



Georgia Department of Early Care and Learning

Entering/Updating Your Site Email in PANDA

A screenshot of the PANDA login page. At the top is the Bright Start logo and the text "Georgia Department of Early Care and Learning". Below that is the PANDA logo, which includes a panda icon and the word "PANDA" in large, colorful letters (P: red, A: teal, N: yellow, D: orange, A: green). Underneath is the text "Pre-K Application aNd Database Access System" and "Georgia's Pre-K System". A horizontal line separates the header from the login section. The login section is titled "Login" and contains two input fields: "Login ID" and "Password". Below the fields is a red error message: "User logout.". At the bottom of the login section is a blue "Log In" button and a link with a lock icon: "Forgot your password?".

To get started, open your web browser and go to the PANDA website at <http://www.decal.ga.gov/panda>.

The screenshot shows the PANDA dashboard interface. At the top left is the logo for BRIGHT START Georgia Department of Early Care and Learning. The main header includes the PANDA logo, the date 'Today is: 10/24/2018', a 'Help' button, and a user profile 'Welcome, Test'. A left-hand navigation menu lists 'System Admin', 'Pre-K', 'RK-STP', 'RPK-STP', and 'QRSG'. The main content area is titled 'Welcome to PANDA' and contains a congratulatory message, instructions on how to use the menu, and a link to PANDA Resources. Below this, there are three sections: 'User IDs' with instructions on user ID management, 'PANDA Resources' with a link to download documentation, and 'Roster Due' with a note that 'Roster 2 is due November 12.' To the right of these sections is a calendar for October 2018.

Next, log into PANDA. The PANDA Welcome Screen displays.

This screenshot shows a vertical list of menu items under the 'Pre-K' header. The items are: 'Enter Application', 'Aff. Lawful Presence Pre-K', 'Edit Company Profile' (which is highlighted in a darker blue), 'Rosters', 'Waiting List', 'Payments', 'Recon Form', 'CLASS Observation', and 'View/Edit Calendar'.

In the left-hand menu, click the **Edit Company Profile** menu item.

Note: You must be the Pre-K Project Director, or have the Provider Management role assigned to your PANDA user ID, for the **Edit Company Profile** menu option to be available. Contact your Pre-K Project Director if you need access to this menu item.

Basic Information Edit Grant Agreement Details TIN Assurances Bank Site List

Home > Pre-K > Edit Company Profile Next

* Indicates a required field.

Program Name

Program Legal Name: *

Doing Business As Name: *

Project Director

Last Name: * Phone #: *

First Name: * Extension #:

Middle Name: Fax #:

Business Address

Address: * State:

City: * Zip Code: *

Mailing Address

The **Edit Company Profile** screen displays. This is the screen where you update your company-level information. (Click **Edit** if you need to update this screen.) Since you want to update your site-level information instead, click the **Site List** button at the top of the screen.

Site List View Provider Detail

Home > Pre-K > Edit Company Profile > Site List

Provider Details

Example Pre-K

Legal Name: Example Pre-K, Inc.
Address: 10 Park Place, Atlanta, GA - 30303
Phone: (404)656-5957

Select a site from the list below and click the action button. View Site Details View Class List

Showing 1 to 2 of 2 entries Search in Results:

Select	#	Site ID	Site Name	Address	Phone	Origin
<input type="checkbox"/>	1	10045	Example Pre-K	Atlanta	(404)656-5957	Part of Application
<input type="checkbox"/>	2	10046	Example Pre-K Site #2	Newtown	(123)456-7890	Part of Application

The **Site List** screen displays. Depending on your company, you may see only one site listed, or multiple sites. Either way, you must select the site you wish to edit by clicking on the site name (the name is a hyperlink).

Provider Site Form [Return to Site List](#)

[Home](#) > [Pre-K](#) > [Edit Company Profile](#) > [Site List](#) > Provider Site Form

Edit

Site Information

Site Name: * License #:

Pre-K Site Contact: * Phone: * Extension:

Email Address: Fax:

Street Address: * State:

City: * Zip Code: *

County: *

Is mailing address the same as above?

The **Provider Site Form** displays. This is where you can update your site-level information. Click the **Edit** button to enter edit mode.

Provider Site Form [Return to Site List](#)

[Home](#) > [Pre-K](#) > [Edit Company Profile](#) > [Site List](#) > Provider Site Form

Save **Cancel**

Site Information

Site Name: * License #:

Pre-K Site Contact: * Phone: * Extension:

Email Address: Fax:

Street Address: * State:

City: * Zip Code: *

County: *

Is mailing address the same as above?

Enter or edit your email address in the **Email Address** field. You can also update other information, such as your Pre-K Site Contact, Phone, Fax, or Mailing Address. Click **Save** to save your changes.

Note: The Site Name, Street Address, and Curriculum fields are locked and cannot be updated. If you need to change these fields, email

panda.support@decal.ga.gov or contact your Pre-K Consultant to obtain the appropriate form.

Provider Site Form

Home > Pre-K > Edit Company Profile > Site List > Provider Site Form

[Return to Site List](#)

Save **Cancel**

Site Information

Site Name: * Example Pre-K License #: CCLC 99999

Pre-K Site Contact: * Test Provider Middle Name Phone: * (404) 656-5957 Extension: *

Email Address: panda.test@decal.ga.gov Fax: (404) 656-5958

Street Address: * 10 Park Place State: GA

City: * Atlanta Zip Code: * 30303

County: * Fulton

Is mailing address the same as above?

After saving your changes, click **Return to Site List** if you have additional sites you need to update. Follow the instructions beginning at the bottom of page 3 to select and update a different site.

When you are finished updating your sites, you can log out of PANDA or just close your web browser window.

Bright from the Start: Georgia Department of Early Care and Learning administers the nationally known Georgia Pre-K Program, licenses child care centers and home-based child care, administers federal nutrition programs, manages the voluntary quality enhancement programs, houses the Head Start Collaboration Office, distributes federal funding to enhance the quality and availability of child care, and works collaboratively with Georgia child care resource and referral agencies and organizations throughout the state to enhance early care and education. New to the site? [Start here >>](#)

Search For...

- **Pre-K Locations**
- Child Care Locations
- Nutrition Programs

For Families >

- Enrolling in Pre-K
- Search for Pre-K Locations
- Search for Child Care Locations
- Search for Nutrition Programs

For Teachers >

- Pre-K Teachers
- Child Care Training
- Pre-K Program Training
- Training Approval System
- Scholarships and Incentives

For Providers >

- Child Care Training
- Pre-K Program Training
- Quality Improvement Program
- Funding Opportunities

News

Bright from the Start Introduces Statewide Child Care Referral Service
1-877-ALL GA KIDS connects families with child care throughout state.

American Recovery & Reinvestment Act 2009
As a result of the American Reinvestment and Recovery Act of 2009, there is new money available for Head Start Expansion, Early Head Start, Seasonal/Migrant Head Start, and Alaskan/Native American Head Start. Grant information is now available.

Bright from the Start Partners with Path2College and Sonic® to reward Pre-K Students with a Free Vanilla Twist
I-Scream, You-Scream, We All Scream For College Savings!

H1N1 (Swine Flu) Information

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Information on the **Provider Site Form** is automatically copied from PANDA to the agency website **each night**. This means any changes you make will appear on the site search **the following day**.

You can access the agency website at <http://www.decal.ga.gov>. Click on **Search For ... Pre-K Locations** if you wish to verify your information. Remember, changes you make in PANDA will not appear here until **the following day**.

If you need assistance with these instructions or with PANDA, send an email to panda.support@decal.ga.gov. All emails to PANDA Support will be answered during business hours.