



# **ElevatEd Thrive by 5 Program Portal Guide**

WELS Systems Foundation

## Table of Contents

Overview .....	2
<b>Need Technical Help?</b> .....	2
Access your ElevatEd Account .....	3
<i>Sign Up</i> .....	3
<i>Sign In</i> .....	4
<i>Reset your Password</i> .....	4
<i>Two-Factor Authentication</i> .....	5
ElevatEd Home Page.....	5
Thrive by 5 Program Portal Dashboard .....	6
<b>Staff Roster</b> .....	6
Verify Employment .....	8
<i>Invite Staff Members to Create their ElevatEd Portal Account</i> .....	8
<i>Remove a Staff Member who is no longer “Active”</i> .....	8
<b>Enrollment</b> .....	10
<b>Thrive by 5 Tier Level</b> .....	11

## Overview

This guide was designed to support providers in navigating the Thrive by 5 Program Portal functions in the ElevatEd website. This includes:

- Creating and logging in to your ElevatEd account,
- Managing the **Staff Roster** and verifying employment for staff members,
- Providing **Enrollment** information,  
and
- Reviewing your Thrive by 5 **Tier Level**.

For any Thrive by 5 **questions/comments** please contact [Thriveby5@TheChildrensTrust.org](mailto:Thriveby5@TheChildrensTrust.org).

### Need Technical 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.

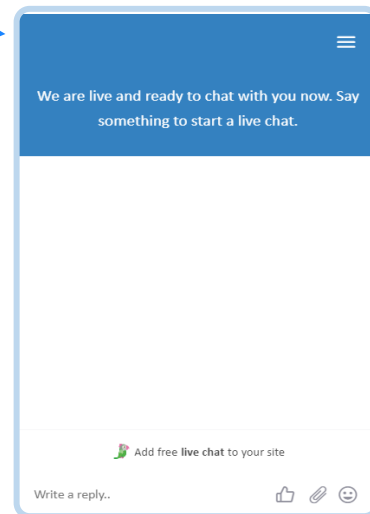
Send us a message via **email** at:

[support@welsfoundation.org](mailto:support@welsfoundation.org)

**Call** us at:

(786) 735-0200

*Monday - Friday, 9am to 5pm*



## Access your ElevatEd Account

You will need to have an account in the ElevatEd site to access the Thrive by 5 Enrollment screen. Through this account, you will also need to be granted access to your program's **Program Portal**.

**\*NOTE:** If you work as a Director in a Thrive by 5 program and previously entered enrollment through the WELS Provider Portal, you will already have an account registered with the username (email address) used in that system. To access your account, follow the directions provided in the next page to **Reset your Password**.

### Sign Up

To access the ElevatEd Portal, you will need to create your own account.

To create your account, you will start by opening a browser window and type <https://portal.elevat-ed.miami> to get to the homepage of the Portal.

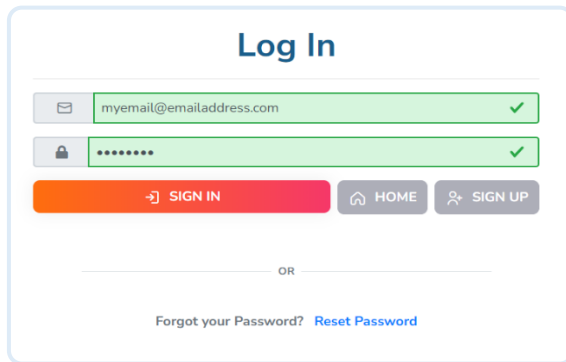
From the homepage, click **Sign Up** to create your personal account.

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 ElevatEd profile 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.



The screenshot shows the 'Log In' page. It has a title 'Log In' at the top. Below it are two input fields: the first for email (containing 'myemail@emailaddress.com' with a green checkmark) and the second for password (containing '\*\*\*\*\*' with a green checkmark). Below the fields are three buttons: 'SIGN IN' (orange), 'HOME' (grey), and 'SIGN UP' (grey). Below these buttons is a horizontal line with 'OR' in the center. At the bottom, it says 'Forgot your Password? [Reset Password](#)'.

## Sign In

Access the Log In page by typing <https://portal.elevat-ed.miami> into your browser and selecting **Sign In**.

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

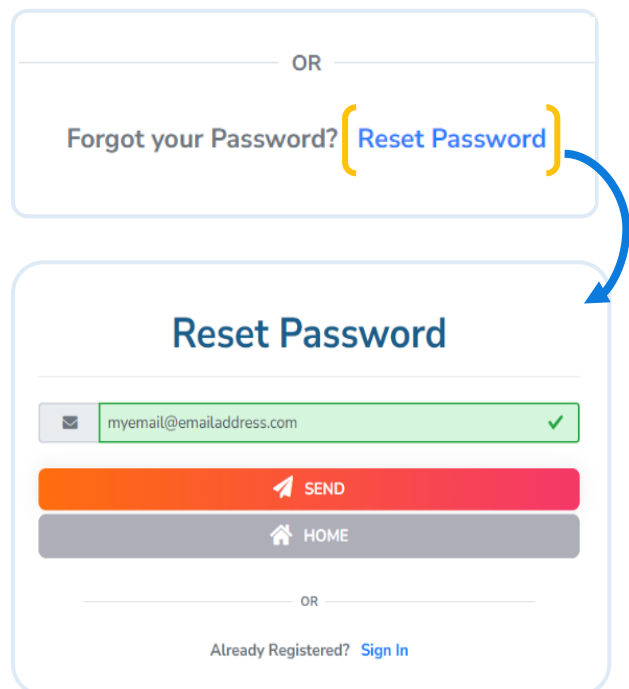
## Reset your Password

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 Portal* where you will 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.

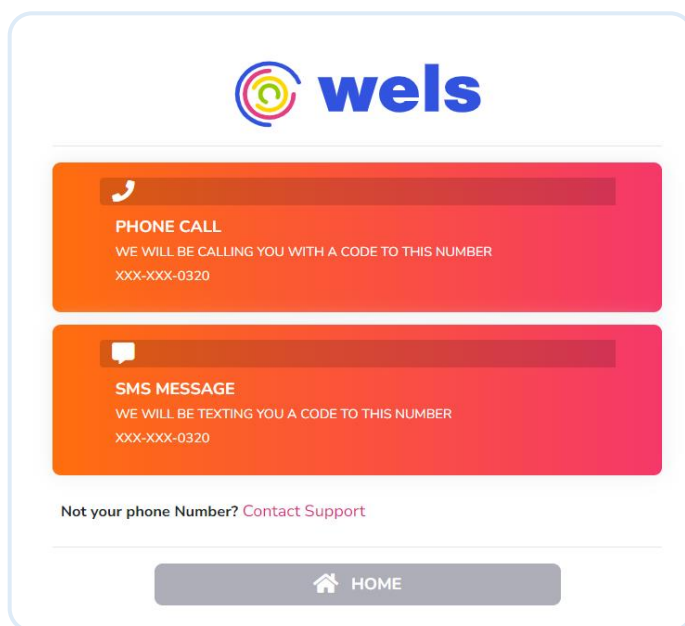


The screenshot shows the 'Reset Password' page. It has a title 'Reset Password' at the top. Below it is an input field for email (containing 'myemail@emailaddress.com' with a green checkmark). Below the field are two buttons: 'SEND' (orange) and 'HOME' (grey). Below these buttons is a horizontal line with 'OR' in the center. At the bottom, it says 'Already Registered? [Sign In](#)'. A blue arrow points from the 'Reset Password' link in the 'Log In' page screenshot to the 'SEND' button on this page.

## 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 text message or phone call to the mobile number you provided when you created your profile.

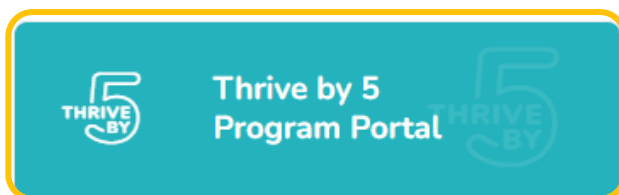
When you receive your code, enter it in the *Verification Code* box.

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](mailto:support@welsfoundation.org) or call (786) 735-0200.

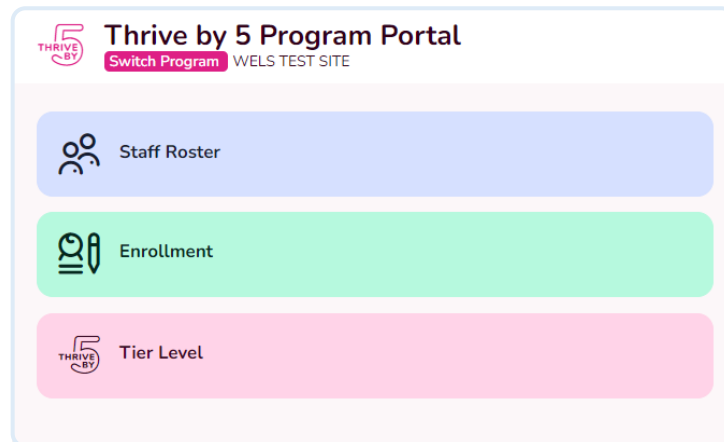
## ElevatEd Home Page

When you log in to your ElevatEd account, you will see a button on your *Home Page* called **Thrive by 5 Program Portal**. Click this button to open up the *Program Portal* area of the website.



## Thrive by 5 Program Portal Dashboard

On the **Thrive by 5 Program Portal Dashboard**, you will see the areas of the site that you have access to. This includes:



- **Staff Roster:** Review and verify information about your program staff.
- **Enrollment:** Provide current enrollment for Thrive by 5 monthly tier payments. Must be a Thrive by 5 provider.
- **Tier Level:** Review your program's Tier Level.

**\*NOTE:** If you manage more than one program, click the **Switch Program**

button to view this information for one of your other programs.

The next sections of this guide will provide you with instructions for how to use the features in each of these sections of the *Thrive by 5 Program Portal*.

## Staff Roster

The **Staff Roster** provides you with a list of individuals who have your program listed in their **Professional Staff Record** (verified data from the Children's Forum will autofill).

Click the **Staff Roster** button on your **Program Portal Dashboard** to access this list.



This will open a new screen with your Program's **Staff Roster** list.

The screenshot shows the 'Staff Roster' page. At the top, there is a 'Switch Program' button and 'WELS TEST SITE' text. Below this are 'Advanced Search' and 'Report' buttons. A search bar is present with a 'Show 10 Records' dropdown. The main table lists staff members with columns for Name, Date of Birth, Employment Date, Termination Date, Status, Verification, Role, File(s), and Action.

NAME	DATE OF BIRTH	EMPLOYMENT DATE	TERMINATION DATE	STATUS	VERIFICATION	ROLE	FILE(S)	ACTION
BOBBI TEACHER	01/1	01/01/2021			Verified	Role Not Set	View Documents	Actions
Ernesto Santos	10/3	08/01/2024		Full-Time	Verified	Role Not Set	View Documents	Actions
Sandra Gutierrez	05/5	06/04/2024	09/26/2030	Full-Time	Not Verified	Site Employee Approved	No Document Attached	Actions

For each individual on your **Staff Roster**, you will see information at a glance. This includes:

- **Name:** *First and last name.*
- **Date of Birth:** *Month and day.*
- **Employment Date:** *When did this staff member start working at the program?*
- **Termination Date:** *Is there a date in the past or future when this individual has been scheduled to stop working at the program?*
- **Status:** *Full- or part-time.*
- **Verification:** *Verified or not verified.*
- **Role:** *Position in the program.*  
*and*
- **File(s):** *Documents that are uploaded and attached to this individual's record in the Staff Roster list.*

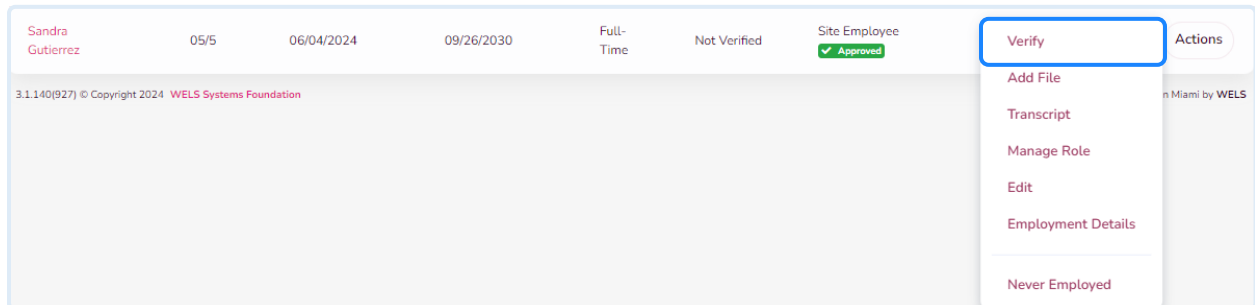
Use the **Actions** on the right side of your screen to update a staff member's information. Available *Actions* include:

<b>Verify or "Unverify"</b>	<b>Verify</b> that an individual is employed at your program/site or remove existing verification status.
<b>Add File</b>	<b>Add</b> a <b>File</b> to the staff member's <i>Professional Staff</i> record.
<b>Transcript</b>	<b>Download</b> a PDF version of the individual's <i>ElevatEd Transcript</i> to your device.
<b>Manage Role</b>	<b>Add</b> or <b>Remove</b> a <i>Program Portal Role</i> for an individual employed at your program.
<b>Edit</b>	<b>Add</b> , <b>Edit</b> , or <b>Remove</b> a staff member's <b>Position</b> .
<b>Employment Details</b>	View and update details about the individual's <b>Employment</b> dates and status at your program. *This includes the ability to remove an inactive employee by providing an <b>Employment End Date</b> (see pp. 8-9 of this guide for more information).
<b>Never Employed</b>	A special status to show that the individual incorrectly added this program as their <i>Place of Employment</i> and was <b>Never Employed</b> .



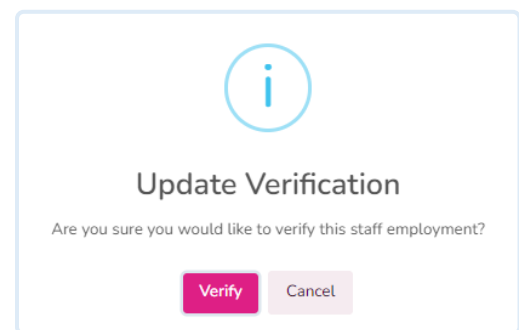
## Verify Employment

To verify employment for a staff member in your **Staff Roster**, find the individual in the list and click **Actions** in the column on the right side of your screen. From this menu, select **Verify**.



This will open a new screen where you will be asked to confirm that you want to update this individual's verification status. Click **Verify** to finish updating this individual's record. A message will appear confirming the verification status was successfully updated.

This individual will now show in the list with a status of **Verified**.



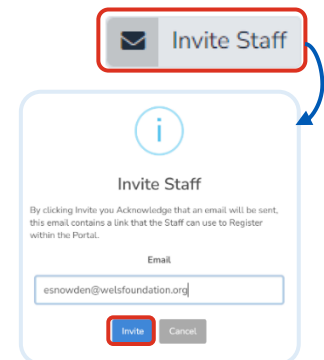
## Invite Staff Members to Create their ElevatEd Portal Account

If you have a staff member who needs to make an ElevatEd account, you can invite them to do so from the **Staff Roster**.

Click the **Invite Staff** button at the top of the **Staff Roster** page.

A new window will appear where you will type in the staff member's email address. Click **Invite** to send an email message that will them with the information they need to create their ElevatEd Portal account.

Click **Update** to save.



## Remove a Staff Member who is no longer "Active"

To remove a staff member who is no longer working for your program, you will need to add an **Employment End Date** to their **Employment Details**.

To do this, find the individual in the **Staff Roster**. Click the **Actions** button next to their name then select **Employment Details** from the list.

The screenshot shows the 'Staff Roster' interface for 'WELS TEST SITE'. It includes a search bar, a table of staff members, and an 'Actions' dropdown menu for the first staff member, Bobbi Teacher.

NAME	DATE OF BIRTH	EMPLOYMENT DATE	TERMINATION DATE	STATUS	VERIFICATION	ROLE	FILE(S)	ACTION
BOBBI TEACHER	01/1	01/01/2021			Verified	Role Not Set		<a href="#">Unverify</a> <a href="#">Add File</a> <a href="#">Transcript</a> <a href="#">Manage Role</a> <a href="#">Edit</a> <a href="#">Employment Details</a> <a href="#">Never Employed</a>
Ernesto Santos	10/3	08/01/2024		Full-Time	Verified	Role Not Set		<a href="#">Actions</a>
Sandra Gutierrez	05/5	06/04/2024	09/26/2030	Full-Time	Not Verified	Site Employee Approved		<a href="#">Actions</a>

3.1.140(927) © Copyright 2024 WELS Systems Foundation

This will open a new window labeled **Update Employment**. From this page, provide a **Termination Date**. Make sure you have also included the **Employment Type** (Full- or Part-Time) by selecting from the list provided.

When you have entered this information, click **Update** to save.

This person will no longer appear as an “Active” employee in the program **Staff Roster**.

The screenshot shows the 'Update Employment - BOBBI TEACHER' form. It includes a header, a note about required fields, and several input fields for program information, dates, and status.

**PORTAL Update Employment - BOBBI TEACHER**

When a field is followed by a \* the field is required.

Program Name  
WELS TEST SITE  
9250 W Flagler St MIAMI, FL 33174

License Number  
welstest123

Licensed Date  
01/08/2023

Expiration Date  
07/31/2024

Employment Date\* 01/01/2021 ✓

Termination Date 09/27/2024 ✓

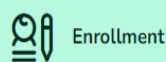
Employment Status\* Full-Time ▼

✓ Update X Close

## Enrollment

To provide your current enrollment information to The Children's Trust (TCT), click **Enrollment** on your TB5 Program Portal Dashboard to open this section of the site.

This will open a new screen where you will be able to enter your enrollment information.



As you answer each of the items on the screen, you will enter the number of children (by age group) who are currently enrolled and meet the criterion outlined on the left side of the screen.

Start by reviewing your **License Capacity** and in the box provided.

License Capacity	
9/27/2024 - hcabrera...	10 ✓

Next, fill out the enrollment table. Answer the following questions in each of the columns (by care level/age group). As you update each section with your program's enrollment information, the total number of children will automatically calculate on the left side of the screen

	0-12 Months	1 Year	2 Years	3 Years	4 Years/VPK
<b>18</b> School Readiness	0 ✓	0 ✓	2 ✓	4 ✓	12 ✓
<b>22</b> Private Pay	6 ✓	6 ✓	4 ✓	4 ✓	2 ✓
<b>0</b> Head Start or Early Head Start	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓
<b>8</b> The Children's Trust Families Forward Scholarship	0 ✓	1 ✓	3 ✓	2 ✓	2 ✓
<b>48</b> Current Enrollment	6 ✓	7 ✓	9 ✓	10 ✓	16 ✓

### School Readiness

- Enter children with School Readiness (can also have VPK)
- If a child has School Readiness **and** Head Start or Early Head Start, the child will be entered under the Head Start/Early Head Start row.

*Enter information for each age group in the boxes provided.*

### Private Pay

- Enter children that are Private Pay (can also have VPK)

*Enter information for each age group in the boxes provided.*

### Head Start or Early Head Start

- Enter children receiving Head Start/ Early Head Start
- Enter children receiving Head Start/Early Head Start **and** School Readiness
- Enter children receiving Head Start/Early Head Start **and** funding from other sources

*Enter information for each age group in the boxes provided.*

### The Children's Trust Families Forward Scholarship

- Enter children receiving the Families Forward scholarship (can also have VPK)

*Enter information for each age group in the boxes provided.*

**\*NOTE:** Do not include before/after-school children or school-age children (including Kindergarten) even if they are five-years-old. Tier payments are for preschool-aged children only.


As you provide numbers for each age group, the **Current Enrollment** numbers will automatically calculate in the bottom row based on the answers you provided. The **Current Enrollment 0-5** section next to your *License Capacity* at the top of the screen will also update. Check this information for accuracy and as needed, update your provided information.

Current Enrollment 0-5

9/27/2024 - hcabrera... 126 ✓

The eligible submitted numbers will be used for high quality performance incentive payments. Late submissions and/or adjustments will not be permitted. It is important to review and confirm all the information before you submit.

When you have finished entering your **Enrollment by Age Group** in the table provided, scroll up and click **Save All** in the top right corner of the screen.

 **Enrollment**  
Switch Program WELS TEST SITE


Go to Dashboard

✓ Save All ✕ Cancel

## Thrive by 5 Tier Level

To view your program's Tier Level, click **Tier Level** on your *TB5 Program Portal Dashboard* to open this section of the site.



 **Tier Level**  
Switch Program WELS TEST SITE

Go to Dashboard

Search Show 10 Records ▾

SITE NAME	LICENSE	TIER	DATE	ACTIONS
WELS TEST SITE	welstest123	1.5	12/12/2022	View Tier Level
WELS TEST SITE	welstest123		11/02/2022	View Tier Level

Here, you will be able to review all of your program's **Thrive by 5 Tier Levels** by date.

For additional details on your tier, you can click **View Tier Level**. This will open a new screen where you will see any records related to the *Tier Level* you selected.