

GAPREK

Site Director User Guide

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Table of Contents

Purpose1
Personas1
Introduction2
Activating and Logging into Your Account
Viewing Dashboard6Important Communications6Upcoming Visits6Critical Reporting Dates7Service Features8Quick Links8
Viewing Documents
Managing Sites and Classes11Managing Sites12Managing Classes12Viewing Class Details13Moving a Class14Closing the Class16
Viewing Calendar
Managing Visits 22 Acknowledging the Visit Reports 23 Viewing the Visit Reports 24 Uploading the Visit Reports 25
Managing Class Reporting Manager26
Managing Students
Adding Returning Students
Closing a Student



Changing a Teacher Type Adding the Additional Staff Adding a Substitute Teacher Closing a Teacher Filtering a Teacher	47 48 51 52 53
Managing Waiting List	54
Adding a Student from the Waiting List	55
Adding a Student to the Waiting List	60
Archiving a Student	63
Viewing Postor	64
Filtering a Roster	
Filtering a Roster	67 67
Filtering a Roster Submitting a New Incident (Help Desk Ticket) Uploading Files	
Filtering a Roster Submitting a New Incident (Help Desk Ticket) Uploading Files Managing Profile	
Filtering a Roster Submitting a New Incident (Help Desk Ticket) Uploading Files Managing Profile Viewing Provider Information	
Filtering a Roster Submitting a New Incident (Help Desk Ticket) Uploading Files Managing Profile Viewing Provider Information Viewing Grant Contract Signatory Information	



PURPOSE

This user guide provides support to Site Directors in reviewing and approving the necessary records on the GA DECAL Integrated Provider Portal for the Pre-K program.

PERSONAS

Personas	Responsibilities
	Managing Users
	Viewing Dashboards
	Managing Profile
	Viewing Documents
	Managing Sites and Classes
Site Director	Viewing Calendar
	Managing Visits
	Managing the Class Reporting Manager
	Managing Waiting Lists
	Viewing Rosters
	Submitting a New Incident



INTRODUCTION

Name Of Document

This User Guide will assist Site Directors in efficiently navigating and utilizing the GA DECAL Integrated Provider Portal. It provides vital information and detailed instructions for managing your duties. The guide includes explanations of portal features, handling requests, waivers, rosters, student and teacher data, and visits. Utilizing this guide will help ensure the seamless and efficient operation of your Provider or Site.

ACTIVATING AND LOGGING INTO YOUR ACCOUNT

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

The Site Director 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.

	[External Message] Sandbox: Welcome to GA DECAL External Inbox ×	¢	ß
•	GA DECAL no-reply@decal.ga.gov <u>via</u> xdw9ru1fd7n37j.3s-8hmguay.cs133.bnc.sandbox.salesforce.com 11:23 PM (0 minutes ago) ☆ to chinmayee.chirasmita+999@mtxb2b.com マ	¢	:
	Welcome to GA DECAL! To get started, go to https://gadecalmergega.sandbox.my.site.com/iccs/login?c=k1eo1NeSGBicMsLJdwt_SYbRtNA3C1 D_TmzdGDaQgKnJf9RdrSKNw7yyg5ss7OtbMhm1U7FvdRsET1f_HKV_oa2YENCiSz3EHgWJIyPYWM20gby7ndzaC5pPnCvXH3v3VBbPGxTmJRFnIys_BcLR2.e7AoNSeNAIEhMQh1QLyjaeIGevtIpfitAeQmPEtQHIno4Gnx3wn9l3P1AQD46CLJKg%3D%3D	<u>y1dK0N</u>	Ī
	Username: <u>chinmayee.chirasmita+999@mtxb2b.com</u> Thanks, Georgia Department of Early Care & Learning Gov Cloud Plus Org		

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



- 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.

Georgia Dept of Early Care and Learning Integrated Pro	ovider Portal		⊕ en_US ∽
WELCOME TO Georgia DECAL Integrated Provider Portal MyDECAL is the Georgia DECAL's online platform for program and workforce management. Through MyDECAL, you can access the below applications		Change Password Please enter a new password New Password Re-Enter Password Re-Enter Password The password should satisfy the password policy of DECAL Include at least 10 characters Include at least 10 characters Include at least 1 special character Include at least 1 number	
CAPS CAPS	Pre-K Services Free-K Program		
categories of license-exempt programs (government owned and operated child	Director, you can access Pre-K to manage your grant applications, staff	Change Password	

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.

Georgia Dept of Early Care and Learning And Learning	
Welcome, Site sneha Contact	
Program List	
Georgia's Pre-K Program	
Pre-K Portal	
Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
Go to Providers List→	
	•
	Live Chat



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 <u>here</u> 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.

Georgia De of Early Ca and Learnin	ng ng Integrated Pro	ovider Portal		en_US
WELCOME Georg DECAI Integrated Portal MyDECAL is the Ge platform for progra management. Thro access the below a	TO a d Provider eorgia DECAL's online m and workforce ugh MyDECAL, you can pplications		Login • Indicates required field • Username chirnaayee.chirasmita+999@mtxb2b.com • Password • Remember me Log In	
CAPS	CAPS	Pre-K Services Foorgia's	Forgot Password? • Privacy Policy • Terms & Conditions	

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.

Georgia Dept of Farty Care and Learning	
Welcome, Site sneha Contact	
Program List	
Georgia's Pre-K Program	
Pre-K Portal Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
Go to Providers List →	



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.

Georgia Dept of Early Care and Learning Pre-K Program	en_US
Welcome, Site Sneha Contact	
	< Return to DECAL program list
Please select the provider you would like to log into.	
Provider List	
Legal Owner 123Site 1 Testa StreetSausalito CA United States 94965	JOMO Legal Owner China
Provider Details	Provider Details
Pre-K Provider ID (171651	Pre-K Provider ID 235297
Go To DashBoard	Go To DashBoard

You will be directed to the Pre-K welcome page, and the **Provider ID** will be displayed on the top of the page.

Ğ	Georgia Dept of Early Care and Learning Pre-K Program			Notifications
Welco	ome to Legal Owner 123Site 1 Provid	der ID 171651		← Return to Pre-K provider list
		T		
	Home	Dashboard		
İ	Calendars	Important Communications		
89	Class Reporting Manager			
	Document Library	Upcoming Visits		>
≡	Manage Rosters	Critical Panarting Datas		、)
ç	Manage Sites and Classes	Critical Reporting Dates		>
	Visit Reports	Site Details		
ľ	Waiting Lists	Classes	Rosters	Waiting List
0	Need Support?	Active Classes	Students Enrolled Teachers	Children Listed 0



VIEWING DASHBOARD

Your Pre-K Dashboard provides convenient access to information and data that you will frequently need to consult.

Important Communications

Important communication under the Dashboard section assists the Site Director 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.

~~~~	BRIGHT FROM THE START	Notifications	
Welco	ome to Legal Owner 123Site 1	Provider ID 171651	← Return to Pre-K provider list
	Home	Dashboard	
Ħ	Calendars	Important Communications	
89	Class Reporting		
		Upcoming Visits	>

#### **Upcoming Visits**

This Upcoming Visits section provides a comprehensive overview of all forthcoming visits to this site. It is tailored to ensure that the Site Directors can efficiently manage and coordinate these visits.

You can view the **Upcoming Visits** by clicking the down arrow in the Upcoming Visits section.

Ğ	Georgia Dept of Early Care and Learning Pre-K. Program	n Notifications	SC Site sneha Contact 🔻	]
Welco	me to Legal Owner 123Site 1	Provider ID 171651	← Return to Pre-K provider lis	st
	Home	Dashboard		
İ	Calendars	Important Communications		
8	Class Reporting Manager			
	Document Library	Upcoming Visits	Ť	
≣	Manage Rosters	View all the upcoming visit dates for the selected time period.	30 Days 💌	
	Manage Sites and			



#### **Critical Reporting Dates**

The Critical Reporting Dates provides a centralized view of all key reporting deadlines. This dashboard is an essential tool for maintaining timely and accurate reporting, preventing missed deadlines, and ensuring the smooth operation of the program.

You can view the **Critical Reporting Dates** by clicking the down arrow in the Critical Reporting Dates section.

Ğ	Georgia Dept of Early Care and Learning Pre-K Program	Notii	fications	SC Site sneha Contact 🔻
Welco	ome to Legal Owner 123Site 1 Pro	vider ID 171651		← Return to Pre-K provider list
		Important Communications		
	Home			
Ħ	Calendars	Upcoming Visits		~
09	Class Reporting Manager	View all the upcoming visit dates for the selected time period. 30 Days	~	
	Document Library			
=	Manage Rosters	Critical Reporting Dates		<b>_</b>
<b>%</b>	Manage Sites and Classes	View all the critical reporting dates for the selected time period. 30 Days	•	1
Ø	Visit Reports			



#### **Service Features**

The Service Features section provides an analysis of the number of Sites and Classes, Rosters, and the details of the Waiting List.

Ğ	Georgia Dept of Early Care and Learning	1	Notific	3 SC Site sneha Contact ▼
Welco	ome to Legal Owner 123Site 1	Provider ID 171651		← Return to Pre-K provider list
		Site Detaile		
	Home	Site Details		
ė	Calendars	Classes	Rosters	Waiting List
005	Class Reporting Manager	Active Classes 4	<ul><li>iii Students Enrolled</li><li>iiii Teachers</li><li>iiiiii</li><li>iiiiiiiiiiiiiiii</li></ul>	Children Listed
	Document Library			

#### **Quick Links**

This Quick Links section provides you with immediate access to the most frequently used features and documents, streamlining your daily operations and enhancing productivity.

Ğ	Georgia Dept of Early Care and Learning Pre-K Program				Notificati	3 SC Site snet	a Contact 🔻
Welco	come to Legal Owner 123Site 1 Provider ID 171651 ← Return to Pre-K provider IIs			-K provider list			
	Home	曲 Active Classes	4	<ul><li>a Students Enrolled</li><li>a Teachers</li></ul>	0	🛗 Children Listed	0
İ	Calendars	Quick Links					
89	Class Reporting Manager	Georgia's Pre-K					
	Document Library	Website	Work	Sampling Online GELL	DS	GAPDS	
≔	Manage Rosters						



# **VIEWING DOCUMENTS**

The Viewing Document feature allows you to view and manage essential resources, guidelines, and updates for documents related to the Pre-K Program in the Document Library section.

To view the documents and their statuses, perform the following steps:

1. Go to the **Documents Library** tab on the left panel.

്	Georgia Dept of Early Care and Learning Pre-K Program		Notifications	
Welco	me to Vikhyat Test New Site P	ovider ID 168084	← Return to Pre-K provider list	
	Home	Dashboard		
İ	Calendars	Important Communications		
89	Class Reporting Manager			
	Document Library	Upcoming Visits	>	
	Manage Rosters			

You will be directed to the Documents Library page.

- 2. On the Documents Library page, perform the following steps:
  - a. Select the required *option* from the **Category (L1)** drop-down list.
  - b. Select the required *option* from the **Sub Category (L2)** drop-down list.

**Note**: The Sub Category (L2) drop-down list will update based on the option selected in the Category (L1) drop-down list.

c. Select the *year range* from the **Academic Year** drop-down list.

Ć	Georgia Dept of Early Care and Learning Pre-K Program		Notifications VD Very New Site Director
Welco	ome to Vikhyat Test New Site	ovider ID 168084	← Return to Pre-K provider li
<b>☆</b>	Home Calendars	Document Library Upload the relevant documents in any format of JPEO, PNG, PDF, SVG.	
89	Class Reporting Manager		
	Document Library	Category (L1) ← Sub Category (L	.2) 🔶 Academic Year 🔶
=	Manage Rosters	Site Level Documents    Class Level [	2024-2025 ¥
0.0	Manage Sites and		



All the documents under selected Category (L1) and Sub Category (L2) will be displayed as a table with the required details.

The status of the document will be displayed under the **Status** column. The status is reflective of the Pre-K staff's review of your uploaded documents.

Note: The table layout will change based on the selected Category (L1) and Sub Category (L2).

G	Georgia Dept of Early Care and Learning Pre-K Program							, Notification	vD	Very New Site Direct	or 🔻
Welco	ome to Vikhyat Test New Site Pro	ovider ID	168084						÷	Return to Pre-K provid	der lis
<u>ن</u>	Home	Sit	te Level Docu	ments					Q Search		
 89	Class Reporting Manager		Visit Document	ts							
D	Document Library		Document Name	Visit Type	Site Name	Assigned Specialist	Status	Uplo	aded Date	Action	
=	Manage Rosters		Passport4	Roster Verification Visit	Vikhyat Test New Site	Pre K Director	Submitted	202	4-06-04	•	
ç.	Manage Sites and Classes		Passport3	Roster Verification Visit	Vikhyat Test New Site	Pre K Director	Submitted	202	4-06-04	•	
	Visit Reports		Passport2	Roster Verification Visit	Vikhyat Test New Site	Pre K Director	Submitted	202	4-06-04	•	
Ð	Waiting Lists		Passport1	Roster Verification Visit	Vikhyat Test New Site	Pre K Director	Submitted	202	4-06-04	•	
0	Need Support?		Showing <b>1-4 of 4</b> Page <b>1 of 1</b>		< First <	Previous 1 Ne	xt > Last >			Show 5 👻 entries	;

The view documents pop-up window will be displayed.

3. Click the **Name** link to view the document.

Student Documents Class	Documents		×	
	View Docu	iments		padeo
Name		Uploaded By	Uploaded Date	
PreK Bulk Student Upload Class Re	eporting Template (17).xlsx	Vikhyat Mehra Project Director	06/17/2024 03:29:59	4-06-
Atter umer	ndance doc- ntation			



# **MANAGING SITES AND CLASSES**

Managing Sites involves overseeing site operations to ensure compliance with program guidelines and optimizing educational environments. Managing Classes includes class movements and class closure.

To view site details, perform the following steps:

- **L** Georgia Dept of Early Care and Learning Georgia's SD Site director22222 -Notifications Welcome to Chennai Super Kings Provider ID 167847 ← Return to Pre-K provider list Important Communications Home Upcoming Visits > Ē Calendars S Class Reporting Manager **Critical Reporting Dates** > Document Library Site Details = Manage Rosters Classes Rosters Waiting List Manage Sites and ଝ Classes 6 2 Active Classes # Students Enrolled i Children Listed 24 Visit Reports 6 Teachers B Waiting Lists **Quick Links**
- 1. Go to the Manage Sites and Classes tab on the left panel.

You will be directed to the Manage Sites and Classes page.

Ć	Georgia Dept of Early Care and Learning Pre-K Program					Notifications	Primary Authh
Welco	ome to John Doe Provider ID 17	3709				← Return	to Pre-K provider I
습	Home	Manage Sites	s and Class	ses			
i	Calendars	Select a site to access the	site information and o	classes.			
89	Class Reporting Manager	Sparkle Acad 3564 Neville Stre	iamy eet Santa	Texas Acadam 3564 Neville Stree	<b>ty</b> t Santa	Bakingo Acad 3564 Neville Stree	<b>amy</b> et Santa
	Document Library	Claus OA Appinio	50450	Cidus GA 30430		Claus GA 30430	
	Manage Rosters	Program Legal Name: Joh	in Doe	Program Legal Name: John	Doe	Program Legal Name: Johr	Doe
;	Manage Sites and Classes	Site ID: Classes at this site:	173710 4	Site ID: Classes at this site:	173711	Site ID: Classes at this site:	173712 3
•	Manage Users	Manage	e	Manage		Manage	
	Payment Advices						
IJ	Payment Holds		nt A				
2	Requests	FE NM Barrow 10	131				
)	Visit Reports	Program Legal Name: Joh	n Doe				
n O	Waiting Lists	Site ID:	182824				Pris



#### **Managing Sites**

On the Manage Sites and Classes page, a list of sites associated with the provider will be displayed as tiles.

1. Click the **Manage** button on the desired site tile.

Welco	ome to Chennai Super Kings	Provider ID 167847	← Return to Pre-K provider list
<b>☆</b>	Home Calendars	- Manage Sites and Classes Select a site to access the site information and classes.	
00	Class Reporting Manager	Test Site 1     Test Site 4       sadasd asdasd AL Appling 12312     sadasd asdasd AL Appling 12312	
	Document Library	Program Legal Chennai Super Program Legal Chennai Super	
=	Manage Rosters	Name: Kings Name: Kings	
•	Manage Sites and Classes	Site ID:     193874     Site ID:     233914       Classes at this site:     2     Classes at this site:     4	
	Visit Reports		
E	Waiting Lists	Manage	
1 @	Need Support?		

You will be directed to the Site Info page.

The **Site Info** tab gives detailed information about the site.

**Note**: You can edit the Site Info by clicking the **Edit** button.

습	Home
<b>.</b>	Calendars
<u></u>	Document Library
=	Manage Rosters
*	Manage Sites and Classes
	Visit Reports
E	Waiting Lists
0	
Q	Need Support?

# **Managing Classes**

This section helps you to view, move, and close the classes.



# Viewing Class Details

On the **Manage Sites and Classes** page, the **CLASSESS** tab gives detailed information about the class.

**Note**: You can edit the class details by clicking on the Edit button.

ć	Georgia Dept of Early Care and Learning Pre-K Program	Notifications SD Site director22222 V
Welco	ome to Chennai Super Kings Pro	vider ID 167847   Return to Pre-K provider list
企	Home	Manage Sites and Classes
	Calendars	
8	Class Reporting Manager	Move Liass Libse Liass
	Document Library	
≡	Manage Rosters	Select the approved survised with use in this electrony. Using survised with set to this list will cover prior energy of from the
87	Manage Sites and Classes	Department by submitting the Class Curriculum Approval Request.
	Visit Reports	* Indicates required field
ľ	Waiting Lists	Class head ID: 888264
0	Need Support?	Classroom Type
	Contact Pre-K	* Curriculum 🔹
Phor	ne	Select Curriculum



#### **Moving a Class**

To move the class, perform the following steps:

1. On the **Manage Sites and Classes** page, select the **Class** tab, then click the **Move Class** button.

습	Home	Manage Sites and Classes	← Return to the li
İ	Calendars	Bakingo Acadamy site 10:173712	Move Class
8	Class Reporting Manager		
	Document Library	SITE INFO	
≔	Manage Rosters		Edit
*	Manage Sites and Classes	* Indicates required field	
<u>8</u> †	Manage Users	Site/Location Name * Number of Pre-K Classes requested	
5	Payment Advices	Bakingo Acadamy 2	
١	Payment Holds	Site Contact * First Name Middle Name *Last Name	

The Class Move pop-up window will be displayed.

2. On the **Current Site Information** section, check the classroom ID from the classroom list. **Select all the classes you wish to move.** 





- 3. Select the *date* in the **Effective Date of Move** field.
- 4. Enter the *details* in the **Reason for Move Request** textbox.

G	Georgia Dept of Early Care and Learning	eorgia's	Ť0	× PA Primary Authh •	
		Class Move			
Welco	me to John Doe BOE	Site Address: 3564 Neville Street, Santa Claus, GA, 30436		teturn to Pre-K provider lis	st
		*Select all the classes you wish to move:			8
命	Home	Classroom 581 ID: Classroom 581		← Return to the list	
曲	Calendars	* Effective Date of Move			
		Jun 11, 2024		ass Close Class	
000	Class Reporting Ma	* Reason for Move Request			
	Document Library	Physical damage in the class			
=	Manage Rosters		28/4000		
57	Manage Sites and Classes	Classroom 585 ID: Classroom 585		oval from the	
0).0		New Site Information			
Ď		* Select the Site where above picked classes should be moved to			
6	Payment Advices	Select Site	*	Edit	
۰	Payment Holds				
۵	Requests	Cancel	onfirm Move		
	Visit Reports	*Curriculum			-
E	Waiting Lists	Alpha Skills, Inc AlphaSkills Pre-K		Printer	Toms

- 5. On the **New Site Information** section, select the *required site* from the **Select the site** where the selected classes should be moved to from the drop-down list.
- 6. Click the **Confirm Move** button.

G	of Early Care and Learning	eorgias		PA Primary Authh 👻
		Class Move		
Welco	ome to John Doe BOE	Site Address: 3564 Neville Street, Santa Claus, GA, 30436		eturn to Pre-K provider list
		*Select all the classes you wish to move:		
命	Home	Classroom 581 ID: Classroom 581		$\leftarrow$ Return to the list
÷	Calendars	* Effective Date of Move		
	Calcinaars	Jun 11, 2024		SS Close Class
8	Class Reporting Ma	*Reason for Move Request		
	Document Library	Physical damage in the class		
=	Manage Rosters		28/4000	val from the
87	Manage Sites and Classes	Classroom 585 ID: Classroom 585		
0).		New Site Information		
Ď	Manage Users	Select the Site where above picked classes should be moved to		
6	Payment Advices	COO Account A   COO-0002	*	Edit
•	Payment Holds			
۵	Requests	Cancel	Confirm Move	
	Visit Reports	+Courieshum 0		

*After saving, a success message will be displayed on the page.





#### **Closing the Class**

To close the Class, perform the following steps:

1. Click the Close Class button.

企	Home	Manage Sites and Classes
i	Calendars	Bakingo Acadamy anagan
8	Class Reporting Manager	Move Class Close Class
	Document Library	
=	Manage Rosters	
8	Manage Sites and Classes	Select the approved curriculum you will use in this classroom. Using curriculum not on this list will require prior approval from the Department by submitting the Class Curriculum Approval Request.
2)+	Manage Users	* Indicates required field
3	Payment Advices	Classroom 581
	Payment Holds	ID: 100010
$\overline{\Box}$	Requests	Classroom Type

The Class Closure pop-up window will be displayed.

2. Select the required **Closure Type** from the drop-down list.





3. In the **Current Site Information** section, select the classroom ID from the **Select all the classes you wish to close** list to close the class.

6	of Early Care and Learning Pro	Class Closure	PA Primary Authh
Welco	me to John Doe BOE	Current Site Information	teturn to Pre-K provider list
	Home	Site Name: Bakingo Acadamy Site Address: 3564 Neville Street, Santa Claus, GA, 30436 License #: INF-997hh	← Return to the list
<b></b>	Calendars	*Select all the classes you wish to close:	ass Close Class
65	Class Reporting Ma	If you are closing an entire site, select all Pre-K classes from the list below. Enter the same Effective Date of Class Closure for	
	Document Library	all classes.	
I	Manage Rosters	If you are closing a class(es) for the upcoming school year, enter your final day of the current school year as the Effective Date	aval from the
	Manage Sites and Classes	of Class Closure.	
ϰ	Manage Users	Classroom 581 ID: Classroom 581	
6	Payment Advices	Classroom 585 ID: Classroom 585	Edit
۲	Payment Holds	Classroom 578 ID: Classroom 578	
۵	Requests	Cancel Confirm Closure	
	Visit Reports	t Considerations	

- 4. Select the *date* in the **Effective Date of Class Closure** field.
- 5. Enter the *details* in the **Reason for Class Closure** textbox.

0	of Early Care and Learning	Class	Closure	-	PA Primary Authh
Welco	me to John Doe BOE				Teturn to Pre-K provider list
		Classroom 581 ID: Classroom 581			
<b></b>	Home	Effective Date of Class Closure			
	Calendars			茴	
8	Class Reporting Ma	Days class operated during the current school year (if applicable):			
	Document Library	From Date	To Date		
		ii ii		<b></b>	
=	Manage Rosters	* Reason for Class Closure			
27	Manage Sites and Classes			4	
0)+	Manage Users			0/4000	
		Classroom 585 ID: Classroom 585			
6	Payment Advices	Classroom 578 ID: Classroom 578			
	Payment Holds				

**Note**: If you select the **Closure Type** as *Temporary Closure* option, you will need to enter a Reopen Date.







6. After updating the required details, click the **Confirm Closure** button.

Welco	or Early Care and Learning Pro-	Class	Closure	÷	PA Primary Authh
		Classroom 581 ID: Classroom 581			
命	Home	* Effective Date of Class Closure			
	Calendars			<b></b>	
00	Class Reporting Ma	Days class operated during the current school year (if applicable):			
	Document Library	From Date	To Date		
≔	Manage Rosters	• Reason for Class Closure		ä	
27	Manage Sites and Classes			01000	
) Ô	Manage Users	Classroom 585 ID: Classroom 585		0/4000	
6	Payment Advices	Classroom 578 ID: Classroom 578			
	Payment Holds				
	Requests			Cancel Confirm Closure	

*After saving, a success message will be displayed on the page.



# **VIEWING CALENDAR**

The Viewing Calendar feature lets you view site calendars and their statuses.

To view the Calendar, perform the following steps:

1. Go to the **Calendar** tab on the left panel.

ć	Georgia Dept of Early Care and Learning Pre-K Program			Notifications
Welco	ome to Vikhyat Test New Site Provid	← Return to Pre-K provider list		
	Home	Dashboard		
ė	Calendars	Important Communications		
09	Class Reporting Manager			
	Document Library	Upcoming Visits		>
=	Manage Rosters	Critical Reporting Dates		>
ç	Manage Sites and Classes	Site Details		
	Visit Reports			
E	Waiting Lists	Classes	Rosters	Waiting List
Ø	Need Support?	Active Classes 5	<ul> <li></li></ul>	0 🛗 Children Listed 1

You will be directed to the **Site Calendars** page. A list of calendars associated with the provider will be displayed.

G	Georgia Dept of Early Care and Learning Pre-K Program					Notifications	VD Very New Site	Director 🔻		
Welco	Welcome to Vikhyat Test New Site   Provider ID 168084									
습	Home	Site Calendars								
	Calendars									
09	Class Reporting Manager	Search by Site Name 🔻	2023-2024 💌			Reset	Create Calenda	r		
	Document Library	Calendars List								
=	Manage Rosters	Calendar Name	Site Name	Submitted Date and	Waiver Request	Status	Comments Act	ions		
ç.	Manage Sites and			Time	Submitted					
~		Test 1	Vikhyat Test New Site	2024-06-18 12:38 AM	4	Submitted	Viet	N		
	Visit Reports Waiting Lists	New Primary Authorized User Calendar	Vikhyat Test New Site	2024-06-07 4:34 AM		Approved	Viet	N		
		Test New Calendar	Vikhyat Test New Site	2024-05-29 5:53 AM		Approved	Vier	N		
٩	Need Support?									
Pho	Contact Pre-K							Privacy - Terma		



2. To view the calendar based on the Site Name, select the *Site Name* from the **Search by Site Name** drop-down list.

企	Home	Site Calen	dars				
	Calendars						
8	Class Reporting Manager	Search by Site	Name 🚽 2023	-2024 👻		Reset	Create Calendar
	Document Library	sparkle Acad	tamy				
≡	Manage Rosters	Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status Comments	Actions
ç	Manage Sites and Classes	Hameed V2	sparkle Acadamy			Draft	View Edit Delete
*	Manage Users	Hameed V1	sparkle Acadamy	2024-05-30 10:29 AM		Inactive	View
\$	Payment Advices	Hameed	sparkle Acadamy	2024-05-30 8:11 AM		Amended	View
D	Payment Holds	Milind	Texas Acadamy	2024-05-30 12:17 AM		Inactive	View
₫	Requests	Calendar				Draft	View Edit Delete

3. To view the calendar based on the year range, select the *year range* from the academic year drop-down list.

Но	me	Site Calendars	
) Ca	lendars		
Cla	ass Reporting Manager	Search by Site Name 👻 2023-2024 👻 Reset Cr	eate Calendar
Do Do	cument Library	Calendars List	
i≣ Ma	anage Rosters	2021-2022 Calendar Name Site Name d Time Waiver Request Submitted Status Comments	Actions
Cla	nage Sites and sses	2020-2021 Hameed V2 sparkle Acadamy Draft	View Edit Delete
At Ma	anage Users	Hameed V1 sparkle Acadamy 2024-05-30 10:29 AM Inactive	View
🛐 Pag	yment Advices	Hameed sparkle Acadamy 2024-05-30 8:11 AM Amended	View
🖭 Pa	yment Holds	Milind Texas Acadamy 2024-05-30 12:17 AM Inactive	View
A Re	quests	Calendar Draft	View Edit Delete

**Note**: You can click the **Reset** button to reset the filter.

The Calendar List will be updated based on the selected Site Name and year range.



4. To view the respective Calendar, click the **View** hyperlink.

G	Georgia Dept of Early Care and Learning Pre-K Program					Notifications	VD Very New Site Direct	or 🔻		
Welco	Velcome to Vikhyat Test New Site Provider ID 168084									
۵	Home	Site Calendars								
	Calendars									
8	Class Reporting Manager	Search by Site Name 👻	2023-2024 👻			Reset	Create Calendar			
	Document Library	Calendars List								
:=	Manage Rosters	Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments Actions			
ç	Manage Sites and Classes	Test 1	Vikhyat Test New Site	2024-06-18 12:38 AM		Submitted	View			
	Visit Reports Waiting Lists	New Primary Authorized User Calendar	Vikhyat Test New Site	2024-06-07 4:34 AM		Approved	View			
		Test New Calendar	Vikhyat Test New Site	2024-05-29 5:53 AM		Approved	View			
0	Need Support?									
Pho	Contact Pre-K							Privacy - Terms		

You will be directed to the Calendar Setup page.

്	Georgia Dept of Early Care and Learning Pre-K Program			Notifications	VD Very New Site Director 🗸
Welco	ome to Vikhyat Test New Site	rovider ID 168084			← Return to Pre-K provider list
습	Home	Site Calendars			
	Calendars	Calendar Setup			← Return to the list
89	Class Reporting Manager				
	Document Library	General Calendar Sites			
=	Manage Rosters	* Indicates required field			
<b>%</b>	Manage Sites and Classes	* Start time for the instructional day		End time for the instructional day	
~		12:00 AM	0	3:00 AM	0
	Visit Reports	* Number of days in a standard week the program	will run Pre-K		
Đ	Waiting Lists	5			•
		* First day of student instruction		Last day of student instruction	
0	Need Support?	Jun 7, 2024	ä	Jun 28, 2024	iii
		* Days Pre-K will not operate (holidays, fall/winter,	(spring break, etc.)		
	Contact Pre-K	2			2
Phor	ne	* Teacher planning days	F	arly Release Days of Instruction	Privacy - Te



# **MANAGING VISITS**

Managing visits includes acknowledging visit reports and uploading visit reports.

To view the Visit Reports, perform the following steps:

1. Go to the Visit Reports tab on the left panel.

Ĝ	Georgia Dept of Early Care and Learning Pre-K Program			Notif	fications	/ Site Director 🔻		
Welco	Welcome to Vikhyat Test New Site Provider ID 168084							
	Home	Dashboard						
İ	Calendars	Important Communications						
89	Class Reporting Manager							
	Document Library	Upcoming Visits				>		
=	Manage Rosters	Critical Reporting Dates				>		
с.	Manage Sites and Classes	Site Details						
	Visit Reports Waiting Lists	Classes	Rosters		Waiting List			
	Need Support?	Active Classes 5	<ul><li>a Students Enrolled</li><li>a Teachers</li></ul>	0 8	🛱 Children Listed	1		
Phor	Contact Pre-K 🗗	Quick Links Georgia's Pre-K Website Work Samplin	a Online GELDS	GAE	PDS	Privacy - Tarma		

*You will be directed to the Visit Reports page.



#### Acknowledging the Visit Reports

You can Acknowledge and View the Visit Report, once the visit is completed and published by Pre-K.

To acknowledge the Visit Reports, perform the following steps:

1. On the Visit Reports page, against the required Visit Type, click the **Acknowledge** button.

ර	Georgia Dept of Early Care and Learning Pre-K Program	Notifications							
Welco	Welcome to Vikhyat Test New Site Provider ID 168084    Return to Pre-K provider list								
습	Home	Visit Reports							
Ē	Calendars								
09	Class Reporting Manager	List of Visits							
	Document Library	Visit Type							
:=	Manage Rosters	All							
œ	Manage Sites and	Visit Type Site Name Specialist Visit Status	Published Date Actions						
	Classes Visit Reports	Roster Verification Visit Vikhyat Test New Site Pre K Director Publish	06/05/2024 Acknowledge						
Eð	Waiting Lists	Roster Verification Visit Vikhyat Test New Site Pre K Specialist2 Report Acknow	vledged 06/04/2024 View Upload						

The View Acknowledgement pop-up window will be displayed.

2. To acknowledge the report, click the **I Acknowledge** button.

Welco	ome to Vikhyat Test New Site	Provider ID 168084	← Return to Pre-K provider list				
습	Home	Visit Reports					
İ	Calendars	×					
89	Class Reporting Manager	List of Visite Visit Acknowledgement					
	Document Library	Visit T To view the report, acknowledge that you have received the selected visit					
≡	Manage Rosters	report and will take any necessary follow-up actions.					
ç	Manage Sites and	Visit I Acknowledge Published Date	Actions				
	Classes	Roster Verification Visit Vikhyat Test New Site Pre K Director Publish 06/05/2024	Acknowledge				
2	Visit Reports	Roster Verification Visit Vikhyat Test New Site Pre K Specialist2 Report Acknowledged 06/04/2024	View				
Eo	Waiting Lists						
0	Need Support?						

*After saving, a success message will display on the page.



# Viewing the Visit Reports

To view the Visit Reports, perform the following steps:

1. On the Visit Reports page, against the required Visit Type, click the **View** button.

്	Georgia Dept of Early Care and Learning Pre-K-Program				N	tifications	Very New Site Dire	ector 🔻
Welco	Welcome to Vikhyat Test New Site   Provider ID 168084							
	Home	Visit Reports	5					
Ħ	Calendars							
09	Class Reporting Manager	List of Visits						
	Document Library	Visit Type						
=	Manage Rosters	All	•					
ç	Manage Sites and	Visit Type	Site Name	Specialist	Visit Status	Published Date	Actions	
-	Visit Deceste	Roster Verification Visi	t Vikhyat Test New Site	Pre K Director	Publish	06/05/2024	Acknowledge	
E	Waiting Lists	Roster Verification Visi	t Vikhyat Test New Site	Pre K Specialist2	Report Acknowledged	06/04/2024	View	
	Need Support?							
Phor	Contact Pre-K							Privacy - Termo

The detailed Roster Verification Visit Report will be displayed.

്	Georgia Dept of Early Care and Learning Pre-K Program			No	tifications	Director 🔻
Welco	ome to Vikhyat Test New Site Pro	ovider ID 168084			← Return to Pre-K	provider list
습	Home	Visit Reports				← Back
İ	Calendars	Roster Verification Vis	sit Report			
89	Class Reporting Manager					
	Document Library	General Details				
=	Manage Rosters	Visit Time				
ç	Manage Sites and Classes	Arrived Date 06/04/2024	Departed Date 06/04/2024			
	Visit Reports	Reviewer Details				
EO	Waiting Lists	Specialist Pre K Specialist2	Other Participant 1	Other Participant 2	Other Participant 3	
	Need Support?	Provider Details				
	Contact Pre-K	Provider Legal Name Vikhyat Mehra Legal Owner	Project Director Vikhyat Project Director Two	Site Name Vikhyat Test New Site	Site Director Very New Site Director	
Phor	ne	County Appling				Privacy - Terme



#### **Uploading the Visit Reports**

The upload button will be available when Pre-K has requested any documents or follow-ups.

To view the Visit Reports, perform the following steps:

1. On the Visit Reports page, against the required Visit Type, click the **Upload** button.

	i i	List of Visits					
	Home	Visit Type					
Ħ	Calendars	All	•				
09	Class Reporting Manager	Visit Type	Site Name	Specialist	Visit Status	Published Date	Actions
	Document Library	Roster Verification Visit	Test Site 2	Pre K Specialist2	Report Acknowledged	06/10/2024	View Upload
	Manage Rosters	Program Visit	Test Site 2	Pre K Specialist2	Report Acknowledged	06/10/2024	View
<u><u></u></u>	Classes	Admin Visit	Test Site 2	Pre K Specialist3	Publish	06/10/2024	Acknowledge
	Visit Reports	Class Visit	Test Site 2	Pre K Specialist2	Documents Requested		Upload
EO	waiting Lists	Admin Visit	Test Site 2	Pre K Specialist2	Documents Requested		Upload
		Roster Verification Visit	Test Site 2	Pre K Specialist?	Documents Requested		

You will be directed to the Visit Type page.

2. Click the **Upload** button.

	Home	Visit Reports			← [
	Calendars	Class Visit			
	Class Reporting Manager				
	Document Library	Requested Documents Follow-	up Actions		
	Manage Rosters				
	Manage Sites and Classes	Acceptable format for the d	locuments uploads are .docx, .pr	ıg, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps	
	Visit Reports	Document name	Due Date	Status	
	Waiting Lists	Doc 1 Document	06/26/2024	Documents Requested	t Upload
		Document			

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

Refer to the File Upload section for the detailed procedure for uploading the files.

*Once the document is uploaded, the status will be changed to Submitted and a success message will display on the page.



# 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 more staff or substitute teachers.

#### **Managing Students**

To manage the students, perform the following steps:

1. Go to the **Class Reporting Manager** tab on the left panel.

	Home	Dashboard
	Calendars	Important Communications
8	Class Reporting Manager	
	Document Library	Upcoming Visits
=	Manage Rosters	
Qo	Manage Sites and	Critical Reporting Dates
20	Classes	

You will be directed to the Class Reporting Manager page.

2. Click the **Manage** button on the desired site tile.

Welcome to Jyothi Si	1 Provider ID 232652	← Return to Pre-
🔂 Home	Class Reporting Manager	
Calendars	g Manager Jyothi Site 1 sohj, Leesburg, VA, Appling,	
Document Lib	ary Program Legal Name: Jyothi Site 1	
🗮 🛛 Manage Rost	rs Site ID: 232652	
Manage Sites Classes	Ind Classes at this site: 2 Students at this site: 23	
Visit Reports		
Waiting Lists	Manage	
O Need Support?		
Contact Pre-K		

You will be directed to the Site page.



#### Adding a Student

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

- 1. On the Class Reporting Manager page, go to the Student Data page.
- 2. Click the Add Student button.

G	Georgia Dept of Early Care and Learning Pre-K Program	ACC Notifications	SQ Site director merge qa						
Welco	elcome to Jyothi Site 1 Provider ID 232652   Return to Pre-K provider list								
<b>☆</b>	Home Calendars	Class Reporting Manager Jyothi Site 1	← Return to the list						
<b>å:</b>	Class Reporting Manager								
	Document Library	Student Data Teacher Data							
=	Manage Rosters	*Select School Year Select Student List 2023-2024  Current Stud  Q. Search							
ç.	Manage Sites and Classes	+ Add Student → Move + Add Returning Students							
	Visit Reports								
ß	Waiting Lists Waiting Lists Current Students								
٥	Need Support?								
	Contact Pre-K 🗗	Select Last Name First Name Student ID Class ID Gender	Begin Date in Class						
Phor	ne	Coleman Maria 0034903 888944 Male	Jun 17, 2024						

You will be directed to the Add Student page.

- 3. On the **Student Information** section, enter the following information:
  - a. Enter the *First Name* in the **First Name** textbox.
  - b. Enter the *Middle Name* in the **Middle Name** textbox.
  - c. Enter the *Last Name* in the **Last Name** textbox.
  - d. Select the *value* in the **Date of Birth** field.
  - e. Select the gender in the Gender drop-down list.
  - f. Select the *value* in the **Multi-birth** drop-down list.
  - g. Enter the *nine-digit SSN* in the Social Security Number field.
     Note: Check the SSN Not available checkbox if you do not have a Social Security Number.
  - h. Select Yes or No radio button for the Transportation option.





i. Select Yes or No radio button for Socioeconomic Category option.

命	Home	Student Information		20 M	ark Did Not Attend
i	Calendars	Select a method to Add Students			
:	Class Reporting Manager	Add Manually Bulk Upload			
		* indicates required field			
	Document Library	Enter the student name as it appears on the bir	th documentation.		
=	Manage Rosters	* First Name	* Middle Name	* Last Name	
2º	Manage Sites and Classes	· · · · · · · · · · · · · · · · · · ·	No Middle Name on Do	cumentation	
0+	Manage Users	Suffix (Jr., III, IV, V, etc.)	*Date of Birth	* Gender	
1	Payment Advices	* Multi-birth		Select Gender	*
ט	Payment Holds	Select Multi-birth	*		
2	Requests	* Social Security Number			
2	Visit Reports	Enter 9 digit SSN			
5	Waiting Lists	* Transportation			
}	Waivers	Yes No			
		- Socioeconomic			

- j. Select Yes or No radio button for Multilingual Learner option.
- k. Select *Yes or No* radio button for **Does this student receive Special Education Services** option.
- I. Select *Yes or No* radio button for **Is this student in a blended Head Start/Pre-K classroom** option.
- m. Select the *value* in the **Ethnicity** drop-down list.
- n. Select the *value(s)* in the **Race** options.

	Î	*Multilingual Learner		
命	Home	Yes No		
ė	Calendars	*Does this student receive Special Education Service Yes No	ices?	
#	Class Reporting Manager	* Is this student in a blended Head Start/Pre-K class Yes No	sroom?	
	Document Library	*Ethnicity		
=	Manage Rosters	Select Ethnicity	•	
8	Manage Sites and Classes	American Indian or Alaskan Native As	ian 🔄 Black or African American 🗌 Native Haw	aiian or Other Pacific Islander 🗌 White
00+	Manage Users	Parent / Guardian Information		
6	Payment Advices	*Parent / Guardian First Name	* Parent / Guardian Last Name	* Relationship
۲	Payment Holds			Select Relationship 💌
≙	Requests	*Parent/Guardian Email	* Parent/Guardian Zip Code	
¢1	Vieit Penorte			

- 4. On the Parent/Guardian Information section, enter the following information:
  - a. Enter the *First Name* in the **Parent / Guardian First Name** textbox.



- b. Enter the *Last Name* in the **Parent / Guardian Last Name** textbox.
- c. Select the *Gender* in the **Gender** drop-down list.
- d. Enter the *Email Address* in the **Parent/Guardian Email** field.
- e. Enter the *Zip Code* in the **Parent/Guardian Zip Code** field.

<u>۵</u>	Home	Select Ethnicity     Race	v		
i)	Calendars	American Indian or Alaskan Native Asi     Information Not Provided	ian 📃 Black or African American 📃 Native Hav	valian or Other Pacific Islander 🗌 🗌 White	
*	Class Reporting Manager	Parent / Guardian Information			
-	Document Library	Parent / Guardian First Name	* Parent / Guardian Last Name	* Relationship	
	Manage Rosters	*Parent/Guardian Email	*Parent/Guardian Zip Code	Select Relationship	•
Q.º	Manage Sites and				

- 5. On the Additional Information section, enter the following information:
  - a. Select the *class* in the **Select a Class** drop-down list.
  - b. Select the *value* in the **Begin Date in Class** field.
- 6. Click the **Submit** button.

<b>ç</b> .	Classes				
2	Manage Users	Additional Information			
5	Payment Advices	* Select a Class	*Begin Date in Class	End Date in Class	
۲	Payment Holds	Select Class		8	曲
ف	Requests				
	Visit Reports				
Đ	Waiting Lists	Cancel			Submit
0	Waivers				Privacy - Terms

*After saving, a success message will be displayed on the page, and the updated student record will be displayed in the Current Students section.



#### Filtering a Student

Name Of Document

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.

Welco	ome to John Doe Provider ID 17	709	← Return to Pre-K p
습	Home	Class Reporting Manager	← Return to
İ	Calendars	sparkle Acadamy	
\$:	Class Reporting Manager		
	Document Library	Student Data Teacher Data	
=	Manage Rosters	Select School Year     Select Student List	
ጵ	Manage Sites and Classes	2024-2025    Current Stud	Q Search ₽ Filter
<u>]</u>	Manage Users	+ Add Student → Move + Add Returning Students	

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

		,									
Student	Data Teachr	r Data									
• Select !	School Year	Select Stud	fent List								
2024-	2025 👻	Current	Stud 🔻						0	Q. Search	a Filter
+ Add	Student -	Move +	Add Returni	ng Student	s					Class ID 100007	Ţ
Curre	ent Student	S								Socioeconomic	
Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	🛕 Duplica	Category 1	
	David	Michael	0043741	100007	Male	Jul 23, 2024				Transportation	
	Disouza	Maria	0043740	100009	Female	Jul 10, 2024				No	
	0.00010							-		Multilingual Learner	
	Oliver	James	0034977		Male					Select	
										On a lat Estimation Operation	

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



rkle	Acadam	v												
		,												
Student	Data Teache	er Data												
Select S	School Year	Select Stud	dent List											
2024-2	2025 👻	Current	Stud 👻						Q. Search			, a F	Filter	
+ Add Curre	Student -	> Move +	Add Returnir	ng Student	s									
+ Add Curre Select	Student -	→ Move + S First Name	Add Returnin	ng Student: Class ID	S Gender	Begin Date in Class	End Date in Class	Attendar	nce Overlap	🛕 Dupli	cate Flag	Action		
+ Add Curre Select	Student	Move +      S      First Name      Michael	Add Returnin Student ID 0043741	Class ID 100007	S Gender Male	Begin Date in Class Jul 23, 2024	End Date in Class	Attendar	nce Overlap	û Dupli	cate Flag	Action		
+ Add Curre Select	Student	Move + S First Name Michael Maria	Add Returnir Student ID 0043740	ng Student Class ID 100007 100009	s Gender Male Female	Begin Date in Class Jul 23, 2024 Jul 10, 2024	End Date in Class	Attendar	ice Overlap	1 Dupli	cate Flag	Action	-	



#### 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 Site page, go to the **Student Data** tab.
- 2. On the **Current Students** section, select the required **student(s)** and click the → **Move** button.

ш		Student Dut						
ė	Calendars	* Select Sch	ool Year Select Stu	ident List				
		2023-202	4 💌 Curren	stud 🔻		Q Sea	rch	<i></i> , <b>≡</b> Filter
<b>*</b> *	Class Reporting Manager							
	Document Library	+ Add St	udent → Move +	Add Returning Stud	lents			
=	Manage Rosters	Current	Students					
ç	Manage Sites and Classes	A The reco	system has identified rds as appropriate.	potential duplicate s	students. These stu	idents have been	flagged below.	Review and update the
<u>e</u> ;	Manage Users							
_		Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class
\$	Payment Advices		AnDersonn	coReyy	0034979	100010	Male	Jun 5, 2024
	Payment Holds							
Ā	Requests		Atkins	Martin	0030199	100006	Female	May 9, 2024
_			Benton	Branden	0007332	100010	Male	Jun 11, 2024
$\checkmark$	Visit Reports							

The Move Students pop-up window will be displayed.

3. Select one of the appropriate actions from the options. Based on the selection, you must do one of the following:





- a. If you select the *Move to Another Site* option from the list, perform the following steps:
  - i. Select the *site* from the **Please select the site to which the students will be moving** drop-down list.
  - ii. Select the last *date* in the **End Date** field.
  - iii. Click the **Submit** button.

	*					×		
9	Calendars	* Sele		Move Student	s		rch	
0 H	Class Reporting Manager	You	have selected to move 2	2 students. Please se	elect below if you are	moving		
כ	Document Library	+ A the s	students to another clas	s or to another site.		-		
E	Manage Rosters	Cu	Nove To Another Site	Move To Another	Class at the Same Sit	te		
0	Manage Sites and Classes	Se	lect site	n the students will be n	ioving:	v	flagged below.	Review
)+ 0	Manage Users	Ju	d Date n 18, 2024			蔷		
þ	Payment Advices	Sele					Gender	Be
D	Payment Holds				Cancel	Submit		
₽	Requests						Female	Ma
3	Visit Reports		Benton	Branden	0007332	100010	Male	Ju

*After saving, a success message will be displayed on the page and the site changes of the selected students will be reflected under the current students' section.

- b. If you select the *Move to Another Class at the Same Site* option from the list, perform the following steps:
  - i. Select the *class* from the **Please select the class to which the students** will be moving drop-down list.
  - ii. Select the last *date* in the **End Date** field.
  - iii. Click the **Submit** button.
#### **GAPREK Site Director User Guide**



#### Name Of Document

Î	* Select	School Year Select Student List	×	_	
	202	Move Students		rch	
ing Manager		You have selected to move 2 students. Please select below if you are r	movina		
brary	+ A	the students to another class or to another site.			
tore		Move To Another Site     Move To Another Class at the Same Site	2		
Let 3	Cu	* Please select the class to which the students will be moving:	_		
and	<b>A</b>	Select class	•	flagged below	. Review
		* End Date			
rs	Sele	Jun 18, 2024	Ħ	Gender	Bei
vices				ochider	DC
				Male	Jur
as		Cancel	Submit	Female	Ma

After saving, a success message will be displayed on the page and the class changes of the selected students will be reflected under the current students' section.

#### Adding Returning Students

The Add Returning Students feature allows you to re-add and re-enroll a returning student to the classes. A student is considered returning if they have an end date populated and are not active in another class at any site across all providers.

To add a Returning Student, perform the following steps:

- 1. On the Site page, go to the **Student Data** tab.
- 2. Click the + Add Returning Students button.

企	Home	Student Data Teacher Data * Select School Year Select Student List		
	Calendars	2023-2024 💌 Current Stud 💌	Q Search	
*	Class Reporting Manager	+ Add Student -> Move + Add Returning Students		
	Document Library	Current Students		
=	Manage Rosters	▲ The system has identified potential duplicate students. Th	ese students have been flagged below. Revie	ew and update the

You will be directed to the Closed Students List page.



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

	Home	Au	aane	carring c	Rauent							
Ē	Calendars	ſ	Closed	Students	List							
:	Class Reporting Manager	11	* indicates required field									
	Document Library		School Year									
=	Manage Rosters		2023-2	024								
	Manage Sites and		Select the	Students from	the below list to	add to Returnin	g Students					
6	Classes		Select	Last Name	First Name	Student ID	Class ID	Date of Birth	SSN	Gender	Begin Date	End Date
•	Manage Users			Zealand	new	0000852	100028	Apr 04, 2018	***-**-4689	Male	Apr 8, 2024	Apr 24, 2024
)	Payment Advices	/		Capslock	tab	0000738	100018	Apr 01, 2018	***-**-5567	Female	Apr 1, 2024	Apr 30, 2024
)	Payment Holds			Ben	ben	0000694	100018	Apr 01, 2018	***-**-6789	Male	Apr 2, 2024	Jun 4, 2024
2	Requests			Mark	mark	0000673	100018	Apr 01, 2018	***-**-9879	Male	Apr 1, 2024	Apr 30, 2024
J	Visit Reports										A	dd Students
2	Waiting Lists											

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

- 4. On the Add Returning Students pop-up window, enter the following information:
  - a. Select the required *class* from the **Select a Class** drop-down list.
  - b. Select the *date* from the **Start Date** field.
  - c. Click the **Add** button.

	Ac	ld a Re	turning S	tudent						×	
S				Add	l Returning	g Student	s				
porting M nt Library	* indicates required You have selected to re Student Name: <b>new Z</b>	field eturning 1 st ealand	udents. Please	select below if y	vou are returnin	g the student	s to another class.				
Rosters	* Select a Class Select a Class		Ŧ	* Start Date Jun 13, 2	024		₩ Ad	dd Clear	•		
Users									C	ancel 1	End I Apr 2
Advices		Q	Capslock	tab	0000738	100018	Apr 01, 2018	***-**-5567	Female	Apr 1, 2024	Apr 3
Holds			Ben	ben	0000694	100018	Apr 01, 2018	***-**-6789	Male	Apr 2, 2024	Jun 4

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



### **Uploading Student Documentation**

The Provider is required to upload documents in the following 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 three 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. To upload the document, scroll right in the **Current Student** section using the scroll bar. Then, click the **Upload Student Identity Documents** icon.

Home	A The syst	em has identif	fied potential duplicate stu	dents. These students have	e been flagged below. Review	and update the records as ap	propriate.
alendars							
lass Reporting	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	A Duplicate Flag	Action
Manager		Male					
Document Library	112234	Female	May 15, 2024	Jun 4, 2024			
Manage Rosters	112235	Female	Jun 5, 2024				
Manage Sites and Classes	112235	Male	May 24, 2024			<b>A</b>	
Manage Users	112236	Male	May 24, 2024			<b>A</b>	• •
Payment Advices	112235	Female	Jun 13, 2024	Jun 28, 2024		<b>A</b>	• •
Payment Holds		Male			-	<b>A</b>	0 /
Requests	112235	Male	May 15, 2024			A	
Visit Reports						-	
Waiting Lists	112234	Female	May 27, 2024			<b>A</b>	1 1 1
	112234	Male	Jun 4, 2024	Jun 25, 2024		<b>A</b>	• •

You will be directed to the Upload Documents page.



2. On the **Upload documents for student** section (The student's name is Sai Jyothi in this scenario), to upload the documents, click the **Upload** button.

*Note*: *Refer to the <u>File Upload</u> section for the detailed procedure for uploading the files.* 

G	Georgia Dept of Early Care and Learning Pre-K Program		Notifications VD Vikhyat Mehra Project Director V
Welco	me to Vikhyat Mehra Legal Owner Pr	ovider ID 167919	← Return to Pre-K provider list
습	Home	Upload documents for sai Jyothi	
	Calendars	Birth certificate	Submitted 🕂 Upload
*	Class Reporting Manager	e, maôazitad e	
	Document Library	Certificate of Live Birth	Unsubmitted 🗘 Upload
=	Manage Rosters	Birth certificate - adoption	Unsubmitted 🕂 Upload
8	Manage Sites and Classes		
00	Manage Users	Social Security Card	Unsubmitted 👌 Upload
5	Payment Advices		
	Payment Holds	Student roster information form	Unsubmitted 🊓 Upload

Once the document is uploaded, the status will be changed to Submitted.

3. To submit the document, click the **Submit** button.

		@ images.jpeg @	Submitted	▲ Upload
<b>4</b> 1	Class Reporting Manager			
	Document Library	Certificate of Live Birth	Unsubmitted	<b>∆</b> Upload
=	Manage Rosters			
<b>%</b>	Manage Sites and Classes	Birth certificate - adoption	Unsubmitted	± Upload
<u>e</u> †	Manage Users	Social Security Card	Unsubmitted	± Upload
6	Payment Advices			
۲	Payment Holds	Student roster information form	Unsubmitted	± Upload
à	Requests			
	Visit Reports	Child registration form	Unsubmitted	▲ Upload
E	Waiting Lists			
0	Waivers			Submit Privacy - Terra

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



#### 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.

	кероп		anagei							
arkle	Acadamy	y								
Student	t Data Teache	r Data								
• Select	School Year	Select Stud	dent List							
2024-	2025 👻	Current	Stud 🔻					Q Search		æ Filter
+ Add	I Student 📑	Move +	Add Returnir	ng Students	5					
+ Add	I Student ⊣	Move +	Add Returnir	ng Students	3					
+ Add	I Student ⊣	→ Move +	Add Returnir	ng Students	5					
+ Add Curre Select	I Student – ent Student: Last Name	→ Move + s	Add Returnin Student ID	ng Students Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
+ Add Curre Select	I Student ent Students Last Name David	Move +      First Name      Michael	Add Returnin Student ID 0043741	Class ID 100007	6 Gender Male	Begin Date in Class Jul 23, 2024	End Date in Class	Attendance Overlap	▲ Duplicate Flag	Action
+ Add	I Student ent Student: Last Name David Disouza	Move +      First Name      Michael      Maria	Add Returnin Student ID 0043741 0043740	Class ID 100007	S Gender Male Female	Begin Date in Class Jul 23, 2024 Jul 10, 2024	End Date in Class	Attendance Overlap	Duplicate Flag	Action

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

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

lit Student	Manager	
Student Information		<b>J</b> o Mark Did Not Attend
Select a method to Add Stude Add Manually Bulk Uploa	nts	
* indicates required field Enter the student name as it appea	irs on the birth documentation.	
	* Middle Name	Last Name
* First Name	madic Hume	

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



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

企	Home	Class Reporting Manager ×	← Return to the list
	Calendars	Student Being Marked as Did Not Attend	
	Class Reporting Manager	Are you sure you want to mark the student as Did Not Attend?	
	Document Library	Canaal Cubmit	2. Mark Did Not Attend
=	Manage Rosters	Add Manually Bulk Upload	
0.0	Manage Sites and		

*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.

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

	Home	Current Student	s							
<b></b>	Calendars	The system h records as ap	The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.							
::	Class Reporting Manager		Ford Data in Oliver		A Durlingto Firm	A				
	Document Library	igin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action				
_						1				
:=	Manage Rosters	зу 15, 2024	Jun 4, 2024							
<b>Q</b> °	Manage Sites and					Ľ				

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



2. Scroll to the **Additional Information** section, then enter the date in the **End Date in Class** field. Then, click the **Update** button.

	Home	White Information Not Provided			
i	Calendars	<ul> <li>Parent / Guardian First Name</li> </ul>	* Parent / Guardian Last Name	* Relationship	
<u>.</u> ;	Class Reporting Manager	pOneTwo	IOneTwo	Mother	•
~	Decument Library	Parent/Guardian Email	* Parent/Guardian Zip Code		
	Document clorafy	testtest321@gmail.com	12323		
	Manage Rosters				
2°	Manage Sites and Classes	Additional Information			
<u></u>	Manage Users	Class	* Begin Date in Class	End Date in Class	-
\$	Payment Advices	Select an Option		Jun 13, 2024	
	Payment Holds				
<u> </u>	Requests	Cancel			Update
	Visit Reports				
6	Waiting Lists				Pri

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



#### **Managing Teachers**

To manage the teachers, perform the following steps:

1. Go to the **Class Reporting Manager** tab on the left panel.

Welco	ome to Vikhyat Test New Site P	rovider ID 168084		← Return to Pre-K provider list
٠	Home	Dashboard		
Ħ	Calendars	Important Communications		
89	Class Reporting Manager			
	Document Library	Upcoming Visits		>
≔	Manage Rosters	Critical Reporting Dates		\$
ò.	Manage Sites and Classes	Site Details		· )
	Visit Reports			
E	Waiting Lists	Classes	Rosters	Waiting List
01	Need Support?	Active Classes 5	Students Enrolled     0       Image: Teachers     8	🛗 Children Listed 🔋 1
		A		

You will be directed to the Class Reporting Manager page.

2. Click the **Manage** button on the desired Site tile.

Welco	ome to Vikhyat Test New Site	Provider ID 168084	← Return to Pre-K provider list
⋒	Home Calendars	Class Reporting Manager Select a site to access the student and teacher data.	
\$\$	Class Reporting Manager	Vikhyat Test New Site           Test, 123456789, Lko, GA, Appling,	
	Document Library	12345	
=	Manage Rosters	Name: Site	
ò.	Manage Sites and Classes	Site ID: 168084 Classes at this site: 5	
Ŵ	Visit Reports	Students at this site: 35	
Đ	Waiting Lists	Manage	
0	Need Support?		

You will be directed to the Site details page.





#### 3. Click the **Teacher Data** tab.

Welco	ome to Vikhyat Test New Site	Provider ID 168084   Return to Pre-K provider II
<b>☆</b>	Home Calendars	Class Reporting Manager Vikhyat Test New Site
\$;	Class Reporting Manager	
	Document Library	Student Data Teacher Data
≡	Manage Rosters	* Select School Year Select Student List
<b>ç</b>	Manage Sites and Classes	+ Add Student → Move + Add Returning Students
	Visit Reports Waiting Lists	Current Students
		The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.
	Need Support?	Select Last Name First Name Student Class Gender Begin Date in End Date in Attendance 🛕 Duplic

You will be directed to the Teacher details page.

# Adding a Teacher

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

1. On the **Teacher Data** tab, click the **+ Add Teacher** button.

ፌ	Home	Class I	Repoi	rting	Mana	ager							← Return to the
i	Calendars	sparkle /	Acadan	ıy									
\$;	Class Reporting Manager												
	Document Library	Student [	Student Data Teacher Data										
≔	Manage Rosters	* Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select	chool Year			_							= Filtor
<del>ç</del> ,	Manage Sites and Classes	+ Multi	ole Substit		+ Add	Addition	al Staff	+ Ad	d Teacher		ther Tyr	ne A Move	
<u></u>	Manage Users						- otan	1 710		nango roa			<b>U</b>
\$	Payment Advices	10000	7										
	Payment Holds	Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change
≏	Requests		Lead Teacher	Kant	Kamal	Jun 14, 2024			ECE Bachelor's Degree or Higher		2	•	Request
	Visit Reports	٩											Þ
	Waiting Lists	10000	9										

You will be directed to the Add Teacher page.



- 2. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
  - a. Enter the *First Name* in the **First Name** textbox.
  - b. Enter the *Last Name* in the **Last Name** textbox.
  - c. Enter the *value* in the PDS Number field.
     Note: Select the Teacher doesn't have a GaPDS Number checkbox if you don't have a PDS number.
  - d. Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
  - e. Click the **Search** button.

		Add Teacher
🔂 Home	н	
Calendars	C	Teacher Information
Class Reporting Manager	С	* indicates required field
Document Library	D	Search Teacher
Manage Rosters	N	* First Name * Last Name
Manage Sites and Classes	C	Teacher does not have a GaPDS Number
Manage Users	N	*DDS Number *Last 4 digits of SSN
Payment Advices	P	
Payment Holds	P	Search

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

3. Click the Add Teacher Manually button.

命	Home	Teacher Information	
	Calendars	* indicates required field	
<b>å:</b>	Class Reporting Manager	Search Teacher	
	Document Library	First Name	* Last Name
≡	Manage Rosters	greece	Desai
<b>%</b>	Manage Sites and Classes	Teacher does not have a GaPDS Number PDS Number	Last 4 digits of SSN     0.472
0)+	Manage Users		5475
\$	Payment Advices		Search
	Payment Holds		
Å	Requests	Add Teacher Manually	

The Teacher Information page will be displayed.



- 4. On the **Teacher Information** section, enter the following information:
  - a. Select the value in the **Teacher Type** drop-down list.
  - b. Enter the First Name in the First Name textbox.
  - c. Enter the *Last Name* in the **Last Name** textbox.
  - d. Enter the *nine-digit SSN* in the **Social Security Number** field.
  - e. Enter the email address in the Email Address field.
  - f. Select the *value* in the **Credential** drop-down list.
  - g. Enter the *value* in the **Creditable Years of Experience** field.

	Calendars			
	Class Reporting Manager	Teacher Information		
		* indicates required field		
	Document Library	* Teacher Type		
	Manage Rosters	Select Teacher Type		*
	Manage Sites and	* First Name	* Last Name	
	Classes	greece	Desai	
•	Manage Users	I do not have PDS		
	Payment Advices	Georgia Professional Development System Number	* Social Security Number	* Email Address
		/	Enter 9 digit SSN	1
	Payment Holds	* Credential	Credential Effective Date	<ul> <li>Professional Standards Commission Certificate Number</li> </ul>
	Requests	Select Credential	•	6
1	Visit Reports	Degree	* Creditable Years of Experience	
		Select Degree	1	

- 5. On the Assign Teacher to the Class section, enter the following information:
  - a. Select the *class* in the **Class ID** drop-down list.
  - b. Select the *date* in the **Begin Data** field.
- 6. After updating all the details, click the **Save** button.

	Å	* Credentiai	Credential Effective Date	Number
		Select Credential		
命	Home	Degree	Creditable Years of Experience	
Ē	Calendars	Select Degree 💌		
*	Class Reporting Manager	Fluent in Other Languages  Yes No		
	Document Library			
=	Manage Rosters	Assign Teacher to a Class		
	Managa Sites and	Provider Legal Name	Site Name	* Class ID
8.	Classes	Vikhyat Mehra Legal Owner	Vikhyat Test New Site	Select Class ID 👻
0)+	Manage Users	* Begin Date	End Date	
	manage ever	-	<b></b>	
6	Payment Advices			
	Payment Holds			
	Requests	Cancel		Save
	Visit Reports			

*After saving, a success message will be displayed on the page.



#### Moving a Teacher

The Move Teacher feature allows you to transfer a teacher to another site or another class.

To move a teacher, perform the following steps:

 On the **Teacher Data** tab, select the **Teacher** of a particular class to move, then click the → Move button.

	Home Calendars	Class Reporting Manager sparkle Acadamy	← Return to
3	Class Reporting Manager		
2	Document Library	Student Data Teacher Data	
≡	Manage Rosters	Select School Year	= Filtor
20	Manage Sites and Classes	+ Multiple Substitutes Used + Add Additional Staff + Add Teacher # Change Teacher Tung + Move	a Print
2;+	Manage Users	T multiple dubativates used T Aud Auditionial Stain T Aud reacties (2) Change reacties type (3) move	e rinn
ŝ	Payment Advices		
	Payment Holds	Select Teacher Last First Start End PDS Credential ECE CYE 2 Year Degree Type Name Name Date Date # Degree Grandfathered	Request CYE Change
≙	Requests	Lead Kant Kamal Jun 14, ECE Bachelor's 2 Teacher 2024 Degree or Hinher	Request
Ż	Visit Reports	- Tagnet	

The Move Teachers pop-up window will be displayed.

2. Select the **Teacher** you wish to move. Based on the selection, you must do one of the following:



- a. If you select the Move to Another Site radio button:
  - i. Select the *site* from the Select the site to which the teacher(s) will be moving drop-down list.



#### ii. Click the **Submit** button.

* Sele	Move Teachers	
202	You have selected to move the teacher. Please select below if you are moving the teacher to another class or to another site.	
+ N	Move to Another Site     Move to Another Class	Teacher
100	• Select the site to which the teacher(s) will be moving	
	Select site 🔹	
Sele		PDS
	Cancel Submit	

*After saving, a success message will be displayed on the page and the site changes of the selected teachers will be reflected under the Teacher Data tab.

- b. If you Select the Move to Another Class, then;
  - i. Select the *class* from the **Select the class to which the teacher will be** moving drop-down list.
  - ii. Select the *teacher* from the **Teacher Type** drop-down list.
  - iii. Select the *date* in the **Teacher Begin Date in New Class** field.
  - iv. Select the *date* in the **Teacher End Date in Current Class** field.**Note**: Teacher End Date in Current Class should be on or after the Teacher Begin Date in the New Class.
  - v. Click the **Submit** button.

	Move Teachers	
Stud	You have selected to move the teacher. Please select below if you are moving the teacher to another class or to another site.	
* Sele 202	Select the class to which the teacher will be moving     Select class	
+ N	*Teacher Type	Teacher
100 Sele	* Teacher Begin Date in New Class	PDS
	* Teacher End Date in Current Class	
100	Jun 17, 2024	
Sele	Cancel	nd Date

*After saving, a success message will be displayed on the page and the class changes of the selected teachers will be reflected under the Teacher Data tab.



### Changing a Teacher Type

You can change the Teacher type, allowing you to switch roles between teachers such as Assistant Teacher and Lead Teacher, as needed.

To change a teacher type, perform the following steps:

1. On the **Teacher Data** tab, click the checkbox to select the **Teacher**, then click the **Change Teacher Type** button.

6	Home	Class F	Reporting	Manage	er				+	Return to the
=	Calendars	Vikhyat 1	Test New Site							
	Class Reporting Manager									
	Document Library	Student D	ata Teacher Data							
=	Manage Rosters	* Select So	hool Year							
<u>%</u>	Manage Sites and Classes	2023-20	024	•	tional Staff	Add Teacher	Change Teacher T	ing a Mai		Filter
2)+	Manage Users	+ Mulu	Se Substitutes Osea	+ Add Addi		Add reacher	Change reacher is			e Print
\$	Payment Advices	112234	Tanahar Tuna	Last Name	Circl Name	Start Data	End Data	005 #	Credential	FOF D
•	Payment Holds	Select	Lead Teacher	Last Name	First Name	Start Date	Lup 5, 2024	PDS#	Insufficient	ECE De
Š	Requests		Lead reacher	reacher	Test	may 29, 2024	Jun 5, 2024		insurficient	

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

- 2. To change the Teacher Type, enter the following information:
  - a. Select the *type* from the **Teacher Type** drop-down list.
  - b. Select the *date* in the **Effective Date** field.
  - c. Click the **Save** button.

							×				
	Home	Clas		Change T	eacher Type						← Return to the I
	Calendars	Vikhya	* indicates required fie	ld							
			* Teacher Type			* Effective Date					
	Document Library	Stud	Assistant Teacher		-	Jun 27, 2024	Ē				
=	Manage Rosters	* Sele	Comments								, <b>⊒</b> Filter
<u>&amp;</u>	Manage Sites and Classes	+ N					.li	Teacher Type			a Print
00*	Manage Users										(y)
6	Payment Advices	112 Selec	t Teacher Type	Last Name	First Name	Cancel Start Date	Save	Date	PDS #	Credent	ial ECE De

*A success message will be displayed on the page, and the Teacher Type along with the Effective Date of the change will be shown in the Teacher Data section.



### Adding the 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 the additional staff to the site, perform the following steps:

1. On the **Teacher Data** tab, click the **+ Add Additional Staff** button.

	Î	Class	Repor	ting	Manag	ger							← Return	to the
습	Home	Clock To	wer											
Ħ	Calendars													
<b>:</b> ;	Class Reporting Manager	Student	Data Teache	er Data										
	Document Library	* Select S	ichool Year											
≡	Manage Rosters	2023-2	2024			•							, <b>⊒</b> Filte	r
ç	Manage Sites and Classes	+ Mult	iple Substitu	tes Used	+ Add A	dditional	l Staff	+ Add	Teacher	Change Teacl	ner Type	e → Move	ē	Print
<u>8</u> †	Manage Users	10002	6											
\$	Payment Advices	Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change	Te
	Payment Holds		Additional	Staff	additional	Apr	May						Request	
≙	Requests		Staff			18, 2024	10, 2024							
Ż	Visit Reports		Assistant Teacher	TDTY	TERS	Apr 30,			GaPSC Teaching	Montessori Diploma	3	•	Request	
B	Waiting Lists					2024			Certificate, T5 or higher					

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

2. Click the **Continue** button.



You will be directed to the Additional Staff page.

- 3. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
  - a. Enter the *First Name* in the **First Name** textbox.



- b. Enter the *Last Name* in the **Last Name** textbox.
- c. Enter the *value* in the PDS Number field.
   Note: Select the Teacher does not have a GaPDS Number checkbox if you do not have a PDS number.
- d. Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
- e. Click the Search button.

	A	<b>Class Reporting Manager</b>		← Ret
슶	Home			
İ	Calendars	Additional Staff		
<b>:</b>	Class Reporting Manager	Taashas Information		
	Document Library	reacher mormation		
=	Manage Rosters	* indicates required field		
ç	Manage Sites and Classes	* First Name	* Last Name	
2)+	Manage Users			
s	Payment Advices	Teacher does not have a GaPDS Number *PDS Number	Last 4 digits of SSN	
	Payment Holds			
≏	Requests			
Ż	Visit Reports			Search
	Waiting Lists			

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

4. Click the Add Teacher Manually button.

		A				
			* First Name		* Last Name	
습	Home		Sam		Peter	
iii	Calendars		Teacher does not have a GaPDS Number			
			* PDS Number		*Last 4 digits of SSN	
**	Class Reporting Manager		4568336		1245	
	Document Library					
≔	Manage Rosters					Search
<u>_</u>	Manage Sites and					
20	Classes		A This search query did not yield a tea	cher in GaPDS.		
00+	Manage Users		Please confirm the information with your teach create an account and direct the teacher to er	ner. If the teacher is r nroll in the GaPDS. Cl	not enrolled in the GaPDS, share this tuto ick the "Add Teacher Manually" button b	orial <u>click here</u> on how to below to continue adding
5	Payment Advices	Ι.	the teacher without a GaPDS number.			
	Payment Holds		Add Teacher Manually			

You will be directed to the Additional Staff page.

5. In the **Teacher Information** section, enter the following information:



- a. Enter the First Name in the First Name textbox.
- b. Enter the *Last Name* in the **Last Name** textbox.
- c. Enter the *nine-digit SSN* in the **Social Security Number** field.

•	Î	<b>Class Reporting</b>	Manager		← Return to the lis
甸	Home				
	Calendars	Additional Staff			
<b>8</b> :	Class Reporting Manager				
	Document Library	Teacher Information			
=	Manage Rosters	* indicates required field			
		* Teacher Type			
<b>ç</b> .	Classes	Additional Staff			*
0)+	Manage Users	* First Name	* Last Name	*Last 4 digits of SSN	
		Sam	Peter		
\$	Payment Advices	Teacher does not have a G	aPDS number		
D	Payment Holds	Georgia Professional Developmen Number (GaPDS#)	t System Email Address		
₫	Requests	4568336			
	Visit Reports	Additional Comments			
B	Waiting Lists				Pr

- 6. On the Assign Teacher to the Class section, enter the following information:
  - a. Select the class in the Class ID drop-down list.
  - b. Select the *date* in the **Begin Data** field.
- 7. Click the **Save** button.

습	Home	Georgia Professional Development System Number (GaPDS#) Ernail Address 4568336	
İ	Calendars	Additional Comments	
\$:	Class Reporting Manager		
	Document Library		
=	Manage Rosters	Assign Teacher to a Class	
ç.	Manage Sites and Classes	Provider Legal Name         Site Name           Vikhyat Mehra Project Director         Clock Tower	Class ID Select Class ID
<u>8</u> †	Manage Users	* Begin Date End Date	<b>a</b>
5	Payment Advices		
۲	Payment Holds		
≙	Requests	Cancel	Save
	Visit Reports		

*After saving, a success message will be displayed on the page.



### 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 **Teacher Data** tab, click the checkbox to select the teacher, then click the **Multiple Substitutes Used** button.

습	Home	Class Reporting Manager	← Return to the list
	Calendars	Clock Tower	
\$;	Class Reporting Manager		
	Document Library	Student Data Teacher Data	
≡	Manage Rosters	Select School Year	= Filter
ç.	Manage Sites and Classes	+ Multiple Substitutes Used + Add Additional Staff + Add Teacher & Change Teacher Type → Move	Print
<u>8</u> †	Manage Users		
\$	Payment Advices		
	Payment Holds	Select leacher Last First Start End PDS Credential ECE CYE 2 Year Degree Type Name Name Date Date # Degree Grandfathered	CYE Or Change
≙	Requests	Additional Staff additional Apr May	Request
Ì	Visit Reports	2024 2024	

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

- 2. Select the *date* in the **Effective Date** field.
- 3. Click the **Confirm** button.

Replace with MSU	U
* indicates required field	
Replacing Teacher Name: additional Staff	
* Former Teacher End Date	
Jun 26, 2024	Ê
Substitute Teacher(s) Start Date	
Jun 27, 2024	<b></b>
	Cancel

*A success message will be displayed on the page.



### **Closing a Teacher**

As a Site Director, 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.

Class Reporting Manager													← Return f
Bakingo Acadamy													
Jakingu	Acauan	iy											
	_												
Student	Data Teach	er Data											
* Select	School Year												
2024-	2025				Ŧ								J# Filter
Multiple Substitutes Lised					+ 44	ld Teacher			-> Maya				
			T Add	Addition		T Au	iu reacher						
null													
Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
	Assistant	Testet	akhill	Jul 1,	Jul		Non-ECE	Associate	2		Request		
	Teacher			2024	24, 2024		Bachelor's Degree or	Degree with ECE Major					¥.

*The Edit Teacher page will be displayed.

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

					← Return to Pre-K provide
Associate Degree with ECE Major					
Email Address		Creditable Years of Experience			
trsexdgrf@fmsadas.comm		2			
Ruent in Secondary Language ⊇ Yes ● No					
Assign Teacher to a Class		Site Name		Class ID	
John Doe		Bakingo Acadamy		Select Class ID	*
Begin Date		End Date			
Jul 1, 2024	=	Jul 24, 2024			
Comments			Ť		
Cancel					Save

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



### Filtering a Teacher

To search for a particular teacher, perform the following:

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

습	Home	Class Reporting Manager	← Return to the list
Ħ	Calendars	Clock Tower	
<b>8</b> :	Class Reporting Manager		
	Document Library	Student Data Teacher Data	
≔	Manage Rosters	* Select School Year	= Filter
ç	Manage Sites and Classes	+ Multiple Substitutes Used + Add Additional Staff + Add Teacher ∰ Change Teacher Type → Move	- Print
<u>o</u> t	Manage Users		
\$	Payment Advices		
	Payment Holds	Select Teacher Last First Start End PDS Credential ECE CYE 2 Year Degree Type Name Name Date Date # Degree Grandfathered	Request Te CYE On Change
₫	Requests	Additional Staff additional Apr May Staff 18, 10,	Request
Ċ	Visit Reports	2024 2024	-

A pop-up will be displayed with the available filter options.

Enter or select the required fields, then click the Show Results button.
 Note: You can use the Reset button to reset the filter options.

<u>ک</u>	Home	+ Mult	inle Substitutes Lised	🛨 Add Additio	nal Staff	dd Teacher	Change	Class ID
₩	Calendars							Select Class ID 👻
::	Class Reporting Manager	11223	4					First Name
	Document Library	Select	Teacher Type	Last Name	First Name	Start Date	· · ·	Enter First Name
_			Lead Teacher	Teacher	Test	May 29, 2024		Last Name
=	Manage Rosters		Assistant Teacher	Waiver	Teacher	Jun 4, 2024	1	Enter Last Name
ç.	Manage Sites and Classes	٠					_	SSN
<u>8</u> †	Manage Users	11223	5					Enter SSN
डि	Payment Advices	Select	Teacher Type	Last Name	First Name	Start Date	End Da	Teacher Type
•	Payment Holds		Lead Teacher	Teacher Two	Test	May 30, 2024	Jun 6,	Select Teacher Type 🔻
≙	Requests		Lead Teacher	Dsf	fdsf	Jun 14, 2024	1	PDS#
Ŷ	Visit Reports		Assistant Teacher	Xcv	сх	Jun 14, 2024		
1	Waiting Lists							Show Results Reset



# MANAGING WAITING LIST

A student waiting list is to maintain an organized queue of students seeking enrollment, however, they cannot be accommodated immediately due to limited availability. It helps manage demand for limited spots and facilitates transparency in the enrollment process.

To manage the Student Waiting List, perform the following steps:

1. Go to the **Waiting Lists** tab on the left panel.

<u>ي</u> ا	Manage Users Payment Advices	Service Features					
	Payment Holds	Sites and Classes	5	Rosters		Payment	
<u>~</u>	Requests Visit Reports	<ul><li>active Sites</li><li>active Classes</li></ul>	42 12	Students     Teachers     Weitert	9 26	<ul> <li>Last Payment Amount</li> <li>Last Payment Date</li> </ul>	<b>\$0</b> 5/16/2024, 7:32 AM
E0	Waiting Lists Waivers	My Recent Application		iii watust	12		
Ø	Waivers						

You will be directed to the Waiting List > Student Waiting Lists page.

89	Class Reporting Manager			
	Document Library	Waiting List	Archive Students + Add Student to Waiting List	
≡	Manage Rosters	Student Waiting Lists		
ò.	Manage Sites and Classes	* indicates required field		
2	Manage Users	Select School Year		
5	Payment Advices	2023-2024 👻		
D	Payment Holds	Provider Details		
≙	Requests	Legal Name Address Vikhyat Mehra Project Director Clock Tower, Tower Baker, 53322	Phone er-2, Amalapuram, AP, (544) 321-7897	
Ż	Visit Reports			
6	Waiting Lists	Archived Students (1)	View Archived Students	
$\oslash$	Waivers	Archiving students removes them from the waiting list and save	es their details for future reference.	
01	Need Support?	Waiting Lists per Site		Privacy - Termo



### Adding a Student from the Waiting List

The Adding Student from the 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:

- On the Waiting List > Student Waiting Lists page, scroll to the Waiting Lists per Site section.
- 2. Select the *Site* from the **Select Sites** drop-down list.

**Note**: You can select multiple sites.

		- Select school teel
ej.	Manage Users	2023-2024
\$	Payment Advices	💼 Provider Details
	Payment Holds	Legal Name Address Phone Vikhvat Mehra Project Director Clock Tower-2 Amalapuram AP (544) 321-7897
₫	Requests	Baker, 53322
<b>∑</b>	Visit Reports	
0	Waiting Lists	Archived Students (1) View Archived Students
Ø	Waivers	Archiving students removes them from the waiting list and saves their details for future reference.
	Need Support? Contact Pre-K 🗗	Waiting Lists per Site
Phon +1.80	e 00 413 9935	Site Name 2
Emai	1	Site Name 1
GAP	REK.Support@decal.ga.gov	Red Bridge
		Clock Tower Priner

Selected Site(s) will be displayed as sections with a list of waiting list students.



- 3. On the Site [Site Name] section (The Site name is Clock Tower in this scenario), click the checkbox to select the required students.
- 4. Click the Move Students to Class Reporting Manager button.

At Manage Users	Waiting Lists per Site			
Payment Advices				
Payment Holds	Select Sites			
📥 Requests	Clock Tower			
Visit Reports				
- Waiting Lists	Clock Tower			
Waivers	Kids Listed Status 4	Move Students to Clas	s Reporting Manager	
Need Support?	Select Last First DOB Gender Phone Name Name	Email Id Entere On	d Last Last Modified Modified By Date	*
Contact Pre-K	Student Rajat Jun 6, 2019 Male	vikhyat.mehr@mtxb2b.com Jun 14 2024	I, Pranay Jun 15, Kasliwal 2024	
<u>+1 800 413 9935</u> Email	Student Abdul Jun 6, 2019 Male	vikhyat.mehra@mtxb2b.com Jun 14 2024	I, Pranay Jun 15, Kasliwal 2024	
GAPREK.Support@decal.ga.gov	JACK JACK Jul 14, 2018 Female (916) 123-4371	tye56@g.com Mar 2 2024	8, Vikhyat May 28, Mehra 2024	Privacy - Terms

The Move Students to Class Reporting Managers pop-up window will be displayed with the selected student(s) information as tile(s).

e-K Program		Notification	
Ν	love Students to Class Reporting Manager	]	
Selected Students Information			
* Indicates required field			
Abdul Student vikhyat.mehra@mtxb2b.com    Jun 6, 2019			
Additional Information			>
Rajat Student vikhyat.mehr@mtxb2b.com    Jun 6, 2019			
Additional Information			>
		Cancel	Confirm Mov
Student /	Abdul Jun 6, 2019 Male v	ikhyat.mehra@mtxb2b.cc	m Jun 14,



5. On the required student tile, click the arrow to expand the Additional Information section.

logram	Notifications	×	J
Move Students to Class Report	ing Manager		le
elected Students Information			
Indicates required field			l
Abdul Student vikhyat.mehra@mtxb2b.com    Jun 6, 2019			
Additional Information		>	l
	1		l
Rajat Student vikhyat.mehr@mtxb2b.com    Jun 6, 2019			in
Additional Information		>	Į
			lif

- 6. In the **Additional Information** section, enter the following information:
  - a. Enter the *nine-digit SSN* in the Social Security Number textbox.
     Note: Check the SSN Not available checkbox, if you don't have a Social Security Number.
  - b. Select the *value* in the **Multi-birth** drop-down list.
  - c. Select the Yes or No radio button for the Transportation option.
  - d. Select the Yes or No radio button for the Socioeconomic Category option.
  - e. Select the *Yes or No* radio button for **Does this child receive Special Education Services** option.

Beorgia's	<b>L</b> O	VD Vikhyat N
Move Students to Class Reporting Manager		
Selected Students Information		
* Indicates required field		
Student Fourteen		
testr45@g.com    Jul 25, 2018		
Additional Information		~
SSN Not available		
Social Security Number     Multi-birth		
Enter 9 digit SSN Select Multi-birth		
* Transportation		
Yes No		
* Socioeconomic		
Category 1 Category 2		
* Does this child receive Special Education Services?		
Ves No		
	Cancel	Confirm Move
	Cancel	Committee Wove



- f. Select the *Yes or No* radio button for **Is this child in a blended Head Start/Pre-K classroom** option.
- g. Select the *value* in the **Ethnicity** drop-down list.
- h. Select the *value(s)* under the **Race** options.

ory 2				
cial Education Services?				
ad Start/Pre-K classroom?				
•				
skan Native 🗌 Asian 🗌 Black	k or African Americ	an		
ner Pacific Islander White	Information Not	Provided		
g le	gory 2 ecial Education Services? lead Start/Pre-K classroom?	gory 2 ecial Education Services? lead Start/Pre-K classroom?	gory 2 ecial Education Services? lead Start/Pre-K classroom?	gory 2 ecial Education Services? lead Start/Pre-K classroom?

- 7. On the **Class Details** section, select the *class* in the **Select a Class** drop-down list.
- 8. Click the **Save** button.

				VD
	Move Students	to Class Report	ting Manager	
U 165 U 190				
Is this child in a blended Head Sta	art/Pre-K classroom?			
Yes No				
* Ethnicity				
Select Ethnicity				
one channely				
* Race				
American Indian or Alaskan	Native Asian	Black or African A	American	
Net all a literation of the D			No. Desided	
Native Hawaiian or Other Pa	acific Islander 📃 W	hite Informatio	n Not Provided	
Native Hawaiian or Other Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient Patient PatientPatient Patient Patient Patient Patient Patient Patient Pat	acific Islander 🗌 W	hite 🗌 Information	n Not Provided	
Native Hawaiian or Other Pa Class Details	acific Islander 🗌 W	hite 🗌 Information	n Not Provided	
Native Hawaiian or Other Pa Class Details	acific Islander 🗌 W	hite 🗌 Information	n Not Provided	
Native Hawaiian or Other Pa Class Details Select a Class	acific Islander 🗌 W	hite 🗌 Information	n Not Provided	
Autive Hawaiian or Other Pa	acific Islander 🗌 W	hite 🗌 Informatio	n Not Provided	
Autive Hawaiian or Other Pa  Class Details  Select a Class Select Class	acific Islander ☐ W	hite 🗌 Informatio	n Not Provided	
Autive Hawaiian or Other Pa  Class Details  * Select a Class Select Class	acific Islander 🗌 W	hite 🗌 Informatio	n Not Provided	Save
Autive Hawaiian or Other Pa Class Details Select a Class Select Class	acific Islander 🗌 W	hite 🗌 Informatio	n Not Provided	Save
Autive Hawaiian or Other Pa Class Details  Select a Class Select Class	acific Islander 🗌 W	hite 🗌 Informatio	n Not Provided	Save
Autive Hawaiian or Other Pa Class Details  Select a Class Select Class	acific Islander 🗌 W	hite 🗌 Informatio	n Not Provided	Save
Autive Hawaiian or Other Pa Class Details  Select a Class Select Class	acific Islander 🗌 W	hite 🗌 Informatio	n Not Provided	Save

*After saving, a success message will be displayed on the page.



Once all the students' additional information is updated and saved, then the **Confirm Move** button will be enabled,

9. After saving all the students' additional information, click the **Confirm Move** button.

			12		_
	Move	e Students to Class R	eporting Manager		
Not Hispanic/Latino	•				
* Race					
American Indian or Alas	kan Native	Asian Black or Af	rican American		
Native Hawaiian or Other	er Pacific Isla	nder White Info	rmation Not Provided		
_					
Class Details					
* Select a Class					
112235	-				
* Begin Date in Class		End Date in Class			
* Begin Date in Class	蔷	End Date in Class	â		
• Begin Date in Class Jun 13, 2024	Ë	End Date in Class Jun 28, 2024	Ê		
• Begin Date in Class Jun 13, 2024	ä	End Date in Class Jun 28, 2024	ä	_	
•Begin Date in Class Jun 13, 2024	Ħ	End Date in Class Jun 28, 2024	ŝ	Save	
• Begin Date in Class Jun 13, 2024	Ë	End Date in Class Jun 28, 2024	ä	Save	
• Begin Date in Class Jun 13, 2024	ä	End Date in Class Jun 28, 2024	ä	Save	
• Begin Date in Class Jun 13, 2024	ä	End Date in Class Jun 28, 2024	n	Save	

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



# Adding a Student to the Waiting List

To add a student to the Waiting List, perform the following steps:

 On the Waiting List > Student Waiting Lists page, click the +Add Student to Waiting List button.

ç	Manage Sites and Classes	Waiting List		Archive Students + Add Student to Waiting List
); De	Manage Users	Student Waiting Lists		
6	Payment Advices			
	Payment Holds	* indicates required field		
Ō	Requests	* Select School Year		
	Visit Reports	2023-2024		
5	Waiting Lists	Provider Details		
0		Legal Name	Address	Phone

You will be directed to the Waiting List > Add Student page.

<u>8</u> †	Manage Users	
5	Payment Advices	Waiting List        ← Return to the list
۲	Payment Holds	Add Student
≙	Requests	
	Visit Reports	Select a method to Add Students       Add Manually       Bulk Upload
6	Waiting Lists	* indicates required field
Ø	Waivers	Site Details
	Need Support?	*Select a Site
	Contact Pre-K	Select Progress 👻
Phor	ne	Student Information



2. On the Site Details section, select the *site* in the Select a Site drop-down list.

ð	Manage Users		
5	Payment Advices	Waiting List	← Return to the list
۲	Payment Holds	Add Student	
Ă	Requests		
	Visit Reports	Select a method to Add Students           Add Manually         Bulk Upload	
6	Waiting Lists	* indicates required field	
Ø	Waivers	Site Details	
Phon	Need Support? Contact Pre-K 관	Select a Site  Select Progress    Student Information	

- 3. In the **Student Information** section, enter the following information:
  - a. Enter the *First Name* in the **First Name** textbox.
  - b. Enter the *Middle Name* in the **Middle Name** textbox.
  - c. Enter the *Last Name* in the **Last Name** textbox.
  - d. Select the *date* in the **Date of Birth** field.
  - e. Select the Yes or No radio button for the Multilingual Lerner option.
  - f. Enter the *address* in the **Address** section.

Payment Advices	Student Information			
Payment Holds	*First Name	* Middle Name	* Last Name	
📥 Requests				
Visit Reports		No Middle Name on Doo	cumentation	
🔥 Waiting Lists	Name Suffix	*Date of Birth	Gender Select Progress	•
🧭 Waivers	*Multilingual Learner Yes No			
Need Support?	Last 4 digits of SSN			
Contact Pre-K	Address			
Phone +1 844 480 2029	*Street Address - 1	Street Address - 2	• City	
Email	* County of Residence	State	* Zip Code	
blek@decal.ga.gov	Select Progress	▼ GA		Prixey - Terms



- 4. On the Parent/Guardian Information section, enter the following information:
  - a. Enter the *First Name* in the **Parent/Guardian First Name** textbox.
  - b. Enter the *Last Name* in the **Parent/Guardian Last Name** textbox.
  - c. Select the Relationship in the Relationship drop-down list.
  - d. Enter the *Email Address* in the **Parent/Guardian Email** textbox.
  - e. Enter the *Zip Code* in the **Parent/Guardian Zip Code** field.

=	Manage Kosters	Parent/Guardian Information	
8.	Classes	*Parent/Guardian First Name *Parent/Guardian Last Name *Relationship	
2:	Manage Users	Select Relationship	¥
6	Payment Advices	Parent/Guardian Email Address     Parent/Guardian Zip Code	
۲	Payment Holds		
≙	Requests	Additional Contact Person Information	

- 5. On the Additional Contact Person Information section, enter the following information:
  - a. Select the *date* in the **Date Started on the Waiting List** field.
  - b. Select the *year* in the **Select School Year** drop-down list.
- 6. Click the **Save** button.

\$	Payment Advices				
	Payment Holds	Additional Contact Person I	nformation		
₫	Requests	Parent/Guardian First Name	Parent/Guardian Last Name	Relationship	
Ż	Visit Reports			Select Relationship	•
6	Waiting Lists	Parent/Guardian Email Address	Parent/Guardian Zip Code		
Ø	Waivers				
		* Date Started on Waiting List	* Select School Year		
01	Need Support?	Jun 29, 2024	Select School Year	Ŧ	
	Contact Pre-K 🗗				
Phon	ie				
<u>+1 80</u>	00 413 9935	Save and Add			Save
Emai	1	- Save and Add			- 5846

*After saving, a success message will be displayed on the page and the student record will be moved from the Students Waiting List to the Current Students List.



## Archiving a Student

To archive a student, perform the following steps:

1. On the Waiting List > Student Waiting Lists page, scroll to the **Waiting List per Site** section and click the checkbox to select the **student**.

Î	Î	Archiving	students r	emoves them	from the waiting	g list and sa	ves their deta	ils for future reference.				
Home	V	Vaiting Li	sts nor	Site								
Calendars	Ľ	varang E	sts per t	one								
Class Reporting		Select Sites	5									
Manager		Select Si	ites			*						
Document Library		Vikhyat T	est New Sit	te 🗙								
Manage Rosters		Vikhyat Te	st New Sit	te								
Manage Sites and		,,										
Classes		Kids Listed	d Statu	2L					Move Stu	udents to Class	Reporting Manag	ler
Manage Users												
Payment Advices		Select La	st Name	First Name	DOB	Gender	Phone	Email Id	Entered On	Last Modified By	Last Modified Date	Action
Payment Holds		<b>b</b> 0	neTwo	aOneTwo	May 1, 2019	Male		test321@gmail.com	May 24, 2024	Vikhyat Mehra	May 28, 2024	/
Requests		Co.	me	Vikhust	May 2 2019	Mala		vikhvat mahra@mtvh?h.com	May 15	Vikhuat	May 29, 2024	

2. Scroll up, then click the **Archive Students** button.

Home	Waiting List Archive Students + Add S	itudent to Waiting Lis
Calendars	Student Waiting Lists	
Class Reporting Manager	* indicates required field	
Document Library	* Select School Year	
Manage Rosters	2023-2024 👻	
Manage Sites and Classes	Provider Details	
Manage Users	Vikhyat Mehra Legal Owner Clock Tower, Amalapuram, AP, Baker, 53322 (544) 321-7897	
Payment Advices		
Payment Holds	Archived Students (1)	nived Students
Requests	Archiving students removes them from the waiting list and saves their details for future reference.	
Visit Reports	Waiting Lists per Site	

The Archive Students pop-up window will be displayed.



3. On the Archive Students pop-up window, click the radio button to select the **appropriate reason** for archiving the student, then click the **Confirm Move** button.

			Archive St	tudents									
ndicates requi	red field												
select one of the	e following reasons for a	rchiving the student from	n the waiting list										
Enrolled in Pre	ogram												
Family Withda	rew												
Could not Contact													
					Other								
Other													
Other	nts Information First Name	DOB	Gender	Phone	Email Id	Entered On							
Other elected Studer .ast Name xOneTwo	nts Information First Name aOneTwo	DOB May 1, 2019	Gender Male	Phone	Email Id test321@gmail.com	Entered On May 24, 2024							
Other elected Studer ast Name sOneTwo	The Information First Name aOneTwo	DOB May 1, 2019	Gender Male	Phone	Email Id test321@gmail.com	Entered On May 24, 2024							

*The student data archived successfully message will be displayed on the page, and the student record will be moved from the waiting list to the Archive List.

# **VIEWING ROSTER**

The purpose of viewing rosters is to know the updated student enrollment information, ensuring that all records are current and complete.

To view the rosters, perform the following steps:

1. Go to the Manage Rosters tab on the left panel.

ć	Georgia Dept of Early Care and Learning Pre-K. Program		Notifications	VD Very New Site Director 🔻
Welco	me to Vikhyat Test New Site Pro	ovider ID 168084		← Return to Pre-K provider list
	Home	Dashboard		
Ħ	Calendars	Important Communications		
89	Class Reporting Manager			
	Document Library	Upcoming Visits		>
≔	Manage Rosters			
	Manage Sites and	Critical Reporting Dates		>

You will be directed to the Manage Rosters page.

2. Click the **Manage** button on the desired site tile.



G	Georgia Dept of Early Care and Learning Pre-K Program		Notifications
Welco	ome to Vikhyat Test New Site Pr	ovider ID 168084	← Return to Pre-K provider list
슶	Home	Manage Rosters	👼 Print Rosters
Ħ	Calendars	Select a site to access the roster.	
8	Class Reporting Manager	Vikhyat Test New Site Test, 123456789, Lko, GA, Appling,	
	Document Library	12345	
<b>=</b>	Manage Rosters	Program Legal Vikhyat Test New Name: Site	
<b>ç</b> ,	Manage Sites and Classes	Classes at this site: 5 Students in the Current Roster: 12	
	Visit Reports	Roster Status	
Đ	Waiting Lists	Manage	
	Need Support?		
Phor	Contact Pre-K		Piter - Teres

The selected Site details page > Student Roster tab will be displayed allowing you to view the Student Roster Details.

企	Home	Manage Rosters
	Calendars	Late Start Request Late Roster Submission Request
89	Class Reporting Manager	Clock Tower
	Document Library	
≔	Manage Rosters	Student Roster
ç.	Manage Sites and Classes	School Year: 2023-2024 Site Roster Status: Not Submitted Roster: FY24 Roster Cycle 4 Class Roster Submission Count: 0/2
<u>e</u> ;	Manage Users	Count Date: Jun 23, 2024 Roster Due Date: Jun 29, 2024
\$	Payment Advices	Print Submit All Rosters
	Payment Holds	Lead Teacher: Total Students: 1 Category 1 with Transportation: 0 Assistant Teacher:
Ŧ	Requests	Class ID: 100018 Category 2 with Transportation: 0 Roster Due Date: Jun 12, 2024
$\square$		

On the Student Rosters tab, the Roster details will be displayed.

**Note**: Rosters are generated based on the Roster Due Date.



	Home	M	lanage Ro	Late Roster Sul	omission Request				← Return to th	he
	Class Reporting Manager	т	at Site 1				Q		, <b>≡</b> Filte	er
	Document Library									
	Manage Rosters		Student Roster							
	Manage Sites and Classes		School Year: 2023-	2024 Si	te Roster Status: Not	Submitted Ro	oster: FY24 Roster Cycl	le 4 Class Rost	ter Submission Count: 0/2	
	Manage Users		Count Date: Jun 23,	2024 Re	oster Due Date: Jun 29	9, 2024				
	Payment Advices		Subir	III All Rosters						
	Payment Holds		Lead Teacher:	To	tal Students: 13	Categ	gory 1 with Transportati	on: 0 Assistant Teache	er:	
	Requests		e Print Su	bmit Roster	ategory 2 with Transpo	rtation: 1 Roste	er Due Date: Jun 27, 20	24		
	Visit Reports									
			Look Manage	Elect Manage	Churdent ID	Canadaa	Denia Data	Fed Data	Dunliante Flan	
			Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag	
	Class Reporting Manager		Last Name	First Name First Name	Student ID Student ID	Gender Gender	Begin Date Begin Date	End Date End Date	Duplicate Flag Duplicate Flag	
	Class Reporting Manager Document Library		Last Name Last Name Caleb	First Name First Name Aria	Student ID Student ID 0043659	Gender Gender Male	Begin Date Begin Date Jun 10, 2024	End Date End Date Jun 26, 2024	Duplicate Flag Duplicate Flag	
•	Class Reporting Manager Document Library Manage Rosters		Last Name Last Name Caleb Core	First Name First Name Aria Intel	Student ID  Student ID  0043659  0043662	Gender Gender Male Male	Begin Date Begin Date Jun 10, 2024 May 27, 2024	End Date End Date Jun 26, 2024 Jun 26, 2024	Duplicate Flag Duplicate Flag	
	Class Reporting Manager Document Library Manage Rosters Manage Sites and		Last Name Last Name Caleb Core Core	First Name First Name Aria Intel Intel	Student ID           Student ID           0043659           0043662           0043663	Gender Gender Male Male Male	Begin Date           Begin Date           Jun 10, 2024           May 27, 2024           Jun 03, 2024	End Date End Date Jun 26, 2024 Jun 26, 2024 Jun 26, 2024	Duplicate Flag Duplicate Flag	
	Class Reporting Manager Document Library Manage Rosters Manage Sites and Classes		Last Name Last Name Caleb Core Core DUDU	First Name First Name Aria Intel Intel BUBU	Student ID           Student ID           0043659           0043662           0043663           0043663	Gender Gender Male Male Male Female	Begin Date           Begin Date           Jun 10, 2024           May 27, 2024           Jun 03, 2024           Jun 03, 2024	End Date End Date Jun 26, 2024 Jun 26, 2024 Jun 26, 2024 Jun 27, 2024	Duplicate Flag Duplicate Flag	
	Class Reporting Manager Document Library Manage Rosters Manage Sites and Classes Manage Users		Last Name Last Name Caleb Core Core DUDU DUDU	First Name First Name Aria Intel Intel BUBU BUBU	Student ID           Student ID           0043659           0043662           0043663           0043663           0043660           0043660	Gender Gender Male Male Female Male	Begin Date           Begin Date           Jun 10, 2024           May 27, 2024           Jun 03, 2024           Jun 03, 2024           Jun 11, 2024	End Date End Date Jun 26, 2024 Jun 26, 2024 Jun 26, 2024 Jun 27, 2024 Jun 27, 2024	Duplicate Flag Duplicate Flag	
	Class Reporting Manager Document Library Manage Rosters Manage Sites and Classes Manage Users Payment Advices		Last Name Last Name Caleb Core Core DUDU DUDU Kaleb	First Name First Name Aria Intel Intel BUBU BUBU Arya	Student ID           Student ID           0043659           0043662           0043663           0043663           0043661           0043658	Gender Gender Male Male Male Female Male Male	Begin Date           Begin Date           Jun 10, 2024           May 27, 2024           Jun 03, 2024           Jun 03, 2024           Jun 11, 2024           Jun 03, 2024	End Date End Date Jun 26, 2024 Jun 26, 2024 Jun 26, 2024 Jun 27, 2024 Jun 25, 2024 Jun 27, 2024	Duplicate Flag Duplicate Flag	
	Class Reporting Manager Document Library Manage Rosters Manage Sites and Classes Manage Users Payment Advices Payment Holds		Last Name Last Name Caleb Core Core DUDU DUDU Kaleb Kohli user	First Name First Name Aria Intel Intel BUBU BUBU Arya Virat	Student ID           Student ID           0043659           0043662           0043663           0043663           0043660           0043661           0043658           0043668	Gender Gender Male Male Male Female Male Male Male	Begin Date           Begin Date           Jun 10, 2024           May 27, 2024           Jun 03, 2024           Jun 03, 2024           Jun 11, 2024           Jun 03, 2024           Jun 11, 2024           Jun 12, 2024	End Date End Date Iun 26, 2024 Jun 26, 2024 Jun 26, 2024 Jun 26, 2024 Jun 27, 2024 Jun 27, 2024 Jun 27, 2024 Jun 27, 2024	Duplicate Flag Duplicate Flag	
	Class Reporting Manager Document Library Manage Rosters Manage Sites and Classes Manage Users Payment Advices Payment Holds Requests		Last Name Last Name Caleb Core Core DUDU DUDU Kaleb Kohli user Pluto	First Name First Name Aria Intel Intel BUBU BUBU Arya virat Planet	Student ID           Student ID           0043659           0043662           0043663           0043663           0043661           0043658           0043668           0043667	Gender Gender Male Male Male Female Male Male Male Female	Begin Date           Begin Date           Jun 10, 2024           May 27, 2024           Jun 03, 2024           Jun 03, 2024           Jun 03, 2024           Jun 11, 2024           Jun 03, 2024           Jun 12, 2024           Jun 12, 2024	End Date End Date Jun 26, 2024 Jun 26, 2024 Jun 26, 2024 Jun 27, 2024 Jun 27, 2024 Jun 27, 2024 Jun 20, 2024 Jun 20, 2024	Duplicate Flag  Duplicate Flag	



#### 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.

) 173709	← Return to Pre-K provider				
Manage Rosters	← Retu	rn to the list			
Bakingo Acadamy	٩	<b>≓</b> Filter			
Student Roster					

## 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.

anage Ros	sters					← Return to the	
kingo Acadar	ny				٩	a Filter	
Student Roster						School Year	
						2024-2025	
chool Year: 2024-2025 Site Roster Status: Not Submitted Roster: FY25 Roster Cycle 1 Class Roster Submission Count: 0/4						Roster Cycle	
- Driet	Jount Date: Jul 01, 2024 Roster Due Date: Jul 10, 2024						
Submit	All Rosters					Class ID	
Lead Teacher:	Lead Teacher: Total Students: 7 Category 1 with Transportation: 0 Assistant Teacher:						
Class ID: 100010	Category 2 with Tr	ansportation: 0 Roster Due I	Date: Jul 10, 2024			Socioeconomic (category 1 students)	
Print Subn	hit Roster					Category 1	
Last Name	First Name	Student ID	Gender	Begin Date	End Date	Transportation	
AnDersonn	coReyy	0034979	Male	Jun 05, 2024		All	
Benton	Branden	0007332	Male	Jun 11, 2024		Multilingual Learner	
Garner	Daquan	0043635	Male	Jun 17, 2024		All	
KinGG	chEEnaa	0040581	Male	Jun 12, 2024		Special Education Services	
Kingg	Cheenaa	0040580	Male	Jun 12, 2024			
						Chow Depute Deput	





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

kingo Acada	amy				٩		,æ Filter
Student Roster							
School Year: 2024-2 Count Date: Jul 01, 2 Ə Print Subm	2025 Site Roster 2024 Roster Du it All Rosters	r Status: Not Submitted e Date: Jul 10, 2024	Roster: FY25 Roster	Cycle 1 Class Rost	ter Submission Count: 0/1		
Lead Teacher: Class ID: 100007 Print Sul	Total Stud Category omit Roster	ents: 1 C: 2 with Transportation: 0 Re	ategory 1 with Transp oster Due Date: Jul 10	ortation: 0 Assistant Teac 0, 2024	cher: akhilil Testet		
Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag	
Rabel	James	0043717	Male	Jul 02, 2024			



# 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.

	Home	Dashboard	
09	Class Reporting Manager	Important Communications	
≡	Manage Rosters		
Eo	Waiting Lists		
Phon +1 84	Need Support? Contact Pre-K ⊡* e 14.480 2029		
Emai prek(	l @decal.ga.gov	Prince	y - Terms

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


- 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.

New Incident All Incident	
Provider Name	Provider Type
Vikhyat Mehra Project Director	Licensed
Provider Number	Provider ID
360022853	167919
Email	Phone Number
testone@gmail.com	5443217897
Category	Sub Category
Payment	Teacher Salary
Description	+

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.

Pre-K Incident	
New Incident All Incident Select Files To Upload	
Submit	

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



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

Select	Upload Files
Subm	File           ①         Or drop files
	Close

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

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

Pre-K l	Favourites	C > 🔠 V 🧱 V	pp — iCloud ᅌ	Q Search
	🙏 Applications			
New I	Downloads			
	iCloud			
	📑 Shared	Help Ticket gadecal	gadecal CC	NMDWS
	🛆 iCloud Drive	Issue.png mergeq) (1).png me	ergeqtop).png	
	Desktop			
	Documents			
	Tags	DOCX		
	Red	GA_Pre-		
	Orange	K_F1111824.00CX		
	Yellow			
	Green			
		Chan Ortigan		
	<ul> <li>Blue</li> </ul>	Snow Options		

The uploaded file will be displayed in the Upload Files pop-up window.

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

New	Upload Fi	les
Sele	1. Help Ticket Issue.png	×
Sul		Close

A message stating File Successfully Uploaded will be displayed.

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

#### GAPREK Site Director User Guide



Name Of Document

New		
	Opload Files	
Sele Help T	1. Help Ticket Issue.png File Successfully Uploaded.	×
Sul		Close

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

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

New Incident       Select Files To Upload	Pre-K Incident	
Select Files To Upload	New Incident All Incident	
Help Ticket Issue.png	Select Files To Upload Help Ticket Issue.png	
Submit	Submit	

Name Of Document



# **UPLOADING FILES**

This section explains the step-by step procedure to upload the relevant files.

1. To upload files, click the **Upload Files** button.

<u>ن</u>	Home	Visit Reports	Back
	Calendars	Probation Visit 1	
000	Class Reporting Manager	Upload Files	
	Document Library	Follo File	
	Manage Rosters		
<b>%</b>	Manage Sites and Classes	Ac: Close	
) Î	Manage Users	Name Due Date Status	
6	Payment Advices	test 00/00/2024 Documents Requested در Upload در Upload	

2. After uploading the file, click the **Upload** button.

Georgia Dept of Early Care and Learning Pre-K Program	ı			AQ Auth Merg
Welcome to Jyothi legal owner Pre	vider ID 232651			← Return to Pre-K pro
G Home	Visit Reports			÷
Calendars	Probation Visit 1		×	
SS Class Reporting Manager	U	pload Files		
Document Library	Follo 1. Importance-of-Nature.pdf		÷	
🗮 Manage Rosters		Upload		
<b>%</b> Manage Sites and Classes	Act		Close xis, .xisx, .3	kps
<b>오:</b> Manage Users	Name Du	ie Date	Status	
Payment Advices	test 06	/06/2024	Documents Requested	⊥ Upload
Payment Holds	Document In te	struction st		
📥 Requests				
💼 Visit Reports				
Waiting Lists				

*After saving, a success message will display on the page.



# **MANAGING PROFILE**

This activity ensures that your contact information, role-specific details, and account settings are accurate and up to date. Proper profile management facilitates seamless communication with program administrators, ensures that you receive important updates and notifications, and maintains the security of your account.

To manage your Profile, perform the following steps:

- 1. On the Pre-K Program welcome page, click the Username [User Profile] down arrow.
- **"**2 Georgia Dept of Early Care and Learning Georgia's HB Hilary Brock -Notifica My Profile Welcome to John Doe Provider ID 173709 Logout **Dashboard** ( )Home Calendars Ē Important Communications <u>8</u> Class Reporting Manager Document Library Upcoming Visits = Manage Rosters **Critical Reporting Dates** > Manage Sites and ଝ Classes Site Details Visit Reports Classes Rosters Waiting List E Waiting Lists 0 0 0 # Active Classes # Students Enrolled in Children Listed 0 C Need Support? **Quick Links** Contact Pre-K Work Sampling Online GEL DS
- 2. Select the My Profile button from the drop-down list.

You will be directed to the My Profile page.

2

Name Of Document



### Viewing Provider Information

On My Profile page, this section helps you view all details about your Pre-K program, including site locations, contact details, and operational status, to be current and accurate. This supports effective communication with state administrators and ensures compliance with program requirements. Accurate provider information also aids in resource allocation, monitoring program performance, and facilitating audits.

The **Provider Information** section displays the **Provider Details**, **Business Address**, and **Business Mailing Address sections**.

	My Profile		
dicates required field			
Provider Details			
* Provider Legal Name	* EIN	* Type	
John Doe	990009989	Licensed	•
Business Address			
* Street Address - 1	* Street Address - 2	* City	
3150 Junior Avenue		Norcross	
* County	* State	*Zip Code	
	GA	30003	
Business Mailing Address Business Mailing Address is the same	as Business Address		
* Street Address - 1	* Street Address - 2	* City	
3150 Junior Avenue		Norcross	



# **Viewing Grant Contract Signatory Information**

1. On 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 **Grant Agreement Finalized**.

* Title	* Phone	
Chief Executive Officer (CEO)	6,204,576,023	
• Email		
amrita.dhakad+th@mtxb2b.com		
* Street Address - 2	* City	
test	Dean Owens	
* State	* Zip Code	
AL	69457	
	•Email     amrita.dhakad+th@mtxb2b.com      •Street Address - 2     test     •State     AL	*Email amrita.dhakad+th@mtxb2b.com *Street.Address-2 *City test Dean Owens *State *Zip Code AL 69457



# Viewing and Editing User Information

The Viewing and Editing User Information feature allows you to view and update the user information.

To modify/change the User Information, perform the following steps:

1. Scroll to the **User Information** and click the **Edit** button.

* First Name	* Last Name	Email
Hilary	Brock	wefyqujomi@mailinator.com
Phone Number	Role	* Site Name
7673876746	Site Director	John Doe

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

Note: As a Site Director, you cannot edit the Email, Role, and Site of the User.

* Piret Marra		∠ Edit
Hist Name	Reack	email
Hildi y	BIOCK	werydujonn@maiintator.com
Phone Number	Role	* Site Name
7673876746	Site Director	John Doe

*After saving, a success message will be displayed on the page.

This Concludes the GAPREK Site Director User Guide.