GAPREK DOWNLOAD

As we begin the new year, it is an appropriate time to reflect on our accomplishments and anticipate upcoming opportunities. This newsletter highlights recent enhancements to the GAPREK system.

Updates include an upgraded roster printing process and user interface improvements that contribute to a more efficient and accessible GAPREK experience. Included in this edition are recommendations for entering student and teacher data as well as instructions for uploading documents to the portal.

On behalf of the entire team, I extend best wishes for the new year. We appreciate your continued support and engagement.

Susan Adams
Deputy Commissioner
Georgia's Pre-K & Instructional Supports

Pre-K Job Postings

COMING SOON! Providers will be able to post job openings for Pre-K staff on the DECAL website. To access the job posting feature, log into GAPREK, navigate to the "Quick Links" section located at the bottom of the GAPREK landing page, and click on the "Pre-K Job Posting" button. Once authenticated, you will be redirected to the Pre-K Job posting page on the DECAL website. You will be able to create new postings, as well as, edit/delete previous postings for your program.

Exciting Changes in GAPREK

- New functionality for roster printing
- User Interface changes making GAPREK more user friendly
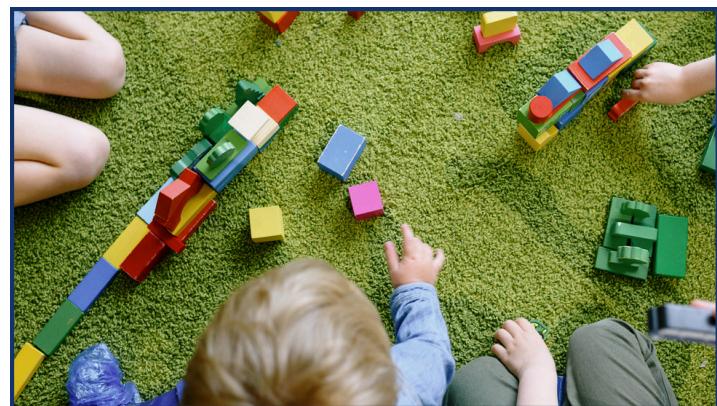
What is the Integrated Provider Portal?

You may have noticed the words "Integrated Provider Portal" when logging into GAPREK. The Integrated Provider Portal is utilized by both CAPS and Pre-K, and was developed on the Salesforce platform. Salesforce is widely used by businesses, nonprofits, and government agencies to manage data, processes, and business relationships. It helps organizations track interactions with customers, is accessible from anywhere, allows for real-time updates, and integration with other systems, such as GaPDS and CAPS. For Georgia's Pre-K, Salesforce works as a data management system and customer relationship platform. We are excited to see how Salesforce can continue to aide with modernization and efficiency.

Student Data Entry

When a student leaves your program, end date the student in the "Class Reporting Manager." End dates should be added to student records when they withdraw from the program.

When adding new students, enter the information exactly as it appears on their official documentation. If any details are entered incorrectly, the system makes it easy to edit and update those fields.

Additionally, if a student was added in error or never attended, you can use the "Child Did Not Attend" button to remove their record quickly and accurately.

Staff Data Entry

It is essential to keep staff information accurate and current at all times. End dates should only be entered for teachers on their final working day in their assigned classroom. Updates should occur on the last day the teacher actively worked in that class—don't delay!

If a teacher is reassigned to a different class within your organization, use the "Move" button to transfer them to the appropriate site or classroom. This update should also be completed as the change happens. Timely updates ensure smooth operations and accurate records for your organization.

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Concerns with Uploading Documents

If you're experiencing issues uploading documentation in GAPREK, the problem may be caused by security settings within your program's IT configuration. To ensure your documents upload successfully, there are a few things you should check.

If you are using Google Chrome, there may be extensions enabled that could limit access or block certain downloads and uploads. For example, the Lightspeed Extension will block targeted file uploads (especially PDFs/images) while still allowing Excel-based uploads.

We recommend using Microsoft Edge when uploading documents rather than Google Chrome. Edge minimizes conflicts with certain browser extensions that can interfere with file uploads.

After troubleshooting, if you are still experiencing problems with uploads, please reach out to GAPREK.Support@decal.ga.gov or submit a help desk ticket.

Printing Class Rosters

Rosters can be printed from the "Class Reporting Manager" and "Manage Rosters" sections. This functionality is available to Primary Authorized Users, Project Directors, Site Directors, and Data Management Users. Users will see a "Print" option at three levels:
- **Legal Owner Level** – Generates rosters for all sites under that legal owner.
- **Site Level** – Generates a student roster for all classes within the selected site.
- **Class Level** – Generates a student roster for that specific class only.

Because these reports contain confidential information, it is <u>critical to have a plan</u> in place to keep the information secure. When a user clicks "Print," they must acknowledge the security message below before proceeding.

Print Roster Information

Note: This file may contain sensitive or confidential information that should be protected and only shared if necessary. By downloading this file, you assume responsibility for ensuring this information is safeguarded in accordance with the Grant Agreement. When this file is no longer needed, destroy all copies and ensure the file can no longer be accessed.
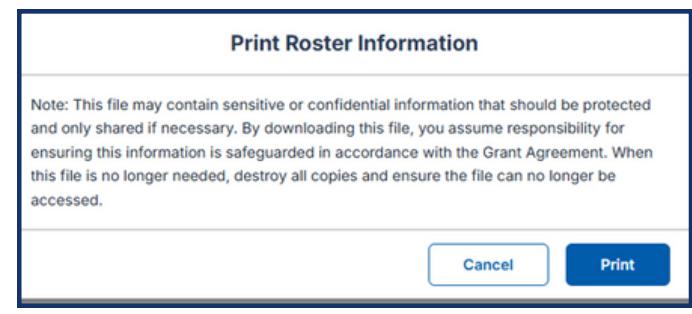
Cancel   Print

Reminder:

Make changes as the happen - Don't Wait! GAPREK was designed for frequent provider login. Logging in frequently is essential for staying on top of system communications.

Need Help?

For additional support or assistance, submit a Help Desk Ticket in the GAPREK portal.

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