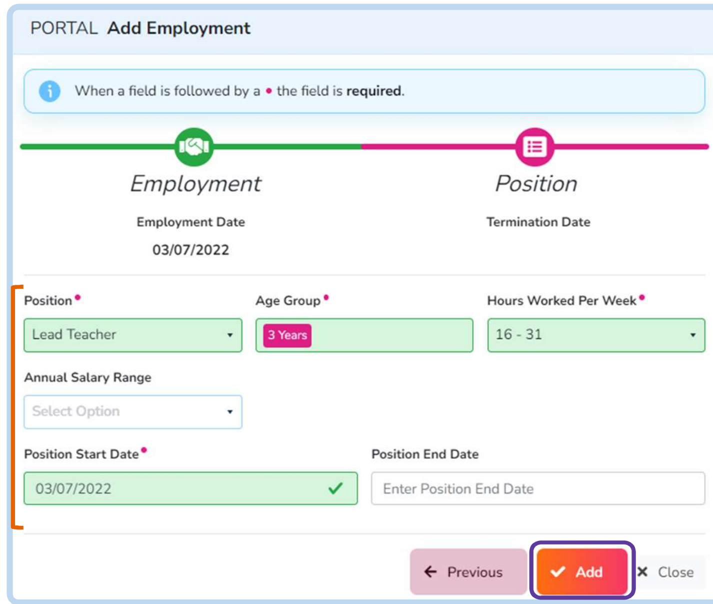


b) Add Position

In the **Position** section, you will enter information about your **Position** at that licensed facility.

You will need to enter at least the required information, including:

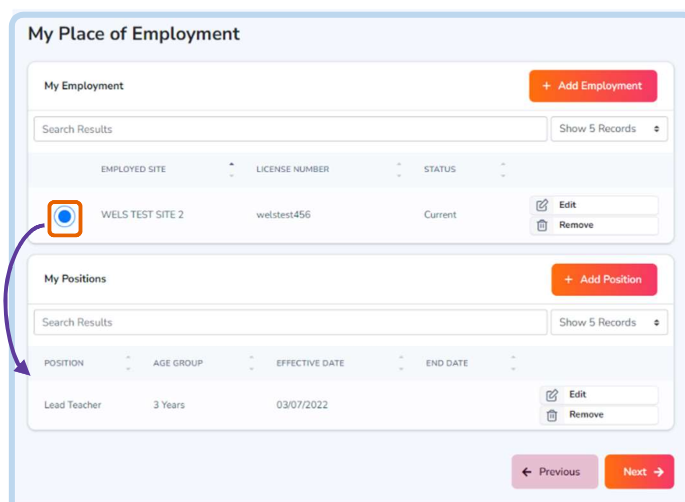
- **Position:** *Select your position at this program from the list provided.*
- **Age Group**: *What age group do you care for in this position? You may select more than one.*
- **Hours Worked per Week**: *How many hours do/did you typically work per week? Select from the list provided.*
- **Position Start Date**: *What was the date you started in this Position?*
- **Employment End Date**: *If you are no longer working in this position or have a scheduled date to end your employment at this site, enter the date.*
  **NOTE: The Employment End Date section is not required and should not added if you are currently working in this Position.*



Review for accuracy and then click ***Add*** when you are done.

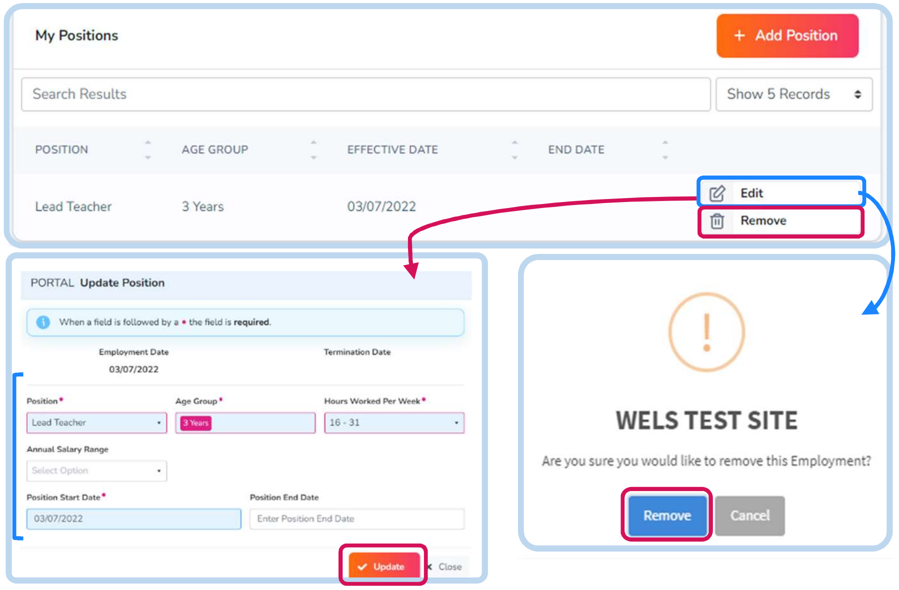
The program and your position information will now appear in the **My Employment** and **My Position(s)** sections.

The position you see is based on the site you select in **My Employment**. If you have added multiple **Employed Sites** and want to view a different Position, select the **Employed Site** where you work in that Position under the **My Employment** section and it will show any Positions you added there in the **My Positions** section.



Edit or Remove Employment or Position

To update information in **My Employment** or **My Position(s)**, click the ***Edit*** button next to the facility or position you want to change.



This will bring up a box where you can update the information. When you are done, click the **Edit** button to save any changes.

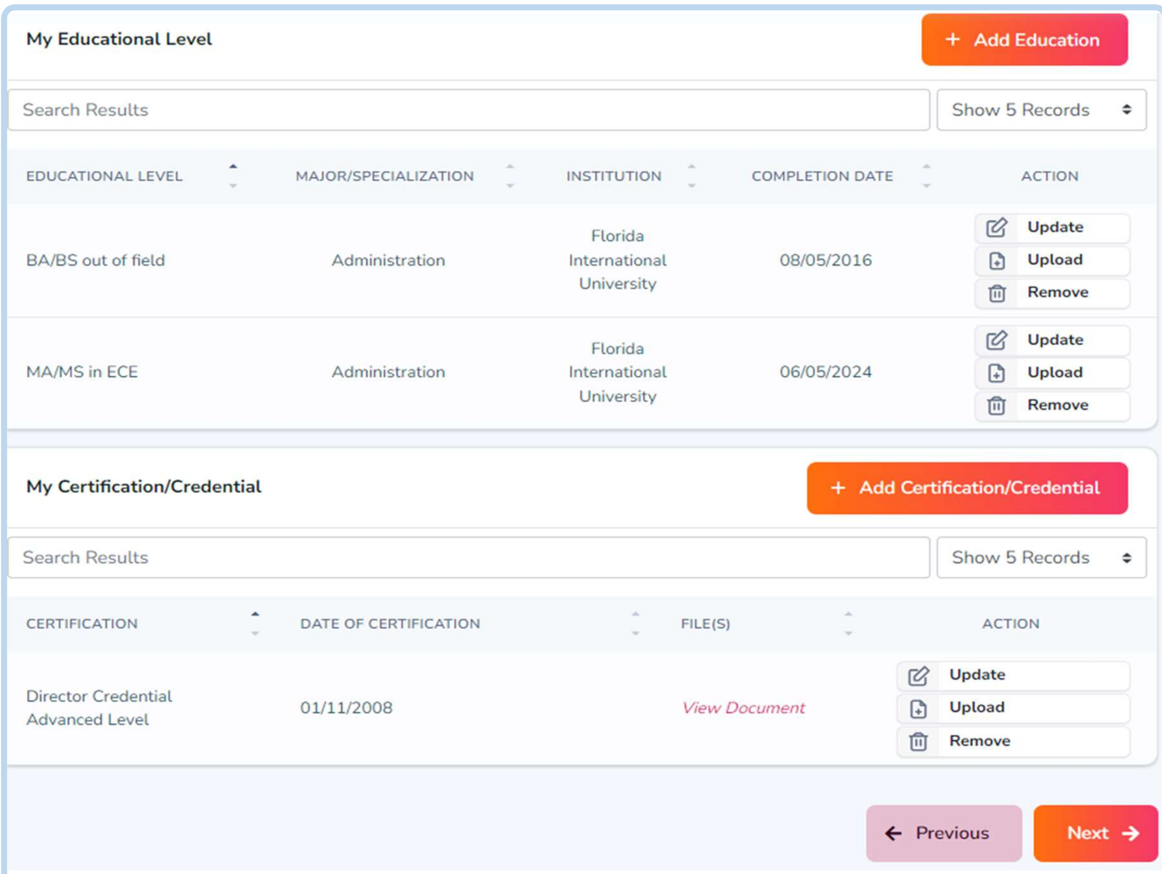
To **Remove** a place of employment or position, click the ***Remove*** button next to the facility or position you want to change. This will bring up a box asking you to confirm the deletion.

After you edit or remove an employment or position, you will receive a notification at the top of your screen confirming that the item was updated or removed.

(3) My Education

Share information about the education you have completed in **My Education**. Enter information about your ***Degrees*** (including Associate (AA), Bachelor, or Advanced Degrees, and/or Diplomas earned), as well as ***Certifications & Credentials*** (e.g., FCCPCs, CDAs, Director's Credentials).

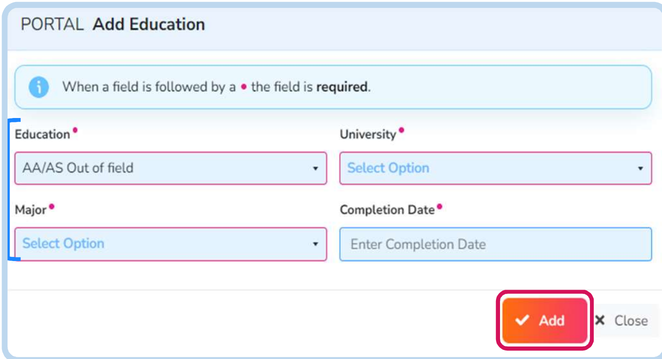
This section will autofill with any verified education information that was transferred from the Children's Forum Professional Development Registry.

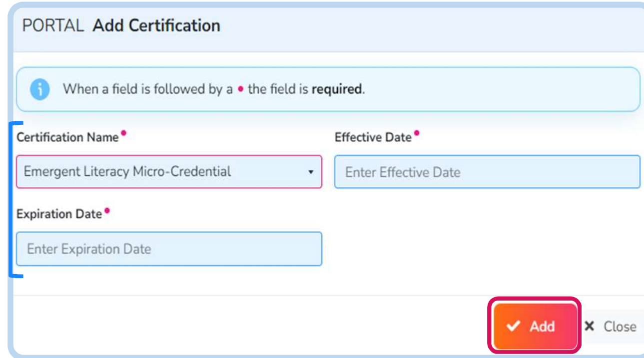


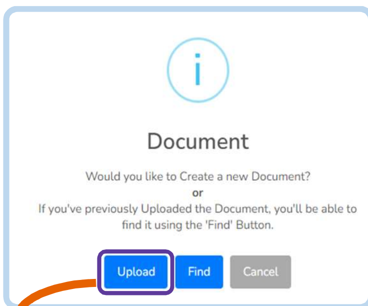
Add a Degree, Certification, or Credential

Add a new Degree, Certificate, or Credential in the corresponding section and enter the required information. When you are done, click the ***Add*** button.

You will receive a notification at the top of the screen confirming it was successfully added.

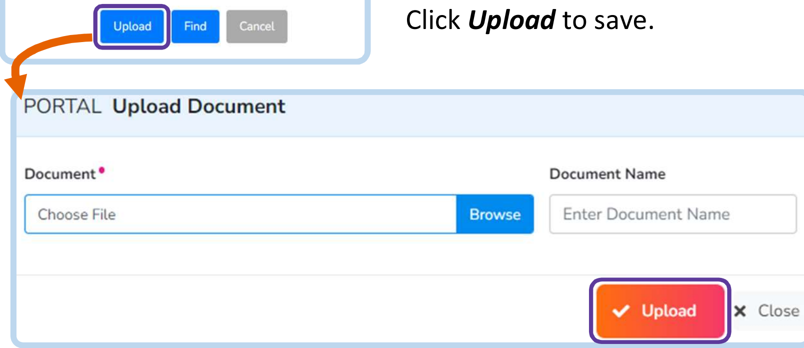






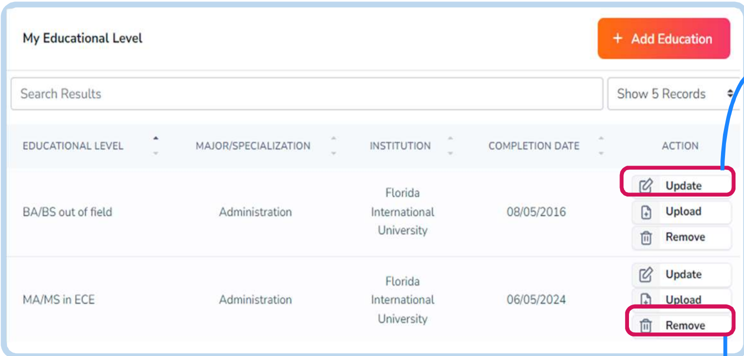
Upload new certification or credential documents by clicking ***Upload*** in the **Actions** column. A new window will appear with options to ***upload*** or ***find*** existing documents.

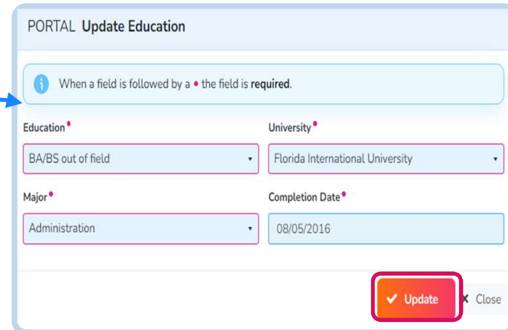
Click ***Upload*** and choose a file to add and name the document. Click ***Upload*** to save.



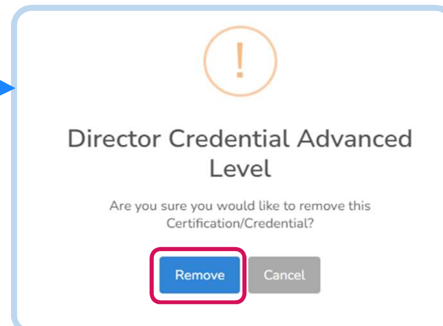
Update or Remove a Degree, Certification, or Credential

Update an item in **My Education** by clicking the ***Update*** button next to the item you want to update. Make any changes needed then click the ***Update*** button to save.





Remove an item in **My Education** by clicking the ***Remove*** button next to the item you want to delete. This will bring up a box asking you to confirm the deletion.

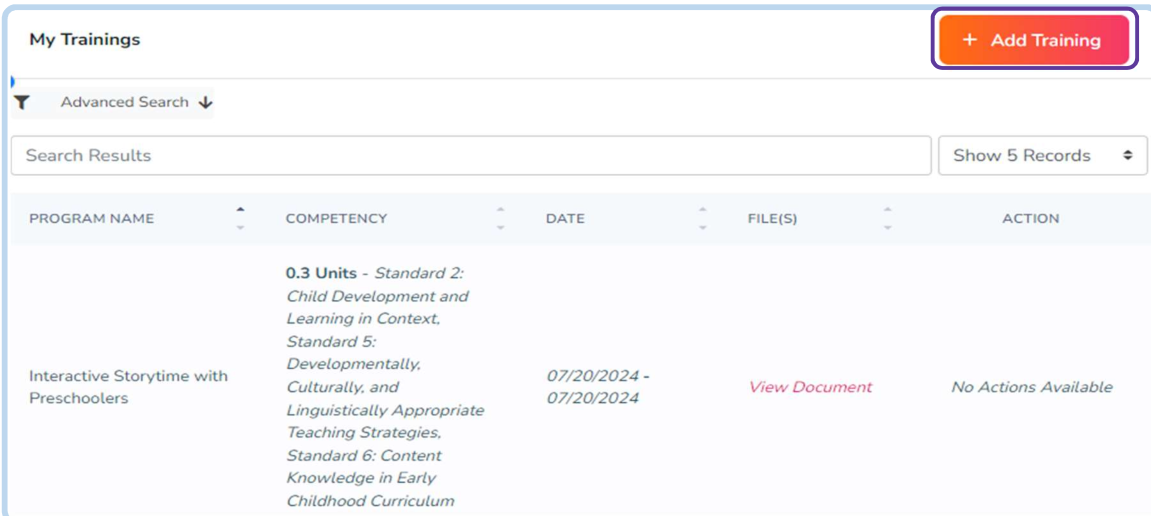


After you update or remove an item from **My Education**, you will receive a notification at the top of your screen confirming that the item was updated or removed.

(4) My Professional Development

In **My Professional Development**, input and save professional development/trainings that you have completed outside of the ElevatEd Portal. For each training you enter, you will need to provide documentation as proof (e.g., certificate, transcript, etc.). This section will autofill with any verified professional development information that was transferred from the Children's Forum Professional Development Registry.

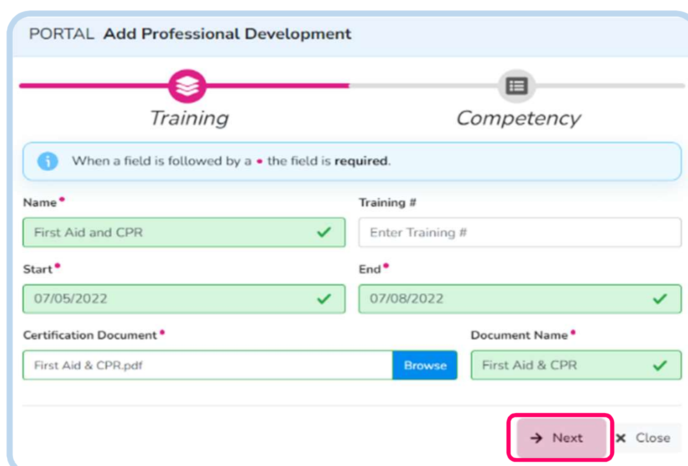
Type in the *Search* bar or use the **Advanced Search** options to find a specific training.



***NOTE:** *All of your ElevatEd Trainings are available in the **My Registered Trainings** section (see p. 19 of this guide for more information).*

a) Entering Information about the Outside/In-House Training

To get started, click the ***Add Training*** button. This will open a new screen where you will enter the **Course Name, Start,** and **End** dates.
Browse in the **Certification Document** and enter the **Document Name**. When you have entered the required information, click ***Next***.

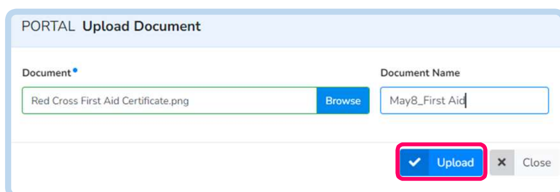


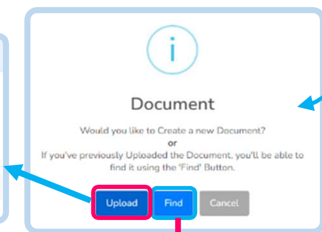
On the next screen, you will add any competencies related to this training by clicking the ***Add Competency*** button. Choose the competency that best matches the type of training you attended from the list then type in the number of PD hours earned under **Units**. When you have finished, click ***Confirm***.
Review the information then click ***Add*** to finish entering information about the training.

The training will now appear in your Professional Development list. **Next, you will need to upload documentation as proof.**

b) Uploading Documentation

Click ***Upload*** next to the training (under *Action*).

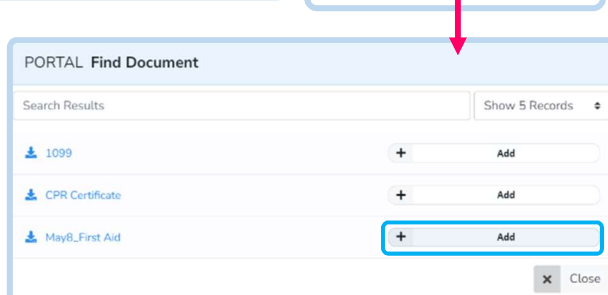


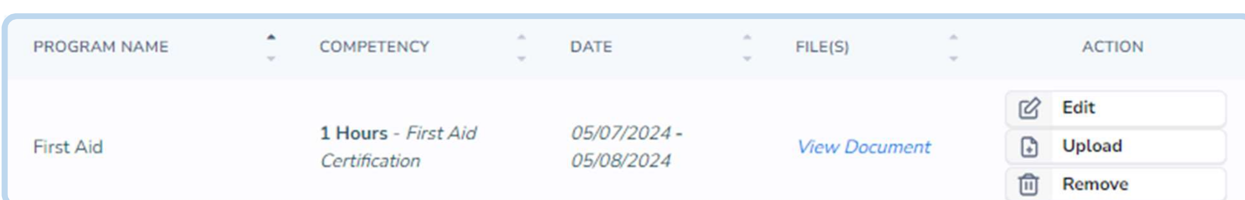


A window will appear that will ask you to either **Upload** or **Find** a document—

If you are uploading this document for the first time, click ***Upload*** and add the file from your device.

If you previously uploaded this file in the ElevatEd Portal, click ***Find*** and click the ***Add*** button next to the document.





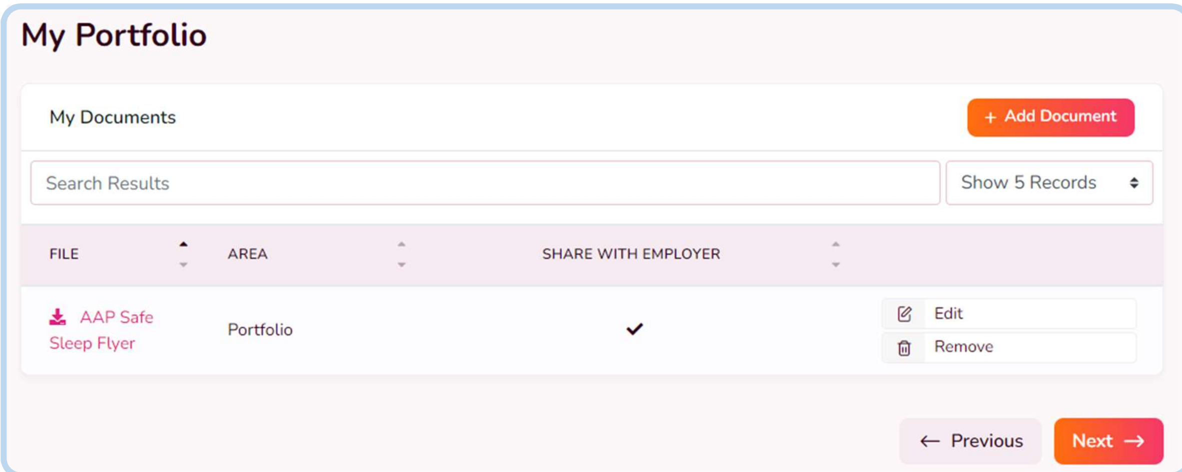
This document will now be available under **File(s)**. Click ***View Document*** to review.

Click ***Next*** to save and continue.

(5) My Portfolio

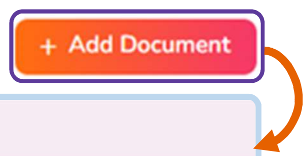
My Portfolio is your personal online document library. This will include any document or file that you uploaded elsewhere in the ElevatEd Portal (see **Area** to keep track of where the file was originally uploaded).

Here, documents and files from your device can be added, edited, saved, or deleted. Any documents you have uploaded to another tab will also be saved here.

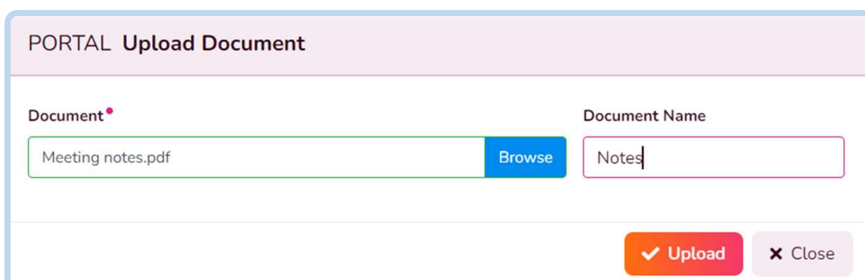


Add to Portfolio

Add a document to **My Portfolio** by clicking the ***Add Document*** button.



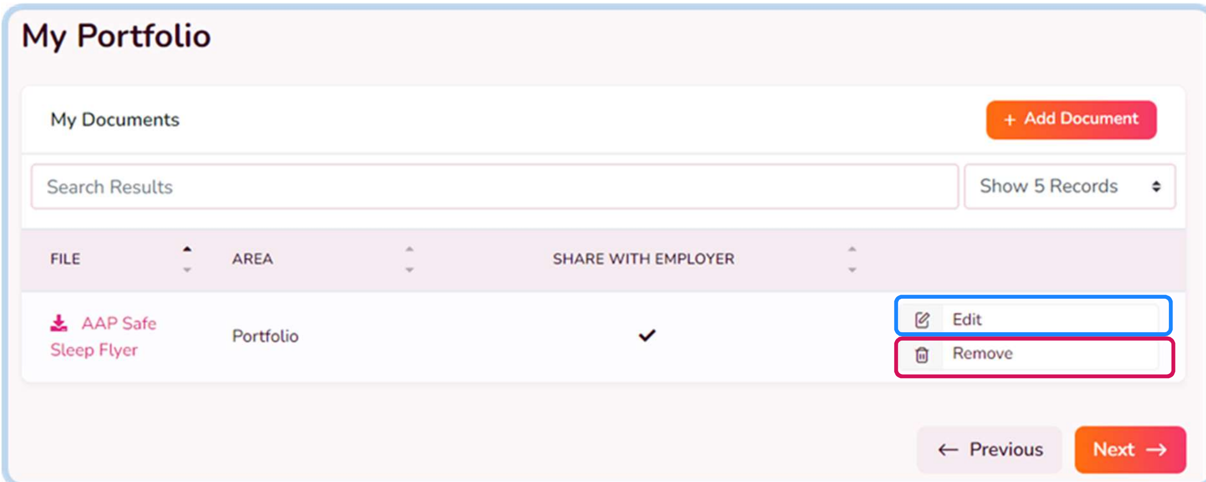
Select a file from your device, give it a name, and choose whether you would like it shared with your employer. When you have entered the information, click the ***Create*** button to add it to your Portfolio.



You will receive a notification at the top of your screen confirming that your document has successfully been added.

Update or Remove a Document from Portfolio

Edit an item in **My Portfolio** by clicking the ***Edit*** button next to the item you want to update. Change the document name or whether or not it is shared with your employer, then click the ***Update*** button.



Remove an item from **My Portfolio** by clicking the ***Remove*** button next to the document you want to delete. A box will pop up asking you to confirm the deletion.

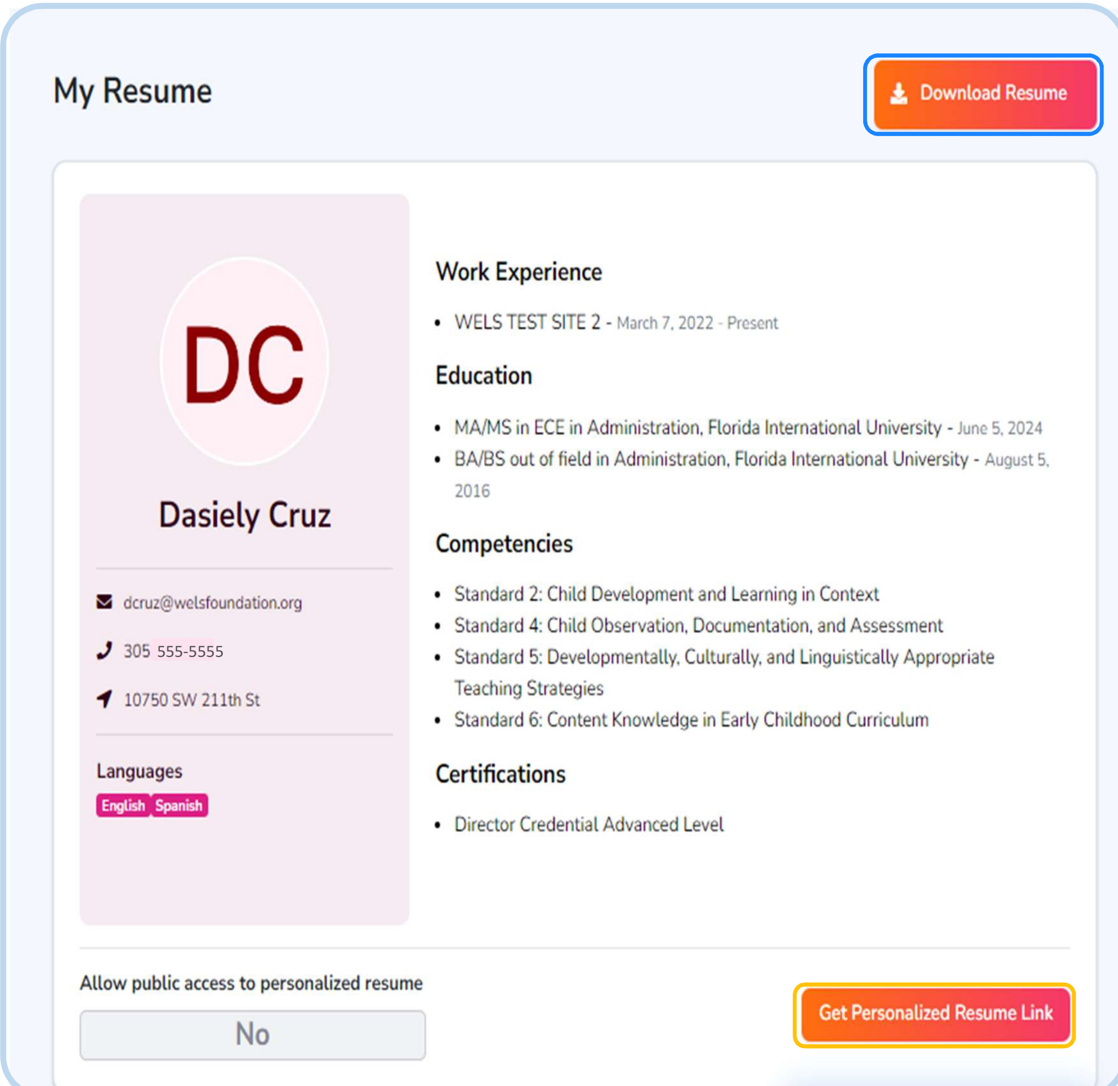
You will receive a notification at the top of your screen confirming that the document has been updated or removed.

(6) My Resume

My Resume is an optional feature that uses the information that you entered into your profile to build a personalized professional resume for you.

Your resume can be saved to your device as a word document by clicking ***Download Resume***. As a word document, you can edit, save, and print your resume on your device after downloading.

You can also generate a link to your online resume by clicking ***Get Personalized Resume Link***.



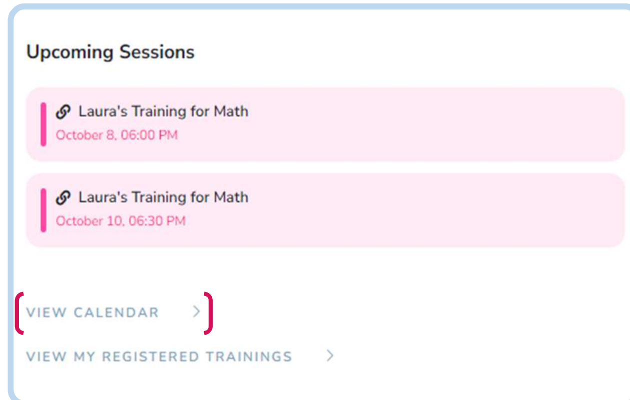
Click ***Finish*** to return to your Dashboard.

Calendar

Explore available professional development opportunities, register for sessions, and keep a record of your completed professional development using the tools in ElevatEd.

Explore and Register for Trainings

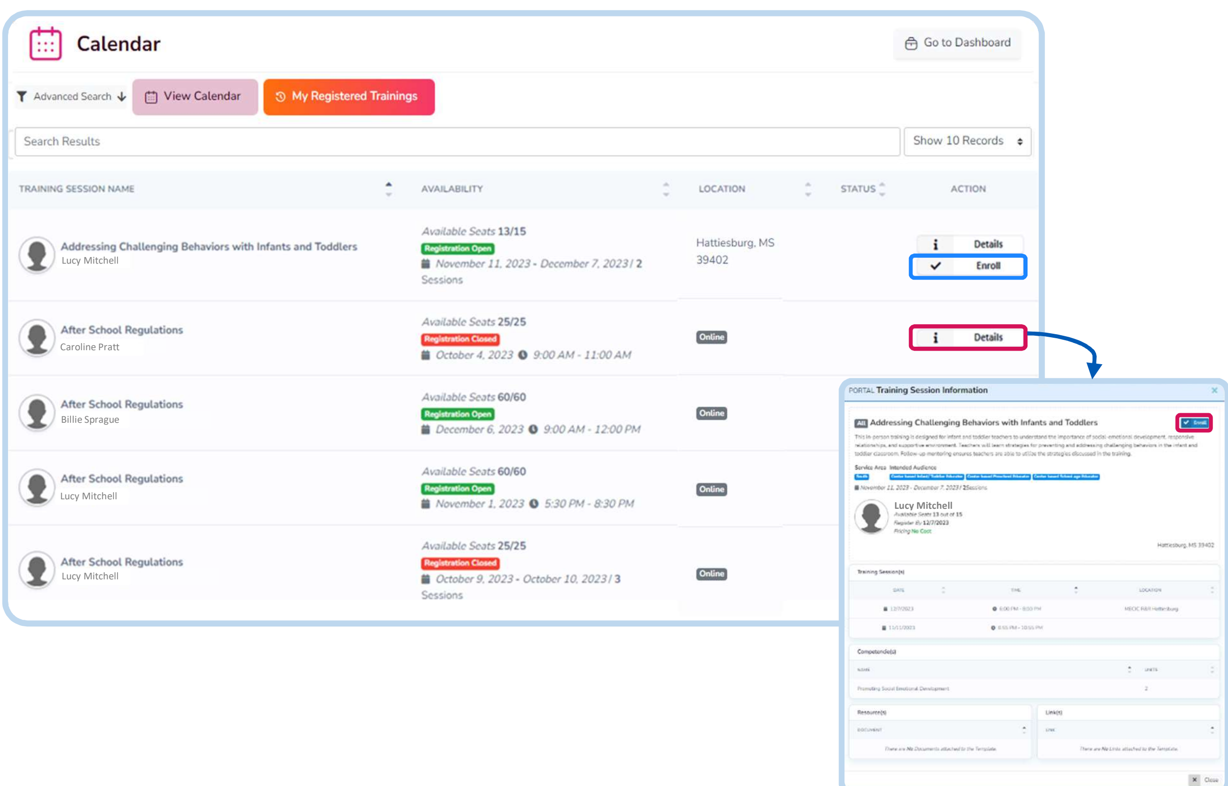
Explore and register for training sessions by clicking ***View Calendar*** on your Professional Portal Dashboard under **Upcoming Sessions** on the right side of the screen.



This will take you to the **Calendar** page where you can search for and view available training sessions from the list provided. You can choose to see trainings in *Calendar View* or *List View*.

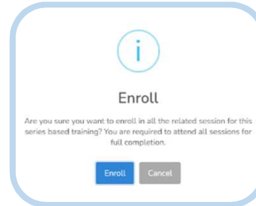
Enroll in some sessions directly from the training session list by clicking the button under **Action**.

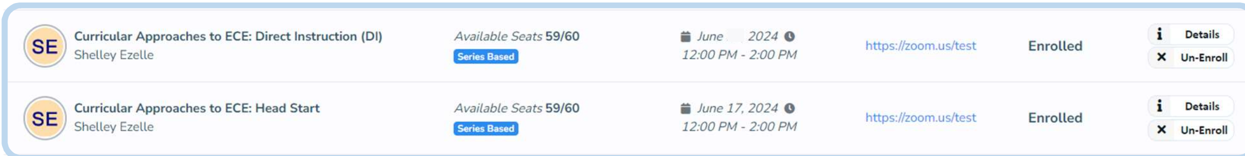
Click ***Details*** to find out more information about the selected Training Session.



Enroll in a Training Series

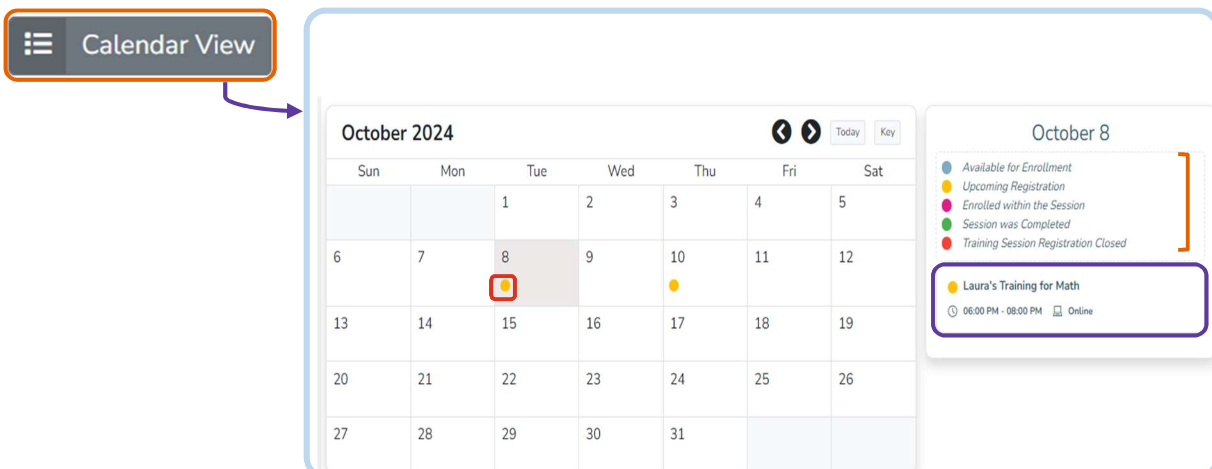
If you enroll in a session labeled as a *Training Series* (**Series Based**), you will automatically be enrolled in each session in the series and expected to participate in each session as scheduled.





Calendar

Click **Calendar View** to switch your view from the list to a calendar format.



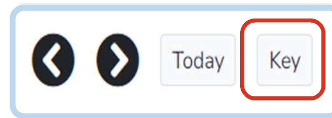
Explore professional development opportunities by month. Choose the date you would like to take a training and see which professional development opportunities are available then. This information is available on the left side of your screen.

Click ***View*** to open a window with the **Training Session Information** for that specific professional development opportunity.

As you view the Calendar, you will see training schedules for each day color-coded in the following way:

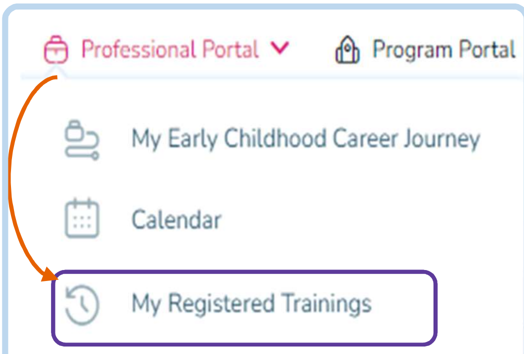
Available for Enrollment: *You are able to enroll in this Professional Development Opportunity.*
Upcoming Registration: *Registration for this training is opening soon.*
Enrolled within the Session: *This is a professional development opportunity that you previously enrolled for.*
Session was Completed: *You successfully enrolled for and completed this Professional Development Opportunity.*
Training Session Registration Closed: *You are not able to enroll in this training.*

Click ***Key*** in the top right corner of the Calendar to keep this information available on your screen up as you explore available trainings in the Calendar.



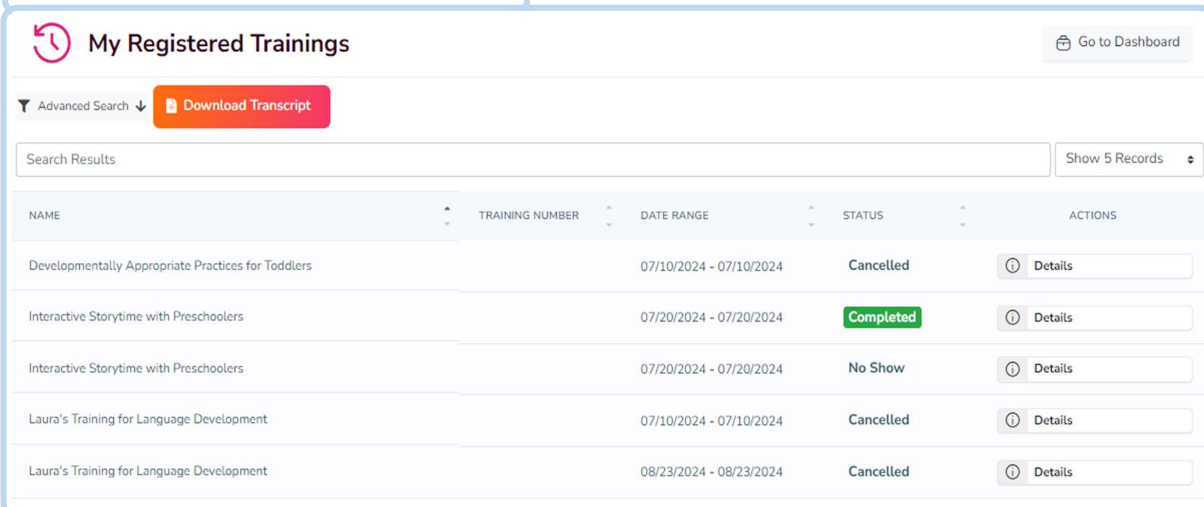
My Registered Trainings

In the **My Registered Trainings** section of the Professional Portal, you can view a list of all the trainings you have completed in the ElevatEd Portal. This includes any trainings that you self-reported in the *My Professional Development* section of your *Career Journey*.



Each of these trainings will appear in the list, along with information about your **Status**. You can also access the **Training Details** screen for each training listed by selecting ***Details***.

Search for a specific training in this list by typing in the search bar. Or, you can use the **Advanced Search** options to filter what you see in the list.

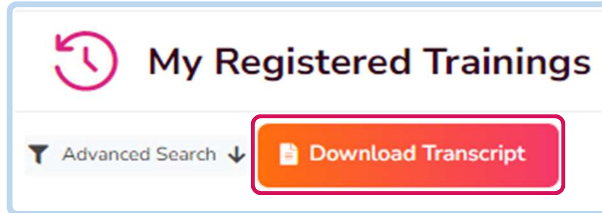


Download a Certificate

If you were issued a certificate after completing a training, click ***Certificate*** next to the training to download a PDF of the Certificate.

***NOTE:** *Not all trainings will award Certificates. Please remember your Training Transcript will always include all trainings (including those without Certificates) along with information about when you completed the training, including your verification status.*

Download your Transcript



From the **My Registered Trainings** screen, view and download a transcript of your completed sessions by clicking ***Download Transcript***.

This will generate a PDF version of your Transcript that will download directly to your device.

***NOTE**: *If you are having issues finding the document, try checking the "Downloads" folder on your device to find the PDF of your Transcript.*

Email Notifications about your Registered Trainings

You will receive email messages to the email address you provided with information about courses you have registered for. Reasons for these email messages include:

- **Confirmation of your enrollment in a training**;
- **Reminders for upcoming Trainings**;
  These messages are typically sent one week prior and again day of the training.
- **Go/No Go Date updates**;
  If minimum enrollment has not been reached by a specific date, the training will be cancelled and you will receive a message.
- **Updates about your enrollment status** (an ***Enrollment Status Key*** *is provided below).*

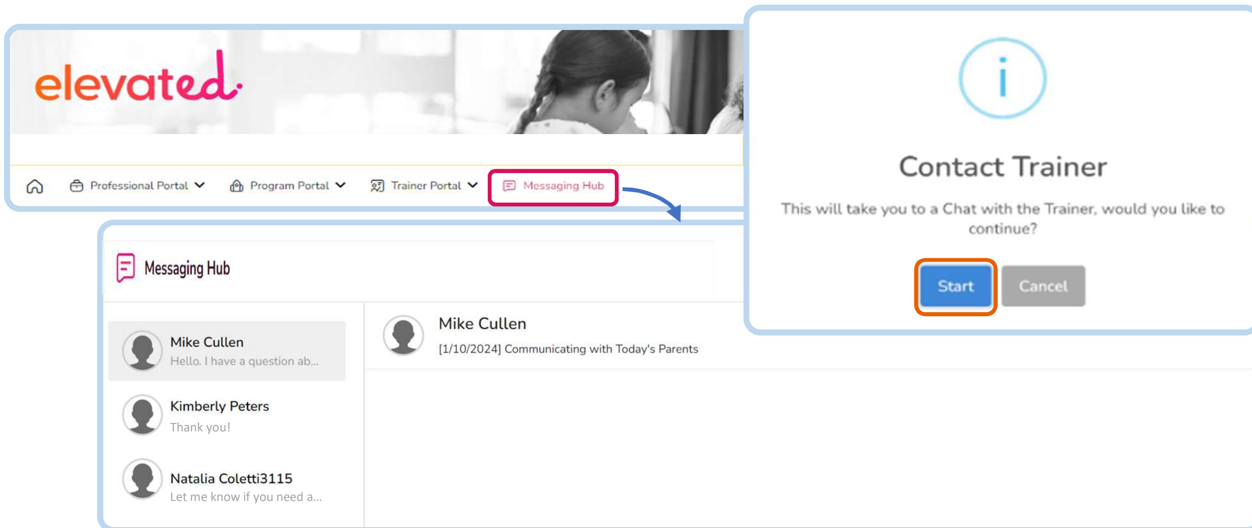
Cancelled	*This training session was cancelled.*
Completed	*You successfully completed this training session.*
Enrolled	*You successfully registered for this training session* ***or*** *the trainer enrolled you from the Waiting List.*
Incomplete	*You did not complete this training session.*
No Show	*You did not attend this training session.*
Wait-Listed	*There are no available seats and you have been added to the Waiting List.*
Withdrawn	*You have unenrolled from the training session.*

Messaging Hub

The **Messaging Hub** is a new feature that allows educators and trainers to directly communicate through the ElevatEd site.

Access this feature by selecting ***Messaging Hub*** from the menu available at the top of your screen.

Start a New Chat in the Messaging Hub

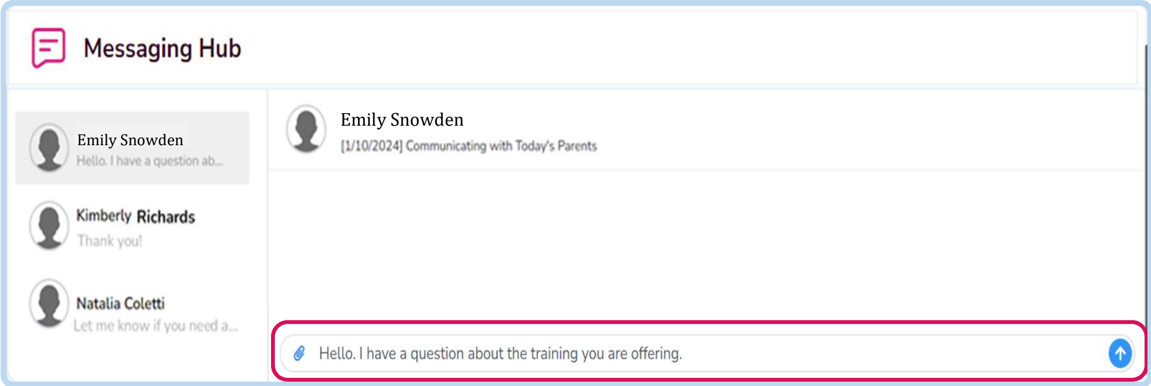


Select the Training Session you want to communicate about in the **Calendar List View** page *or* find a course in which you are already enrolled in **My Registered Trainings** and click ***Details***.

From the **Training Session Information** screen, click the ***Contact Trainer*** button to start a new chat with this individual.

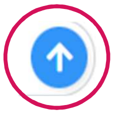
A new window will appear asking you to confirm that you want to continue with this new chat. Click ***Start***.

This will open a new window where you can chat with the Trainer in the Messaging Hub.



Type your message into the space provided.

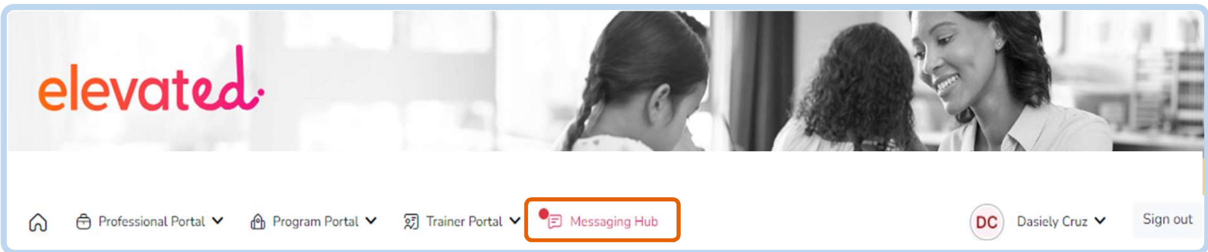
Include any attachments by clicking the “paper clip” icon on the left side of the text box. Select the file from your device and click ***Open*** to finish adding the attachment.



When you have completed your message, click the blue arrow to send.

Once your message is sent, the recipient will receive a notification letting them know they have messages to review.

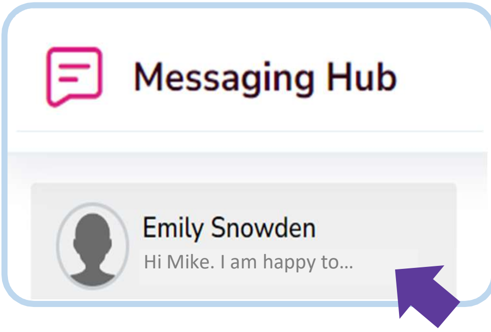
You will be able to see any responses in the chat in your **Messaging Hub**.



Continue on to the next section for instructions on how to read a new message.

Read a New Message

When you receive a new message in the Hub, you will see a red dot on the **Messaging Hub** link. Click ***Messaging Hub*** to open this section and review the new message(s).



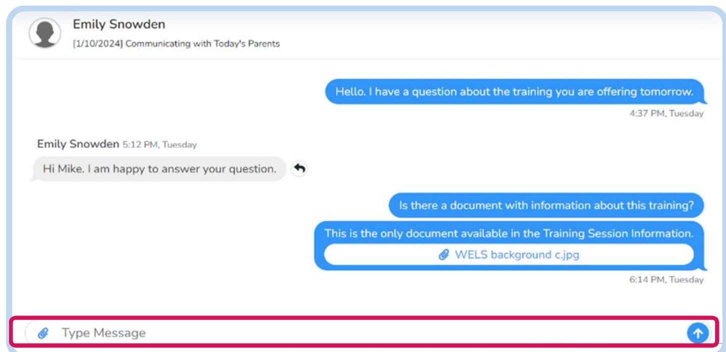
Your most recent message will appear at the top of the list with a preview of the new message.

Select the chat from the list and review the new message.

Continue on to the next section for instructions on how to respond to a message.

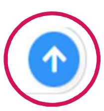
Send a Response

From the **Messaging Hub**, select an existing conversation from the list on the left side of the screen. This will open the selected chat.



Continue the chat by typing your message into the box provided.

Include any attachments by clicking the "paper clip" icon on the left side of the text box. Select the file from your device and click ***Open*** to finish adding the attachment.



When you have completed your message, click the blue arrow to send.

Sign Out

In order to sign out of your account, click ***Sign Out*** in the top right corner next to your name.

This will sign you out of your account and take you back to the ElevatEd Log In page.