



GAPREK

Data Management User Guide

Version 3.1, July 25, 2024

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PURPOSE

This user guide provides support to the Data Management Users in performing required actions on the GA DECAL Integrated Provider Portal for the Pre-K program.

PERSONAS

Personas	Responsibilities
Data Management User	<ul style="list-style-type: none"> • Accessing Important Communication • Submitting a New Incident • Adding a Student • Marking a Child as Did Not Attend • Moving a Student • Adding a Returning Student • Adding a Student from Waiting list • Uploading Student Documentation • Closing a Student • Adding a Teacher • Closing a Teacher • Moving a Teacher • Changing a Teacher Type • Adding an Additional Staff • Adding a Substitute Teacher • Adding a Student to Waiting List • Archiving a Student • Viewing a Student Roster

Name Of Document

INTRODUCTION

This User Guide will assist Data Management Users in efficiently navigating and utilizing the GA DECAL Integrated Provider Portal. It provides vital information and detailed instructions for managing your duties. The guide explains portal features, submitting new incidents, handling students, teachers, rosters, and additional staff. Utilizing this guide will help ensure the seamless and efficient operation of your Provider or Site.

ACTIVATING AND LOGGING IN TO YOUR ACCOUNT

If you are not enrolled as a Pre-K Provider with DECAL, you have to activate your account first.

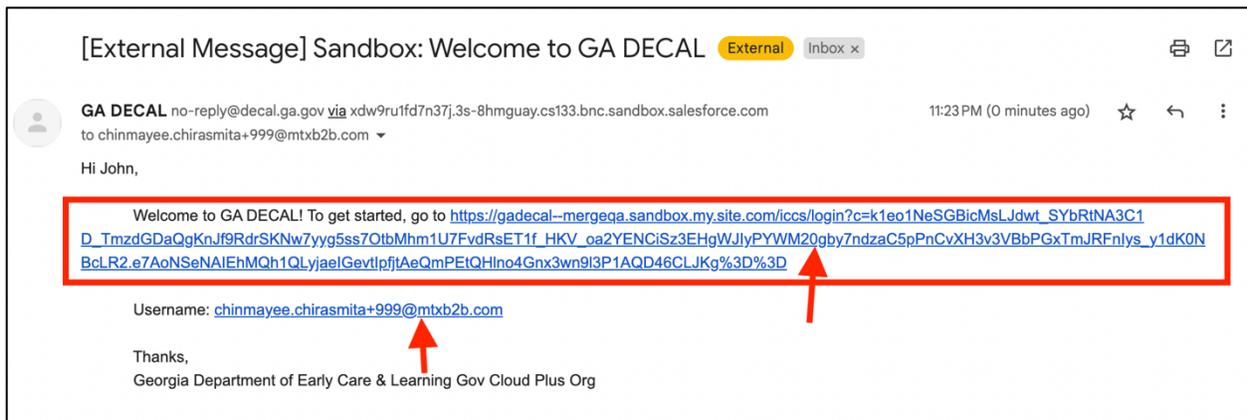
The Data Management User will need to contact their Primary Authorized User to activate provider details.

Activating the GAPREK User Account

To activate your GAPREK Provider Account, perform the following steps:

1. Go to your email inbox and search for a Welcome Email from GA DECAL.
2. Open the email and click the **link** you see in the Email body.

Note: Your Username will be provided in this email. Please note this Username for future logins.

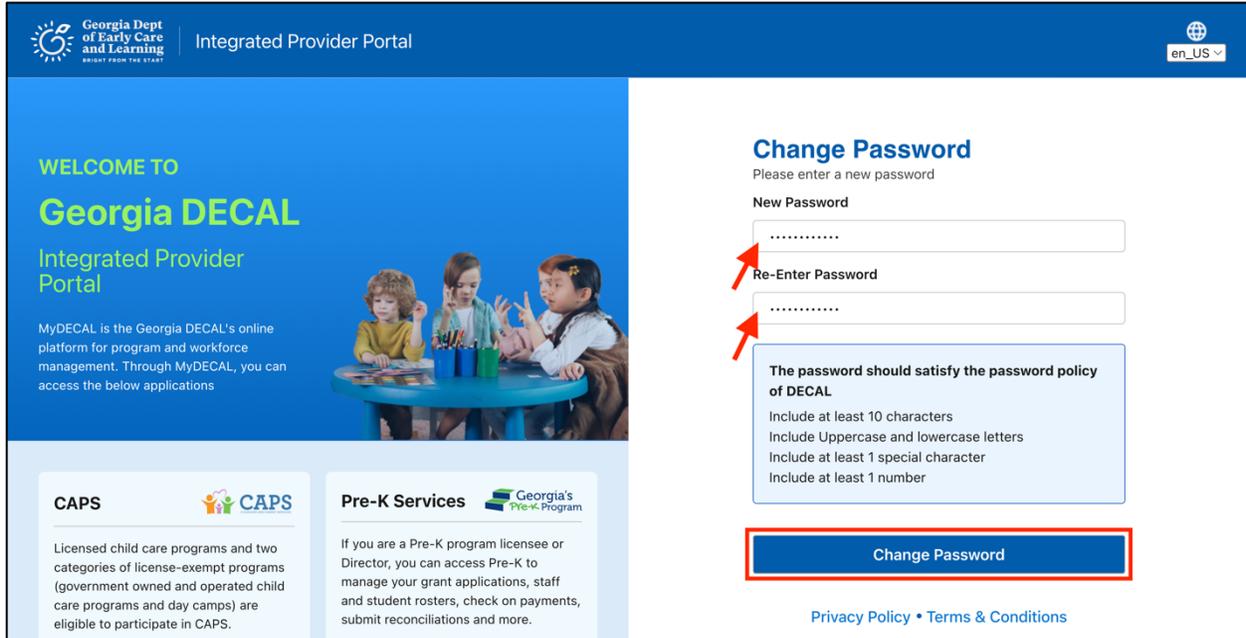


The Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.

Name Of Document

3. Enter your password in the **New Password** and **Re-Enter Password** text boxes.
4. Click the **Change Password** button.

Note: You will need to use this Password, along with your Username, every time you log in to the portal in the future.



Change Password
Please enter a new password

New Password
.....

Re-Enter Password
.....

The password should satisfy the password policy of DECAL
Include at least 10 characters
Include Uppercase and lowercase letters
Include at least 1 special character
Include at least 1 number

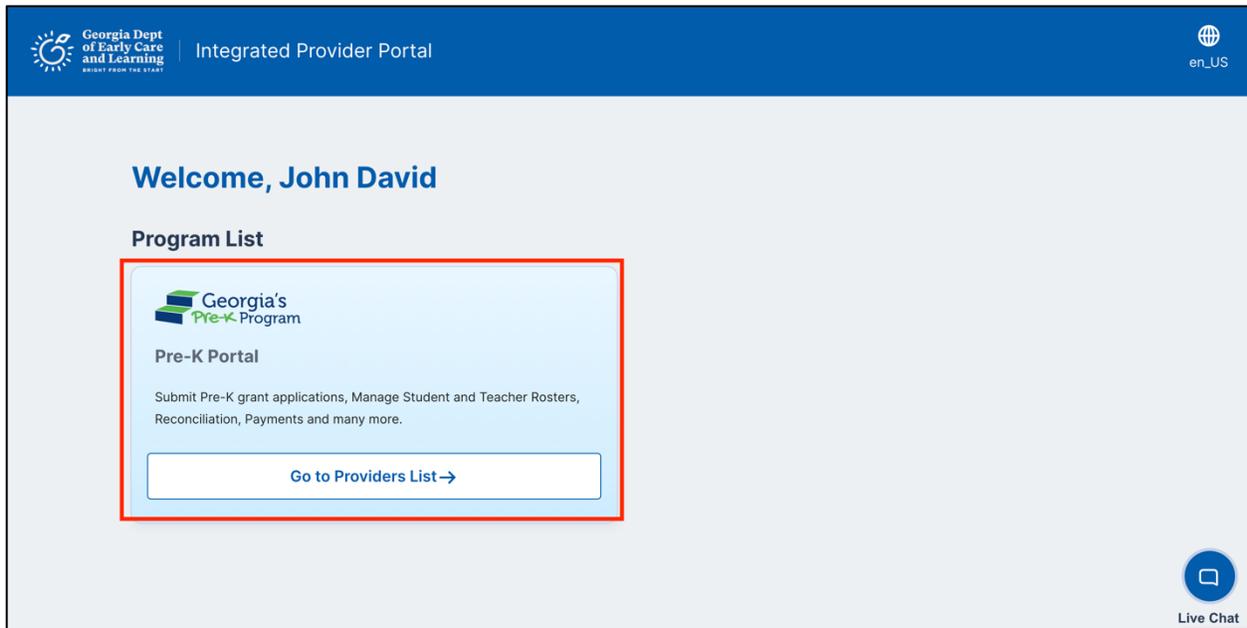
Change Password

[Privacy Policy](#) • [Terms & Conditions](#)

You are now logged into the Integrated Provider Portal. On the Welcome page, the programs you have enrolled in (in this case, Pre-K) will be displayed as tiles under the Program List.

5. On the Pre-K Portal tile, click the **Go to Providers List** button.

Name Of Document

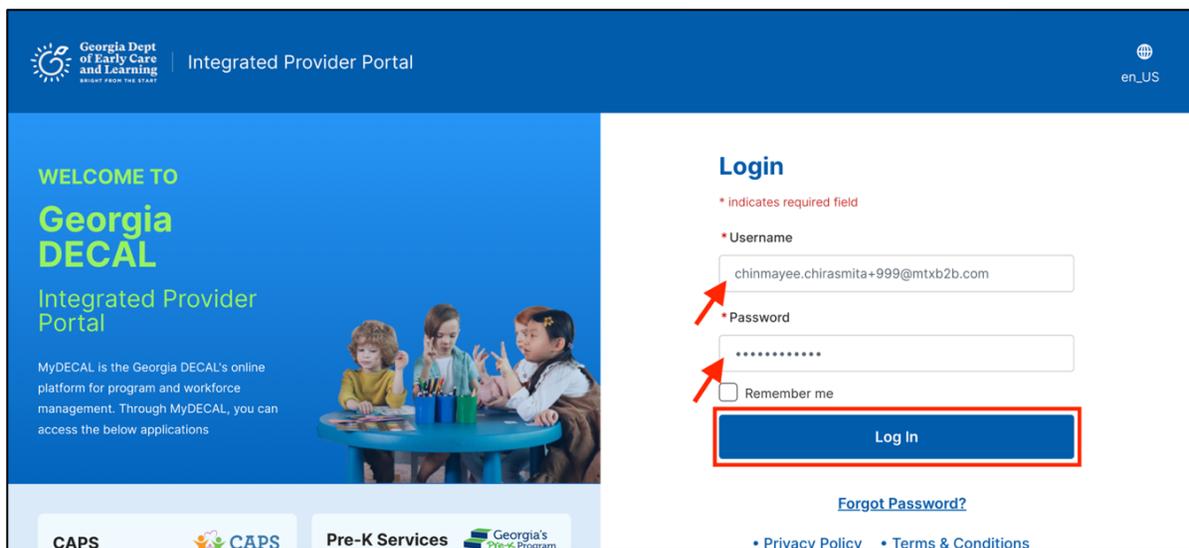


Logging in to the GAPREK Provider Portal

If you already have an Account, you will need to log in.

To Login to the Provider Portal, perform the following steps:

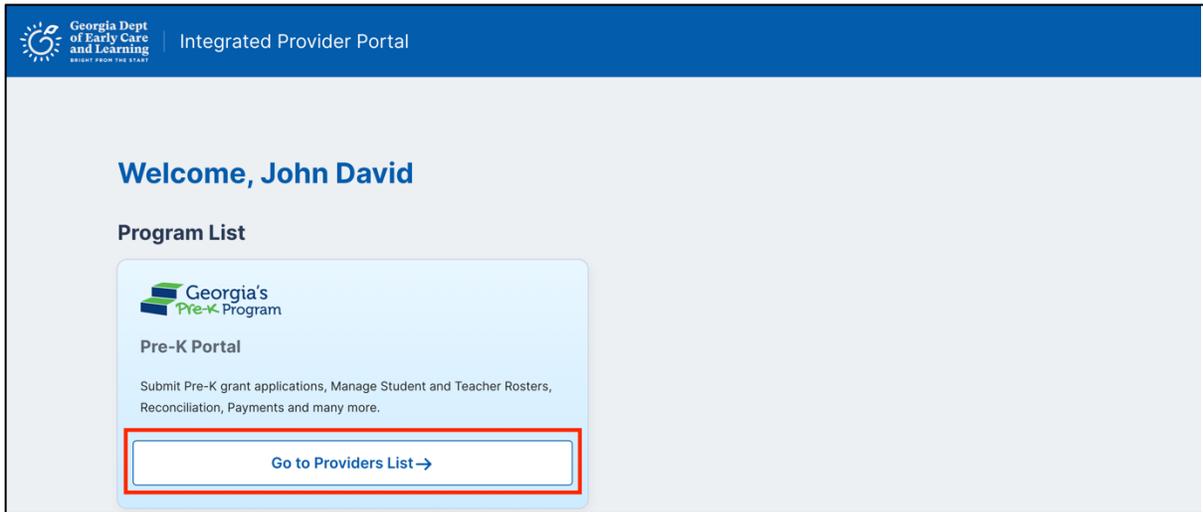
1. Click [here](#) to access the Integrated Provider Portal Login page.
2. Enter the **Username** mentioned in the Welcome email and the **Password** you created during Account Activation. Then click the **Log In** button.



Name Of Document

After logging in, you will be directed to the GA DECAL Integrated Provider Portal welcome page. Please note that if you are enrolled with other Provider Programs you will also see other Program Tiles (such as CAPS) in addition to Pre-K.

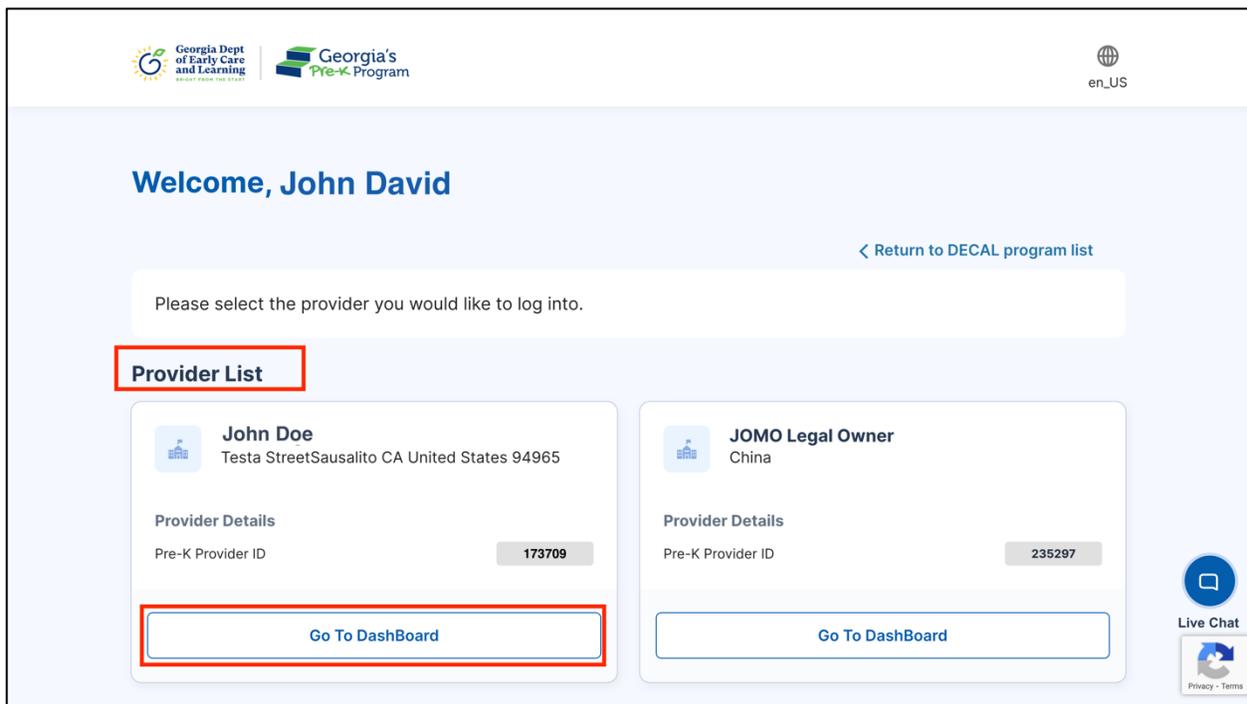
3. On the Pre-K Portal tile, click the **Go to Providers List** button.



The Provider List page will be displayed.

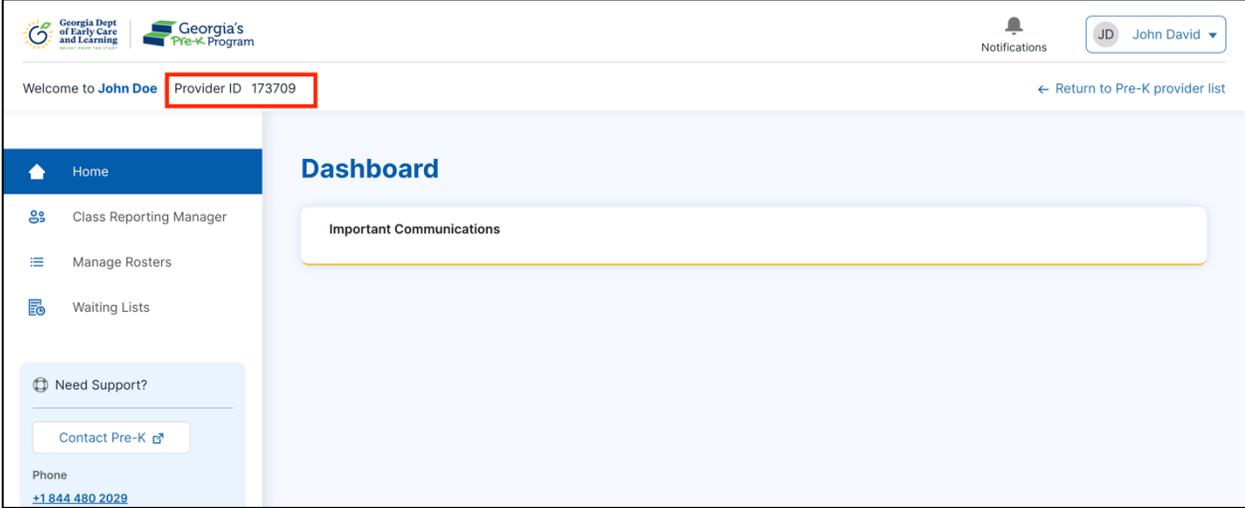
Note: You will be directed to the Provider Dashboard directly if enrolled with only one Provider.

4. On the required provider tile, click the **Go To Dashboard** button.



Name Of Document

Now, you will be directed to the Provider Dashboard page, and the **Provider ID** will be displayed at the top.



Name Of Document

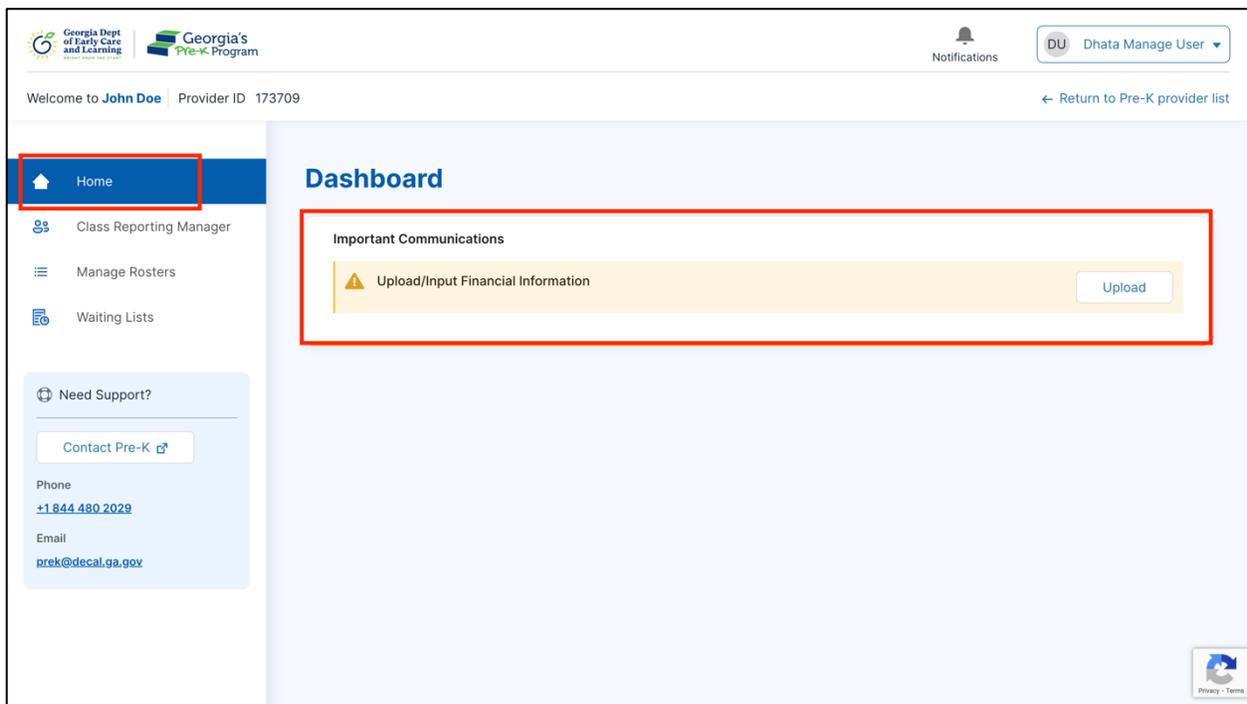
VIEWING DASHBOARD

Your Pre-K Dashboard provides convenient access to information and data that you will frequently need to consult. Data Management Users have limited access to Dashboard features.

Managing Important Communications

Important communication sections under the Dashboard section assist the Data Management user in viewing notifications and pending actions to be carried out on the portal.

You can view the Important Communications in the section and respond appropriately.



Name Of Document

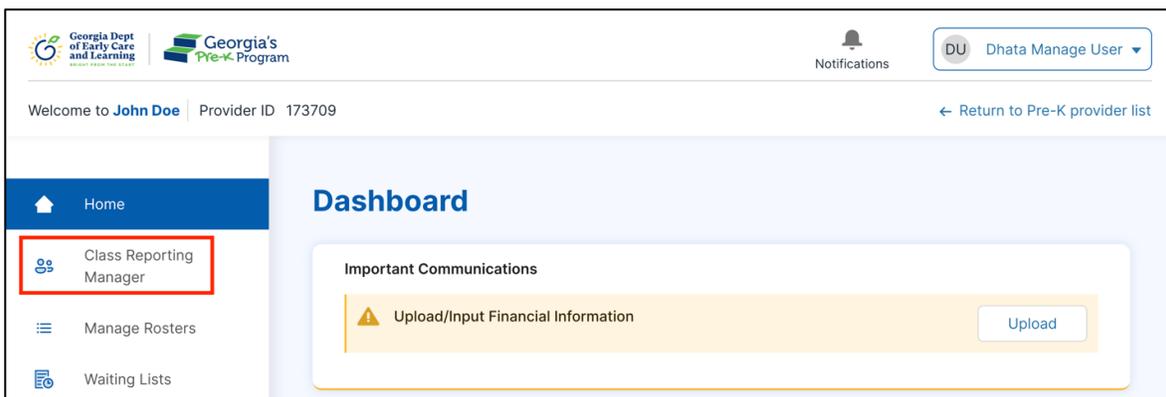
MANAGING CLASS REPORTING MANAGER

Managing Class Reporting Managers involves adding and removing students, including returning ones and those from waiting lists, uploading student documentation, closing student profiles, adding, moving, or changing teachers, and adding additional staff or substitute teachers.

Adding a Student

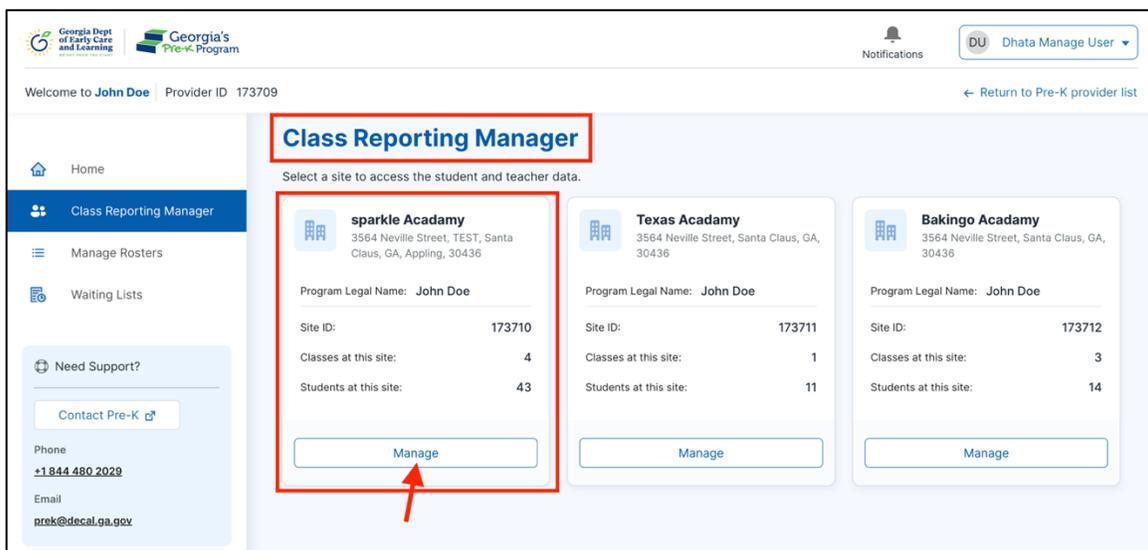
To add a student to a class, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

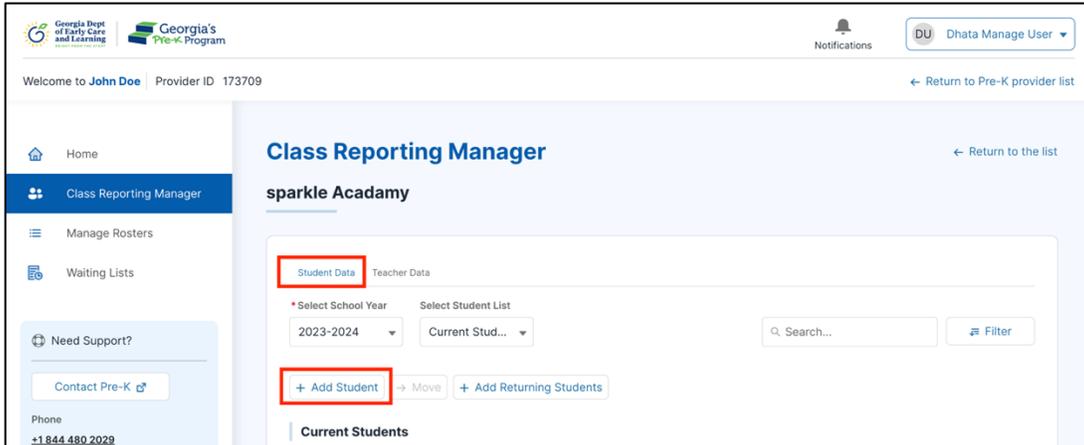
2. To select a site for accessing the students, click the **Manage** button.



Name Of Document

The Site page will be displayed with the Student Data tab selected.

- To add a student to the site, click the **Add Student** button.



The **Add Student > Student Information** page will be displayed.

- In the Student Information section, enter the following information:

Notes:

- Fields marked with a red asterisk (*) are mandatory fields.
 - You can also bulk upload student data using the **Bulk Upload** feature. Refer to the [Bulk Upload](#) section for instructions on uploading student data to the Class Reporting Manager.
- Enter the **First Name, Middle Name, Last Name, Date of Birth, and Social Security Number.**

Name Of Document

- b. Select the **Gender** and **Multi-birth**.

Note: Select the **SSN Not available** checkbox if a Social Security Number was not provided. You will be prompted to enter the appropriate Waiver option instead.

- c. Select the **Yes/No** radio button for **Transportation, Socioeconomic Category, Multilingual Learner, Does this student receive Special Education Services, Is this student in a blended Head Start/Pre-K classroom** field.

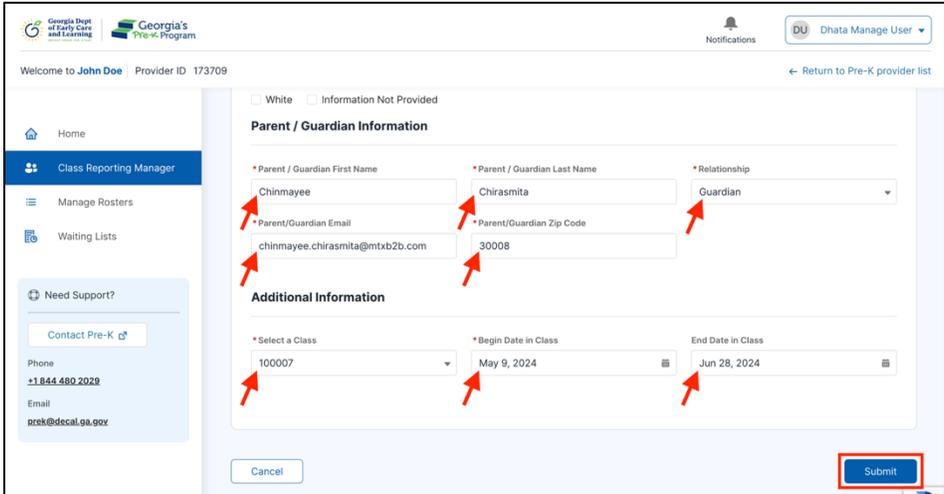
Note: Depending on the selected Socioeconomic Category, you may need to select the Services.

- d. Select **Ethnicity** and **Race**.

5. Next, scroll to the Parent/Guardian Information section and enter the following information:

- a. Enter the **Parent / Guardian First Name**, **Parent / Guardian Last Name**, **Relationship**, **Parent/Guardian Email**, and **Parent/Guardian Zip Code**.
- b. Select the **Relationship** from the drop-down list. In the Additional Information section, select a **Class** including the **Begin** and **End Date in Class**.
- c. Click the **Submit** button.

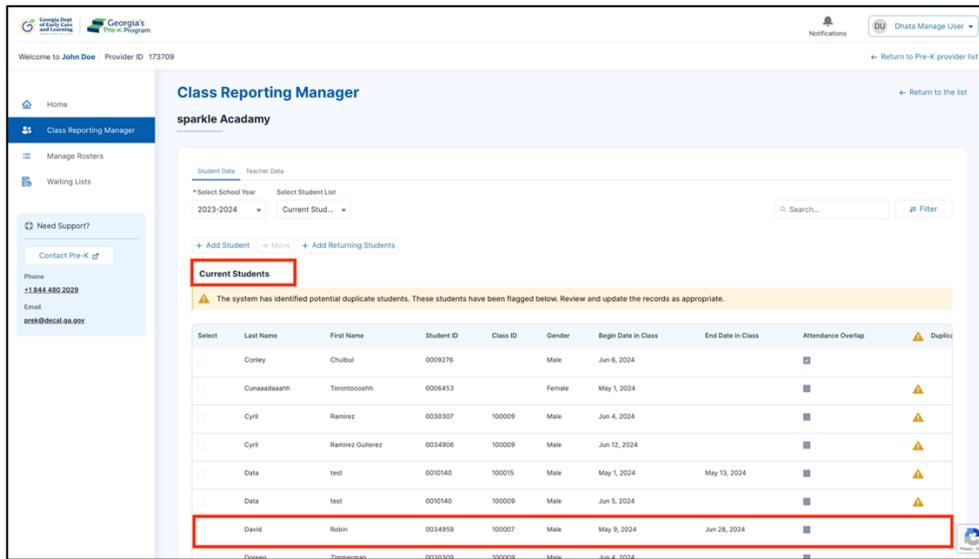
Note: The age of the student should be between 4-6 years as of September 1st of the current school year.



The screenshot shows the 'Parent / Guardian Information' form in the Georgia's Pre-K Program system. The form is divided into two main sections: 'Parent / Guardian Information' and 'Additional Information'. In the first section, there are input fields for 'Parent / Guardian First Name' (Chinmayee), 'Parent / Guardian Last Name' (Chirasmita), 'Relationship' (Guardian), 'Parent/Guardian Email' (chinmayee.chirasmita@mtxb2b.com), and 'Parent/Guardian Zip Code' (30008). In the 'Additional Information' section, there is a dropdown for 'Select a Class' (100007), a date picker for 'Begin Date in Class' (May 9, 2024), and another date picker for 'End Date in Class' (Jun 28, 2024). At the bottom of the form, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box. Red arrows point to each of the input fields mentioned in the instructions.

After submitting, a success message will be displayed on the page, and a new Student record will be displayed in the **Current Students** section.

Name Of Document

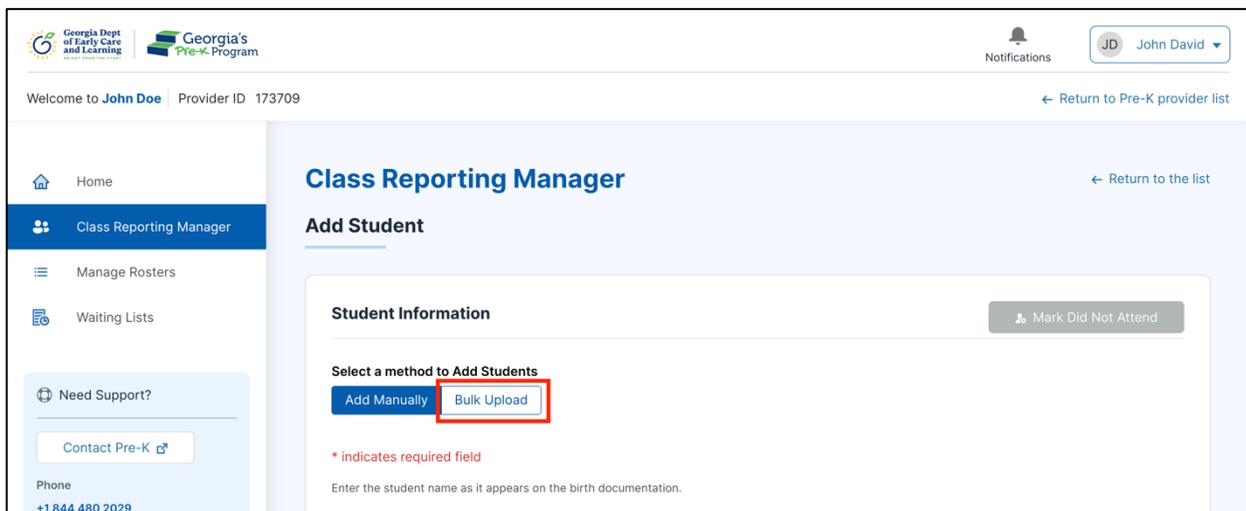


Student Bulk Upload

The bulk upload feature helps you to upload multiple student data at once. You can bulk upload the data by uploading the Pre-K Bulk Student Upload Class Reporting template to the portal or the designated bulk upload extract from your student management system.

To bulk upload student data, perform the following steps:

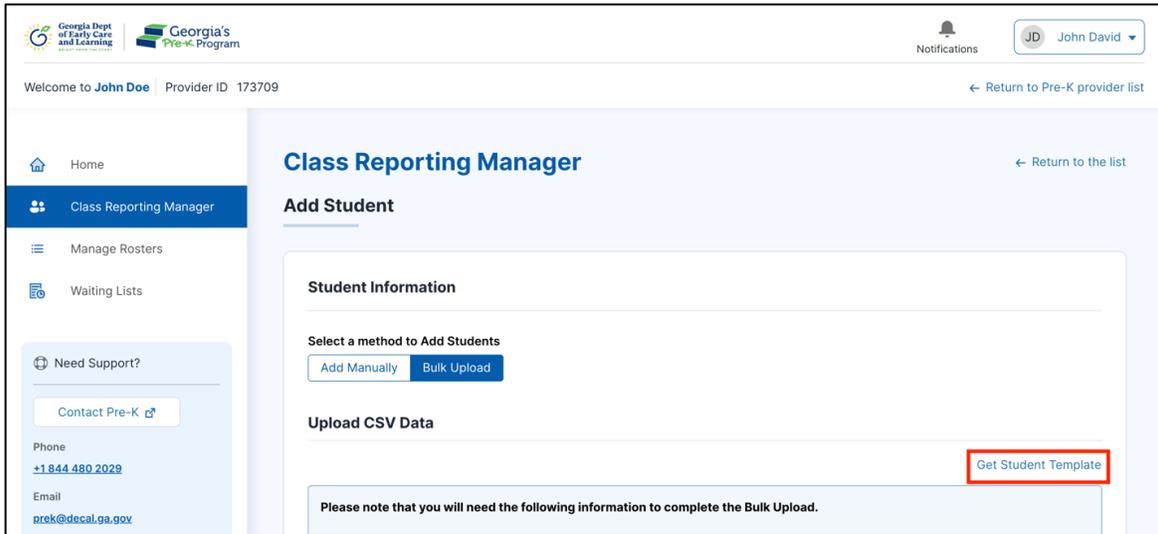
1. On the Class Reporting Manager > Add Student page, under the Student Information section, click the **Bulk Upload** button.



2. Under the Upload CSV Data section, click the **Get Student Template** button to download the template.

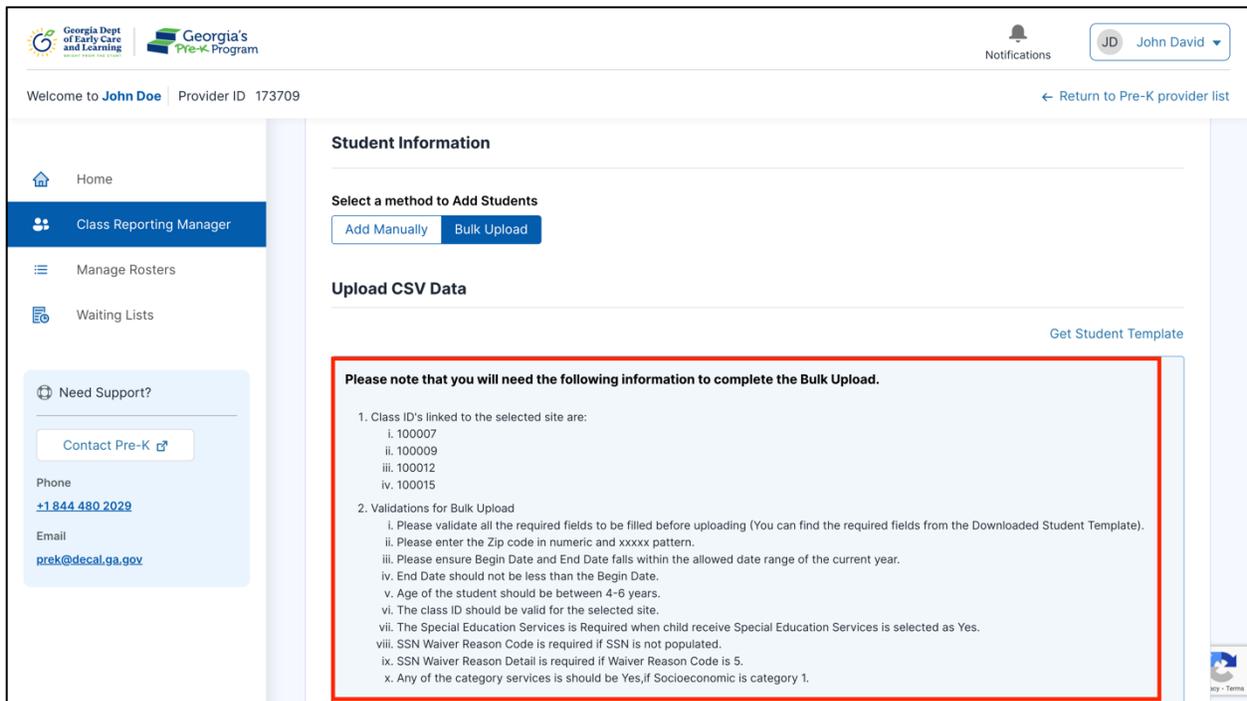
Name Of Document

- a. If you are uploading the designated bulk upload extract from your student management system, you can move to step 5.



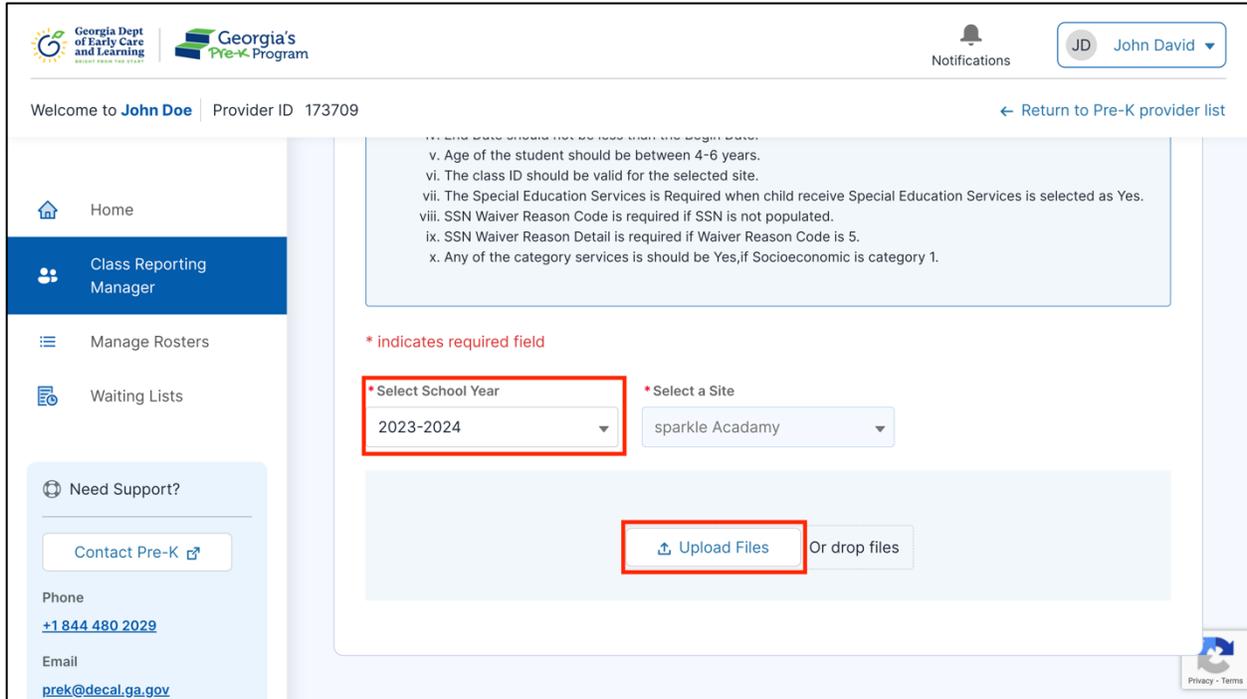
PreK Bulk Student Upload Class Reporting Template will be downloaded and saved in your local system.

- 3. Read the information in the Student Information section before filling out the information in the Pre-K Bulk Student Upload Class Reporting Template.



Name Of Document

5. Under the Upload CSV Data section, select the **School Year** from the drop-down list.
6. To upload the template, click the **Upload Files** button.

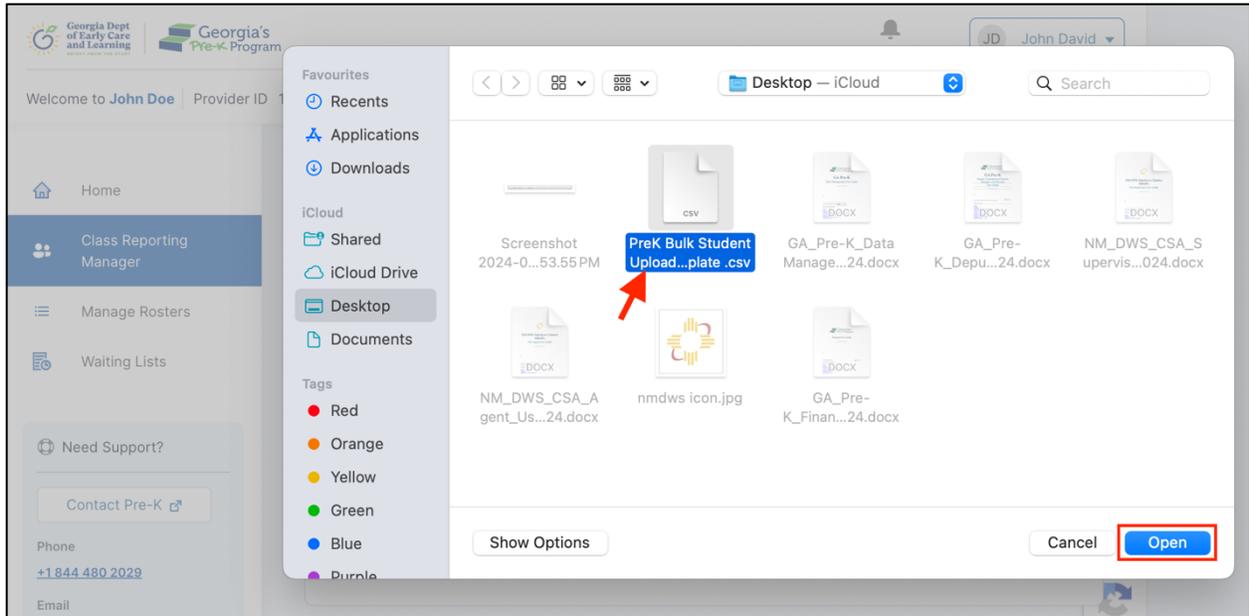


You will be directed to your local system to upload the template.

7. Now, select the **File** and click the **Open** button.

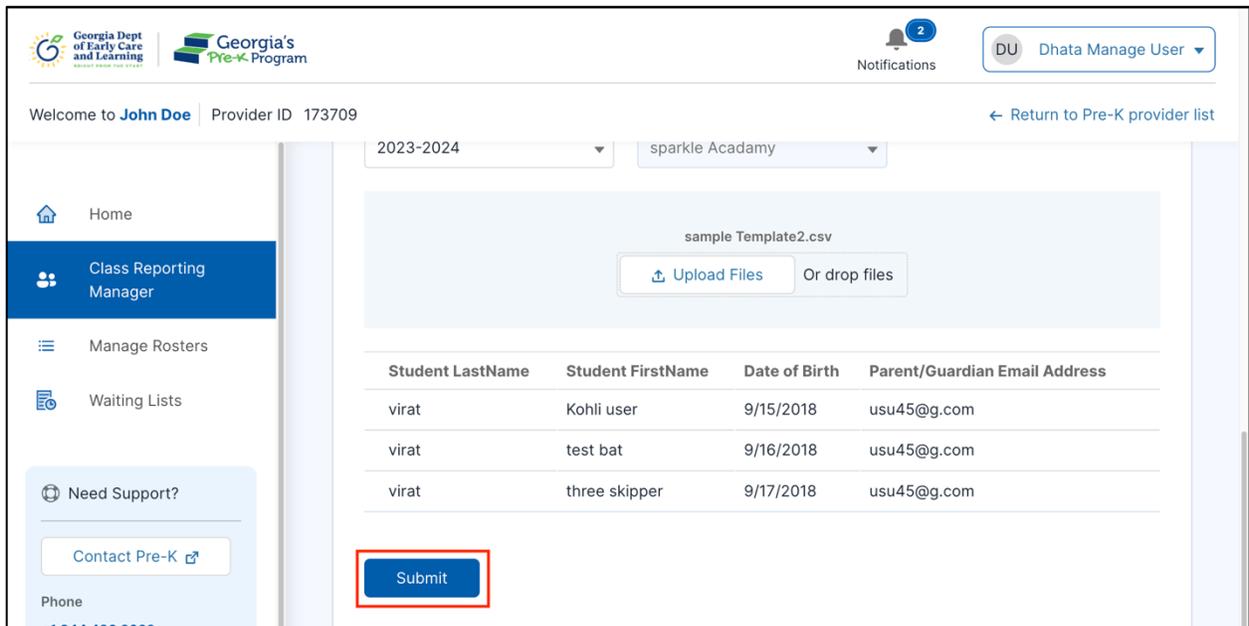
Note: You can upload the file only in .csv format.

Name Of Document



After uploading the CSV file, you can see the student data on the page.

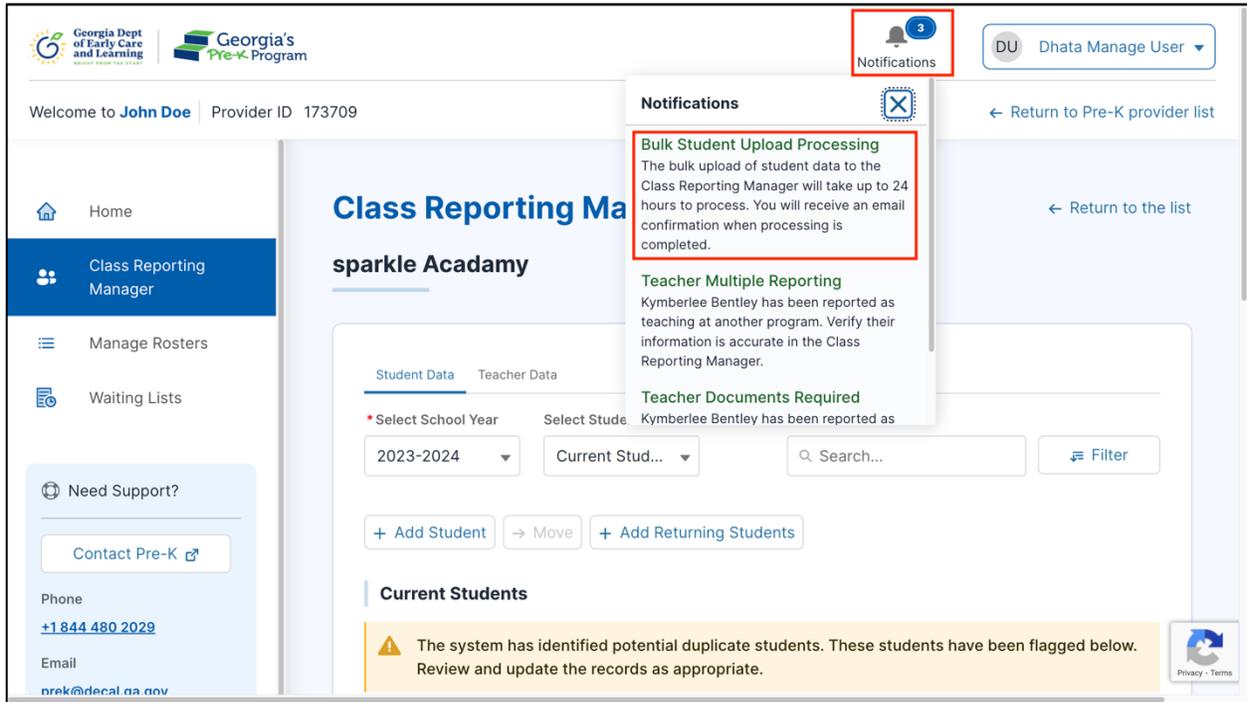
8. Click the **Submit** button.



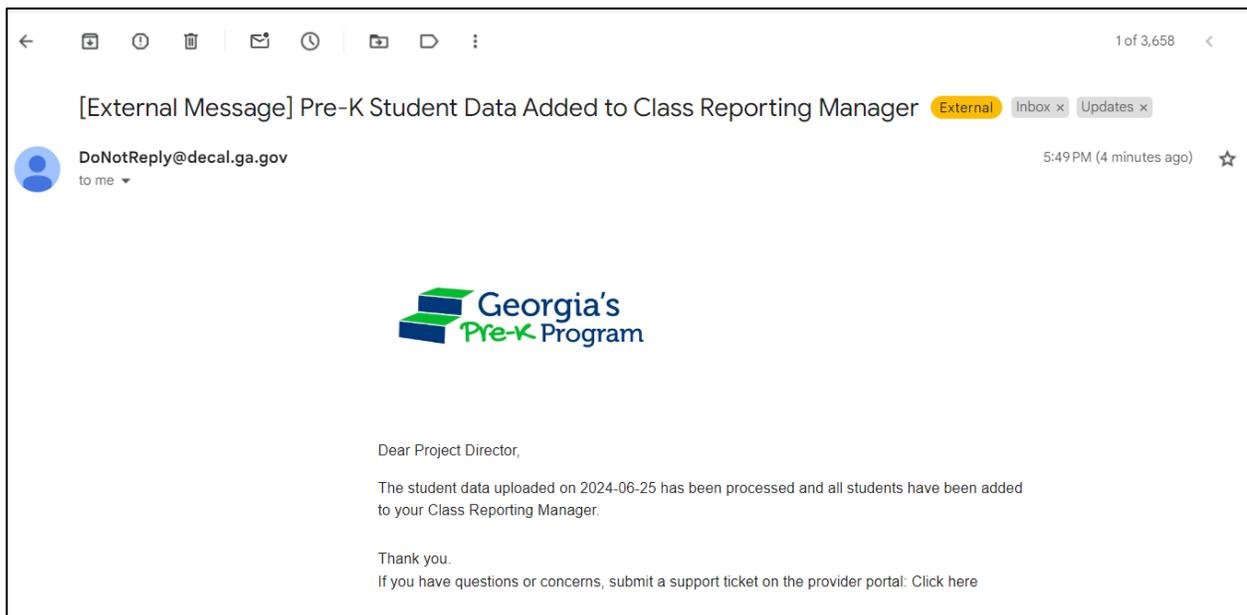
After submitting, you will receive a notification that data will take up to 24 hours to process and the Project Director will receive an email confirmation when the processing is complete.

9. To view the notification, click the Notification Bell icon.

Name Of Document



After 24 hours of the bulk upload, the Project Director will receive a notification email with the update.



You can view the updated student data in the Class Reporting Manager > Student Data > Current Students section.

Name Of Document

The screenshot shows the 'sparkle Academy' interface. At the top, it says 'Welcome to John Doe | Provider ID 173709'. The user is logged in as 'DU Dhata Manage User'. The left sidebar contains navigation options: Home, Class Reporting Manager (selected), Manage Rosters, and Waiting Lists. There is also a 'Need Support?' section with contact information for Pre-K. The main content area is titled 'sparkle Academy' and has tabs for 'Student Data' and 'Teacher Data'. Under 'Student Data', there are filters for 'Select School Year' (2023-2024) and 'Select Student List' (Current Stud...). A search bar contains 'virat' and a 'Filter' button. Below the filters are buttons for '+ Add Student', 'Move', and '+ Add Returning Students'. The 'Current Students' section contains a table with the following data:

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Du	Fia
<input type="checkbox"/>	Kohli user	virat	0043668	100015	Male	Jun 12, 2024	Jun 20, 2024	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	test bat	virat	0043669	100015	Male	Jun 12, 2024	Jun 20, 2024	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	three skipper	virat	0043674	100015	Male	Jun 12, 2024	Jun 20, 2024	<input type="checkbox"/>		

At the bottom, it says 'Showing 1-3 of 3' and 'Showing 10 entries'. There are also 'First', 'Previous', 'Next', and 'Last' buttons for navigation.

Name Of Document

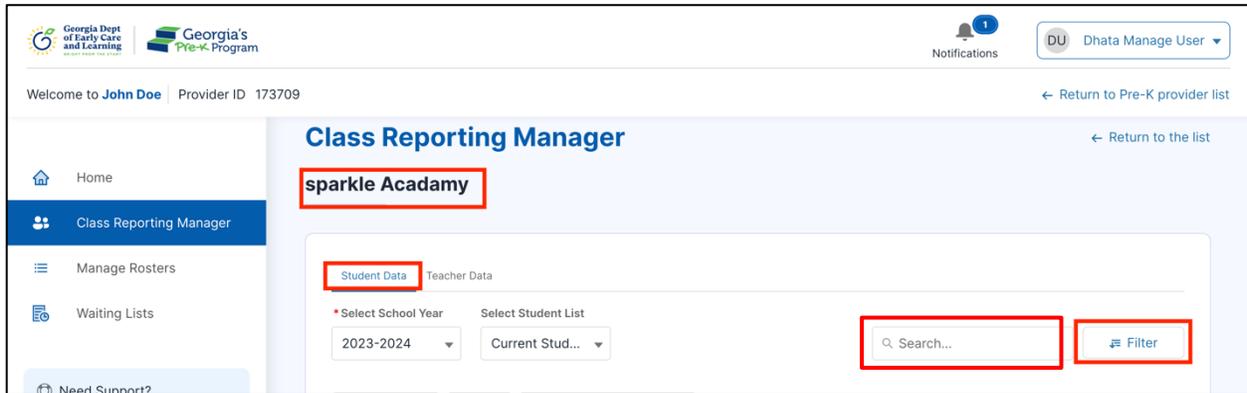
Filtering a Student

The Filter Student feature on the GAPREK portal allows you to search for students using criteria like Class ID, Socioeconomic, Transportation, Multilingual Learner, and Special Education Services, with results matching any criteria (OR conditions).

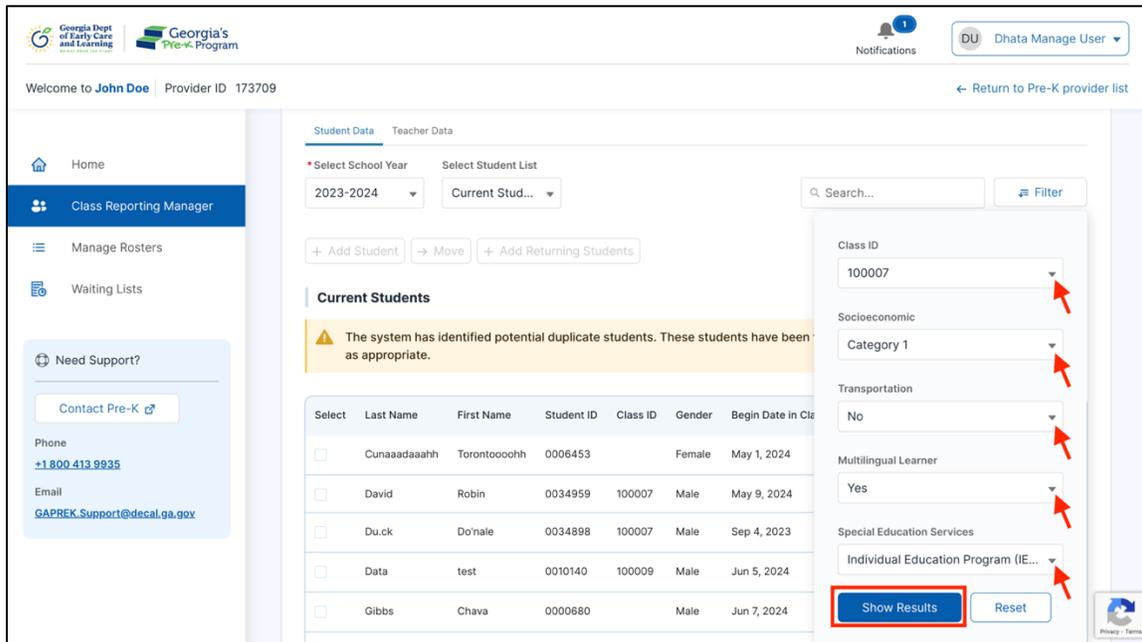
To filter a student, perform the following steps:

1. On the selected Site > Student Data page, click the **Filter** button.

Note: You can search for a student by entering their First Name or Last Name in the Search bar.



2. Select the **Class ID/Socioeconomic /Transportation/Multilingual Learner/Special Education Service** from the drop-down list, then click the **Show Results** button.



Name Of Document

3. The search results will be displayed based on the selection entered.

The screenshot shows the 'Class Reporting Manager' interface. At the top, there is a navigation bar with the Georgia Department of Early Care and Learning logo, the user name 'DU Dhata Manage User', and a 'Notifications' bell icon. Below the navigation bar, a welcome message reads 'Welcome to John Doe | Provider ID 173709' and a link to 'Return to Pre-K provider list'. A yellow warning banner states: 'The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.' Below the banner is a table of student records. The table has columns for 'Select', 'Last Name', 'First Name', 'Student ID', 'Class ID', 'Gender', 'Begin Date in Class', 'End Date in Class', 'Attendance Overlap', and 'Dupl'. The table contains 10 rows of data. A red box highlights the table. The 'Dupl' column contains a yellow warning triangle icon for several rows, indicating potential duplicates. The 'Attendance Overlap' column contains checkboxes, some of which are checked. The 'Select' column contains checkboxes for each row.

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Dupl
<input type="checkbox"/>	David	Robin	0034959	100007	Male	May 9, 2024	Jun 12, 2024	<input type="checkbox"/>	
<input type="checkbox"/>	Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023		<input type="checkbox"/>	⚠
<input type="checkbox"/>	Gibbs	Chava	0000680		Male	Jun 7, 2024		<input checked="" type="checkbox"/>	⚠
<input type="checkbox"/>	Gibbs	Chava	0000680	100007	Male	Jun 12, 2024		<input checked="" type="checkbox"/>	⚠
<input type="checkbox"/>	Megannn	Regannn	0020915	100007	Male	Jun 7, 2024		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Conley	Chulbul	0009276	100015	Male	May 1, 2024	Jun 5, 2024	<input type="checkbox"/>	
<input type="checkbox"/>	Reemm	Karr	0000683	100012	Female	Apr 22, 2024	May 31, 2024	<input type="checkbox"/>	⚠
<input type="checkbox"/>	Benton	Branden	0007332	100015	Male	May 2, 2024	Jun 5, 2024	<input type="checkbox"/>	
<input type="checkbox"/>	Conley	Chulbul	0009276		Male	Jun 6, 2024		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023		<input type="checkbox"/>	⚠

Name Of Document

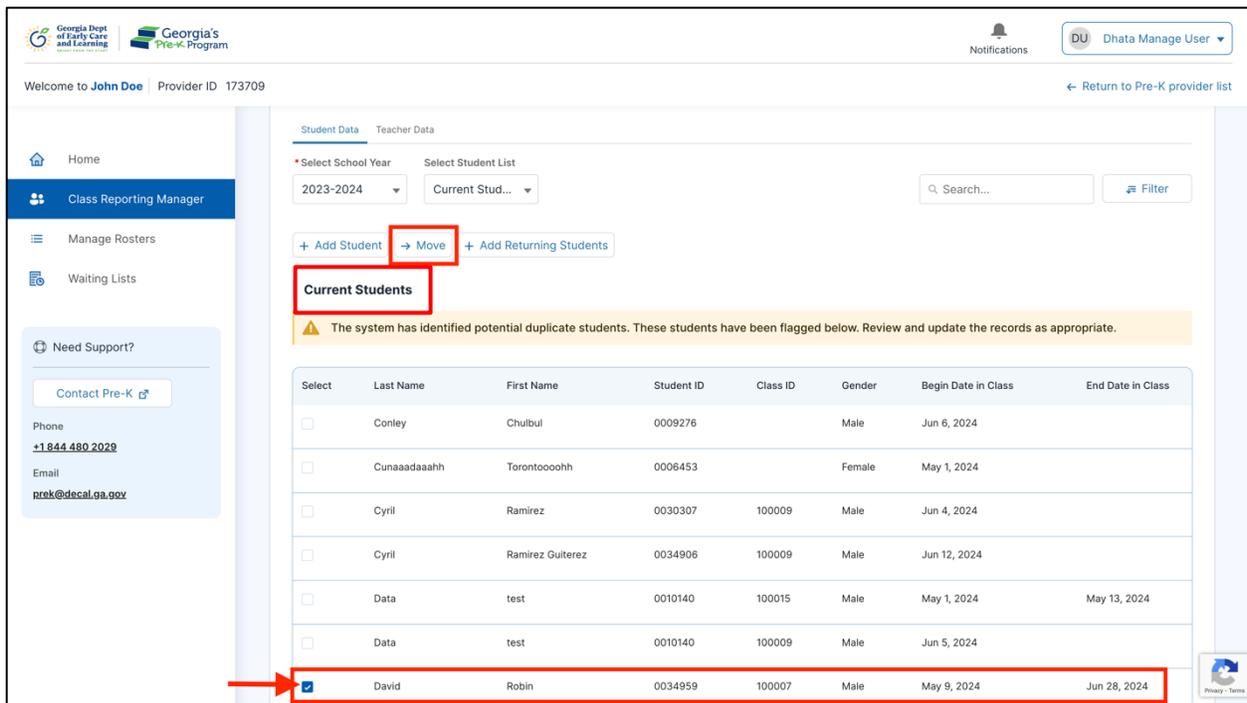
Moving a Student

The Move Student feature allows you to transfer a student to another class within the same site or to a different site.

To move a student, perform the following steps:

1. On the **Current Students** section, click the checkbox to select the **student** you want to move. Then, click the **Move** button.

Note: The **Move** button will be enabled only after selecting one or more students.



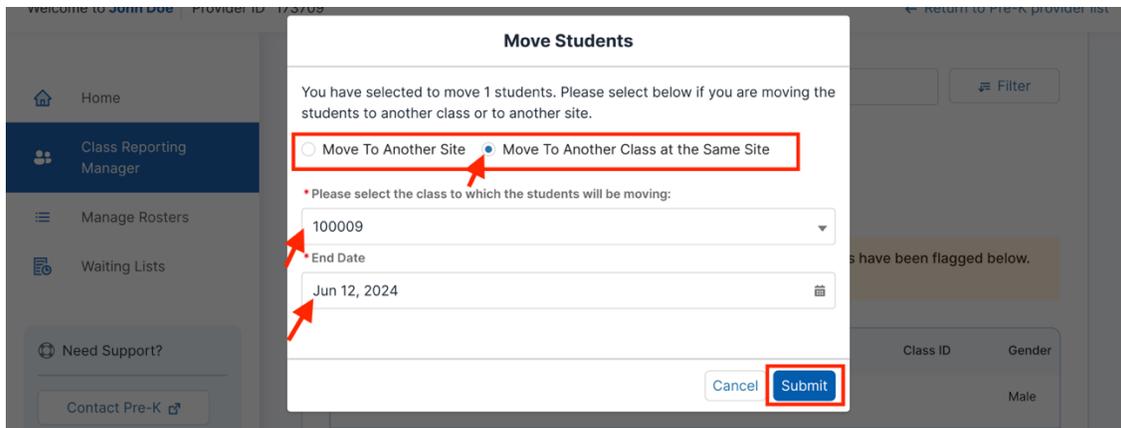
The **Move Students** pop-up window will be displayed.

Name Of Document

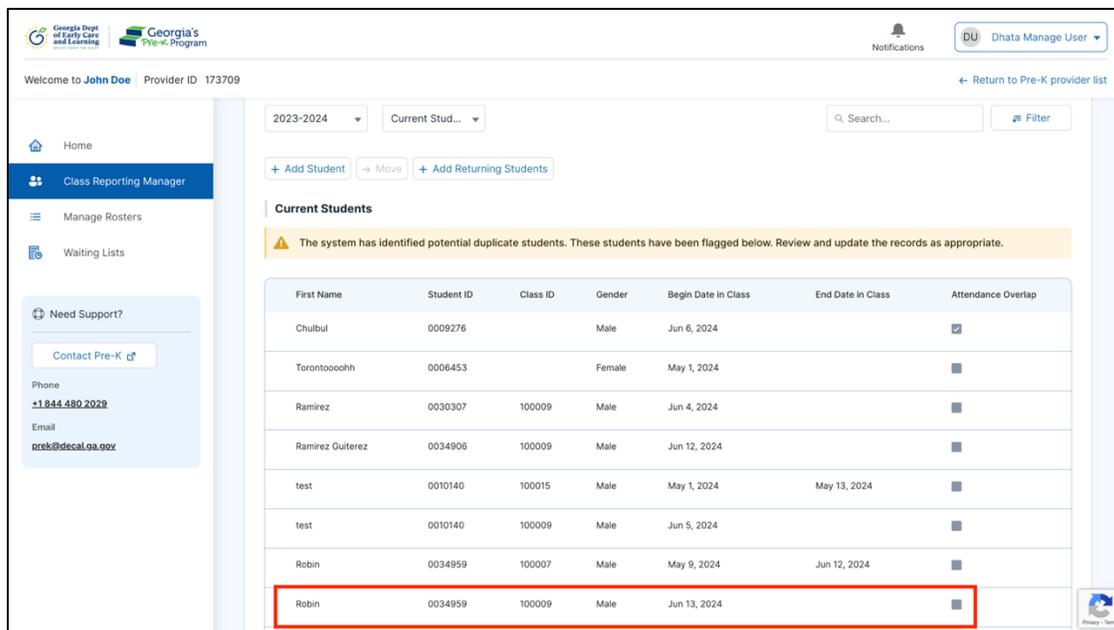
2. Select the appropriate radio button to indicate whether you want to **Move To Another Site** or **Move To Another Class at the Same Site**.
3. Select the desired **Class** from the drop-down list, and then click the **Submit** button.

Notes:

- Selecting **Move to Another Site** requires choosing a Site.
- If the End Date is specified while creating the student record, it will be automatically populated on the Move Students pop-up window. Otherwise, you will need to enter the **End Date** manually.



After submitting, a success message will be displayed on the page, and the moved Student record with a **Class ID** and **Begin Date in Class** will be displayed in the Current Students section.



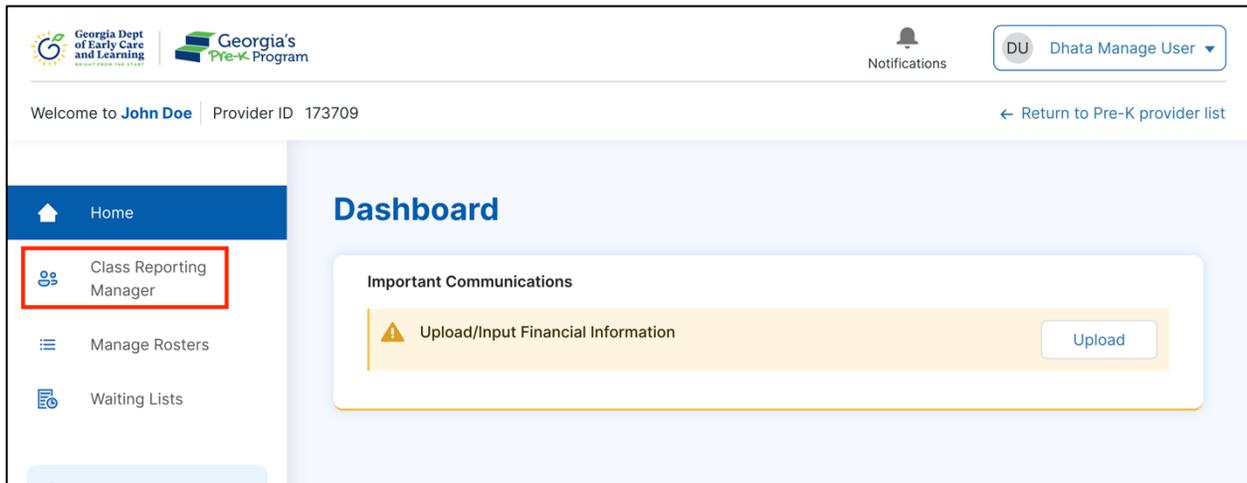
Name Of Document

Adding a Returning Student

The Add Returning Student feature allows you to re-enroll a closed student to the sites.

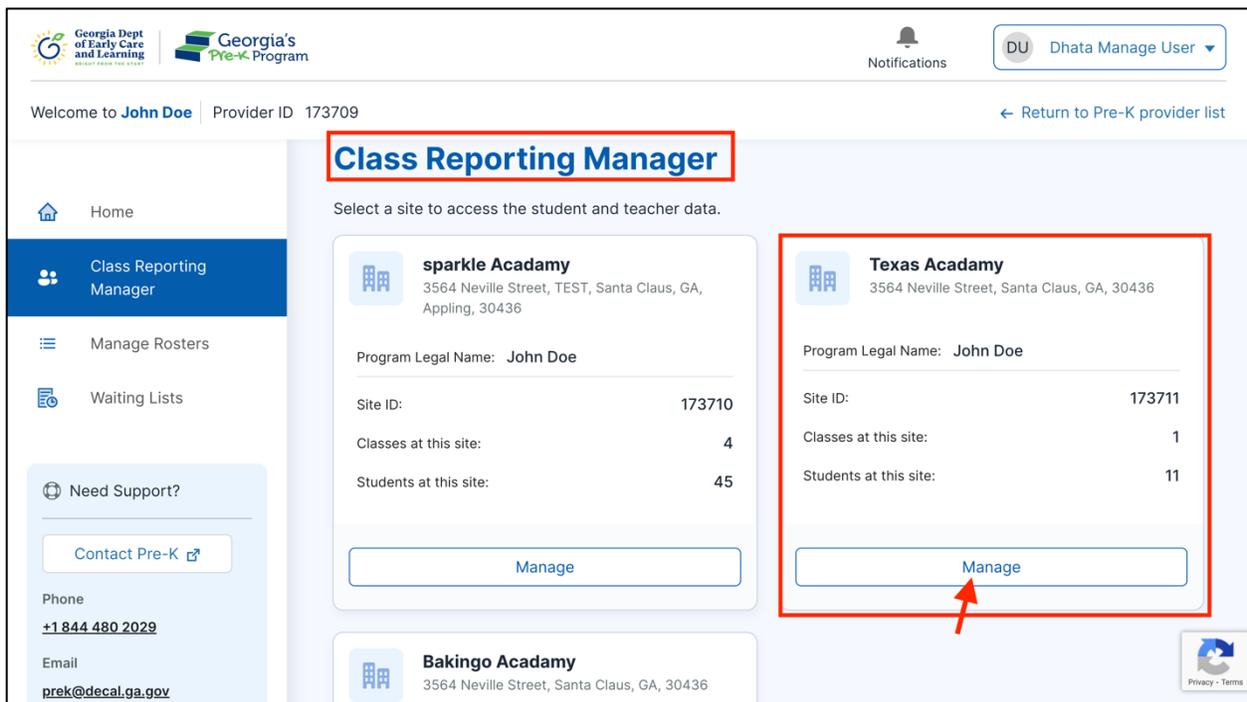
To add a returning student, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

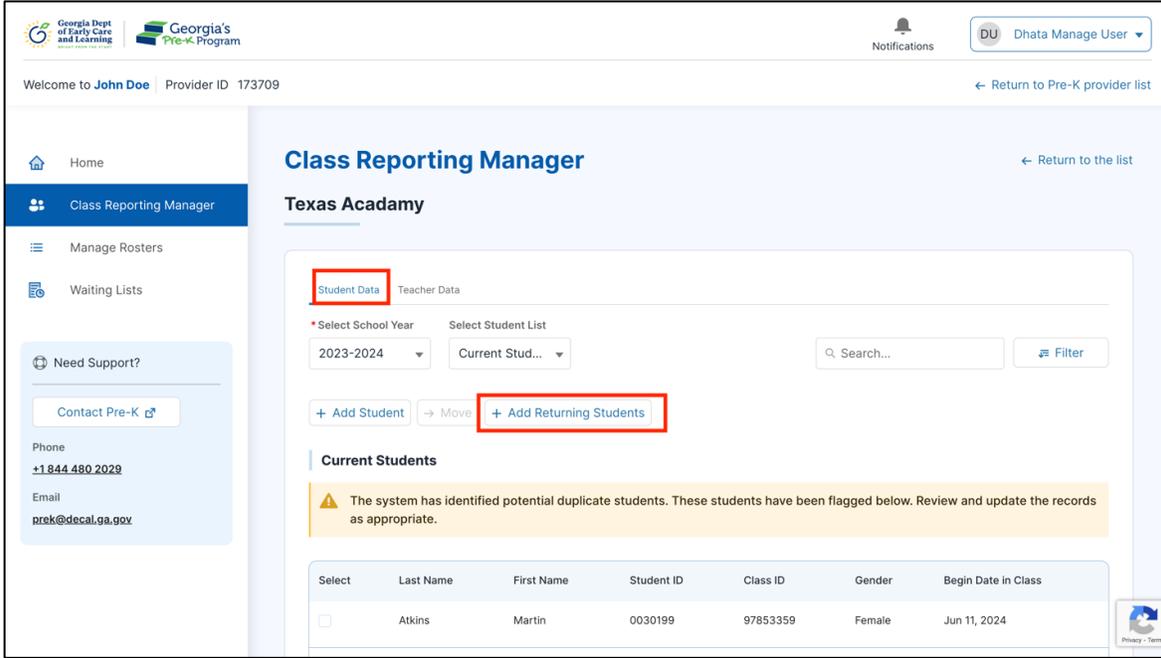
2. To select a site for accessing the students, click the **Manage** button.



Name Of Document

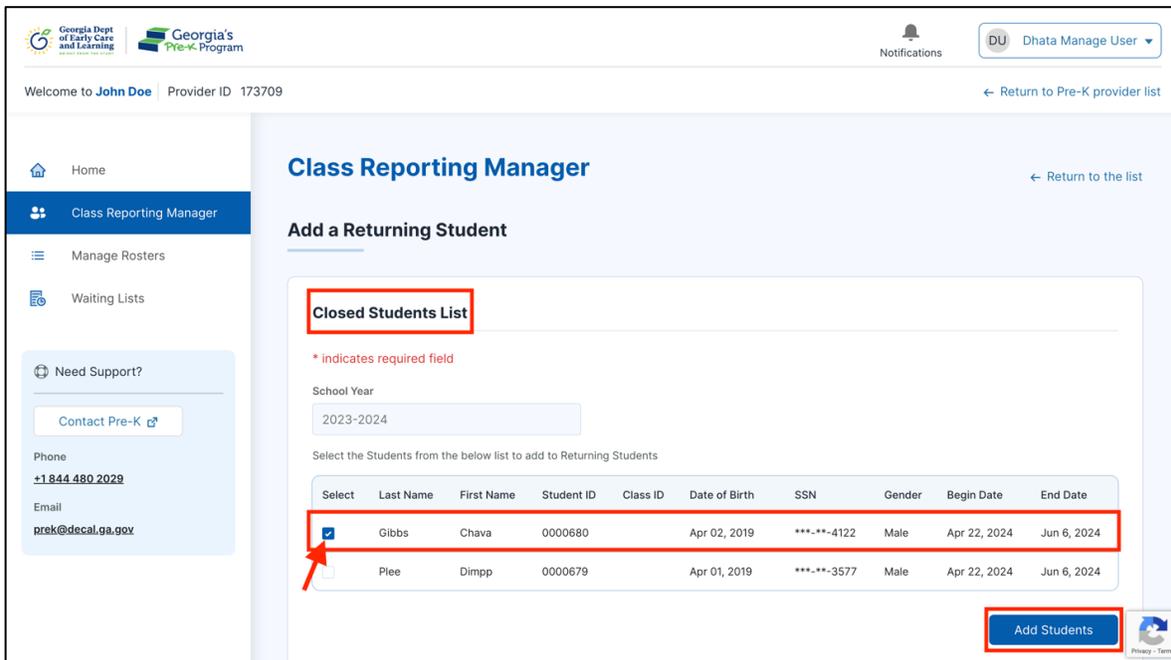
The Site page will be displayed with the **Student Data** tab selected.

- To add a returning student to the site, click the **Add Returning Students** button.



The **Closed Students List** page will be displayed.

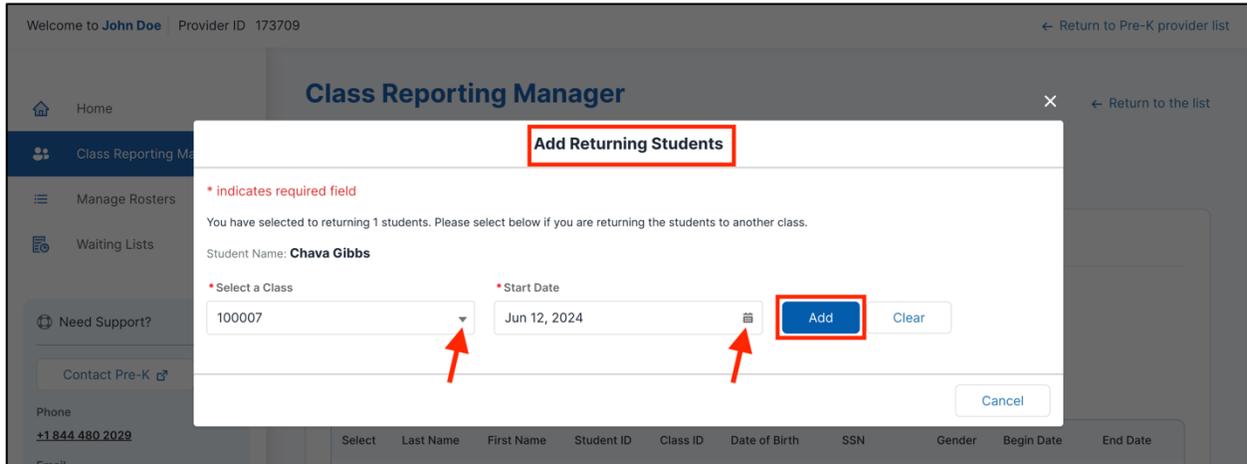
- On the Closed Students List section, click the checkbox to select the **student** you want to add. Then, click the **Add Students** button.



Name Of Document

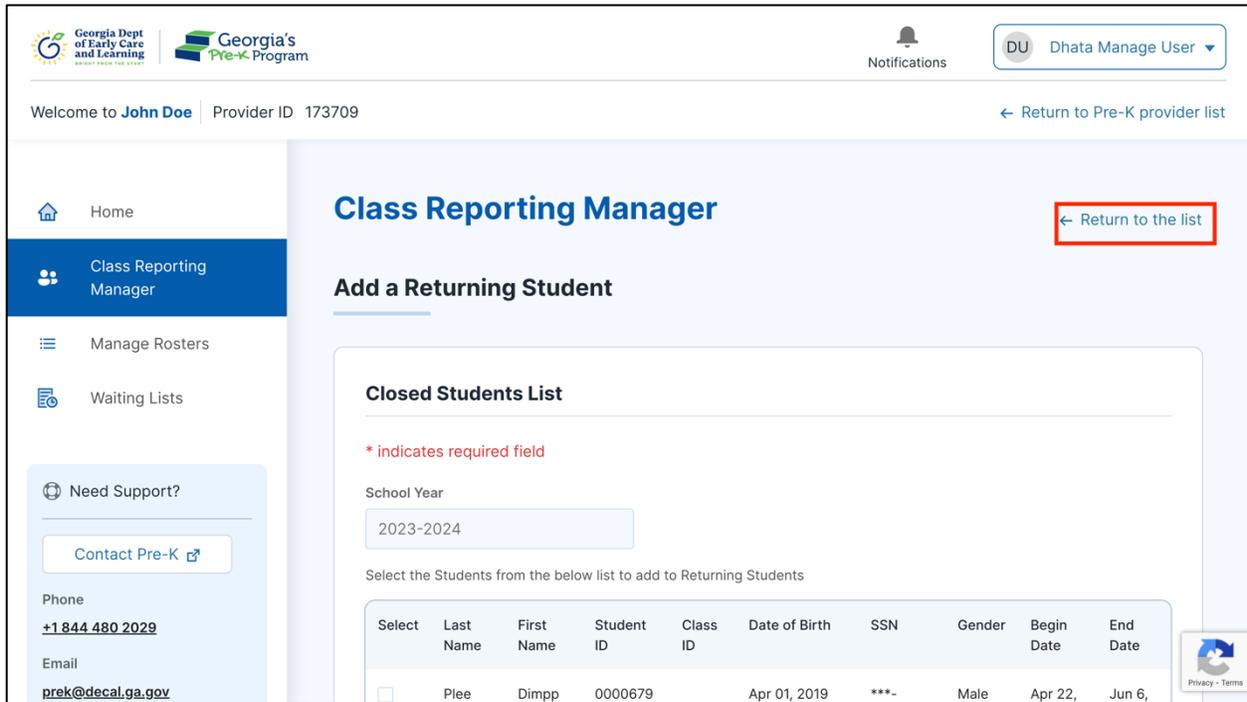
The **Add Returning Students** pop-up window will be displayed.

- On the Add Returning Students pop-up window, **Select a Class** and **Start date**, then click the **Add** button.



A success message will be displayed on the page, and the **student record will be moved from the Closed Students List to the Current Students list.*

- To view the students in the Current Students section, click **Return to the List**.



Name Of Document

The **Student Data > Current Students** page will be displayed with the student record that was recently added to the Current Students list.

The screenshot shows the 'Student Data' tab selected in the 'Current Students' section. A yellow warning banner indicates potential duplicate students. The table below lists the current students, with the record for Chava Gibbs highlighted in red.

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class
<input type="checkbox"/>	Atkins	Martin	0030199	97853359	Female	Jun 11, 2024
<input type="checkbox"/>	Benton	Branden	0007332		Male	Jun 5, 2024
<input type="checkbox"/>	Darr	Karamm	0000696	97853359	Female	Jun 11, 2024
<input type="checkbox"/>	Dup	Akhil	0000801		Male	
<input type="checkbox"/>	Gibbs	Chava	0000680		Male	Apr 22, 2024

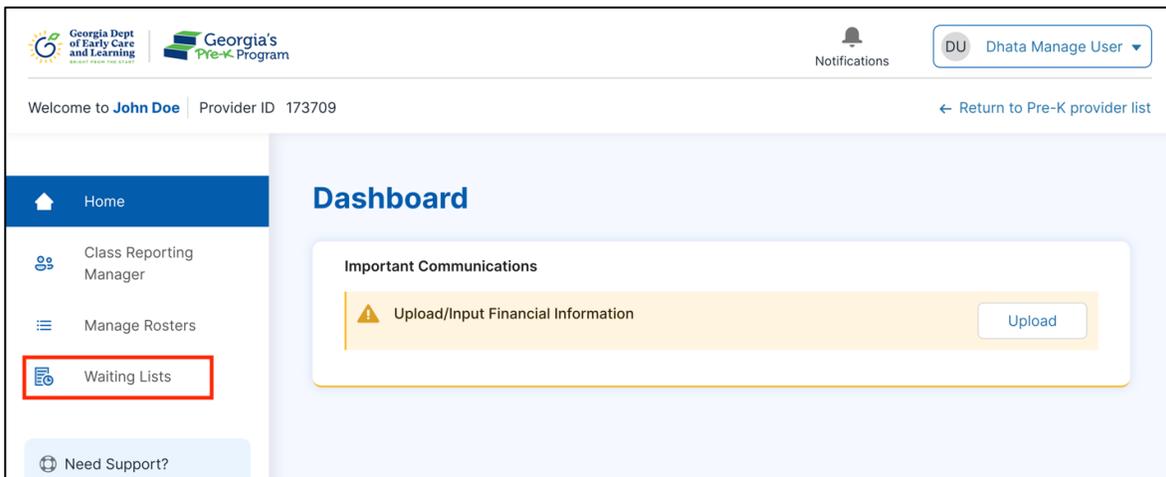
Name Of Document

Adding a Student from the Waiting List

The Adding Student from Waiting List feature allows you to add a waitlisted student to a different class or site.

To add a student from the waiting list, perform the following steps:

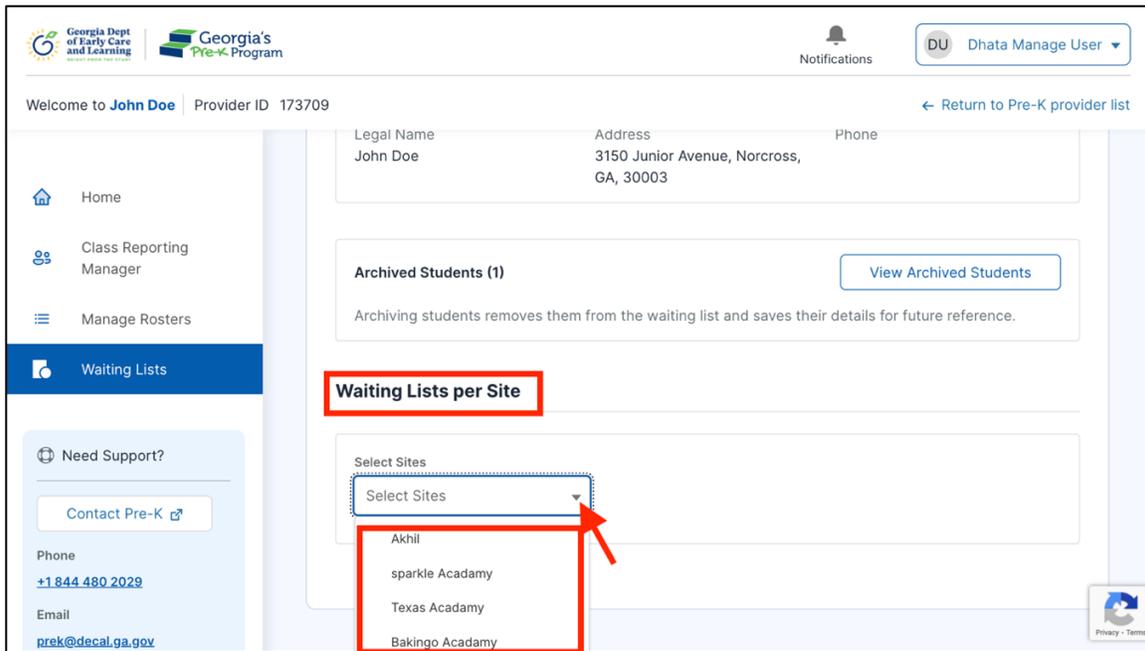
1. On the Pre-K Program welcome page, click the **Waiting Lists** tab on the left panel.



The **Waiting List > Student Waiting Lists** page will be displayed.

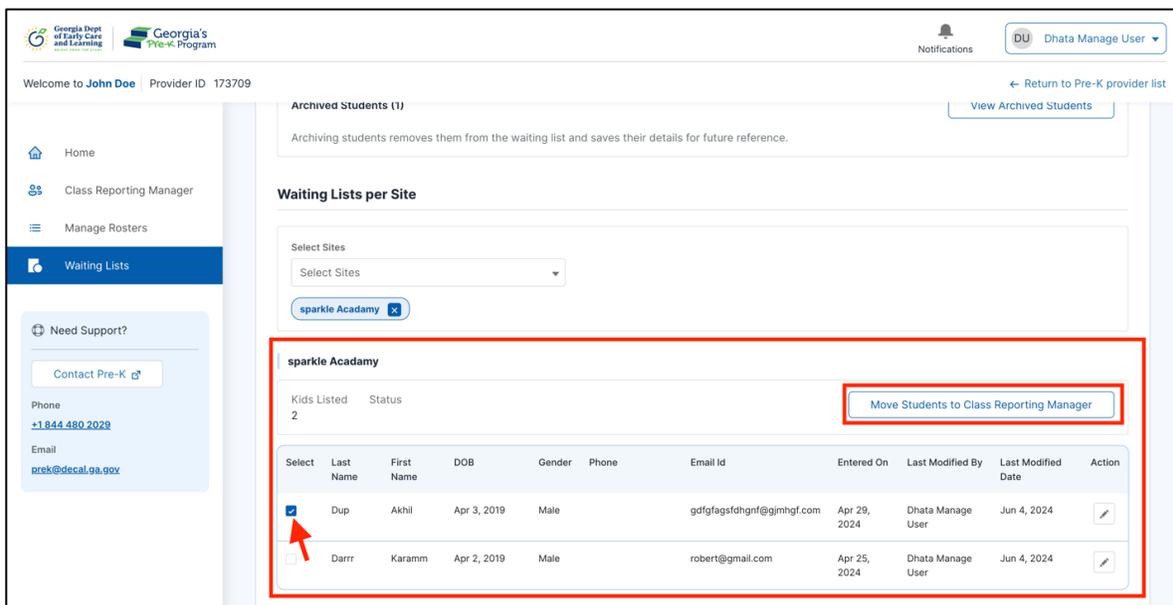
2. Scroll to the **Waiting Lists per Site** section.
3. Select the required Site from the **Select Sites** drop-down list.

Name Of Document



The waiting list of students associated with the selected site will be displayed.

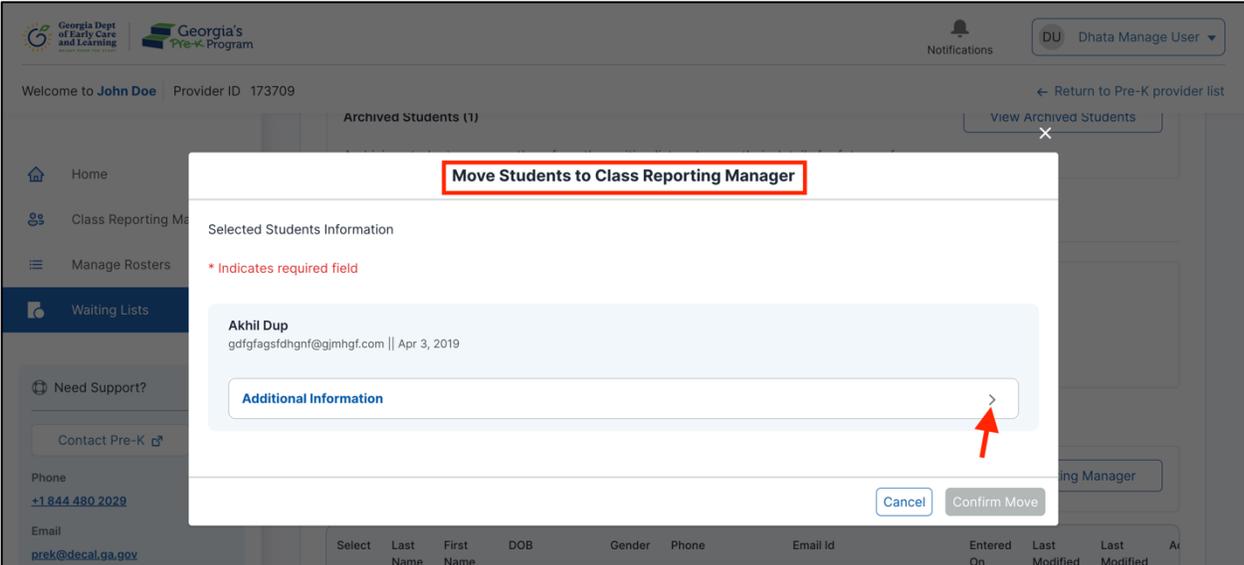
4. Click the checkbox to select the **student** you want to add to the sites. Then, click the **Move Students to Class Reporting Manager** button.



The **Move Students to Class Reporting Manager** pop-up window will be displayed.

5. To expand the **Additional Information** section and add information to it, click the right arrow.

Name Of Document

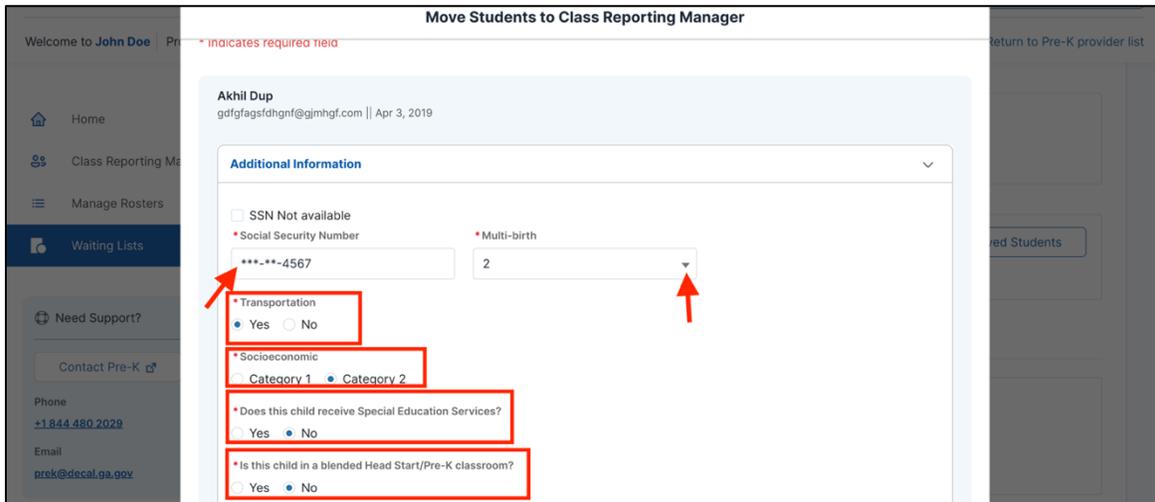


The screenshot displays the Georgia's Pre-K Program user interface. A modal dialog box titled "Move Students to Class Reporting Manager" is centered on the screen. The dialog contains the following elements:

- Title:** "Move Students to Class Reporting Manager" (highlighted with a red box).
- Section:** "Selected Students Information".
- Text:** "* Indicates required field".
- Student Card:** A light blue card for "Akhil Dup" with email "gdfgfgsfdhgnf@gimhgt.com" and date "Apr 3, 2019".
- Field:** An "Additional Information" field with a right-pointing chevron icon. A red arrow points to this icon.
- Buttons:** "Cancel" and "Confirm Move" buttons at the bottom right.

The background interface shows a sidebar with navigation options: Home, Class Reporting Manager, Manage Rosters, Waiting Lists, and Need Support? The main content area shows "Archived Students (1)" and a table with columns: Select, Last Name, First Name, DOB, Gender, Phone, Email Id, Entered On, Last Modified, and Last Modified. A table row is partially visible below the dialog.

6. In the **Additional Information** section, enter the following information:
 - a. Enter the **Social Security Number** and select **Multi-birth** from the drop-down list.
 - b. Select the **Yes/ No** radio button for **Transportation**
 - c. **Select the Socioeconomic** category,
 - d. Select the **Yes/ No** radio button for **Does this child receive Special Education Service**, and **Is this child in a blended Head Start/Pre-K classroom** field.



- e. Select **Ethnicity** and **Class** from the drop-down list.
- f. Select the **Race**.
- g. Enter the **Begin Date in Class** and **End Date in Class**. Then click the **Save** button.

Notes:

- The **Begin Date in Class** and **End Date in Class** fields will be displayed after selecting the Class.
- The **Begin Date in Class** will be displayed automatically.
- The **End Date in Class** is not required to be populated.

Name Of Document

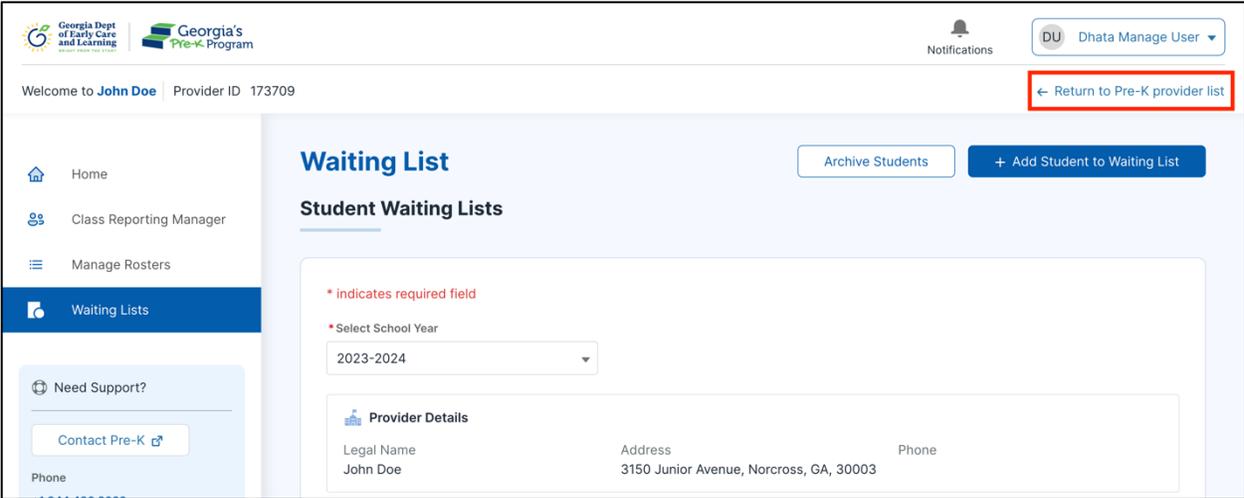
A successful record creation message will be displayed.

7. To move the student, click the **Confirm Move** button.

A success message will be displayed on the page and the **student record will be moved from the Students Waiting List.*

8. To view the students under the Current Students section, click **Return to Pre-K provider List**.

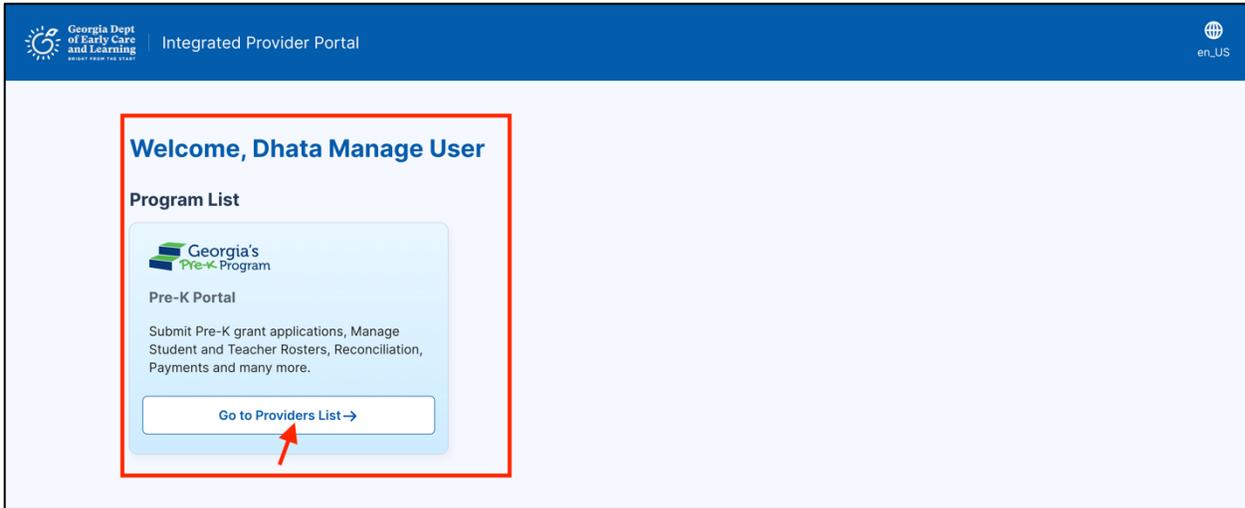
Name Of Document



You will be directed to the GA DECAL Integrated Provider Portal welcome page.

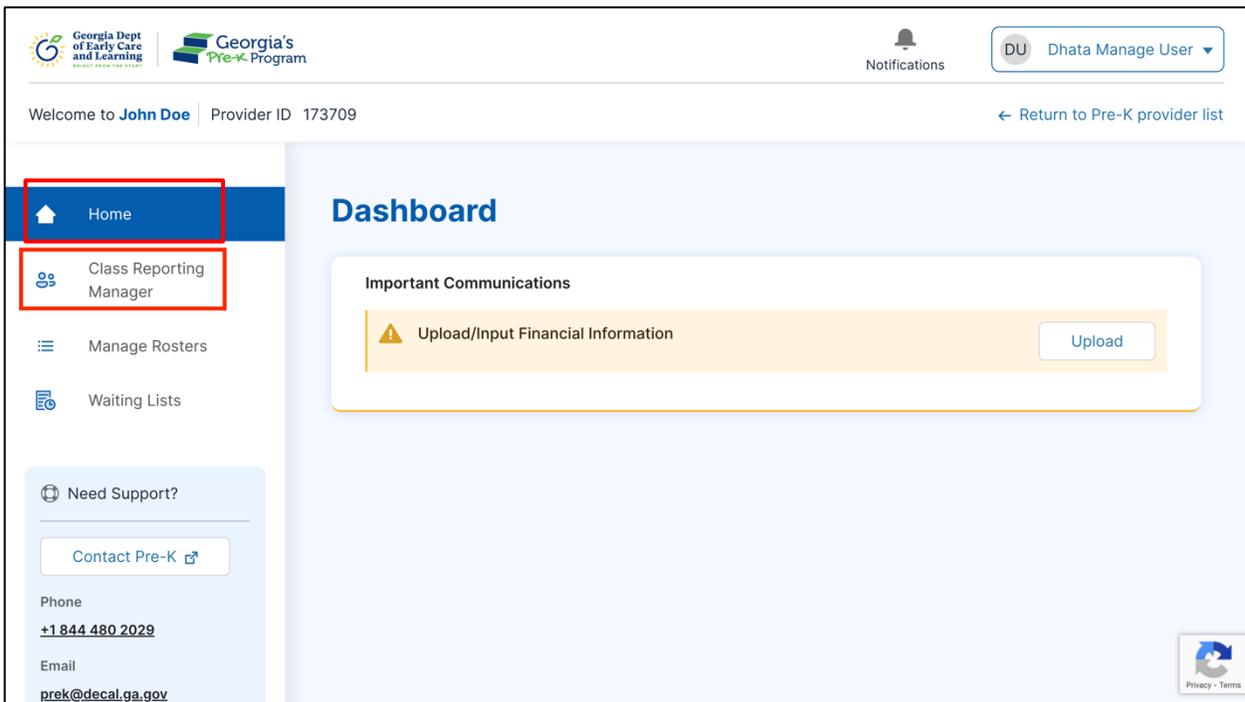
Name Of Document

9. On the required Pre-K Portal tile, click the **Go to Providers List** button.



The Pre-K Program welcome page will be displayed.

10. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

Name Of Document

11. To select the site to access the students, click the **Manage** button.

The screenshot shows the 'Class Reporting Manager' interface. At the top, it says 'Welcome to John Doe | Provider ID 173709'. Below the navigation menu, there are three academy cards: 'sparkle Academy', 'Texas Academy', and 'Bakingo Academy'. Each card displays the address, program legal name, site ID, number of classes, and number of students. A red box highlights the 'Manage' button on the 'sparkle Academy' card, with a red arrow pointing to it.

The Site page will display the **Student Data** tab with the recently added student record from the Waiting List in the **Current Students** section.

The screenshot shows the 'Student Data' page for 'sparkle Academy'. It features a 'Student Data' tab and a 'Teacher Data' tab. Below the tabs, there are dropdown menus for 'Select School Year' (2023-2024) and 'Select Student List' (Current Stud...). There are also buttons for '+ Add Student', 'Move', and '+ Add Returning Students'. A red box highlights the 'Student Data' tab. Below this, a yellow warning banner states: 'The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.' Below the banner is a table of current students:

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class
<input type="checkbox"/>	Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023
<input type="checkbox"/>	Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023
<input type="checkbox"/>	Dup	Akhil	0000801	100009	Male	Jun 12, 2024

A red box highlights the third row of the table, which represents a duplicate student entry.

Name Of Document

Uploading Student Documentation

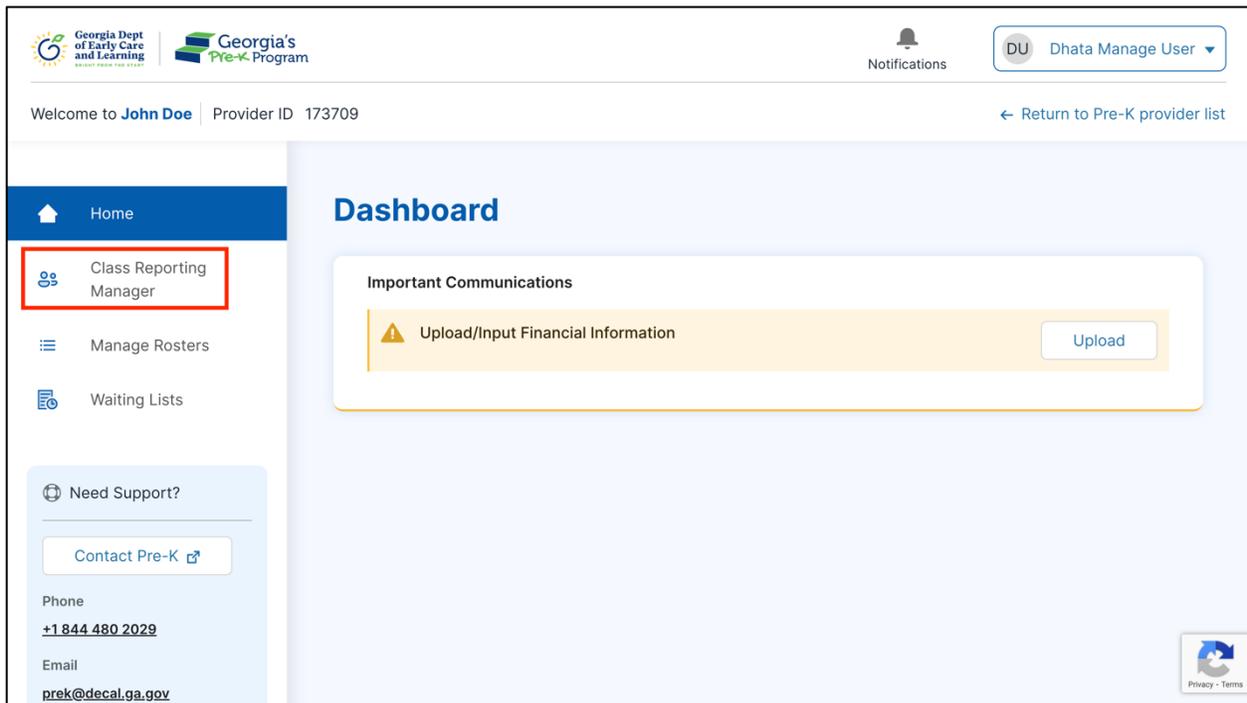
The Upload Student Documentation feature allows you to upload the supporting documents for the required student on a Site in the below scenarios:

- **Attendance Overlap:** If the provider does not take appropriate action within five days after the Attendance Overlap is marked by the Pre-K Staff, they must upload the necessary documents to resolve the attendance overlap.
- **Duplicate Student:** If the provider does not take appropriate action within 3 days after the student is marked as Duplicate by the Pre-K Staff, they must upload the **Student Identity Document** to resolve the Duplicate Student issue.

Note: The steps to upload documents in the above two scenarios will be identical.

To upload the Student Identity Document, perform the following steps:

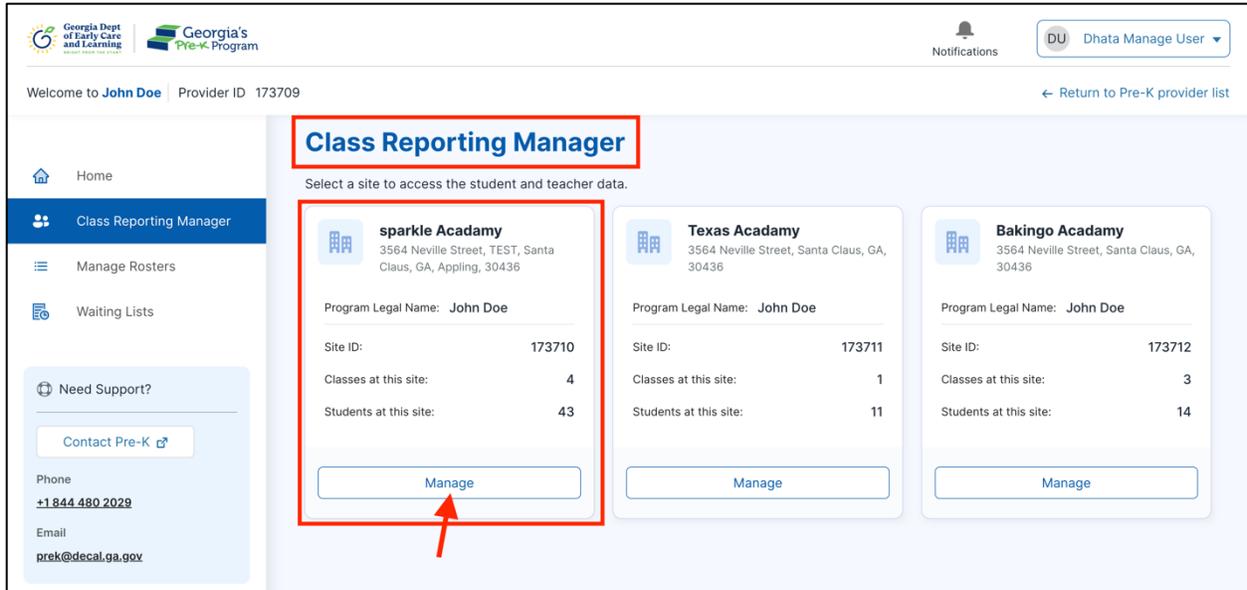
1. On the Pre-K Program welcome page click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

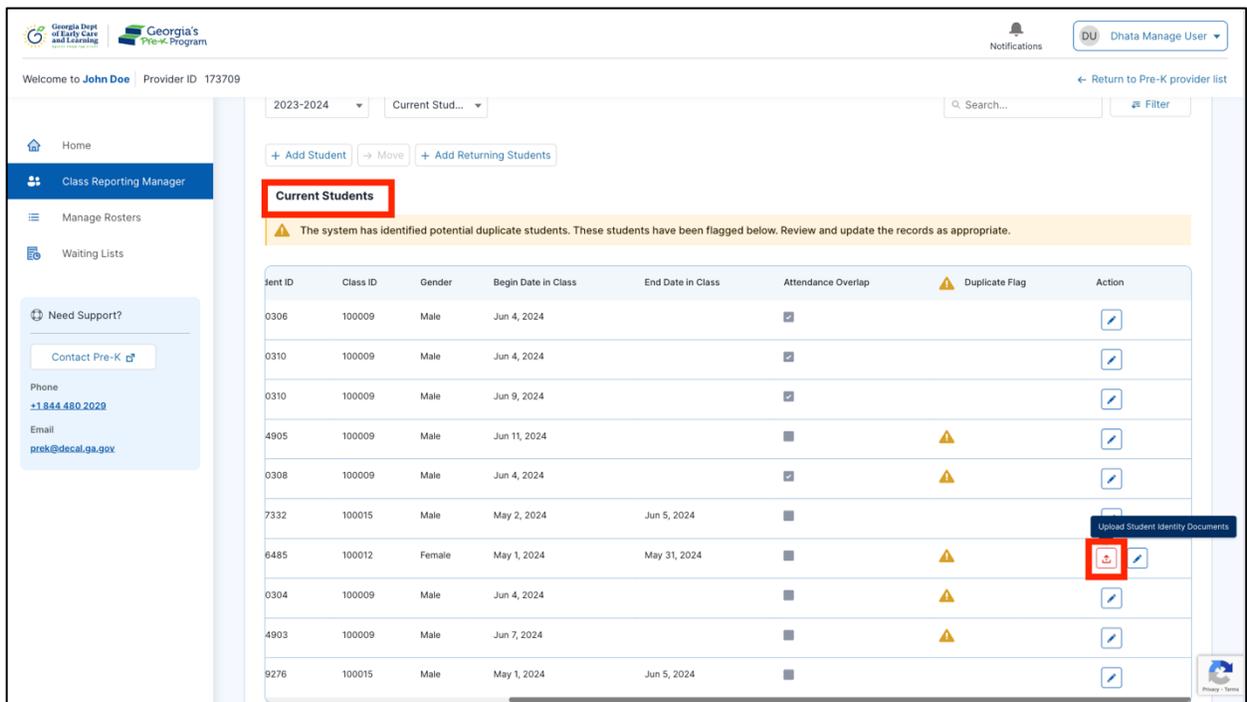
Name Of Document

2. To select a site for accessing the students, click the **Manage** button.



*The selected site **Student Data** page will be displayed with the **Current Student** list.

3. To upload the Document, scroll right on the **Current Student** section using the scroll bar. Then, click the **Upload Student Identity Documents** icon.

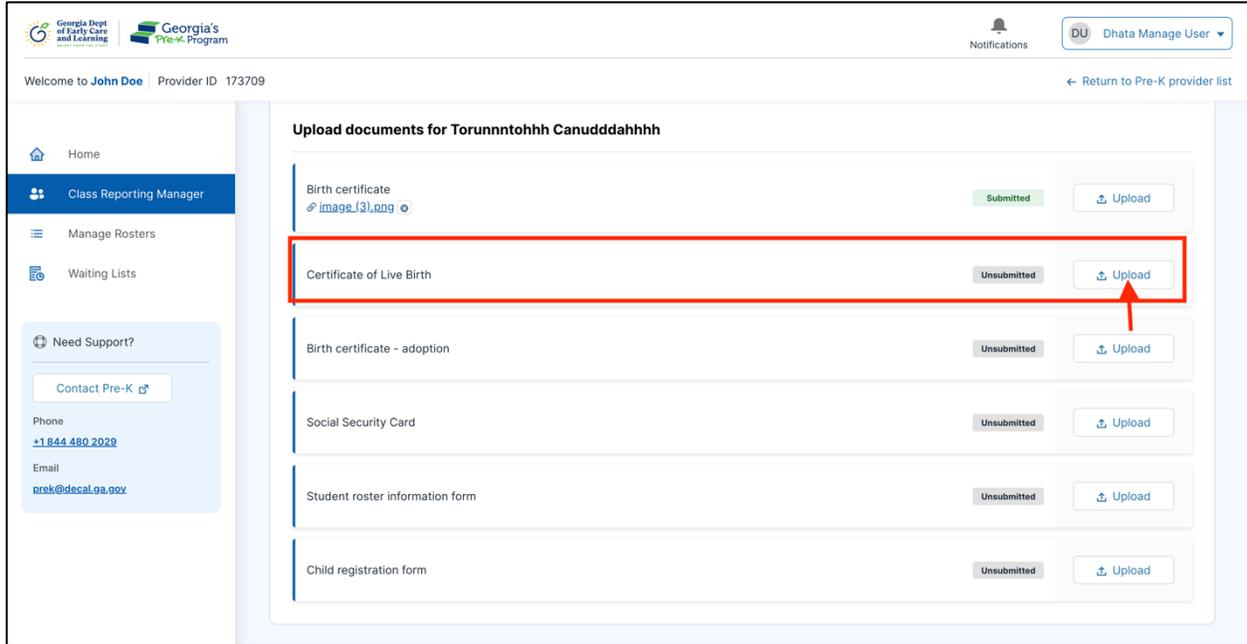


The **Upload Documents** page will be displayed.

Name Of Document

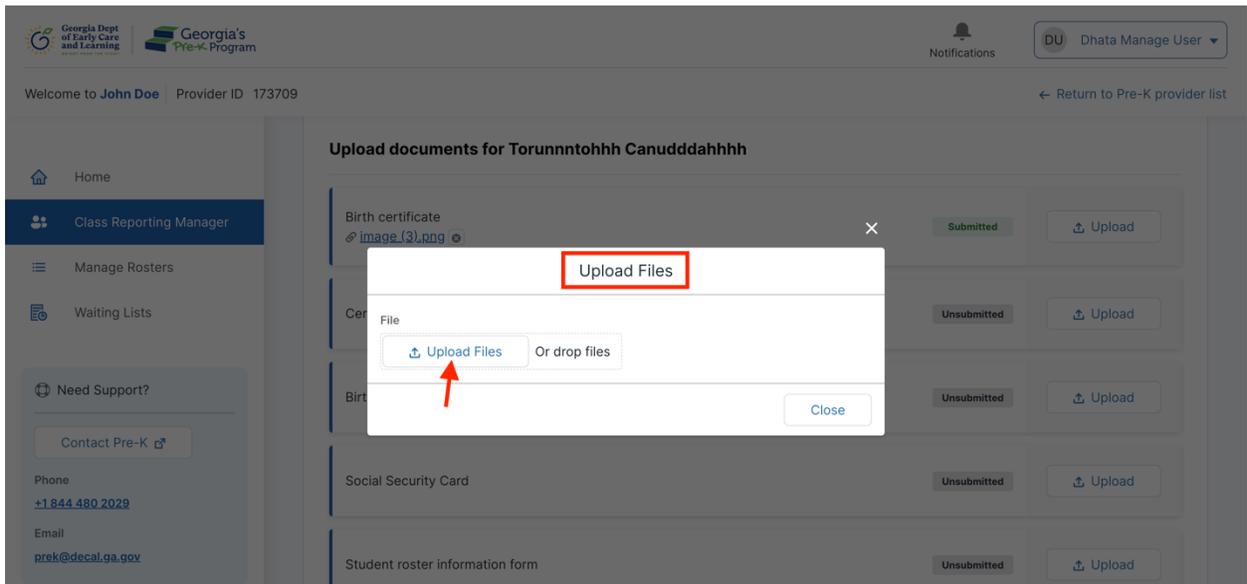
- Click the **Upload** button to upload documents, including the **Birth Certificate, Certificate of Live Birth, Birth Certificate - Adoption, Social Security Card, Student Roster Information Form, and Child Registration Form.**

The following steps explain the Certificate of Live Birth upload process. Note that the upload process for other documents will be the same.



The **Upload Files** pop-up window will be displayed.

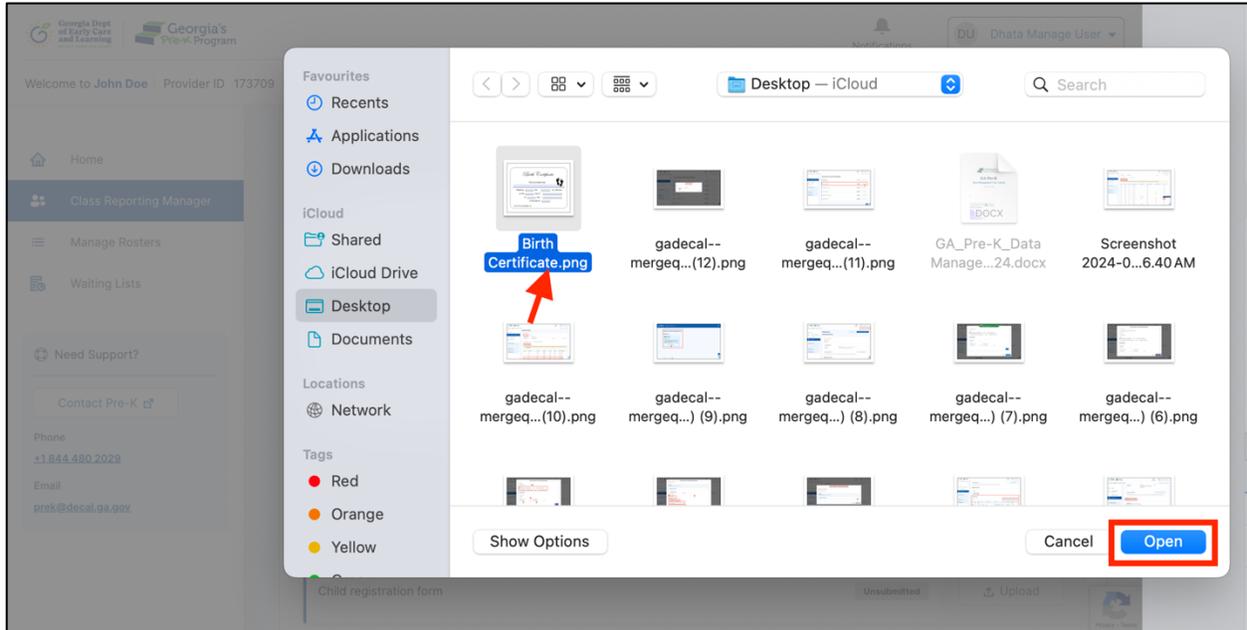
- On the Upload Files pop-up window, click the **Upload Files** button.



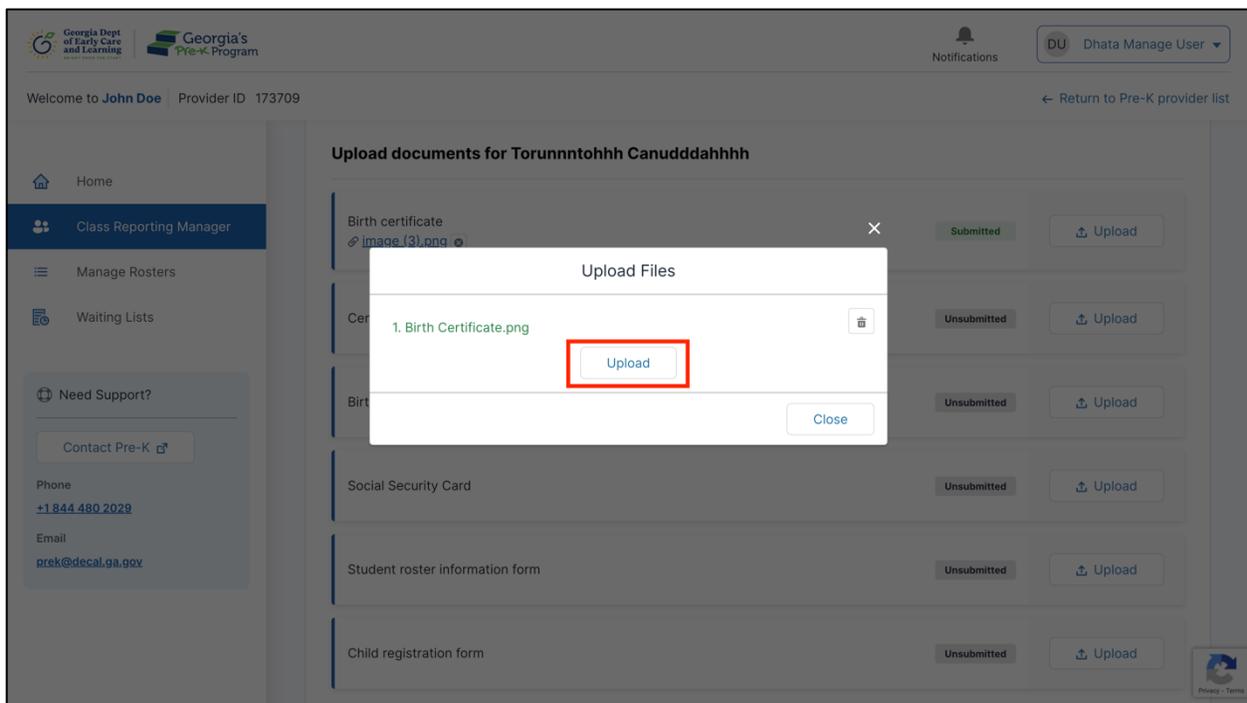
Name Of Document

You will be directed to your local system.

6. Select the **File** from the required folder, then click the **Open** button.



7. To upload the selected file, click the **Upload** button.

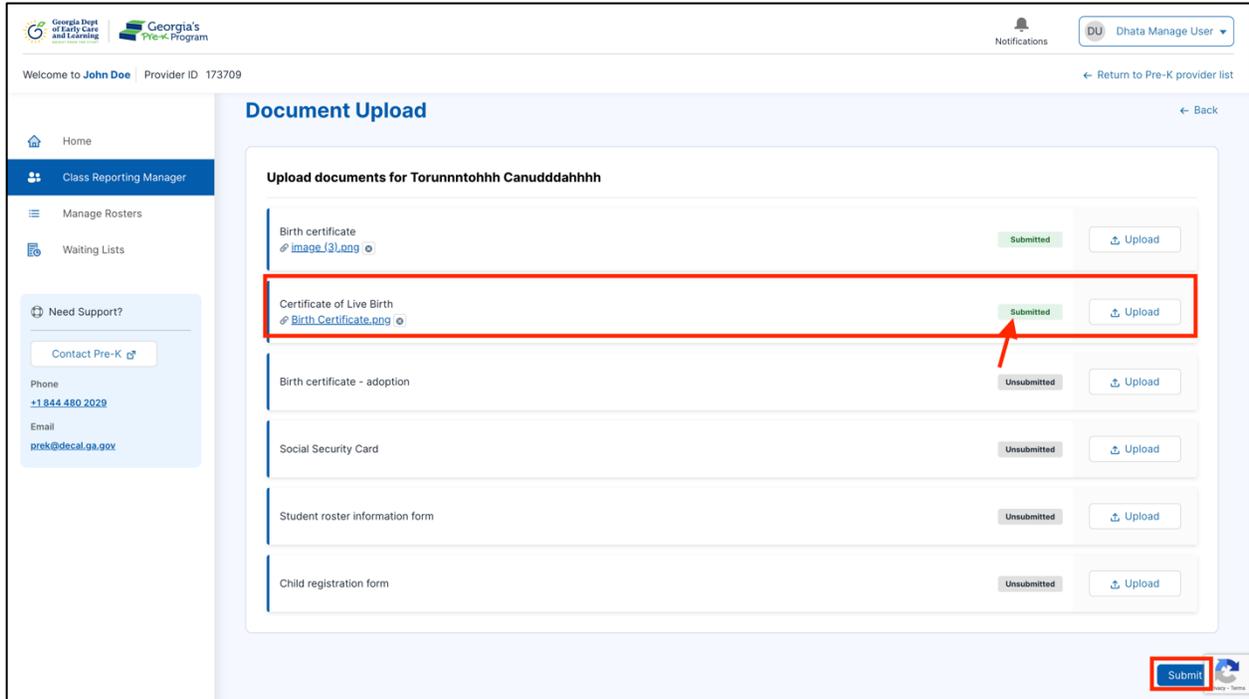


The document status will be updated to **Submitted**.

Name Of Document

Name Of Document

8. Follow the same steps to upload the other required documents.
9. To submit the uploaded documents, click the **Submit** button.



The document will be submitted and the Pre-K staff will be notified.

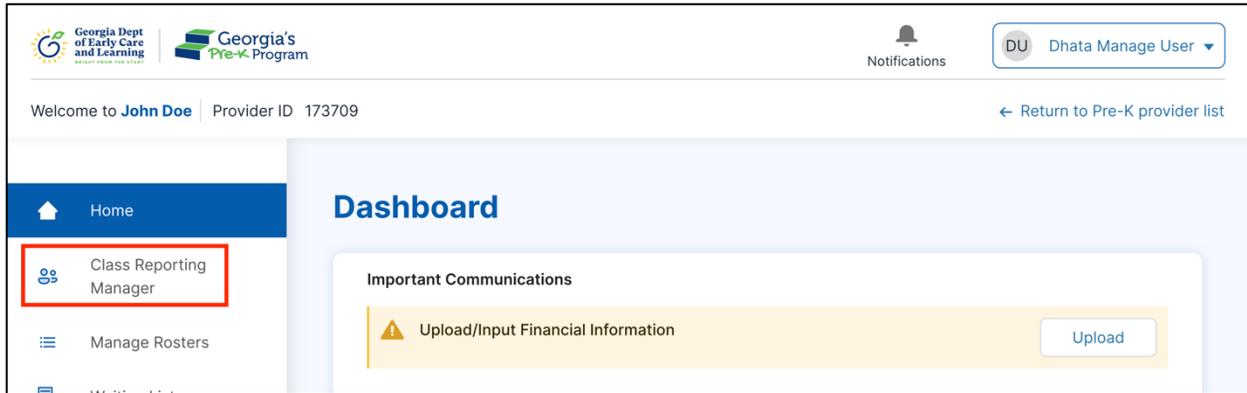
Closing a Student

The Close Student feature allows you to close a student's assignment by specifying the End Date.

To close a student, perform the following steps:

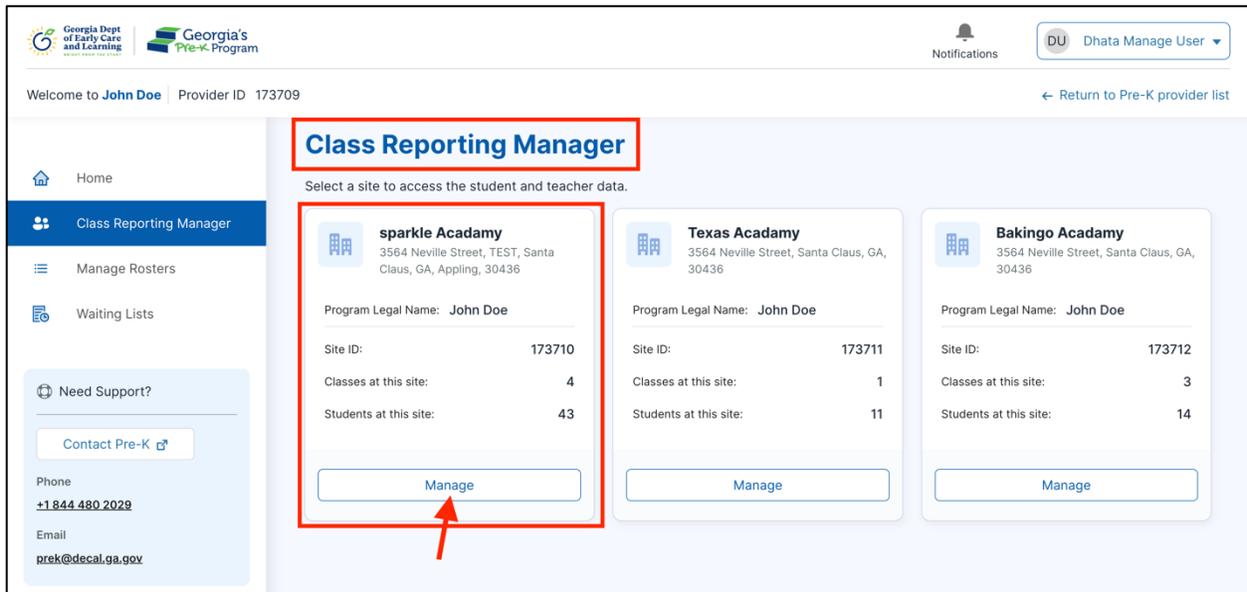
1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.

Name Of Document



The **Class Reporting Manager** page will be displayed.

2. To select a site to access the students, click the **Manage** button.



The selected site **Student Data page will be displayed with the **Current Student** list.*

3. To close a Document, scroll right on the **Current Student** section using the scroll bar. Then, click the **Edit** pencil icon.

Name Of Document

Class Reporting Manager

sparkle Academy

Student Data Teacher Data

Select School Year: 2023-2024 Select Student List: Current Stud...

+ Add Student → Move + Add Returning Students

Current Students

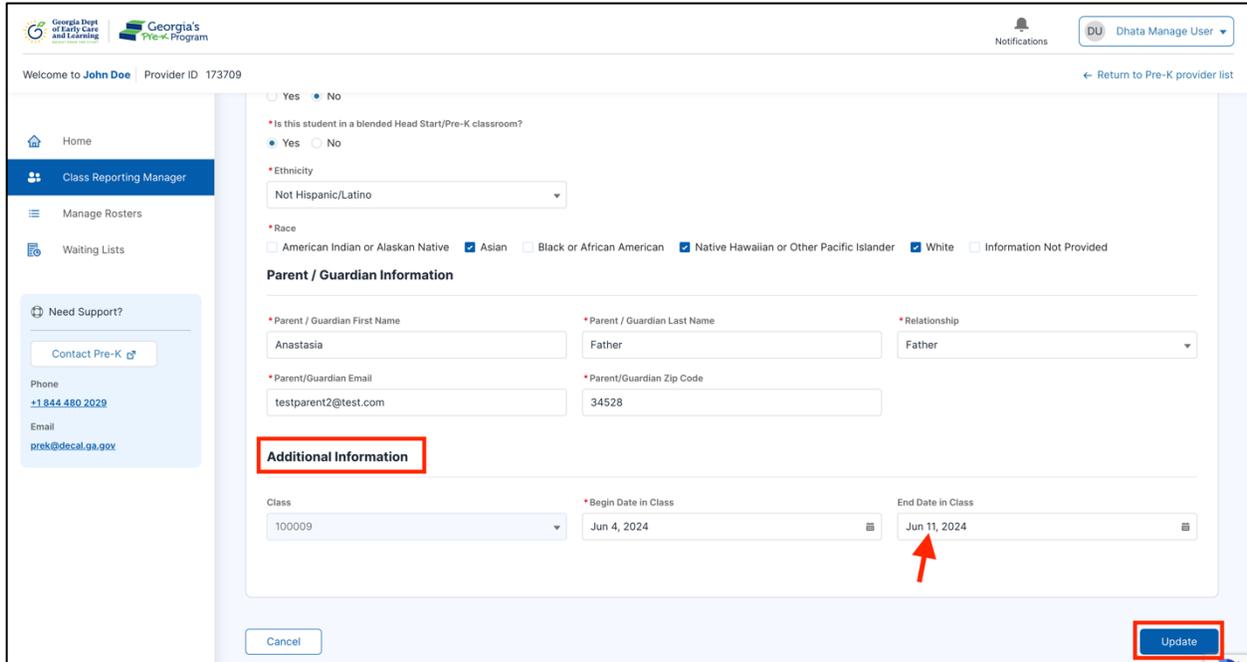
⚠ The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.

Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
0030306	100009	Male	Jun 4, 2024		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
0030310	100009	Male	Jun 4, 2024		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
0030310	100009	Male	Jun 9, 2024		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**The Student Information page will be displayed.*

Name Of Document

4. Scroll to the Additional Information section, then enter the **End Date in Class**.
5. Click the **Update** button.



The screenshot shows the 'Georgia's Pre-K Program' data management interface. The user is logged in as 'Dhata Manage User'. The page displays a form for a student named 'John Doe' with Provider ID 173709. The form includes sections for 'Parent / Guardian Information' and 'Additional Information'. The 'Additional Information' section contains a 'Class' dropdown menu set to '100009', a 'Begin Date in Class' field set to 'Jun 4, 2024', and an 'End Date in Class' field set to 'Jun 11, 2024'. A red arrow points to the 'End Date in Class' field. The 'Update' button at the bottom right is also highlighted with a red box.

**The End date of the Class will be reflected on the page for the selected student in the Current Student section.*

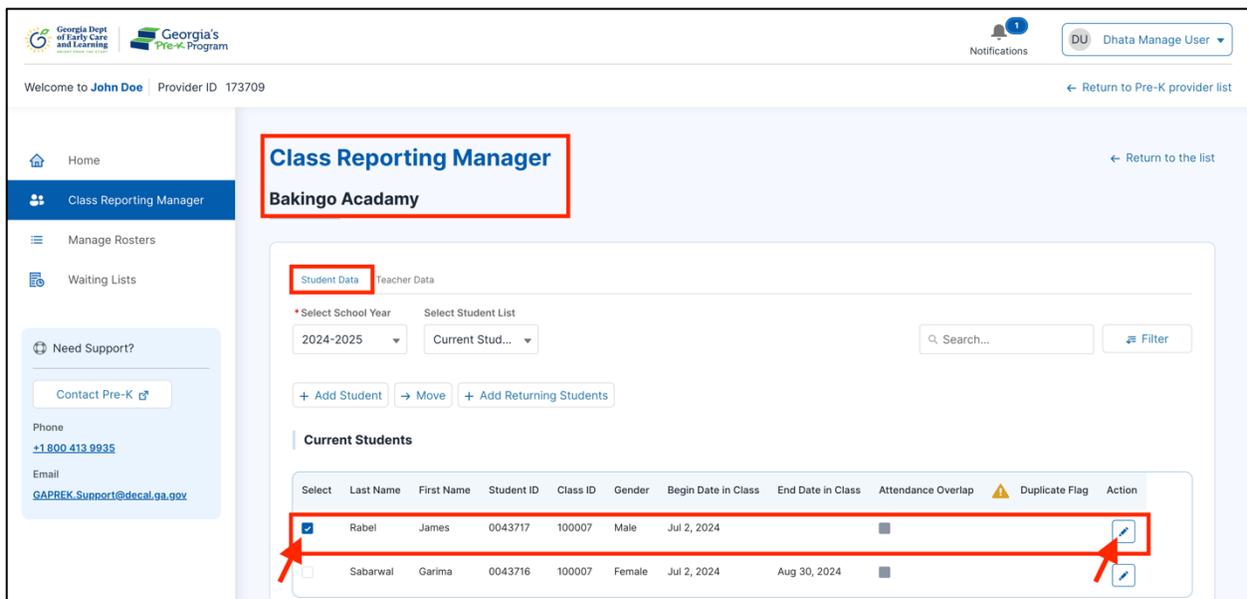
Name Of Document

Marking a Child as Did Not Attend

The Child Did Not Attend feature enables you to mark students as absent when they do not attend class, helping you manage attendance records efficiently and accurately. This ensures that your records remain up-to-date and reflective of actual attendance patterns.

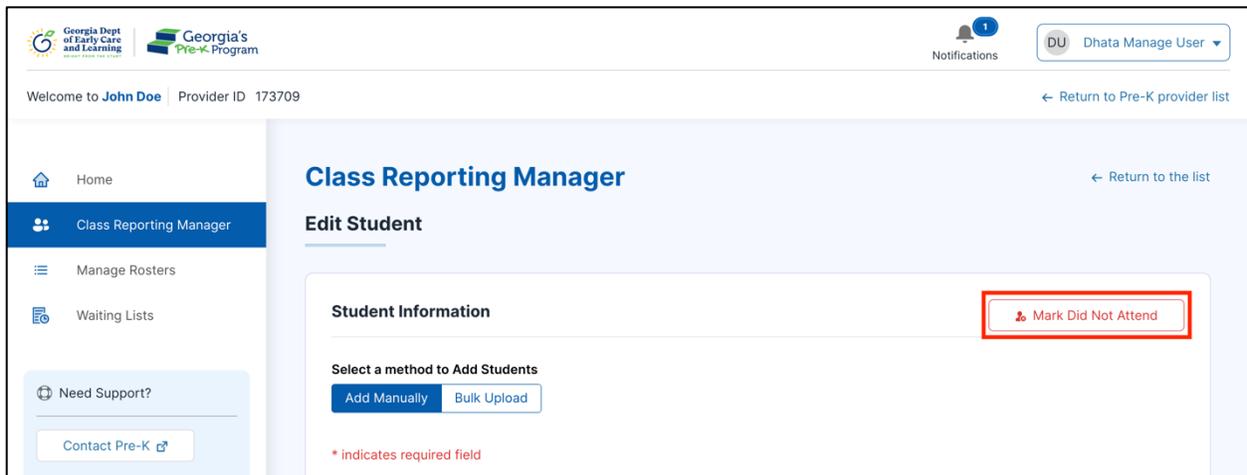
To mark a child as Did Not Attend, perform the following steps:

1. On the selected site > Student data page, select the checkbox next to the student and click the **Edit** pencil icon in the Action column.



The **Edit Student > Student Information** page will be displayed.

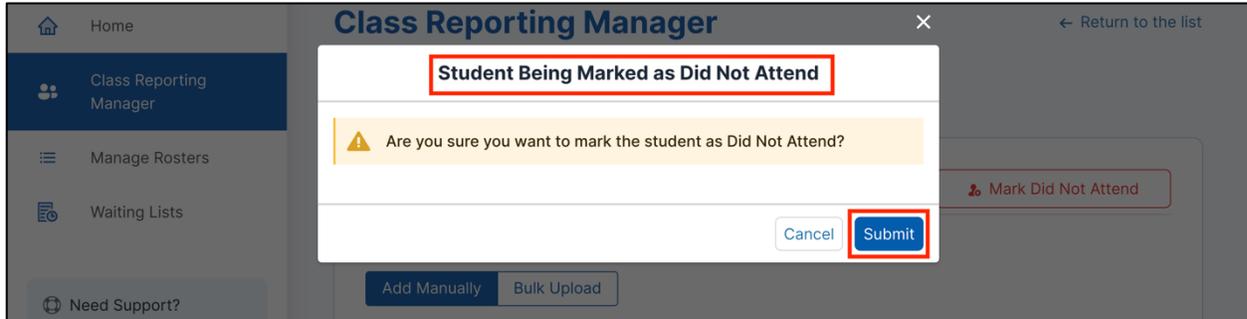
2. Next, click the **Mark Did Not Attend** button on this page.



Name Of Document

The **Student Being Marked as Did Not Attend** pop-up window will be displayed.

3. To confirm the submission, click the **Submit** button.



**A success message will be displayed on the page and the student record will be displayed in Student Data > Current Data with no Begin Date and End Date.*

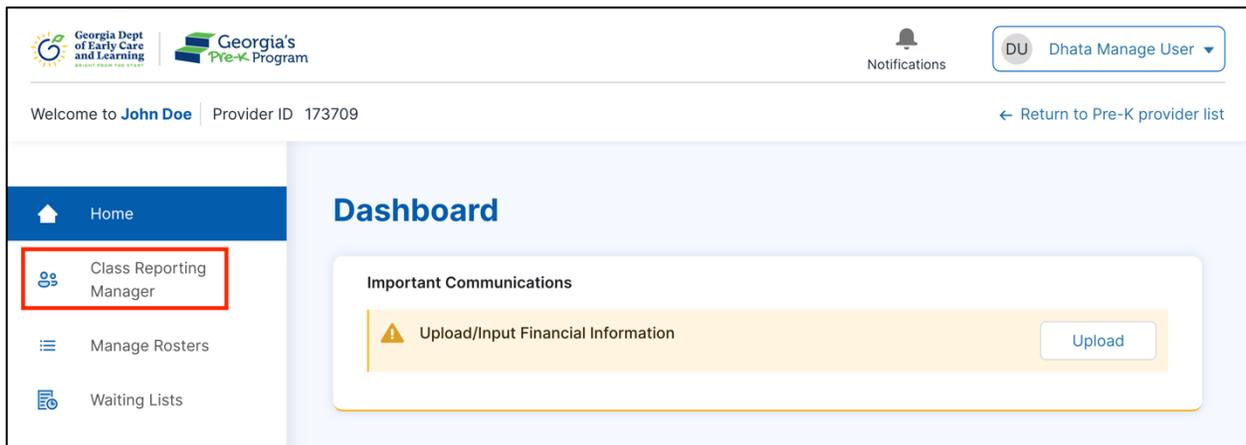
Name Of Document

Adding a Teacher

The Add Teacher feature allows you to Add one or more teachers to a site.

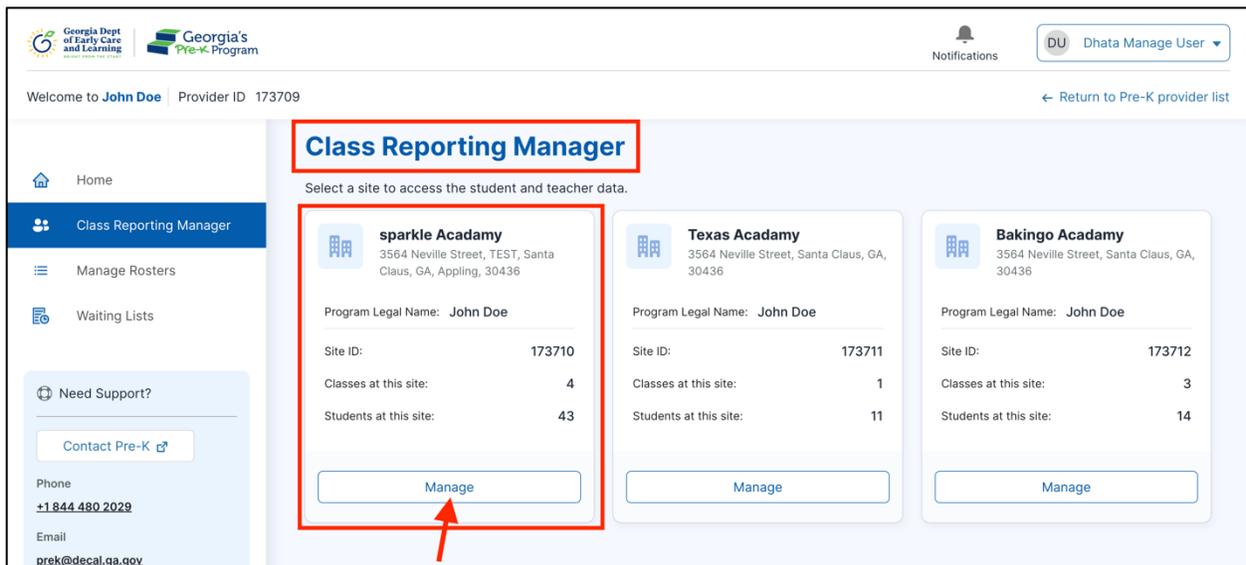
To add a teacher to the site, perform the following steps:

1. On the Pre-K Program welcome page click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

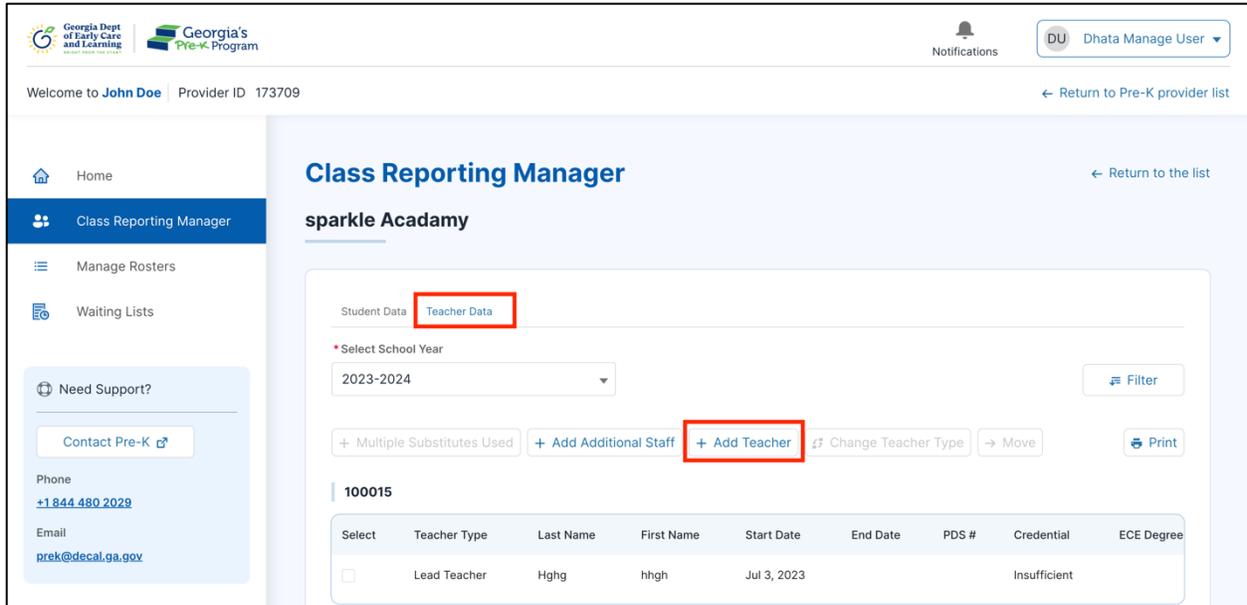
2. To select a site for accessing the students, click the **Manage** button.



**The selected site page will be displayed with the Student Data selected.*

Name Of Document

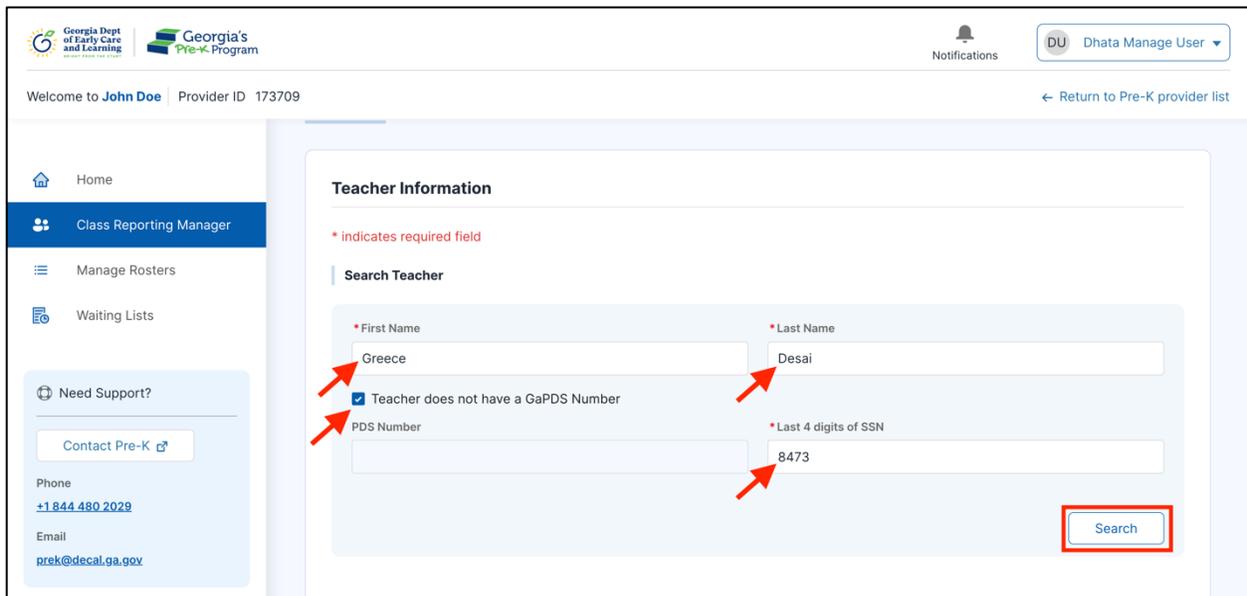
3. To add a teacher, click the **Teacher Data** tab. Then, click the **+ Add Teacher** button.



The **Teacher Information** Page will be displayed.

4. Enter the **First Name**, **Last Name**, **PDS Number**, and **Last 4 digits of SSN**. Then, click the **Search** button.

Note: Select the **Teacher does not have a GaPDS Number** checkbox if the teacher did not provide you with their GaPDS number.



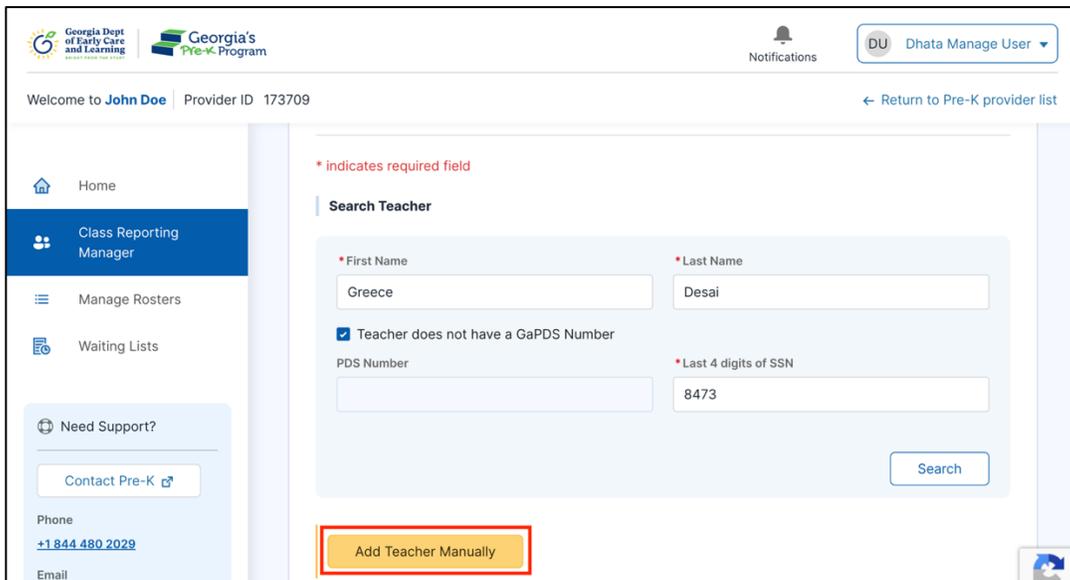
Name Of Document

If the entered information matches the existing Teacher Information in the GAPREK system or the GaPDS system, the existing Teacher Information will be displayed. Select the **Teacher Type**, enter the **Class ID**, **Begin Date**, and **End Date (not mandatory)**, and then click **Save** to add the teacher to the class.

If the entered information does not match the existing Teacher information, then the **Add Teacher Manually** button will be displayed.

To add the Teacher Manually, perform the following steps:

5. Click the **Add Teacher Manually** button.



The screenshot displays the user interface for the Georgia's Pre-K Program. At the top, there are logos for the Georgia Dept of Early Care and Learning and Georgia's Pre-K Program. The user is identified as 'John Doe' with a Provider ID of 173709. The main content area is titled 'Search Teacher' and contains several input fields: 'First Name' (Greece), 'Last Name' (Desai), 'PDS Number', and 'Last 4 digits of SSN' (8473). A checkbox labeled 'Teacher does not have a GaPDS Number' is checked. A 'Search' button is located at the bottom right of the form. Below the form, a yellow button labeled 'Add Teacher Manually' is highlighted with a red rectangular box.

The Add Teacher page will be displayed.

6. In the Teacher Information section, enter the following information:
 - a. Select the **Teacher Type** from the drop-down list.
 - b. Enter the **Social Security Number** and **Email Address**.
 - c. Select the **Credential** from the drop-down list.

Name Of Document

- d. Select the **Degree** and **Class ID** from the drop-down list.
- e. Enter the **Creditable Years of Experience**, **Begin Date**, and **End Date (not mandatory)**.
- f. Select the **Yes/No** radio button for **Fluent in Other Language**.
- g. To save the Teacher Information, click the **Save** button.

After saving, a success message will be displayed, and you can view the teacher data in the Teacher Data tab.

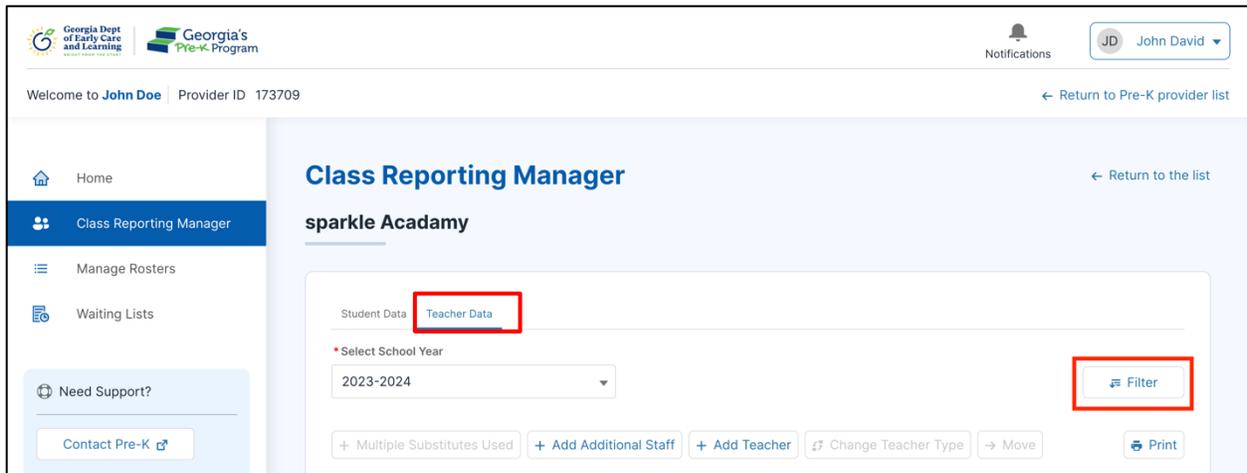
Name Of Document

Filtering a Teacher

The Filter feature on the GAPREK portal allows you to search for teachers using criteria like Class ID, First Name, Last Name, SSN, Teacher Type, and PDS, with results matching any criteria (OR conditions).

To filter a teacher, perform the following steps:

1. On the selected site > Teacher Data tab, click the **Filter** button.



2. Enter the **Class ID/First Name/Last Name/SSN/Teacher Type/PDS#**, then click the **Show Results** button.

Name Of Document

The screenshot shows the 'sparkle Academy' page with a search filter overlay. The overlay contains the following fields:

- Class ID: Select Class ID (dropdown)
- First Name: Desai
- Last Name: hhgn
- SSN: Enter SSN
- Teacher Type: Lead Teacher
- PDS#: Enter PDS#

Buttons for 'Show Results' and 'Reset' are at the bottom of the overlay. The background table shows teacher data for Class ID 100009 and 100015.

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered
<input type="checkbox"/>	Lead Teacher	Desai	Greece	May 7, 2024	Jun 11, 2024		ECE Bachelor's Degree or Higher		5	<input type="checkbox"/>
<input type="checkbox"/>	Lead Teacher	Daniel	Robert	Jun 13, 2024			ECE Bachelor's Degree or Higher		2	<input type="checkbox"/>

The search results will be displayed based on the selection entered.

The screenshot shows the search results for Class ID 100009. The table below is highlighted with a red border:

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered
<input type="checkbox"/>	Lead Teacher	Desai	Greece	May 7, 2024	Jun 11, 2024		ECE Bachelor's Degree or Higher		5	<input type="checkbox"/>
<input type="checkbox"/>	Lead Teacher	Daniel	Robert	Jun 13, 2024			ECE Bachelor's Degree or Higher		2	<input type="checkbox"/>

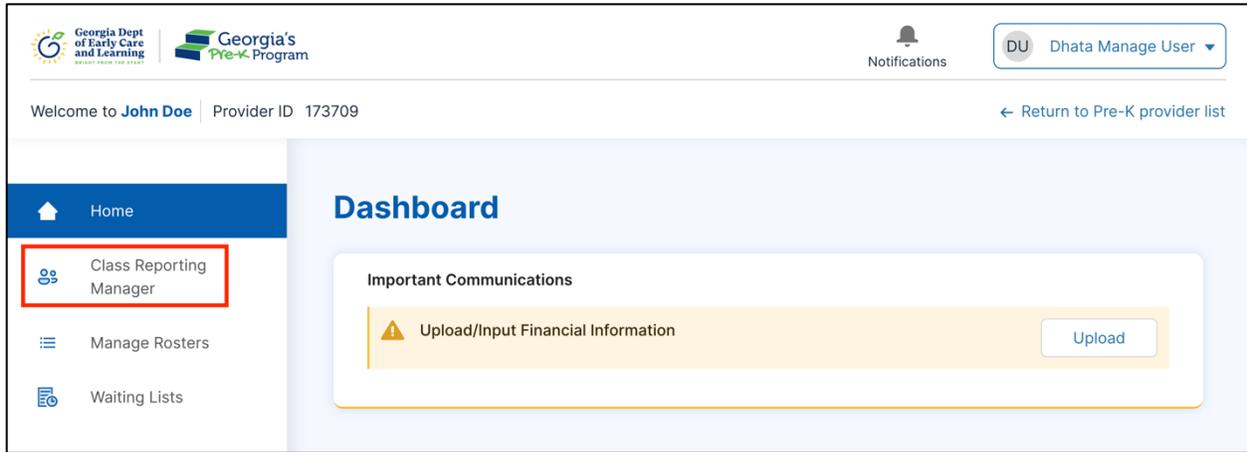
Moving a Teacher

Name Of Document

The Moving Teacher feature allows you to transfer a teacher from one site to another or from one class to another class.

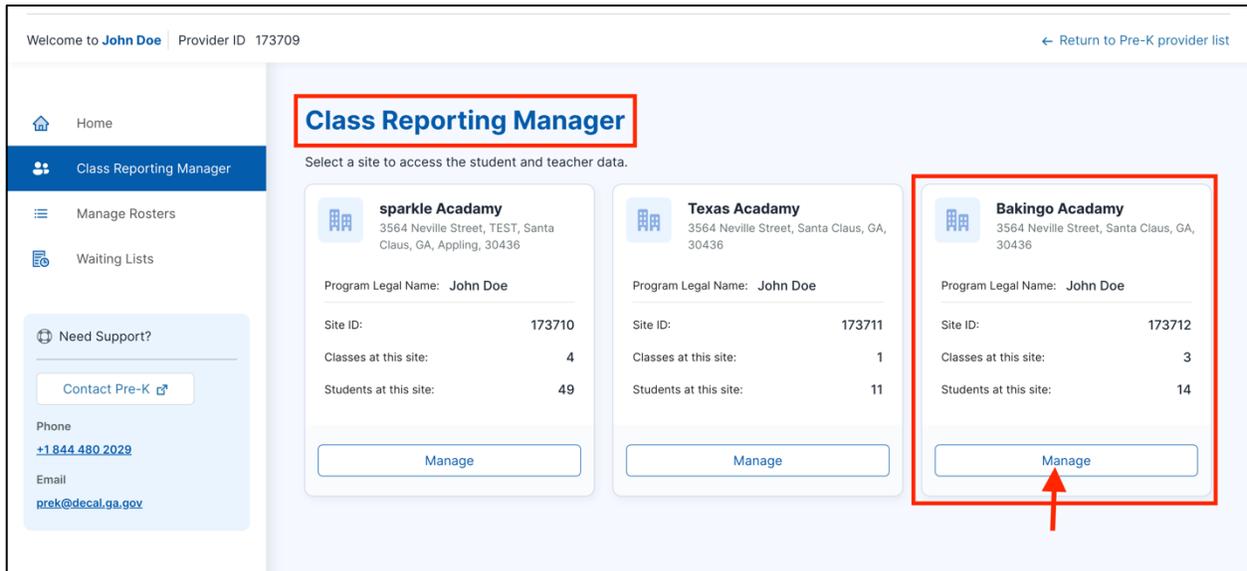
To move a teacher, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

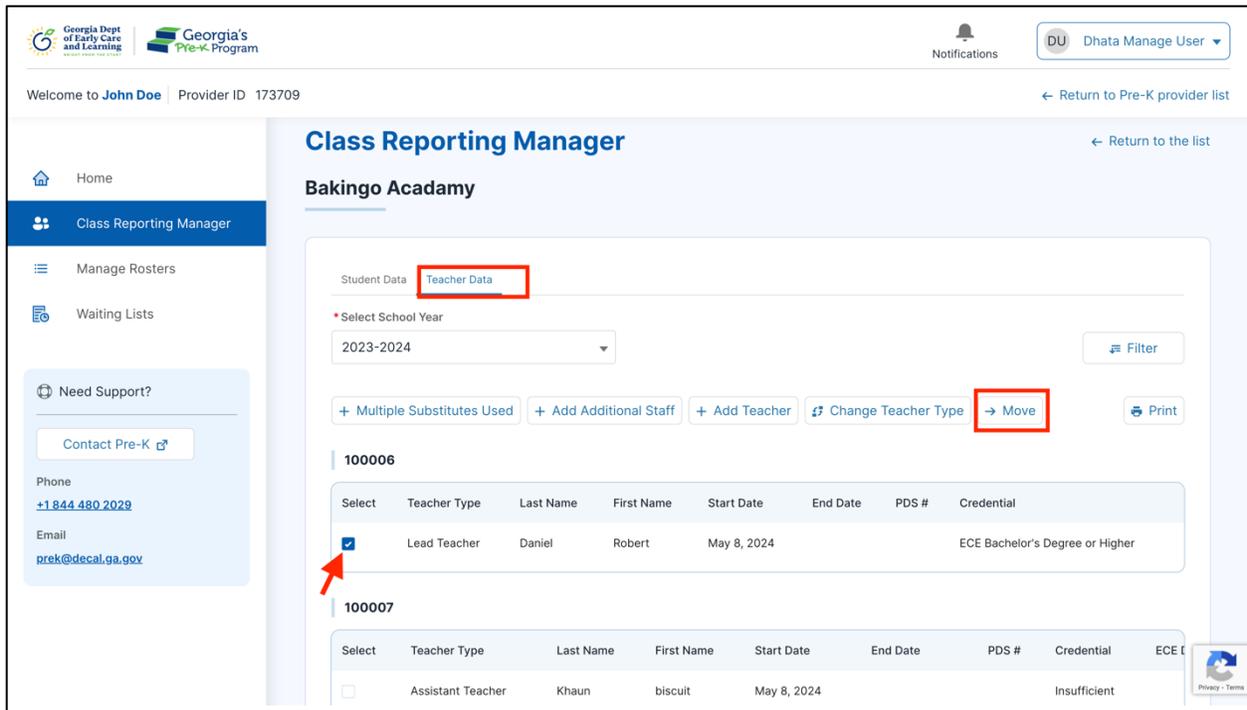
2. To select a site to access the teachers, click the **Manage** button.



**The selected site page will be displayed with the Teacher Data selected.*

3. Go to the **Teacher Data** tab.
4. Click the checkbox to select the **Teacher**, then click the **Move** button.

Name Of Document

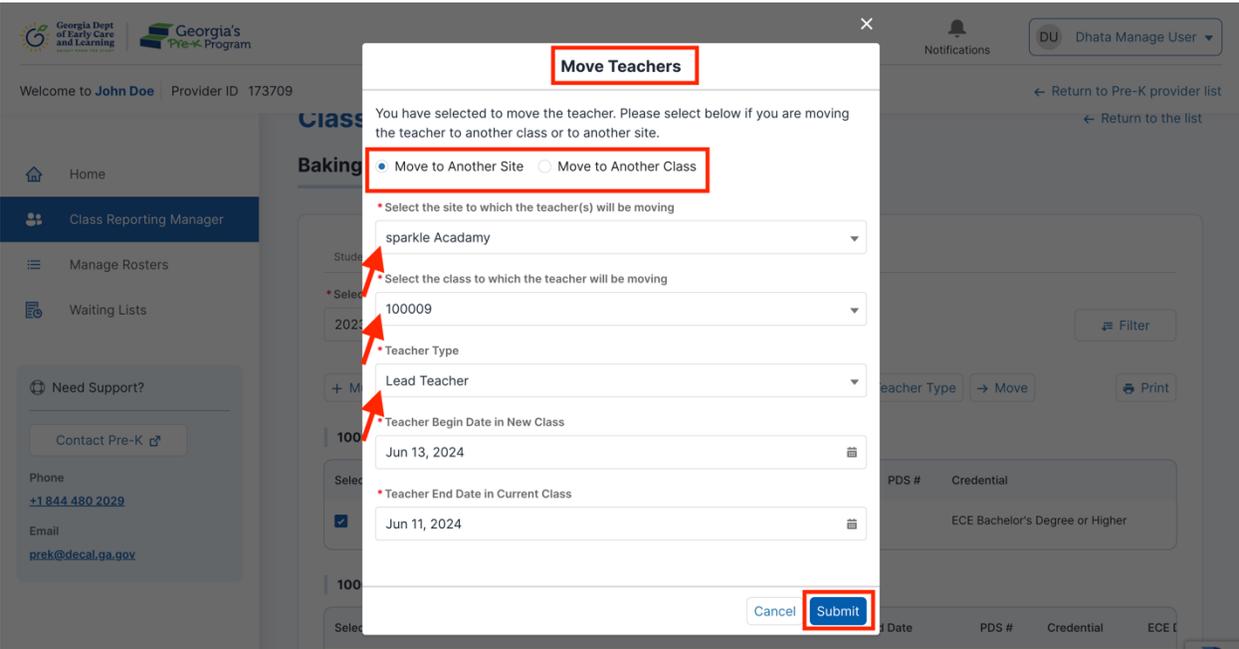


The **Move Teachers** pop-up window will be displayed.

4. Select the appropriate radio button to indicate whether you want to **Move to Another Site** or **Move to Another Class** at the same site.
5. Next, select the **Site** from the drop-down list. Additional fields will be displayed to enter the information.
6. Select the **Class to which the teacher will be moving** and the **Teacher Type** from the drop-down list. Then click the **Submit** button.

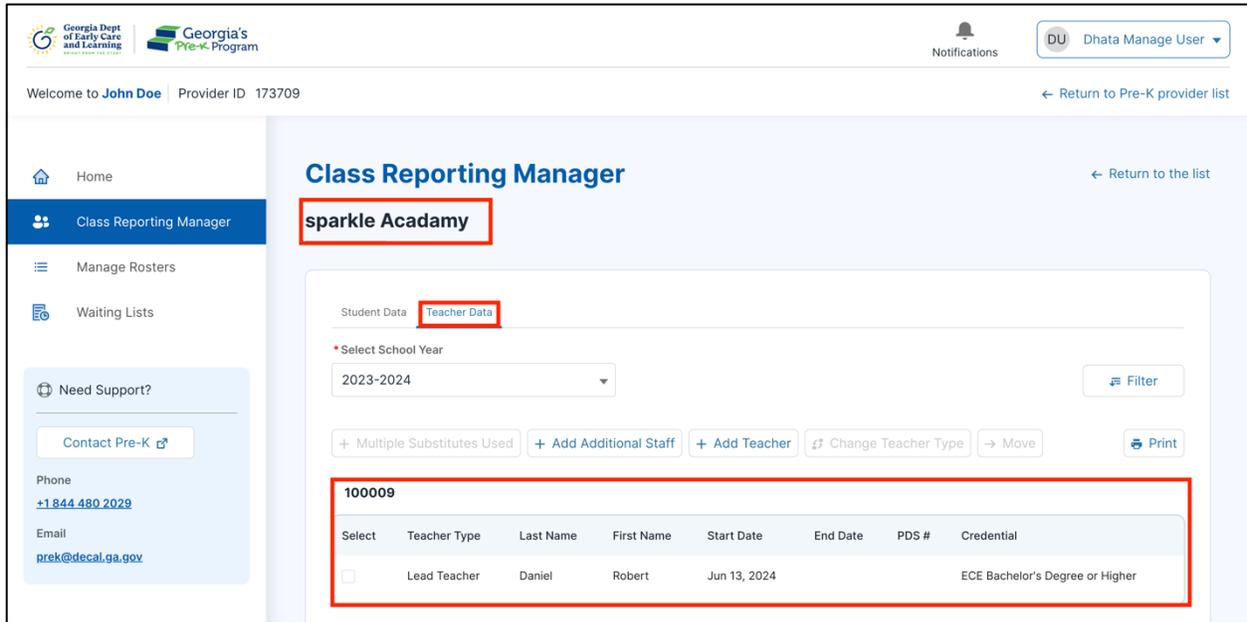
Note: The **Teacher Begin Date in New Class** and **Teacher End Date in the Current Class** will be automatically populated on the Move Teachers pop-up window.

Name Of Document



Name Of Document

After submitting, a success message will be displayed on the page, and a new **Teacher** record will be created in the selected Site Teacher Data section.

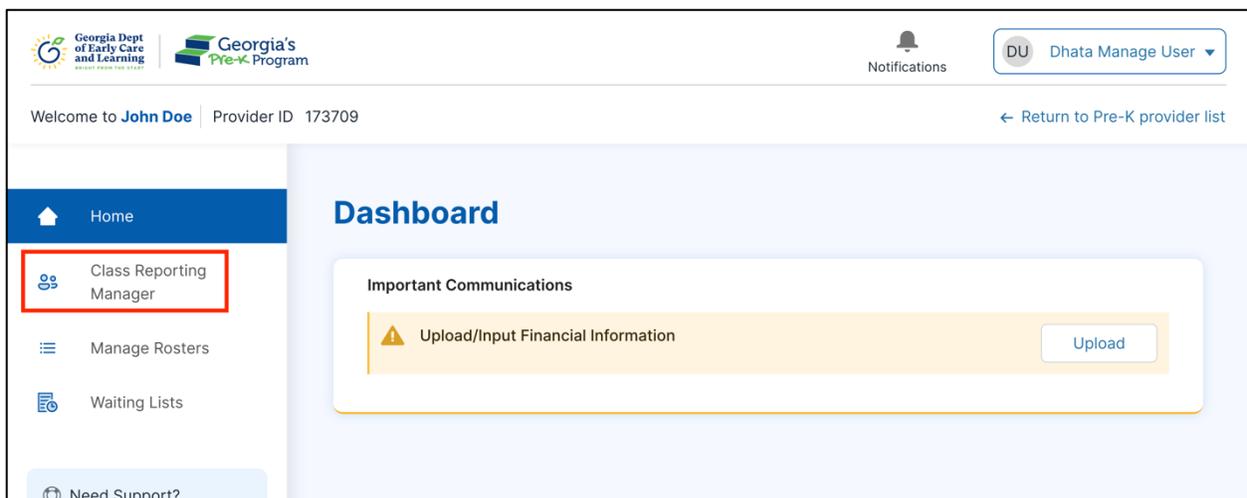


Changing a Teacher Type

The Change Teacher Type feature allows you to change the Teacher type, allowing you to switch a teacher between roles such as Assistant Teacher and Lead Teacher, as needed.

To add a teacher to the site, perform the following steps:

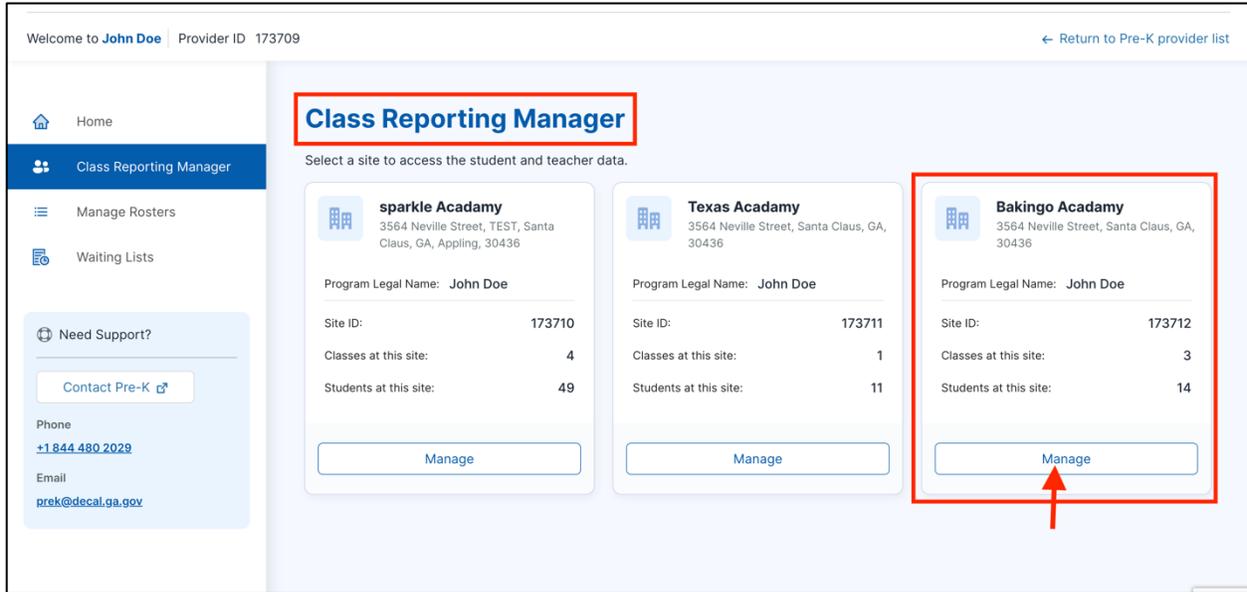
1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.



Name Of Document

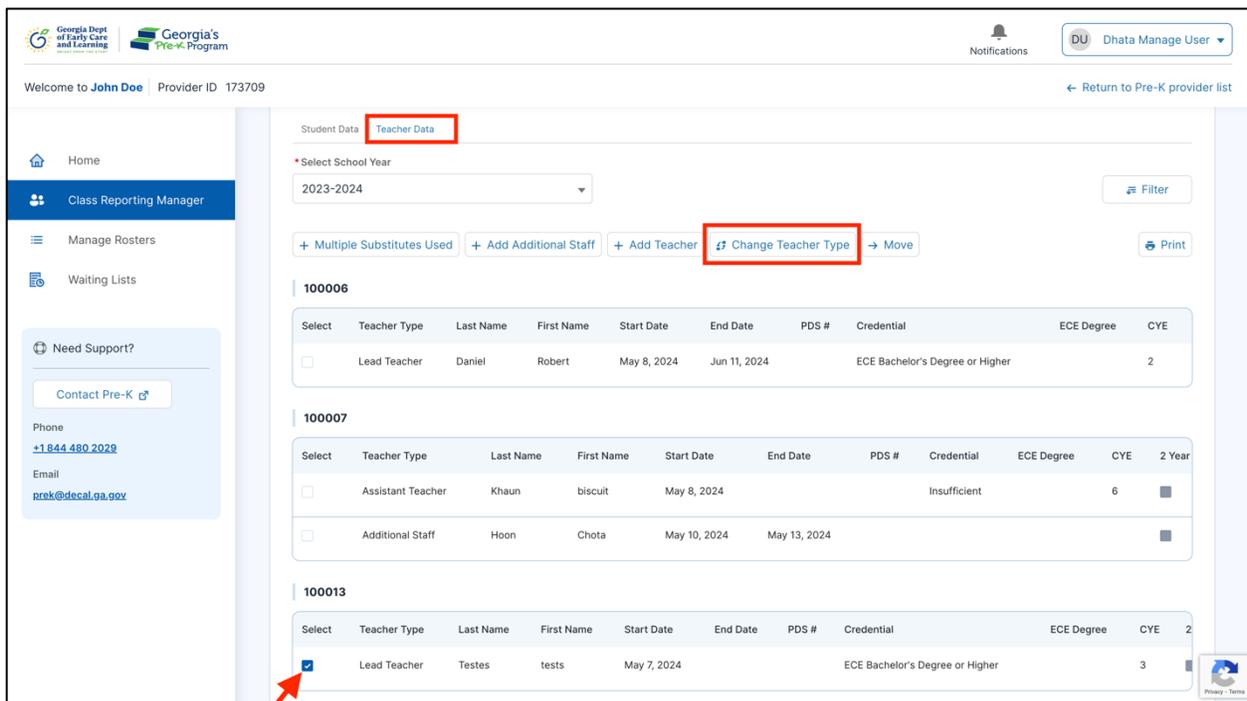
The **Class Reporting Manager** page will be displayed.

- To select a site to access the teachers, click the **Manage** button.



The selected site page will be displayed with the Teacher **Data tab selected.*

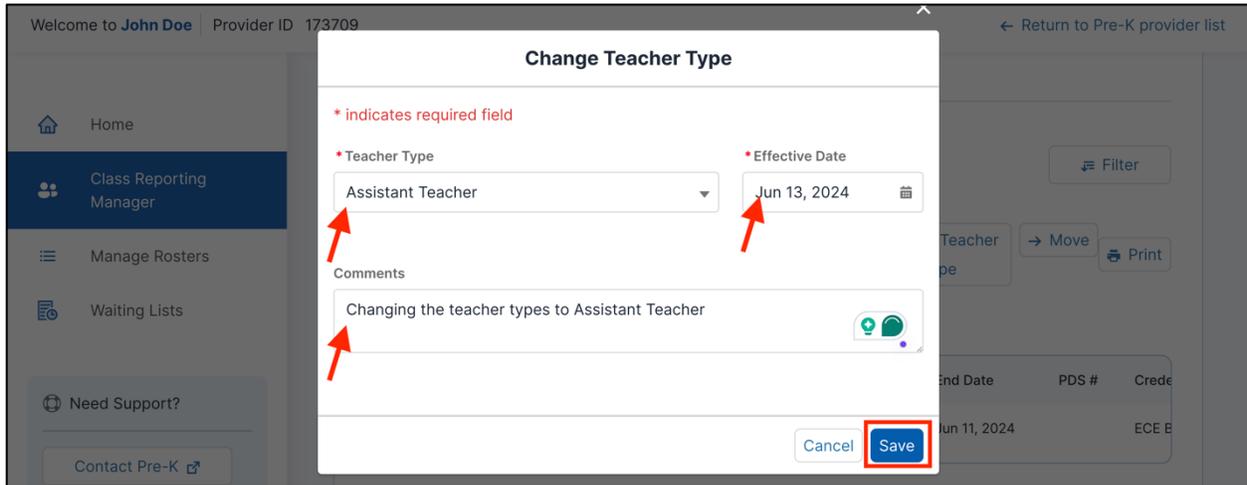
- Go to the **Teacher Data** tab.
- Click the checkbox to select the **Teacher**, then click the **Change Teacher Type** button.



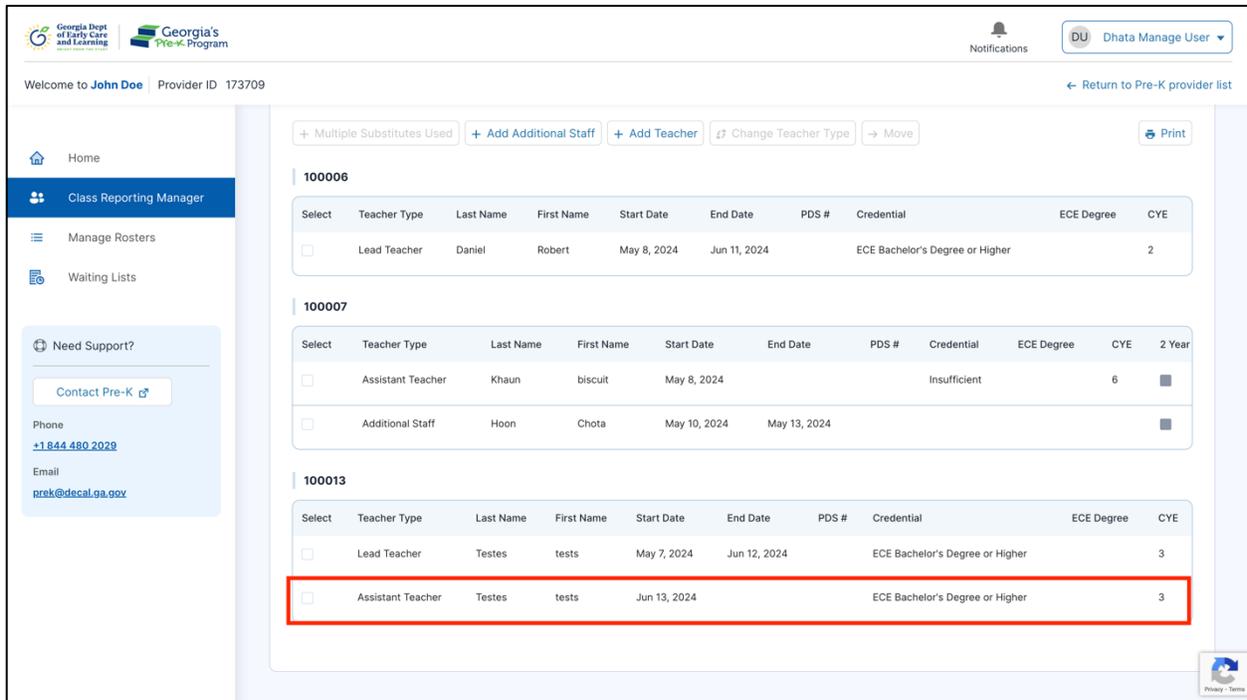
Name Of Document

The **Change Teacher Type** pop-up window will be displayed.

5. Update the **Teacher Type** from the drop-down list.
6. Add the **Effective Date**.
7. Enter **Comments**, then click the **Save** button.



A success message will be displayed on the page, and the Teacher Type along with the updated Start Date will be shown in the Teacher Data section.



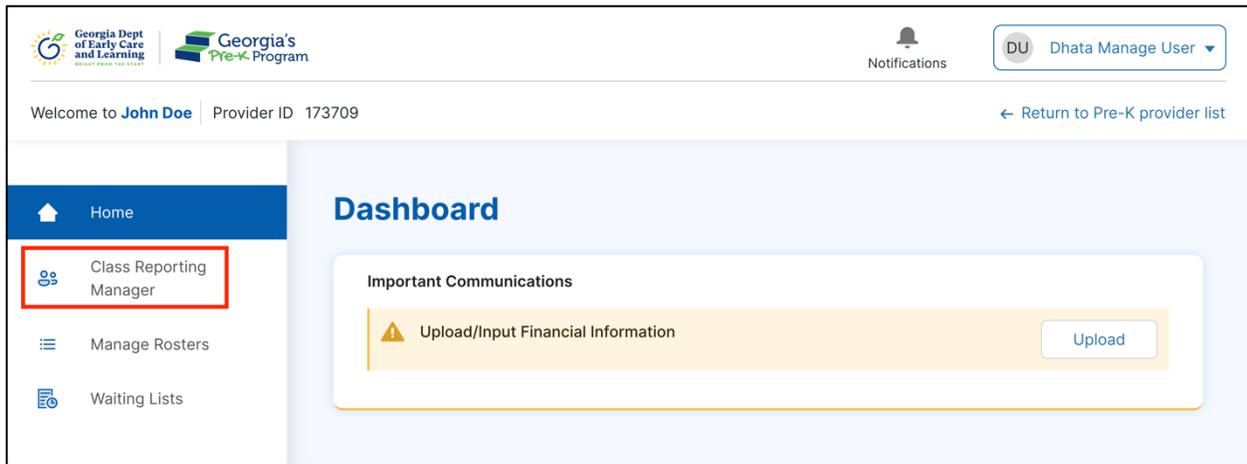
Name Of Document

Adding an Additional Staff

The Add Additional Staff feature allows you to add Lead and Assistant teachers to your Pre-K Program for enhanced operational efficiency and program support.

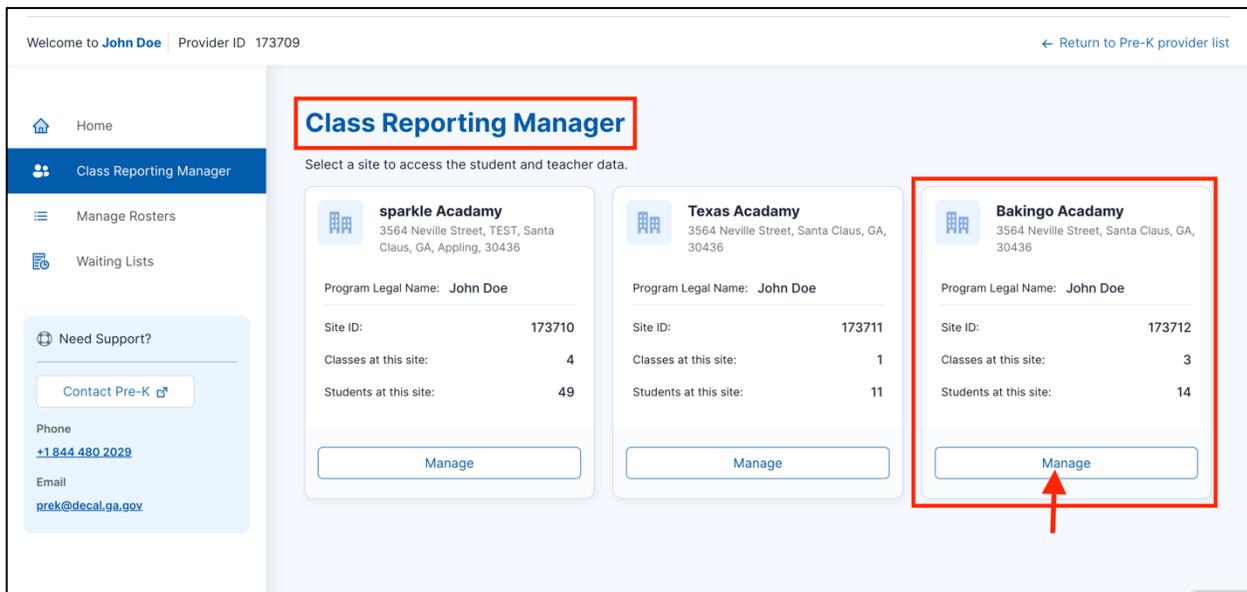
To add an Additional Staff to the site, perform the following steps:

1. On the Pre-K Program welcome page, then click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

2. To select a site to access the additional staff, click the **Manage** button.

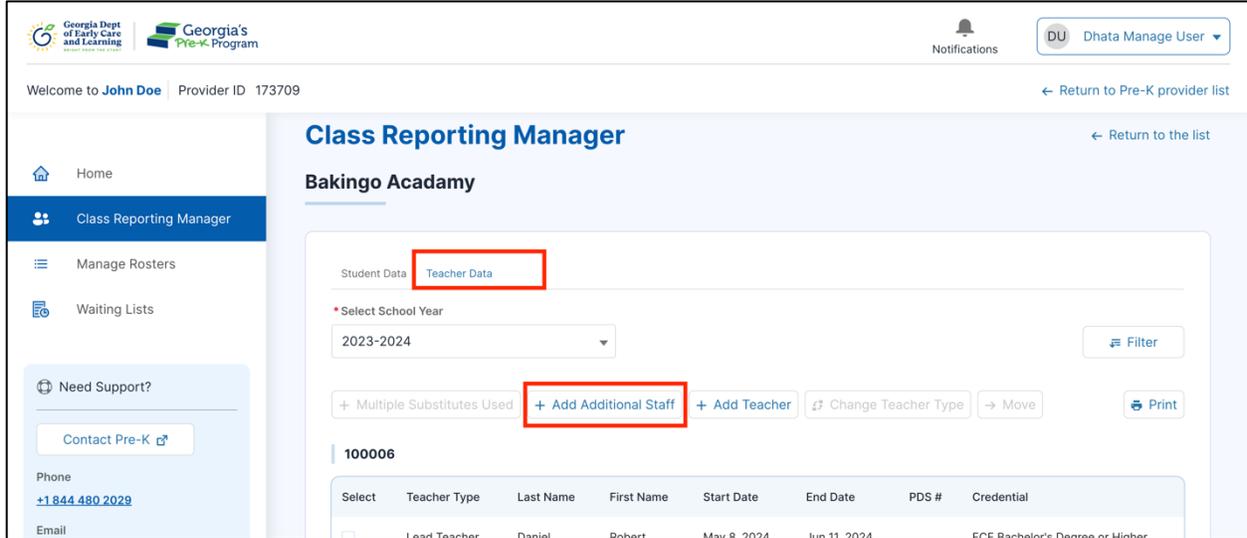


The selected site page will be displayed with the **Student Data page selected.*

Name Of Document

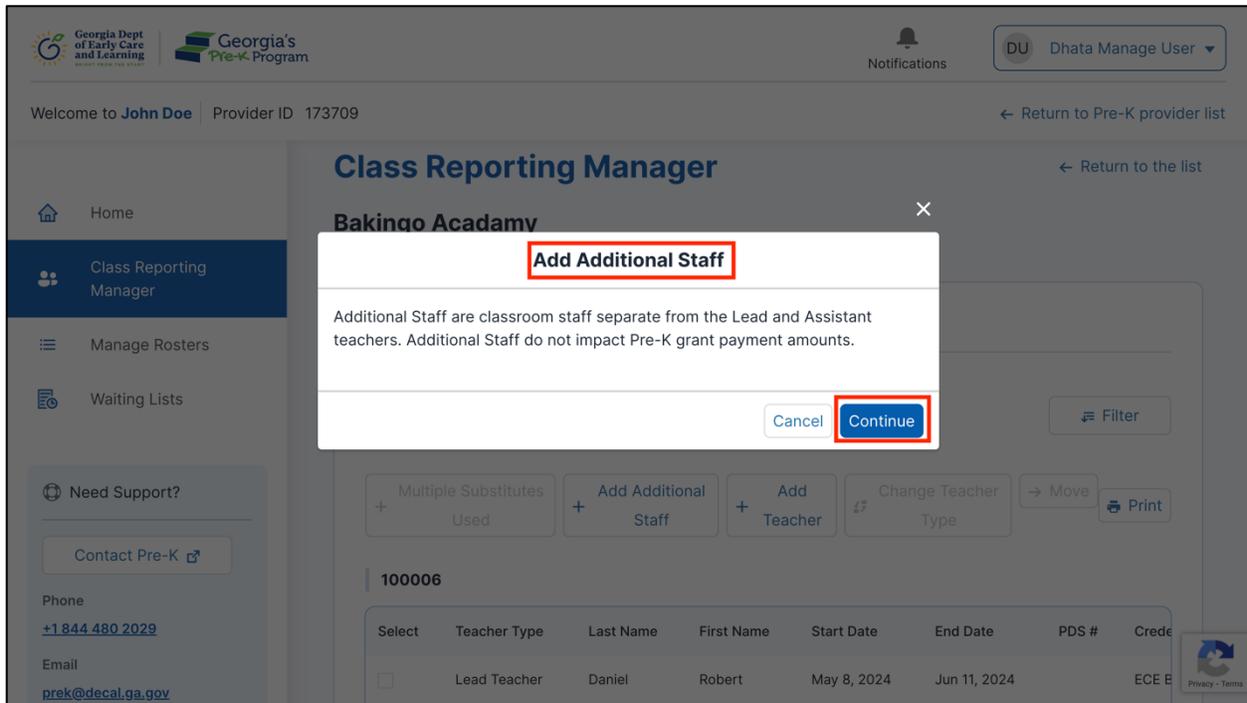
Name Of Document

- 3. Go to the **Teacher Data** tab.
- 4. To add Additional Staff, click the **+ Add Additional Staff** button.



The **Add Additional Staff** pop-up window will be displayed.

- 5. Next, click the **Continue** button on the Add Additional Staff pop-up window.

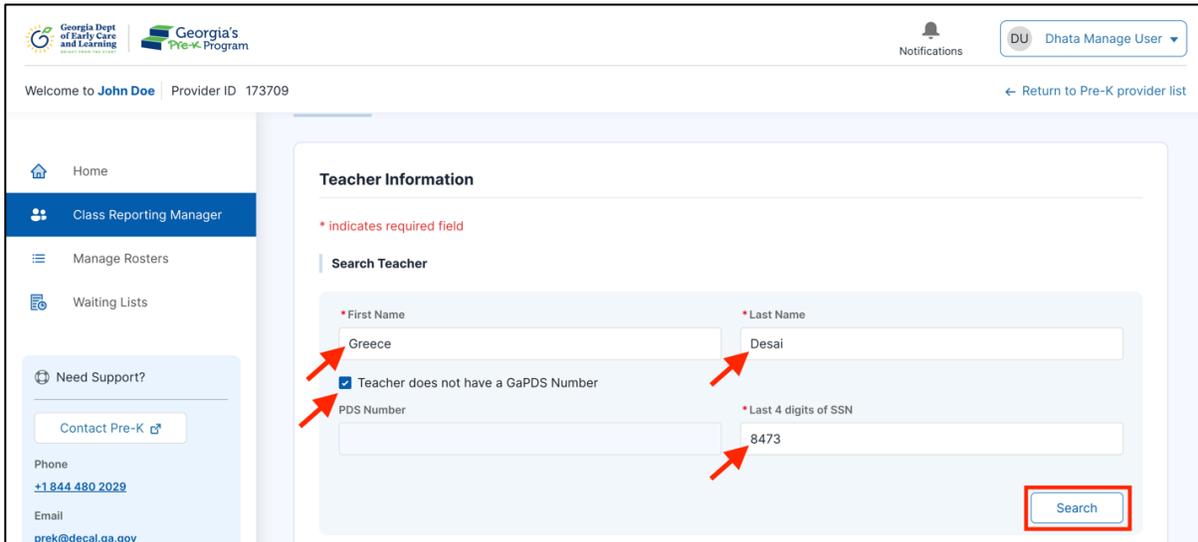


The **Teacher Information** page will be displayed.

Name Of Document

- Enter the **First Name**, **Last Name**, **PDS Number**, and **Last 4 digits of SSN**. Then, click the **Search** button.

Note: Select the **Teacher does not have a GaPDS Number** checkbox if the teacher did not provide you with their GaPDS number.



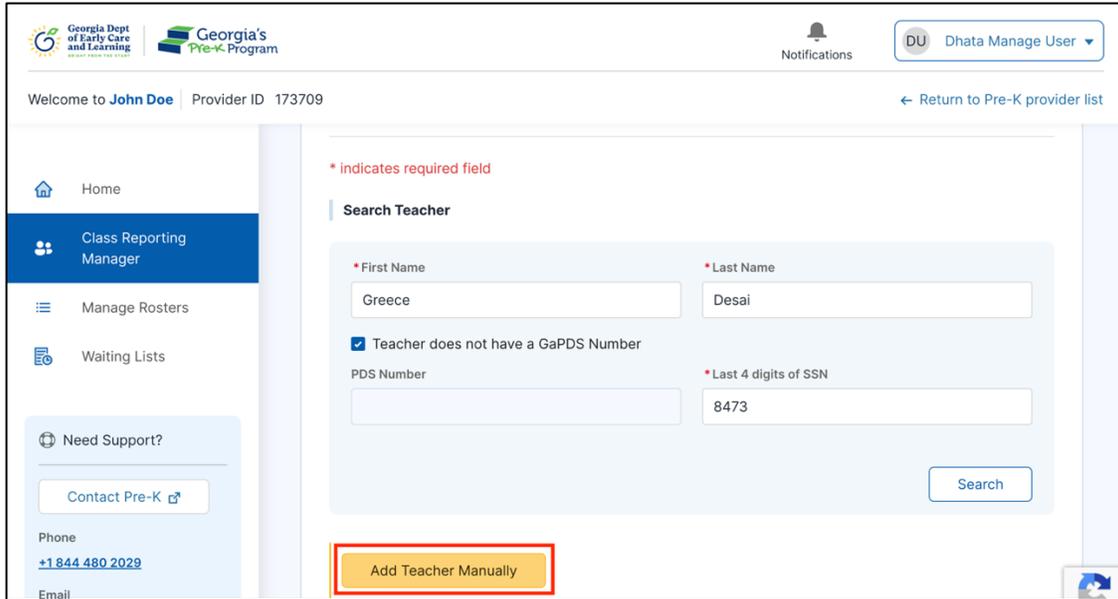
The screenshot shows the 'Teacher Information' form in the system. The form has a header with the Georgia Dept of Early Care and Learning logo and the Georgia's Pre-K Program logo. Below the header, there is a navigation bar with 'Home', 'Class Reporting Manager', 'Manage Rosters', and 'Waiting Lists'. The main content area is titled 'Teacher Information' and contains a 'Search Teacher' section. This section has four input fields: 'First Name' (containing 'Greece'), 'Last Name' (containing 'Desai'), 'PDS Number' (empty), and 'Last 4 digits of SSN' (containing '8473'). There is a checkbox labeled 'Teacher does not have a GaPDS Number' which is checked. A 'Search' button is located at the bottom right of the form. Red arrows point to the 'First Name', 'Last Name', 'PDS Number', and 'Last 4 digits of SSN' fields. A red box highlights the 'Search' button.

If the entered information matches the existing Teacher Information, the existing Teacher Information will be displayed. Select the **Teacher Type**, enter the **Class ID**, **Begin Date**, and **End Date (not mandatory)**, and then click **Save** to add the teacher to the class.

If the entered information does not match the existing Teacher information, then the **Add Teacher Manually** button will be displayed.

To add the Teacher Manually, perform the following steps:

7. Next, click the **Add Teacher Manually** button.



The **Add Teacher** page will be displayed.

8. In the Teacher Information section, enter the following information:
 - a. Select the **Teacher Type** from the drop-down list.
 - b. Enter the **Social Security Number** and **Email Address**.
 - c. Select the **Credential** from the drop-down list.

Name Of Document

- d. Select the **Degree** and **Class ID** from the drop-down list.
- e. Select the **Yes/No** radio button for **Fluent in Other Language**.
- f. Enter the **Creditable Years of Experience**, **Begin Date**, and **End Date (not mandatory)**.
- g. To save the Teacher Information, click the **Save** button.

Name Of Document

After saving, a success message will be displayed, and you can view the teacher data in the Teacher Data tab.

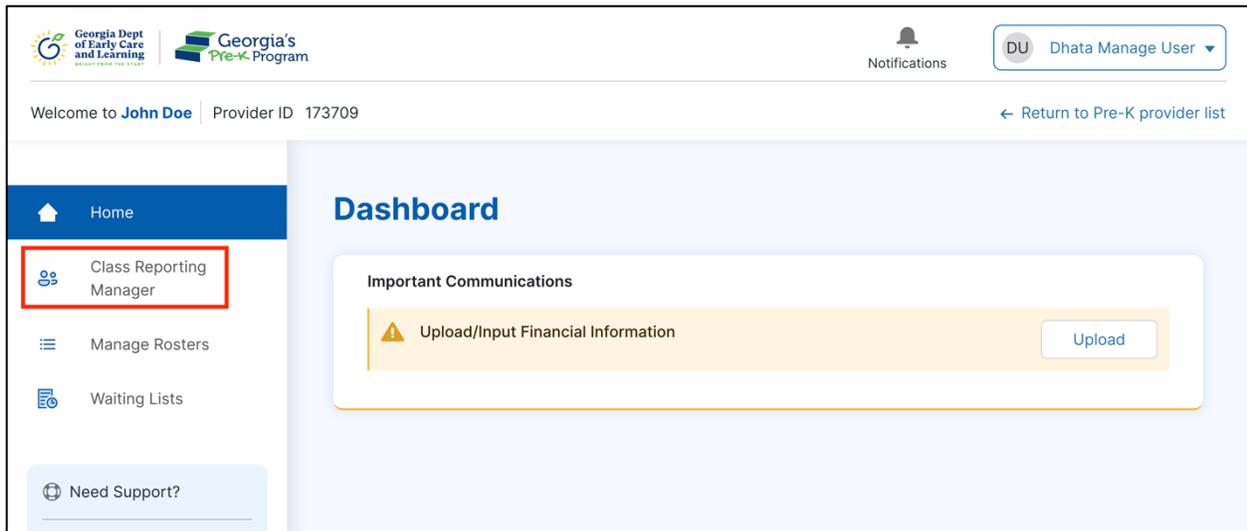
Name Of Document

Adding a Substitute Teacher

This feature allows you to add/assign a substitute teacher when the existing teacher associated with a Class is on leave for an extended period.

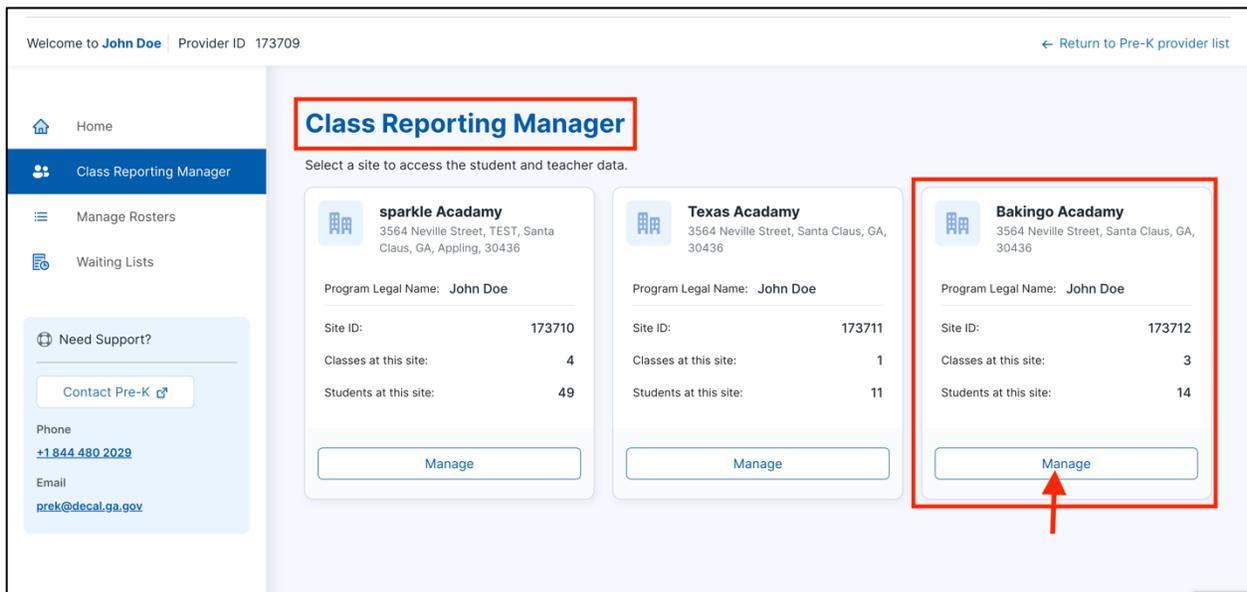
To add a Substitute Teacher, perform the following steps:

1. On the Pre-K program welcome page click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

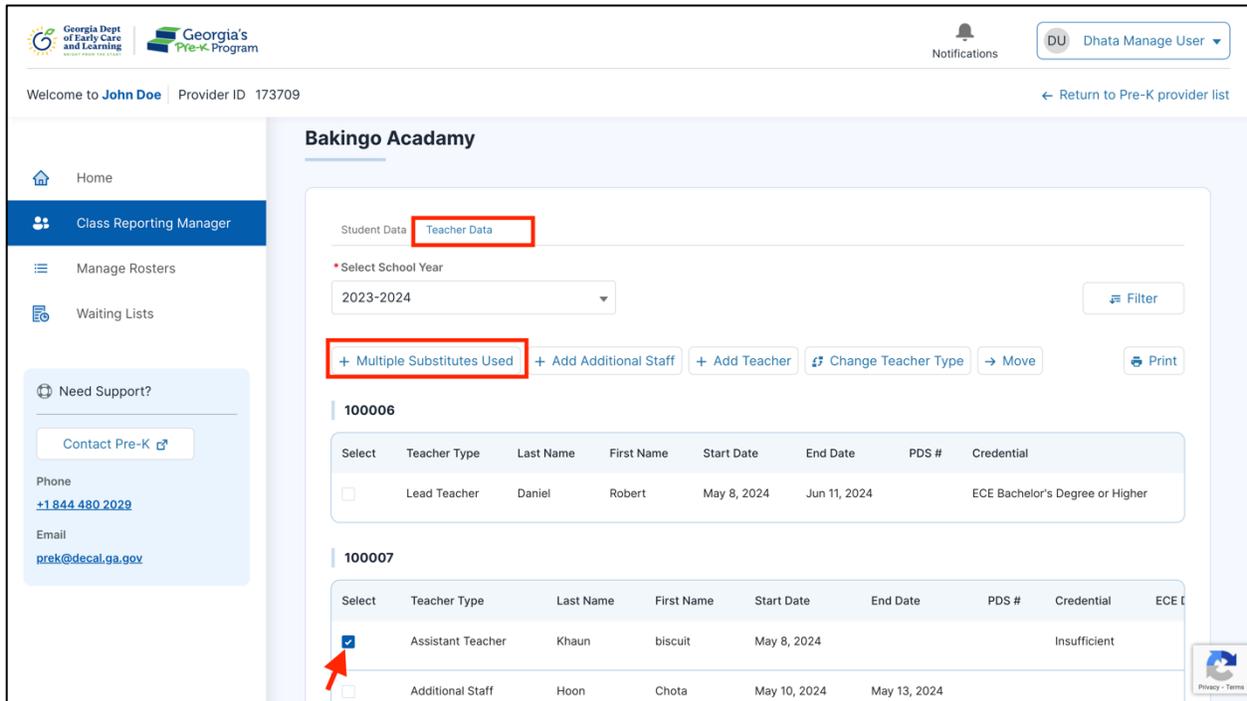
2. To select a site to access the substitute teachers, click the **Manage** button.



Name Of Document

*The selected site page will be displayed with the Substitute Teacher **Data** selected.

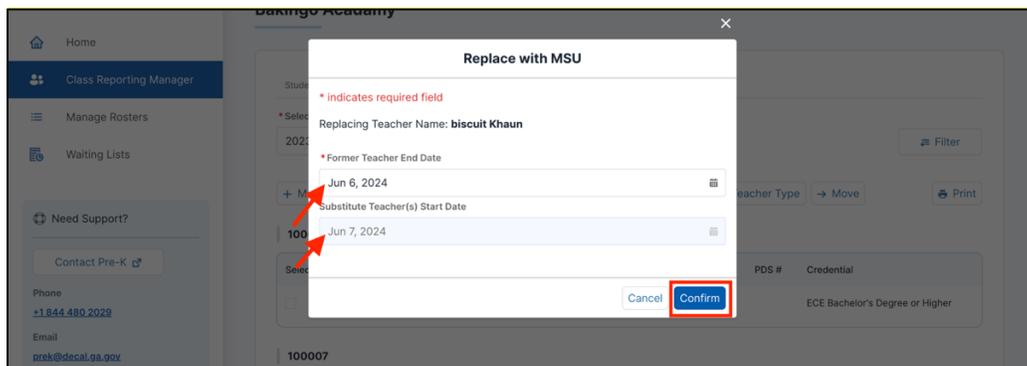
- To add a Substitute teacher, go to the **Teacher Data** tab.
- Next, click the checkbox to select the **Teacher**, then click the **+ Multiple Substitute Used** button.



The **Replace with MSU** pop-up window will be displayed.

- Add the **Former Teacher End date**, then click **Confirm**.

Note: The **Substitute Teacher Start Date** will be automatically updated after selecting the **Former Teacher End Date**.



Name Of Document

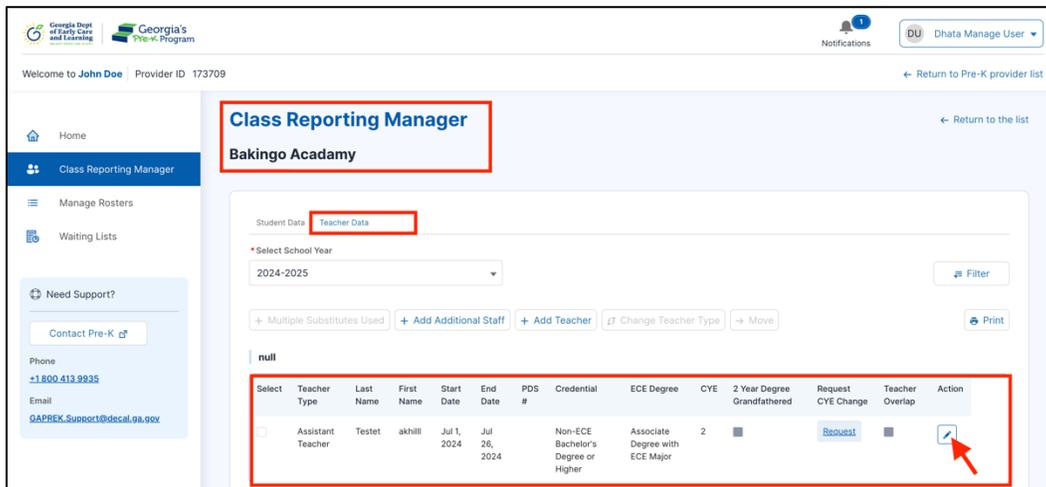
A success message will be displayed, and you can view the substitute teacher record in the Teacher Data section.

Closing a Teacher

As a Data Management User, you can manually close a teacher record by adding an end date. Additionally, the system automatically closes all teachers at the end of the school year, setting the end date to June 30th.

To close a teacher manually, perform the following steps:

1. On the selected site > Teacher Data tab, click the **Edit** pencil icon in the Action column.



The **Edit Teacher page will be displayed.*

2. In the Assign Teacher to Class section, update the **End Date**, then click the **Save** button.

Name Of Document

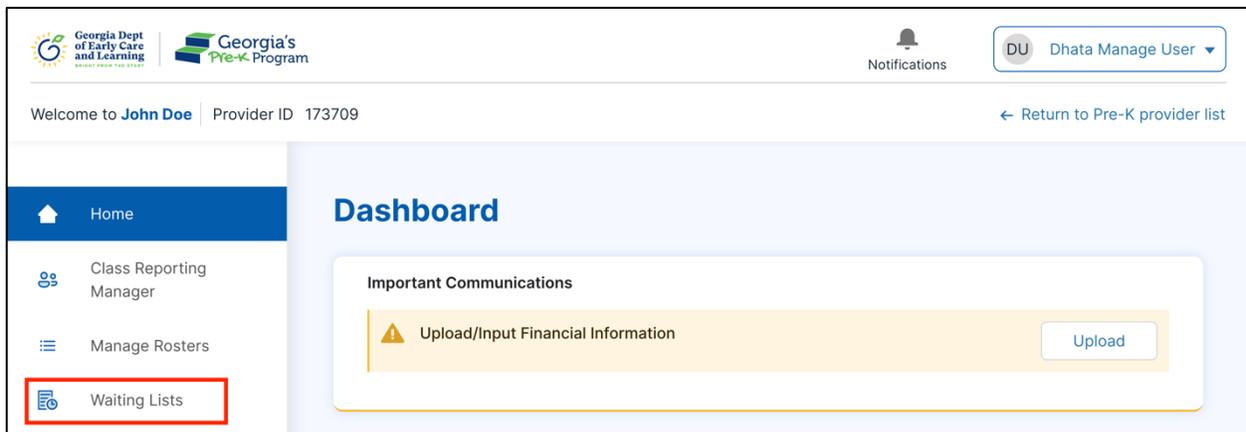
**The End date will be reflected on the page for the selected teacher in the Teacher Data section.*

Adding a Student to the Waiting List

The Adding a Student to Waiting List feature allows you to add one or more students to the waiting list effortlessly.

To add a student to the waiting list, perform the following steps:

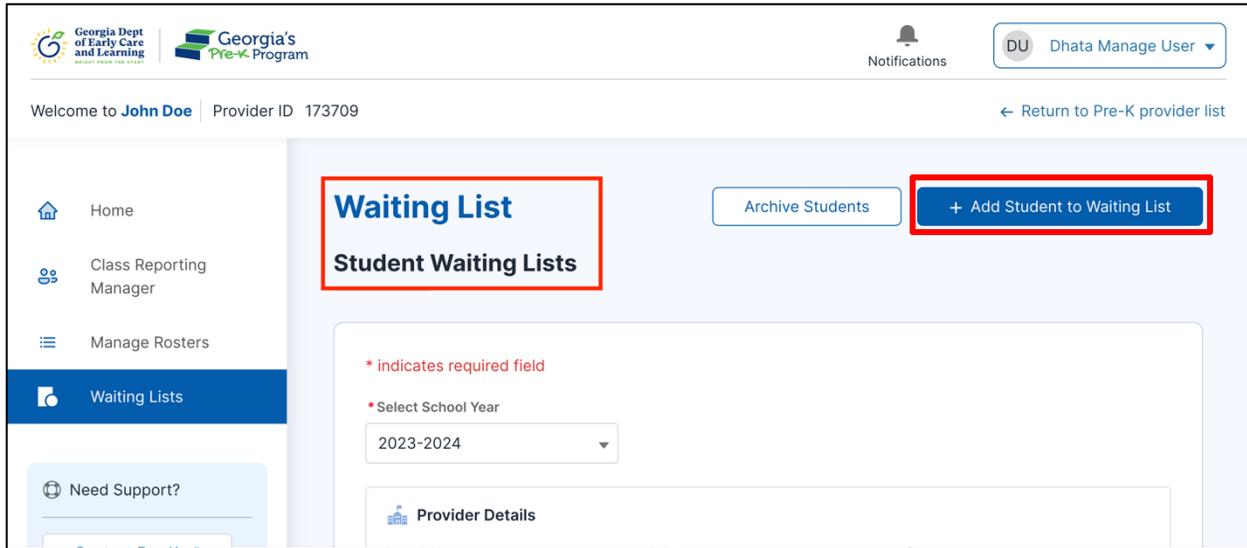
1. On the Pre-K Program Welcome page, click the **Waiting Lists** tab on the left panel.



The **Waiting List > Student Waiting Lists** page will be displayed.

2. To add students to the waiting list, click the **+Add Student to Waiting List** button.

Name Of Document

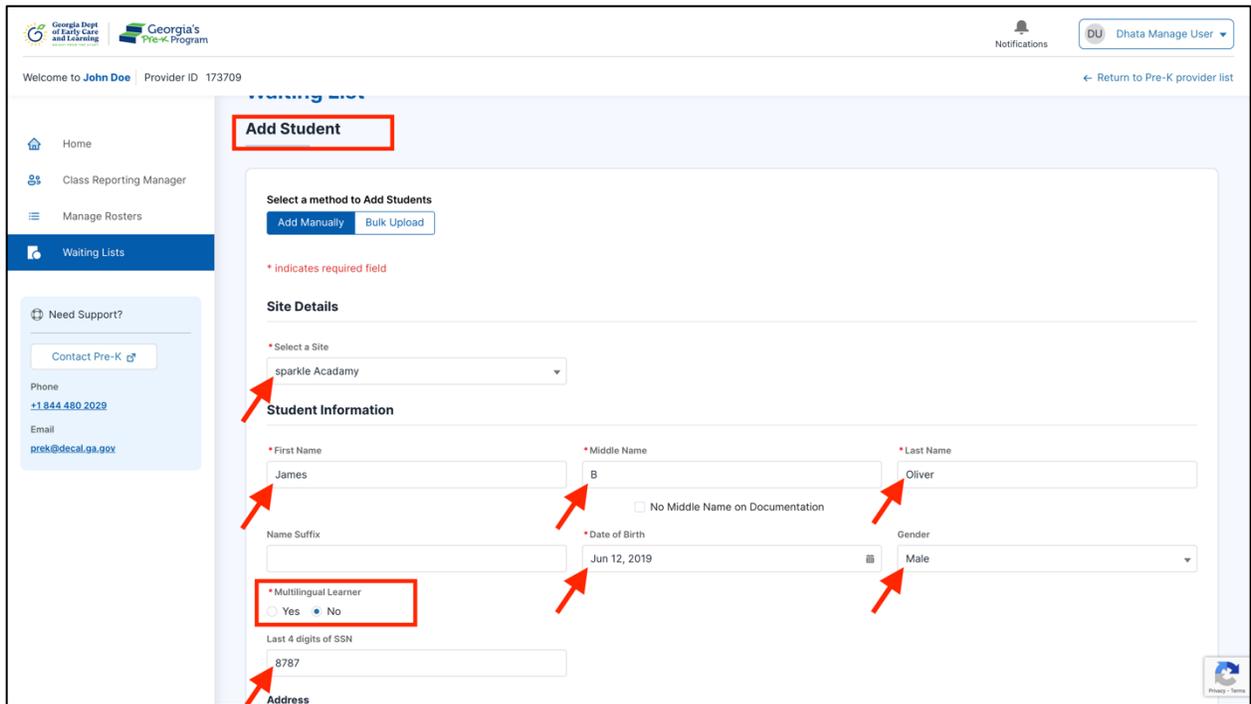


The **Waiting List > Add Students** page will be displayed.

3. On the Add Students page or section, enter the following information:
 - a. In the Site Details section, select a **Site** from the drop-down list.
 - b. Enter the **First Name, Middle Name, Last Name, Date of Birth, and Social Security Number**.
 - c. Select the **Gender** from the drop-down list.
 - d. Select the **Yes/No** radio button for **Multilingual Learner**.

Note: Fields marked with a red asterisk (*) are mandatory fields.

Name Of Document



The screenshot shows the 'Add Student' form in the GAPREK Data Management system. The form is titled 'Add Student' and is located in the 'Waiting Lists' section. The user is logged in as 'John Doe' with Provider ID 173709. The form includes a sidebar with navigation options and a 'Need Support?' section. The main form area is divided into several sections: 'Select a method to Add Students' (Add Manually, Bulk Upload), 'Site Details' (Select a Site: sparkle Academy), 'Student Information' (First Name: James, Middle Name: B, Last Name: Oliver, Date of Birth: Jun 12, 2019, Gender: Male), and 'Address' (Last 4 digits of SSN: 8787). A 'Multilingual Learner' section is also present with 'No' selected. Red arrows point to the 'sparkle Academy' dropdown, the 'James', 'B', and 'Oliver' text boxes, the 'Jun 12, 2019' date field, the 'Male' dropdown, the '8787' text box, and the 'Address' label. A red box highlights the 'Multilingual Learner' section.

- e. In the **Address** section, enter the **Street Address, City, County of Residence,** and **Zip code.**

Name Of Document

- f. In the **Parent/Guardian Information** section, enter the **Parent /Guardian First Name, Parent / Guardian Last Name, Relationship, Parent/Guardian Email Address, and Parent/Guardian Zip Code.**

The screenshot shows the 'Parent/Guardian Information' form. The 'Address' section includes fields for Street Address - 1 (0 Merk Rd/Camp Creek Parkway), Street Address - 2, City (South Fulton), County of Residence (Bleckley), State (GA), and Zip Code (30331). The 'Parent/Guardian Information' section includes fields for Parent/Guardian First Name (Chinmayee), Parent/Guardian Last Name (Chirasmita), Relationship (Guardian), Parent/Guardian Email Address (chinmayee.chirasmita@mtxb2b.com), and Parent/Guardian Zip Code (30331). Red boxes and arrows highlight these fields.

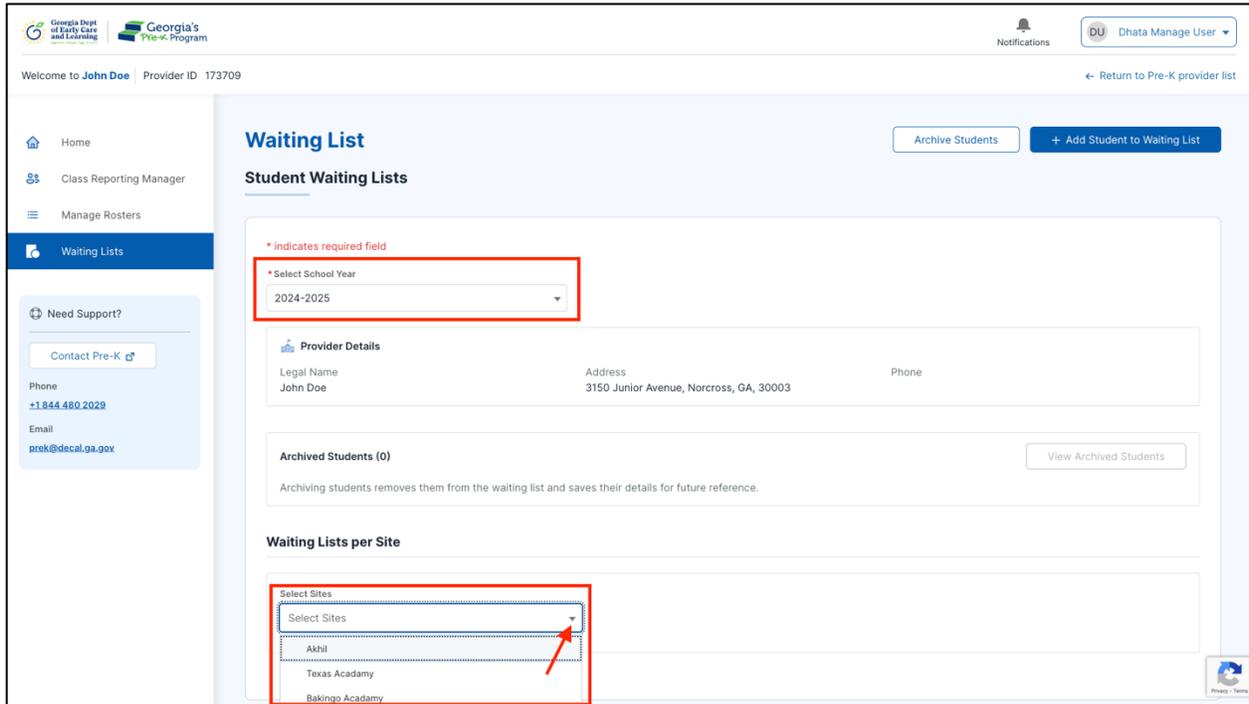
- g. In the **Additional Contact Person Information** section, you can add additional Guardian details, including the **Parent/Guardian First Name, Parent/Guardian Last Name, Relationship, Parent/Guardian Email Address, and Parent/Guardian Zip Code.**
- h. Select the **Date Started on Waiting List** and the **School Year** from the drop-down list, then click the **Save** button.

The screenshot shows the 'Additional Contact Person Information' section. It includes fields for Parent/Guardian Email Address (chinmayee.chirasmita@mtxb2b.com) and Parent/Guardian Zip Code (30331). The 'Additional Contact Person Information' section is highlighted with a red box and contains fields for Parent/Guardian First Name, Parent/Guardian Last Name, Relationship (Select Relationship), Parent/Guardian Email Address, and Parent/Guardian Zip Code. Below this section are fields for Date Started on Waiting List (Jun 12, 2024) and Select School Year (2024-2025). Red arrows point to these fields and the 'Save' button at the bottom right.

Name Of Document

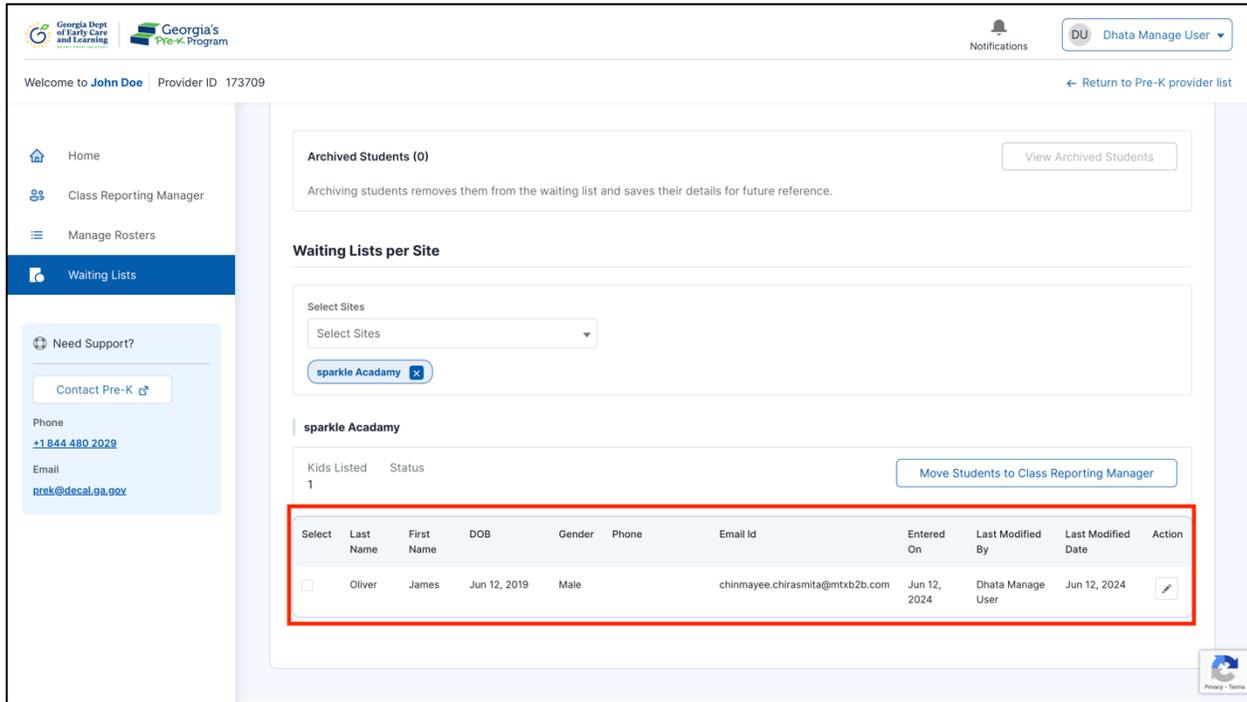
After submitting, a successful record creation message will be displayed on the page.

4. On the **Waiting List > Students Waiting Lists** page, scroll down to the Waiting List per Site section, then select the required option from the **Select Site** drop-down list.



The recently added student record will be displayed.

Name Of Document

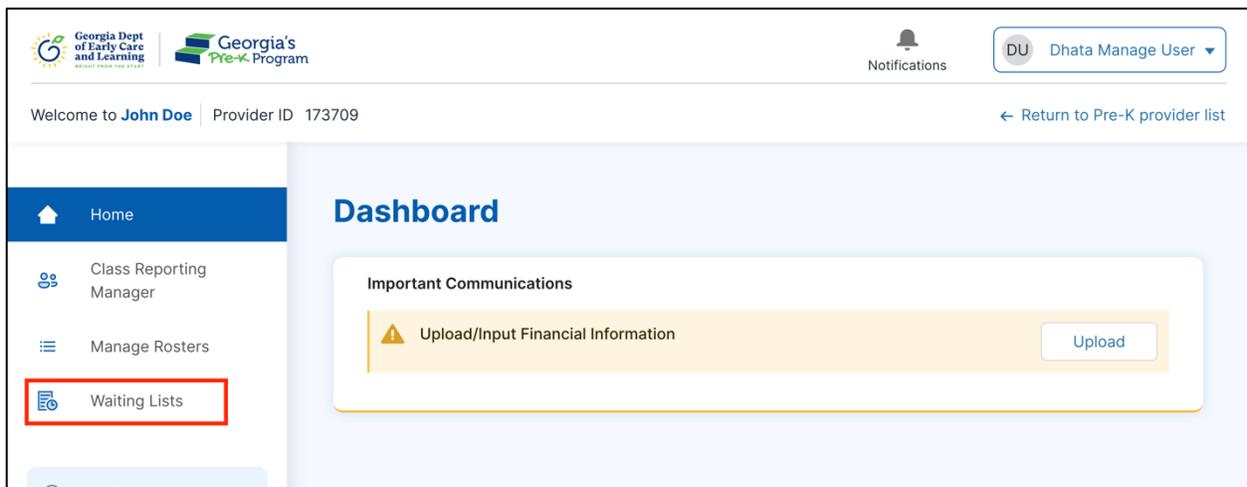


Archiving a Student

To remove students from the waiting list, you can archive them, which effectively removes their status from the list while retaining their information for future reference if needed.

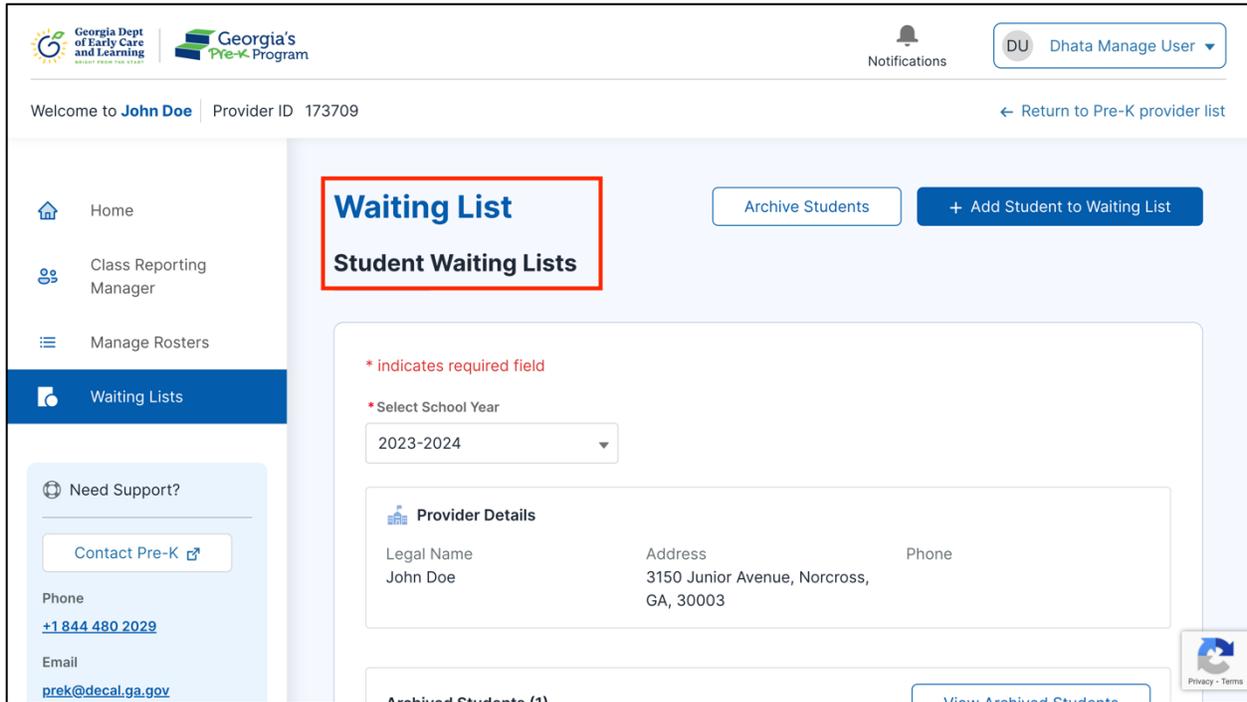
To Archive Students, perform the following steps:

1. On the Pre-K Program Welcome page, click the **Waiting Lists** tab on the left panel.

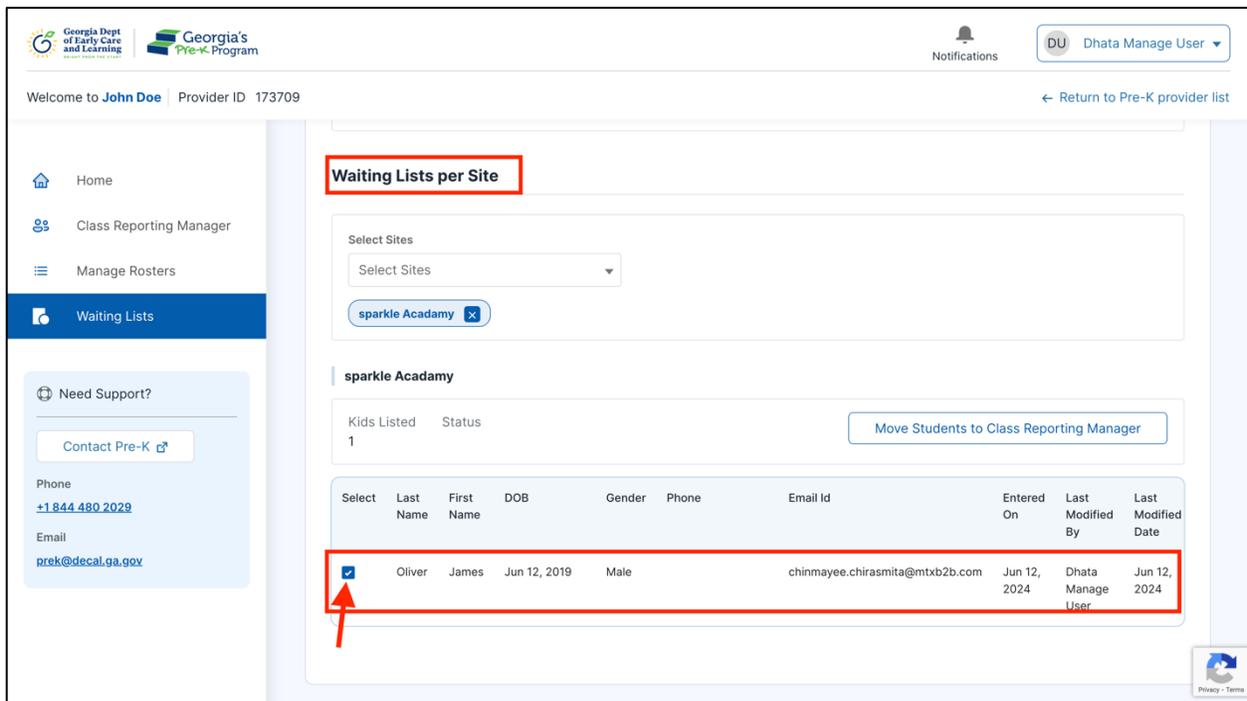


The **Waiting List > Student Waiting Lists** page will be displayed.

Name Of Document

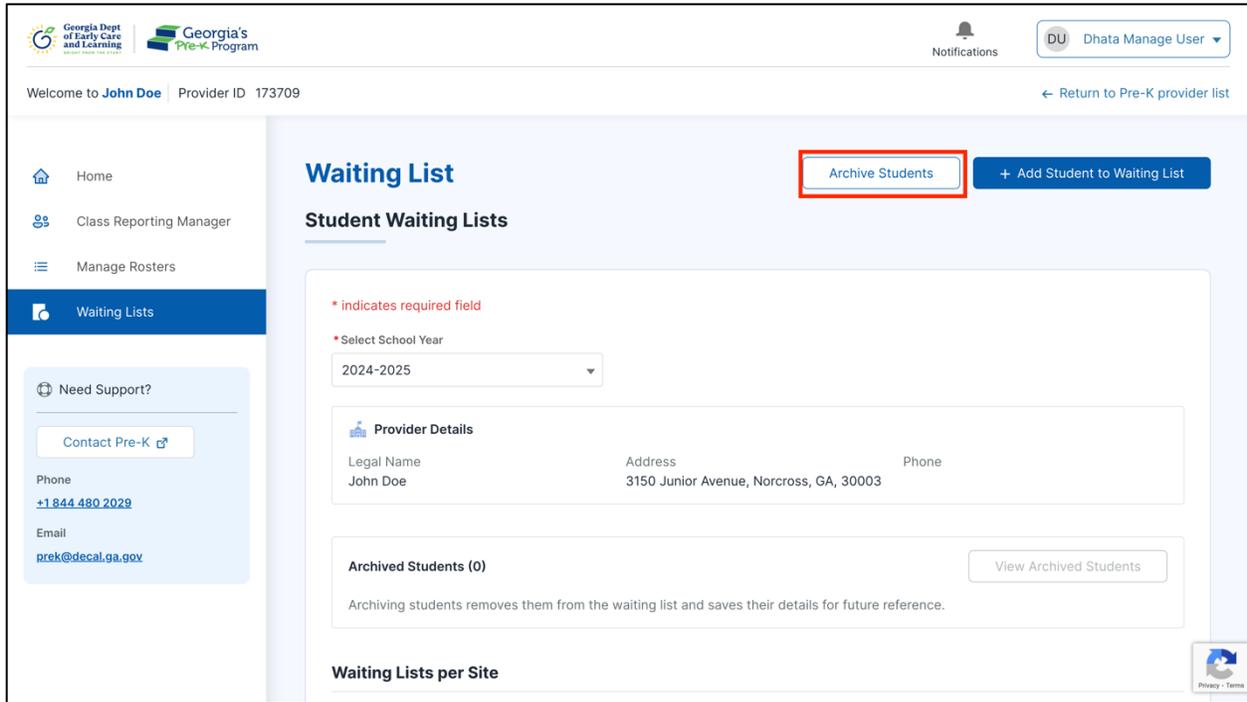


2. Scroll the **Waiting List > Student Waiting Lists** page to the Waiting List per Site section. Then, click the checkbox to select the **Student**.



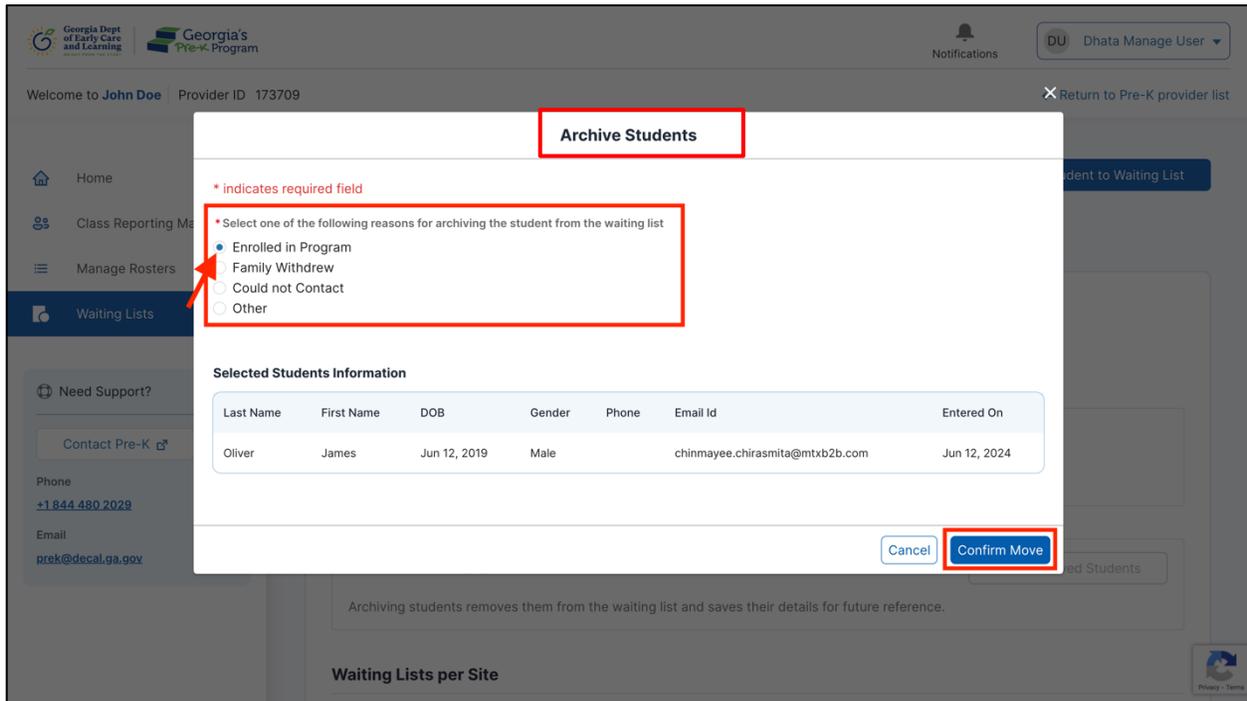
3. Scroll to the top, then click the **Archive Students** button.

Name Of Document



The **Archive Students** pop-up window will be displayed.

4. Click the radio button to select the **appropriate reason** for archiving students, then click the **Confirm Move** button.



Name Of Document

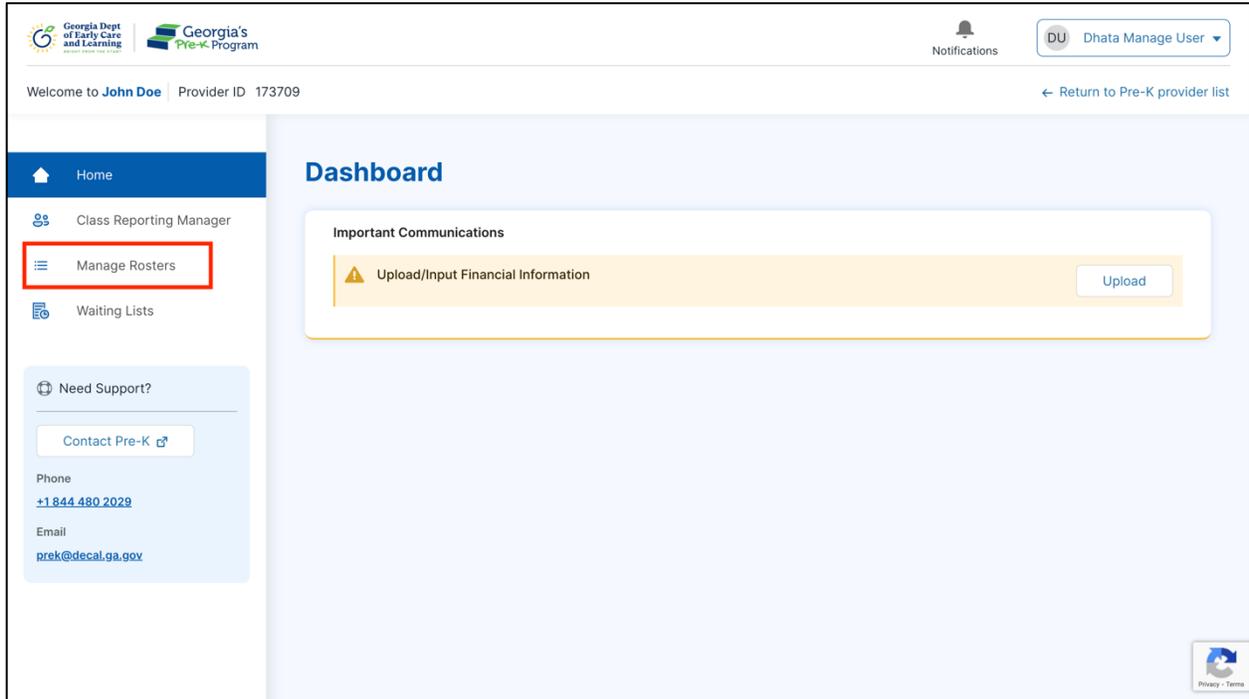
The **Student data archived successfully message will be displayed on the page and the student record will be removed from the waiting list.*

Name Of Document

Viewing a Student Roster

To view a Student Roster, perform the following steps:

1. On the Pre-K Program welcome page, click the **Manage Rosters** tab on the left panel.



The **Manage Rosters** page will be displayed.

2. To select a site for accessing the roster, click the **Manage** button.

Name Of Document

Welcome to **John Doe** | Provider ID 173709 ← Return to Pre-K provider list

Manage Rosters Print Rosters

Select a site to access the roster.

sparkle Academy
3564 Neville Street, TEST, Santa Claus, GA, Appling, 30436

Program Legal Name: **John Doe**

Classes at this site: **4**

Students in the Current Roster: **18**

Roster Status: **Not Submitted**

[Manage](#)

Texas Academy
3564 Neville Street, Santa Claus, GA, 30436

Program Legal Name: **John Doe**

Classes at this site: **1**

Students in the Current Roster: **0**

Roster Status

[Manage](#)

Bakingo Academy
3564 Neville Street, Santa Claus, GA, 30436

Program Legal Name: **John Doe**

Classes at this site: **3**

Students in the Current Roster: **11**

Roster Status: **Not Submitted**

[Manage](#)

The selected site **Student Roster** page will be displayed allowing you to access the Student Roster.

Welcome to **John Doe** | Provider ID 173709 ← Return to Pre-K provider list

Manage Rosters ← Return to the list

sparkle Academy Filter

Student Roster

School Year: 2023-2024 | Site Roster Status: **Not Submitted** | Roster: FY24 Roster Cycle 4 | Class Roster Submission Count: 0/3
 Count Date: Jun 13, 2024 | Roster Due Date: Jun 14, 2024

[Print](#)

Lead Teacher: | Total Students: 16 | Category 1 with Transportation: 0 | Assistant Teacher:
 Class ID: 100009 | Category 2 with Transportation: 14 | Roster Due Date: Jun 12, 2024

[Print](#)

Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag
Antoine	Wright	0030310	Male	Jun 04, 2024		
Antoine	Wright	0030310	Male	Jun 09, 2024		
Beatriz	Hammond	0030308	Male	Jun 04, 2024		⚠
Beatriz	Hammond	0034905	Male	Jun 11, 2024		⚠
Coleman	Maria	0030304	Male	Jun 04, 2024		⚠

Name Of Document

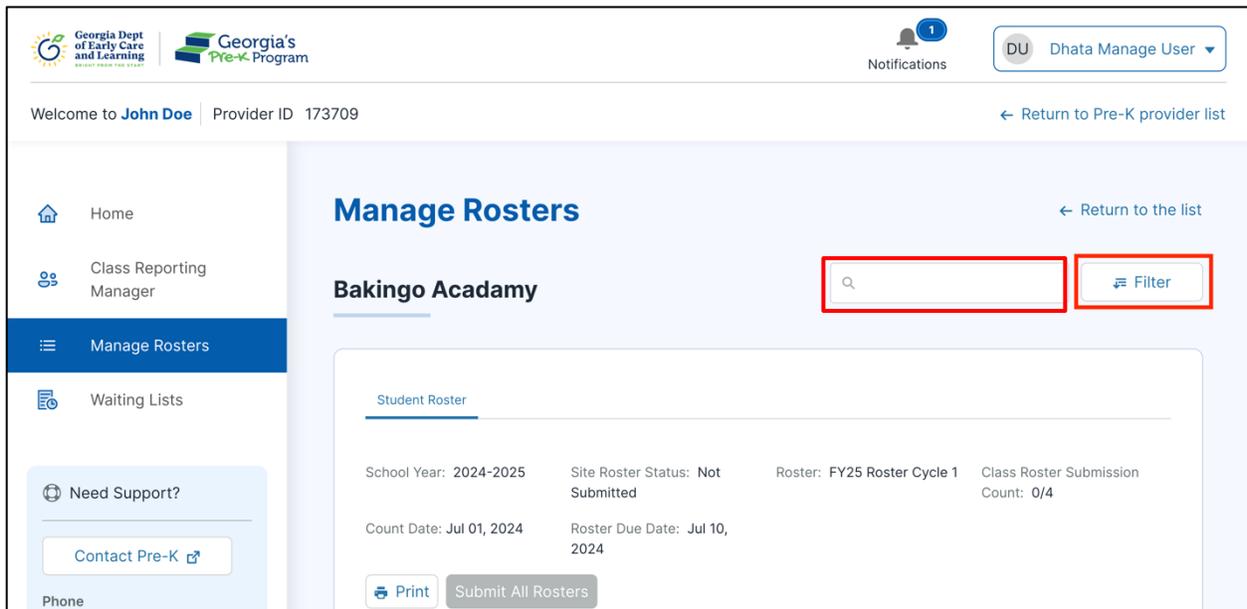
Filtering a Roster

The Filter feature on the GAPREK portal allows you to search for students in the roster cycle using criteria like School Year, Roster Cycle, Class ID, Socioeconomic, Transportation, Multilingual Learner, and Special Education Services, with results matching any criteria (OR conditions).

To filter a student roster, perform the following steps:

1. On the selected site > Student Roster page, click the **Filter** button.

Note: You can search for a student by entering their First Name or Last Name in the Search bar.



The screenshot shows the 'Manage Rosters' page for 'Baking Academy'. At the top right, there is a search bar and a 'Filter' button, both highlighted with red boxes. Below these, the 'Student Roster' section displays the following information:

School Year: 2024-2025	Site Roster Status: Not Submitted	Roster: FY25 Roster Cycle 1	Class Roster Submission Count: 0/4
Count Date: Jul 01, 2024	Roster Due Date: Jul 10, 2024		

At the bottom of the roster section, there are two buttons: 'Print' and 'Submit All Rosters'.

Name Of Document

2. Select the **School Year/Roster Cycle/Class ID/Socioeconomic/Transportation/Multilingual Learner/Special Education Services** from the drop-down list, then click the **Show Results** button.

The screenshot shows the 'Manage Rosters' interface for 'Bakingo Academy'. On the right side, there is a vertical list of filter dropdown menus. Red arrows point to each of these filters: School Year (2024-2025), Roster Cycle (FY25 Roster Cycle 1), Class ID (100007), Socioeconomic (category 1 students) (Category 1), Transportation (All), Multilingual Learner (All), and Special Education Services (All). The 'Show Results' button at the bottom of the filter panel is highlighted with a red box.

The search results will be displayed based on the selection entered.

The screenshot shows the search results for the 'Bakingo Academy' roster. The results are displayed in a table with the following columns: Last Name, First Name, Student ID, Gender, Begin Date, End Date, and Duplicate Flag. The first row of data is highlighted with a red border:

Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag
Rabel	James	0043717	Male	Jul 02, 2024		

Name Of Document

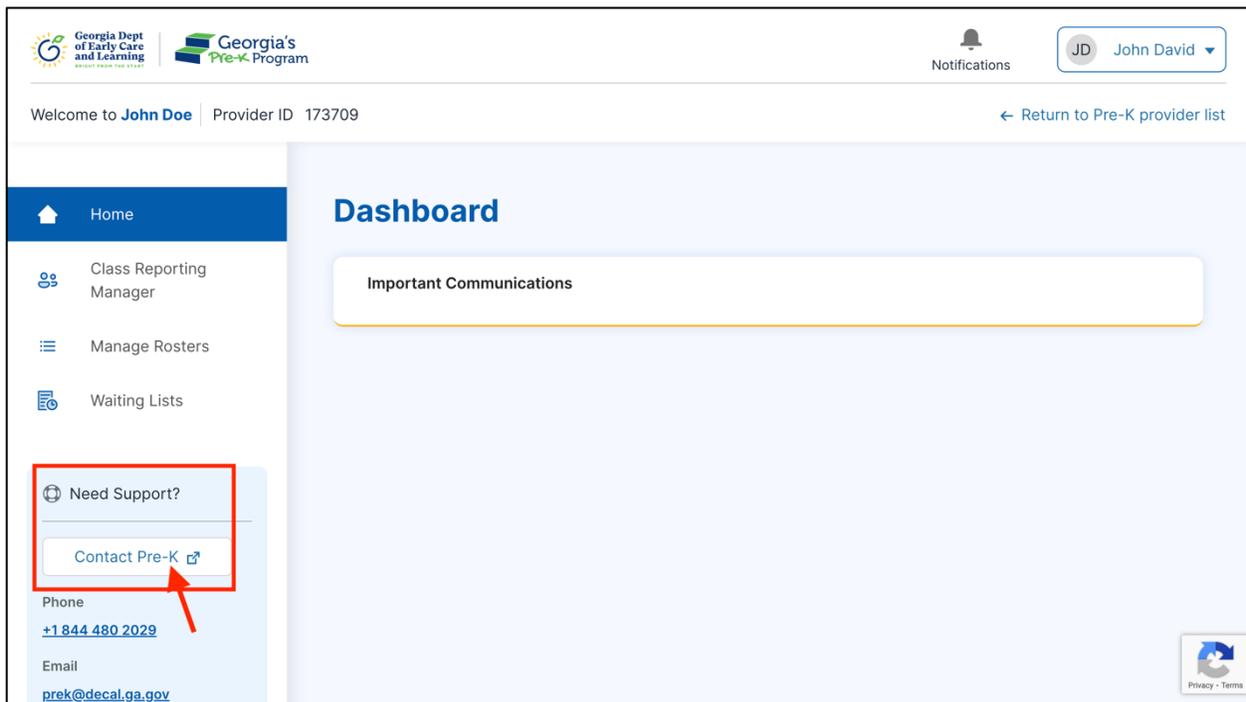
SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

The Need Support section provides a feature that helps you create an incident for reporting issues, seeking assistance, and requesting support for the Provider Portal. You can submit an Incident to quickly connect with the Pre-K staff for prompt resolution of technical issues, feature questions, or process guidance.

To submit a New Incident, perform the following steps:

1. On the Pre-K Program welcome page, click the **Contact Pre-K** button in the Need Support section.

Note: You can also use the Phone number and Email address mentioned in the Need Support section to contact the Pre-K staff.



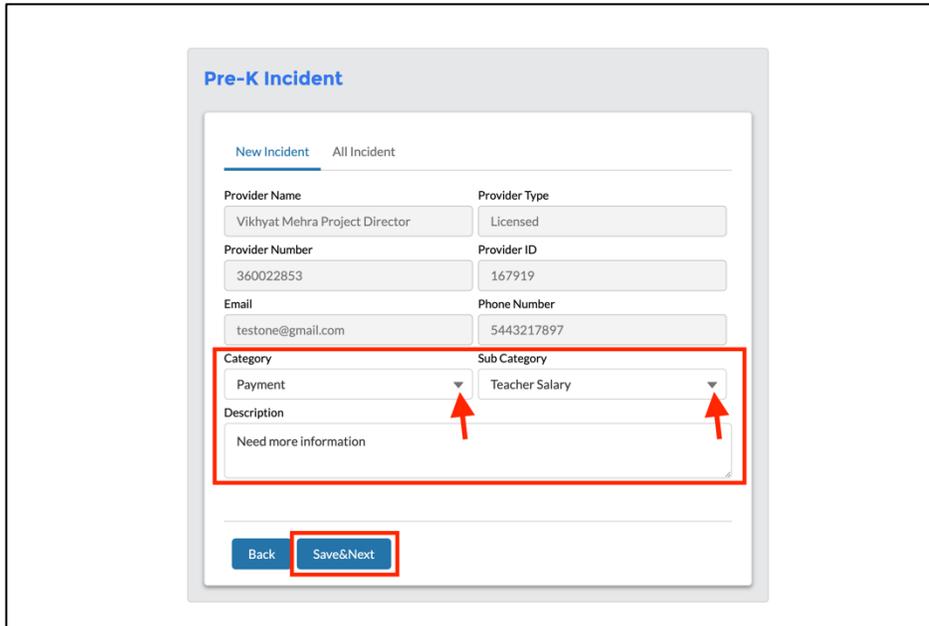
The **Pre-K Incident > New Incident** page will be displayed.

Name Of Document

2. Select the **Category** and **Sub Category** from the drop-down list.
3. In the **Description** field, enter the reason for creating the incident.

Note: The Provider Name, Provider Type, Provider Number, Provider ID, Email, and Phone Number fields will be auto-populated and are not editable.

4. Click the **Save&Next** button.

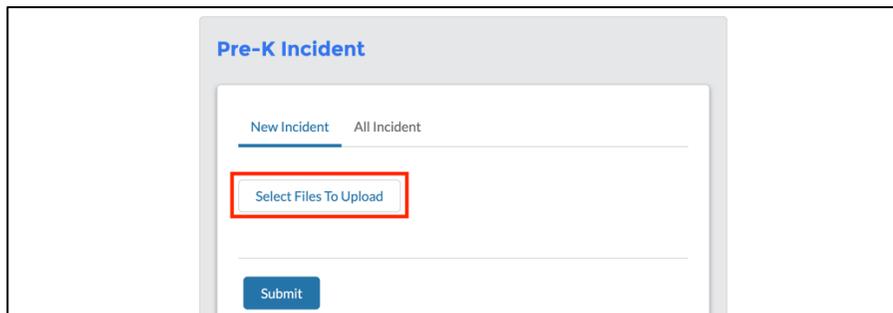


The screenshot shows the 'Pre-K Incident' form with the following details:

- Provider Name:** Vikhyat Mehra Project Director
- Provider Type:** Licensed
- Provider Number:** 360022853
- Provider ID:** 167919
- Email:** testone@gmail.com
- Phone Number:** 5443217897
- Category:** Payment
- Sub Category:** Teacher Salary
- Description:** Need more information
- Buttons:** Back, Save&Next

A successful incident creation message will be displayed, and you will be directed to the **Pre-K Incident > New Incident** tab.

5. To attach relevant documents or images, click the **Select Files To Upload** button.



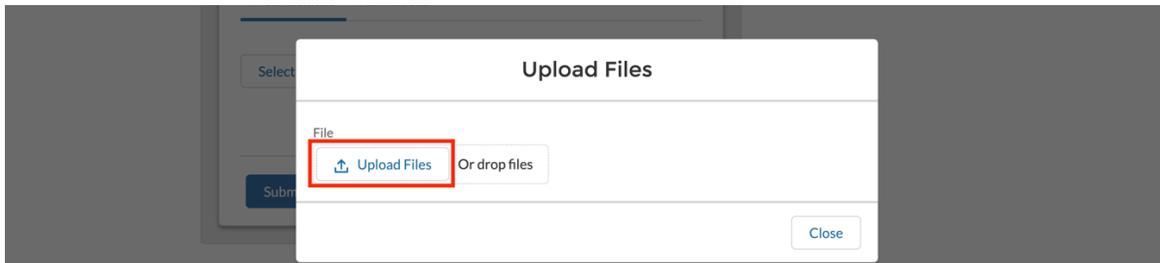
The screenshot shows the 'Pre-K Incident' form with the following details:

- Buttons:** Select Files To Upload, Submit

The **Uploaded Files** pop-up window will be displayed.

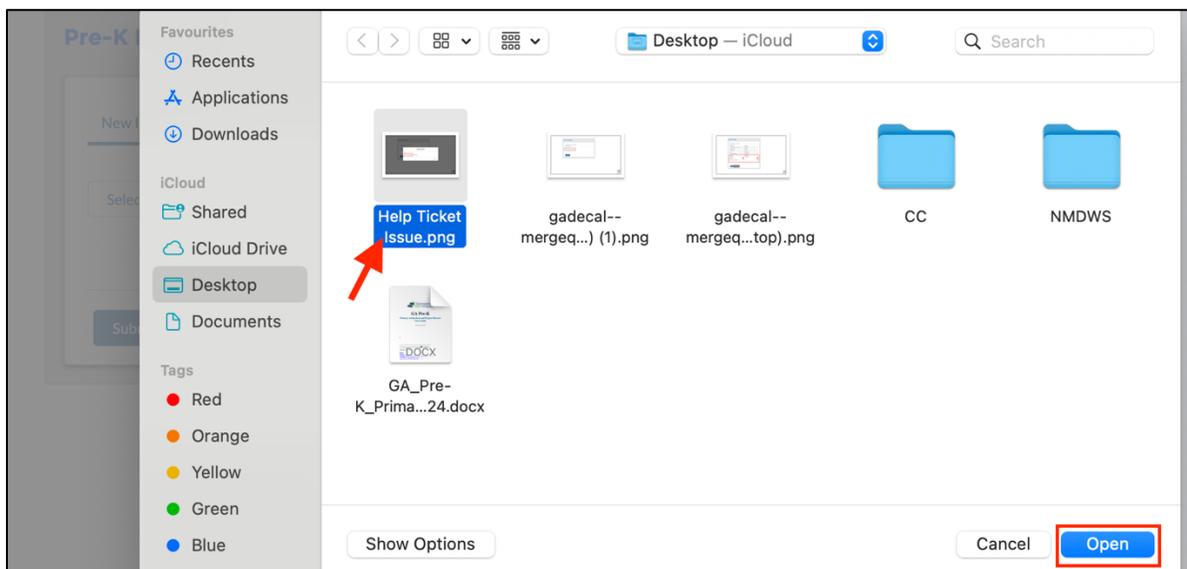
Name Of Document

6. To select the file, click the **Upload Files** button.



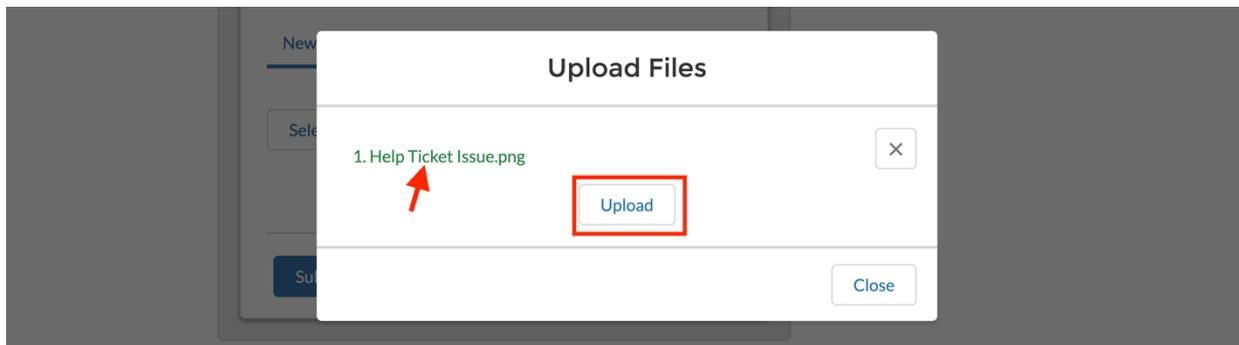
You will be directed to your local system to select a file.

7. Select the file, then click the **Open** button.



The uploaded file will be displayed on the Uploaded Files pop-up window.

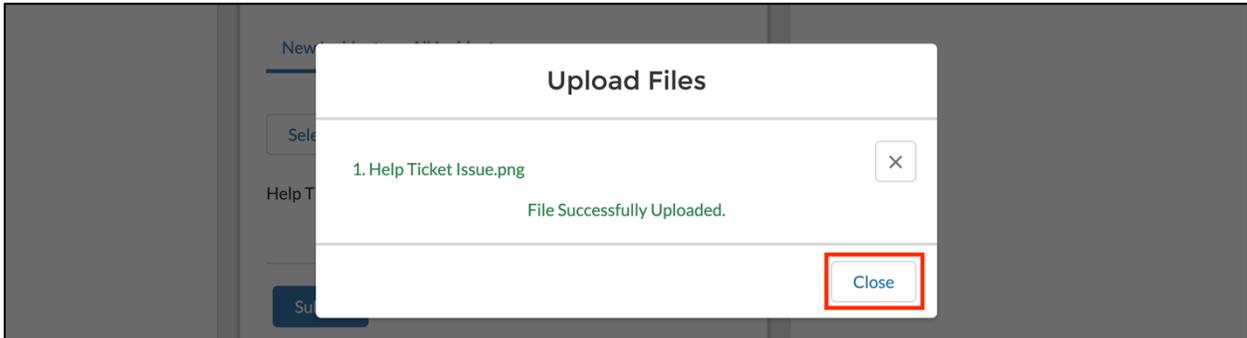
8. To finish uploading the file, click the **Upload** button.



A message stating File Successfully Uploaded will be displayed.

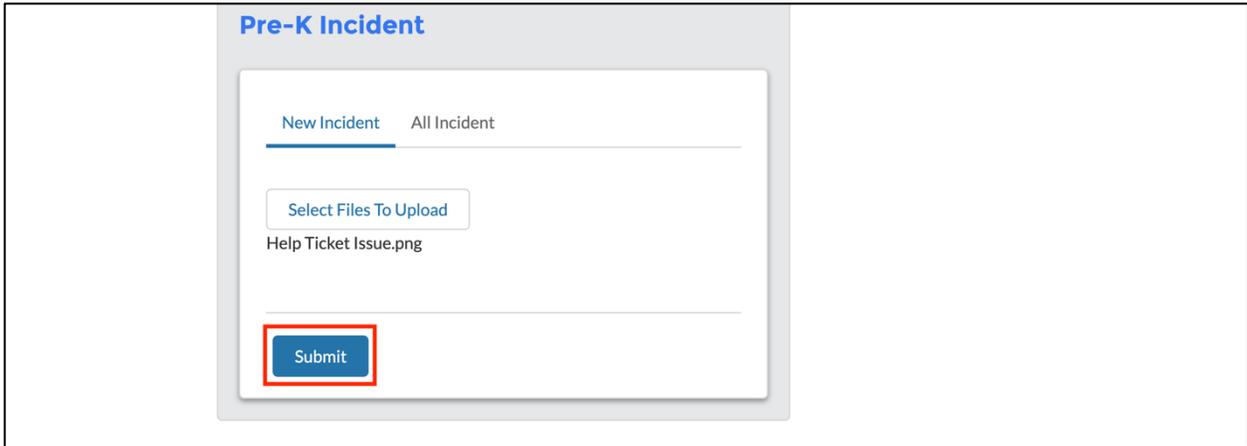
Name Of Document

9. To close the Uploaded Files pop-up window, click the **Close** button.



You will be directed to the Pre-K Incident > New Incident tab.

10. To submit the incident, click the **Submit** button.



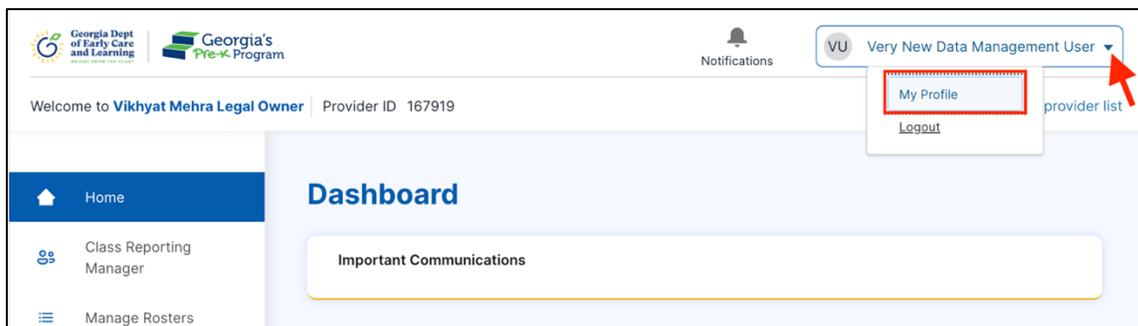
Name Of Document

MANAGING PROFILES

The Managing Profiles feature allows you to edit the user information section and view the Provider Information and Grant Contract Signatory Information sections.

To view the information, perform the following steps:

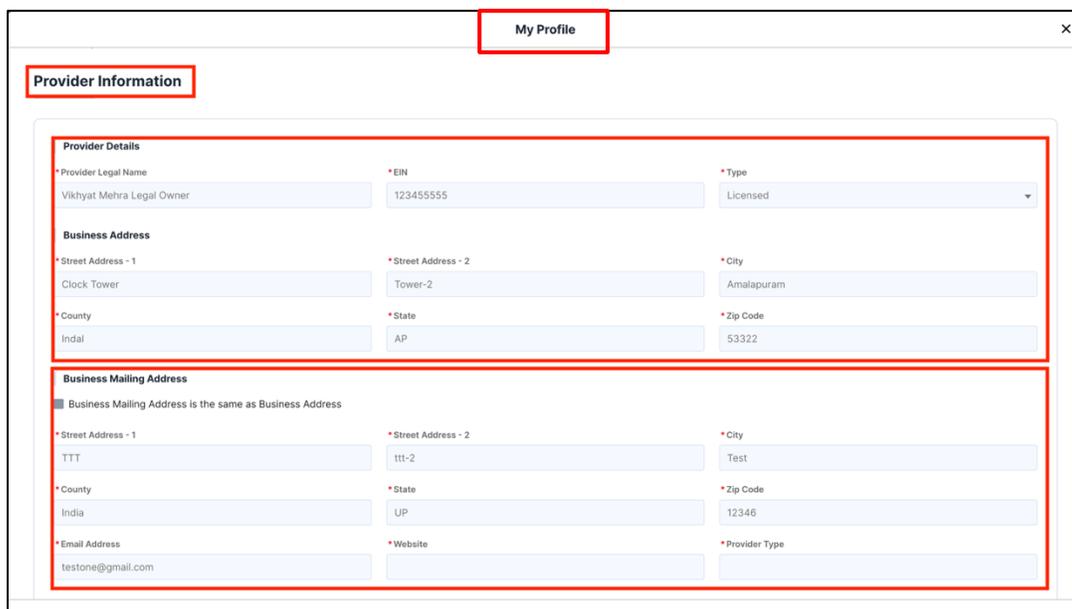
1. On the Provider Dashboard page, click the drop-down arrow next to your name in the top right.
2. Select the **My Profile** button from the drop-down list.



You will be directed to the **My Profile** page.

Viewing Provider Information

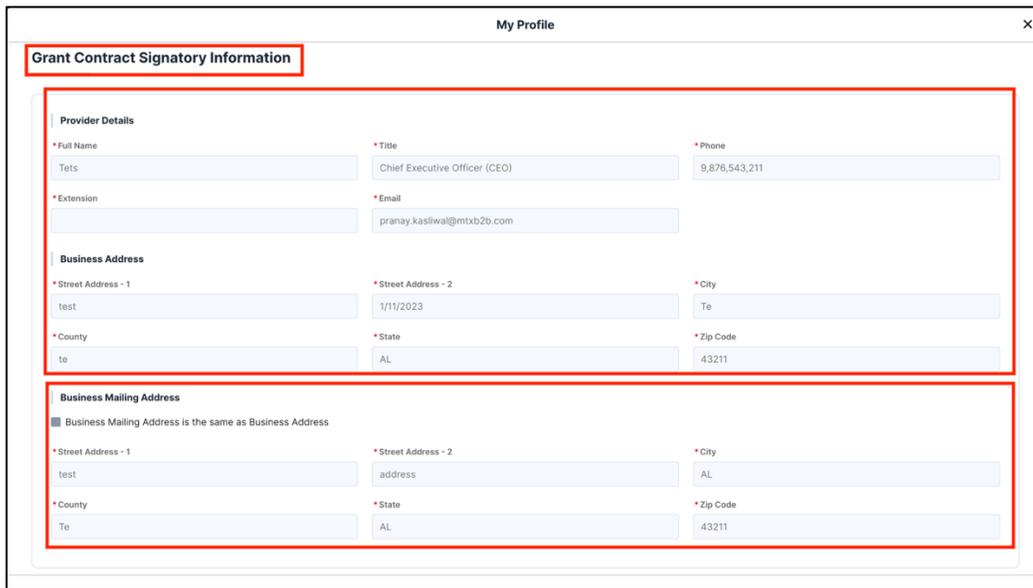
On My Profile page, the **Provider Information** section displays the **Provider Details**, **Business Address**, and **Business Mailing Address** sections.



Viewing Grant Contract Signatory Information

1. On the My Profile page, scroll to the **Grant Contract Signatory Information** section to view the **Provider Details, Business Address, and Business Mailing Address** of the provider who signed the Grant Contract.

Note: This information will be displayed only if the status of the new/continuous Pre-K application is updated to **Grant Agreement Finalized**.



My Profile

Grant Contract Signatory Information

Provider Details

* Full Name Tets	* Title Chief Executive Officer (CEO)	* Phone 9,876,543,211
* Extension	* Email pranay.kasliwal@mtxb2b.com	

Business Address

* Street Address - 1 test	* Street Address - 2 1/11/2023	* City Te
* County te	* State AL	* Zip Code 43211

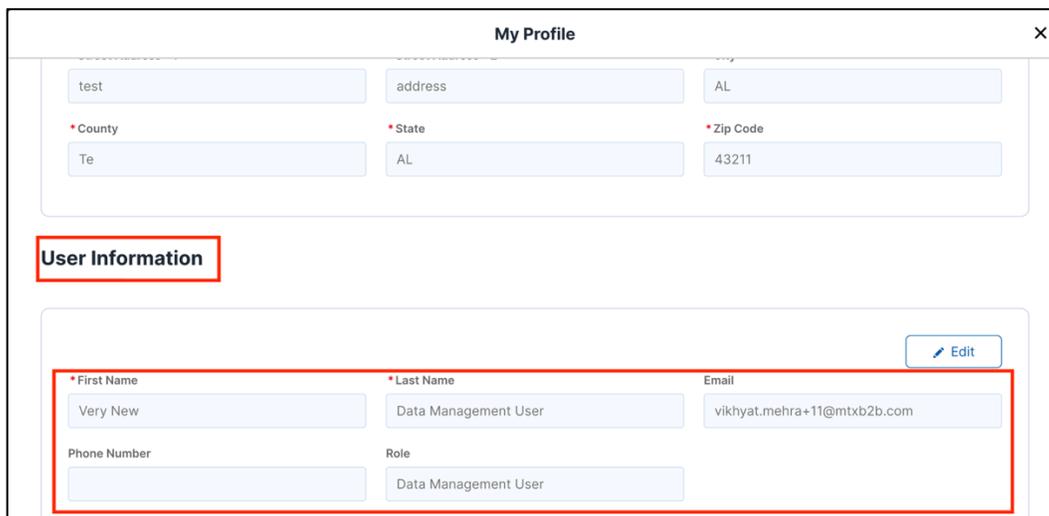
Business Mailing Address

Business Mailing Address is the same as Business Address

* Street Address - 1 test	* Street Address - 2 address	* City AL
* County Te	* State AL	* Zip Code 43211

Viewing and Editing User Information

1. On the My Profile page, scroll to the **User Information** section to view the **First Name, Last Name, Email, Phone Number, and Role** of the user.



My Profile

test	address	AL
* County Te	* State AL	* Zip Code 43211

User Information

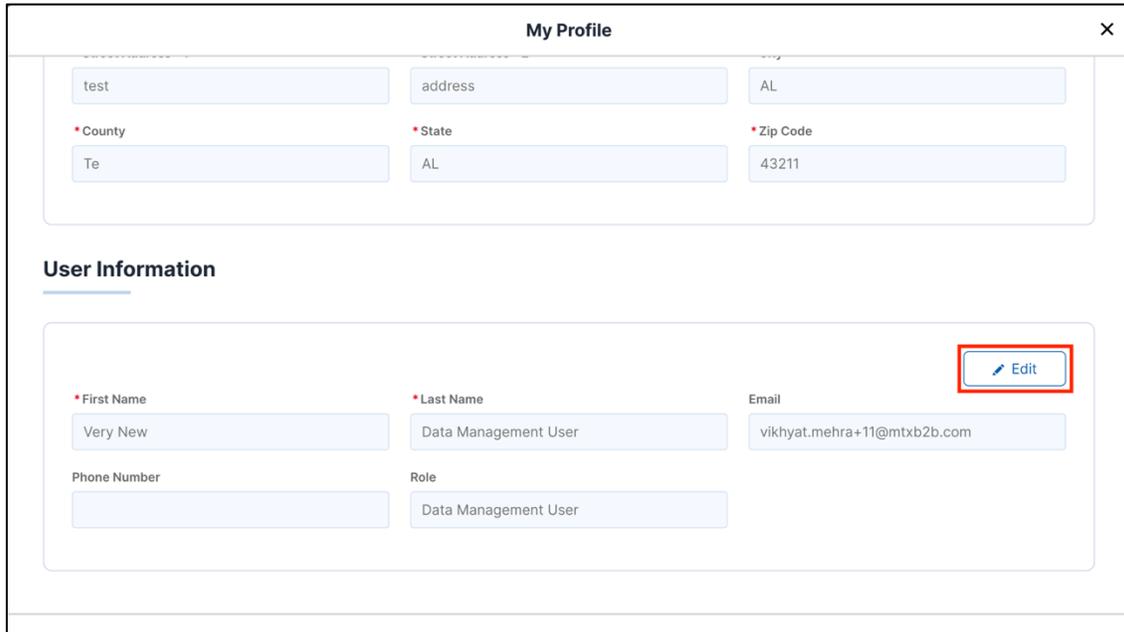
[Edit](#)

* First Name Very New	* Last Name Data Management User	Email vikhyat.mehra+11@mtxb2b.com
Phone Number	Role Data Management User	

Name Of Document

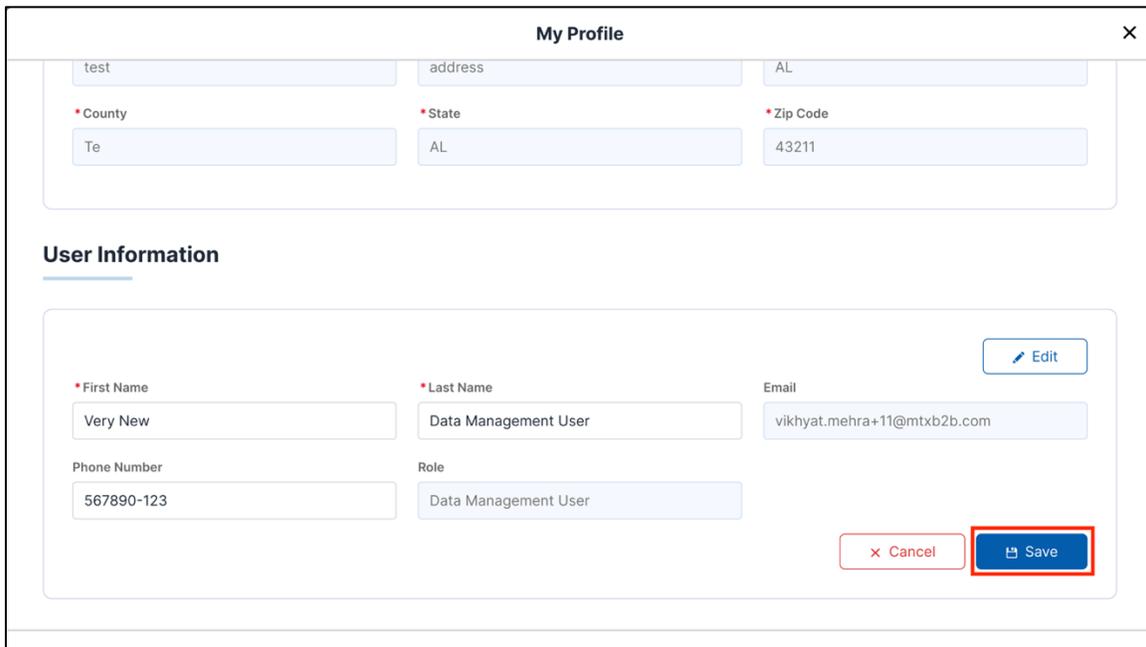
- To edit the First Name, Last Name, and Phone Number, click the **Edit** button.

Note: As a Data Management user, you cannot edit the **Email** and **Role** of the User.



The screenshot shows a 'My Profile' form with two sections. The top section contains fields for 'test', 'address', 'AL', '* County' (Te), '* State' (AL), and '* Zip Code' (43211). The bottom section, titled 'User Information', contains fields for '* First Name' (Very New), '* Last Name' (Data Management User), Email (vikhyat.mehra+11@mtxb2b.com), Phone Number, and Role (Data Management User). A red box highlights the 'Edit' button in the top right corner of the 'User Information' section.

- Make the necessary changes if needed, then click the **Save** button.



The screenshot shows the same 'My Profile' form as above, but with the 'Phone Number' field filled with '567890-123'. A red box highlights the 'Save' button in the bottom right corner of the 'User Information' section. The 'Edit' button is still visible in the top right corner.

This concludes the GAPREK Data Management User Guide.