




**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

Entering/Updating Your Site Email in PANDA

BRIGHT
from the **START**
Georgia Department of Early Care and Learning

 **PANDA**
Pre-K Application aNd Database Access System

Georgia's Pre-K System


Login

Login ID

Password

User logout.

Log In

 [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) and the 'PANDA' logo. The top right shows the date 'Today is: 10/24/2018', a 'Help' button, and a user name 'Welcome, Test'. A left-hand navigation menu includes '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 are three sections: 'User IDs' with instructions on user ID creation, 'PANDA Resources' with a link to download documentation, and 'Roster Due' with a note that 'Roster 2 is due November 12.' On the right side, there is a calendar for October 2018 with dates 30, 5, 15, 2, and 9 highlighted in green circles.

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

The screenshot shows a vertical menu with a 'Pre-K' header and a dropdown arrow. The menu items are: 'Enter Application', 'Aff. Lawful Presence Pre-K', 'Edit Company Profile' (highlighted in dark 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.

The screenshot displays the 'Provider Site Form' interface. At the top, there is a breadcrumb trail: 'Home > Pre-K > Edit Company Profile > Site List > Provider Site Form'. A 'Return to Site List' button is highlighted with a red box in the top right corner. Below the breadcrumb, there are 'Save' and 'Cancel' buttons. The main section is titled 'Site Information' and contains several input fields:

- Site Name:** Example Pre-K
- License #:** CCLC (dropdown) 99999
- Pre-K Site Contact:** Test (first name), Provider (last name), Middle Name (empty)
- Phone:** (404) 656-5957
- Extension:** (empty)
- 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 (dropdown)

At the bottom, there is a checkbox labeled 'Is mailing address the same as above?' which is currently unchecked.

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.

Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

Agency Programs Families Teachers Providers Contact Us

QUALITY RATED CHILD CARE

With 4,309 Georgia licensed child care providers reporting:
✓ 3,388 are open
✗ 921 are closed

To find child care near you, visit
www.qualityrated.org or call 1-877-ALL-GA-KIDS

Find Child Care
Find Georgia's Pre-K
Find a Meal Site
Career Opportunities
Criminal Records Check
License Fee Payments
FAQ

QUALITY RATED Child Care

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 **Find Georgia's Pre-K** 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.