



RHODE ISLAND Department of Human Services Providers User Guide

Version 2 - Jan 25, 2024

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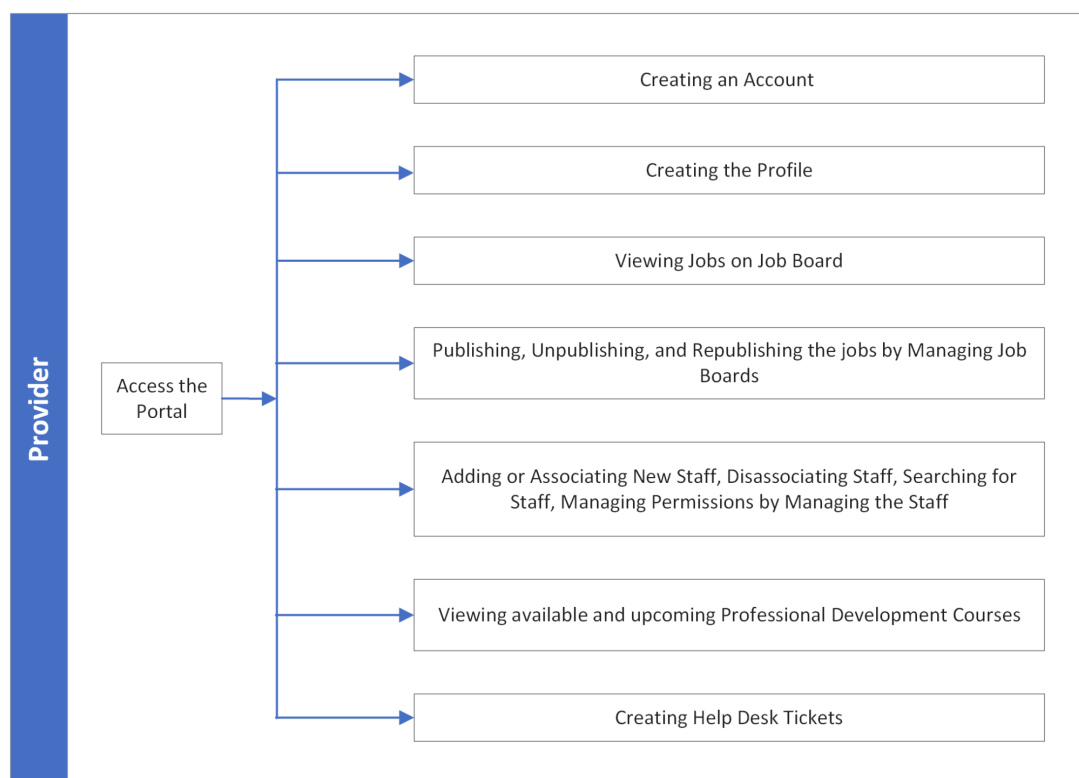
PURPOSE

The purpose of this document is to assist the Providers in performing various activities on the Workforce Registry.

PERSONA

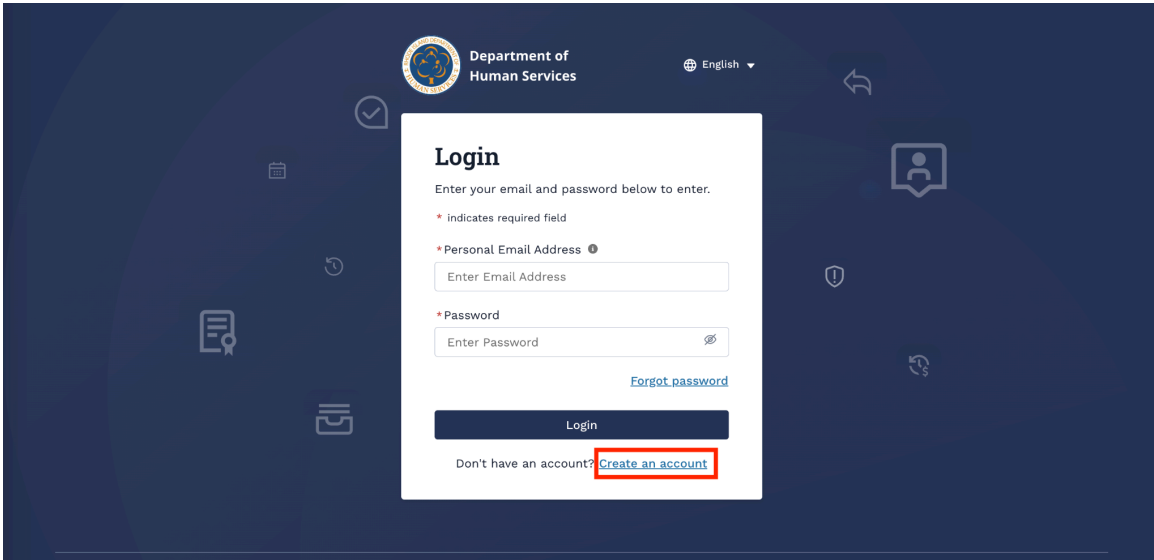
Persona	Responsibilities
Providers	<ul style="list-style-type: none"> • Creating profile • Managing job boards • Managing staff • Providing certification and work history • Viewing communications • Creating help desk tickets

PROCESS FLOW DIAGRAM

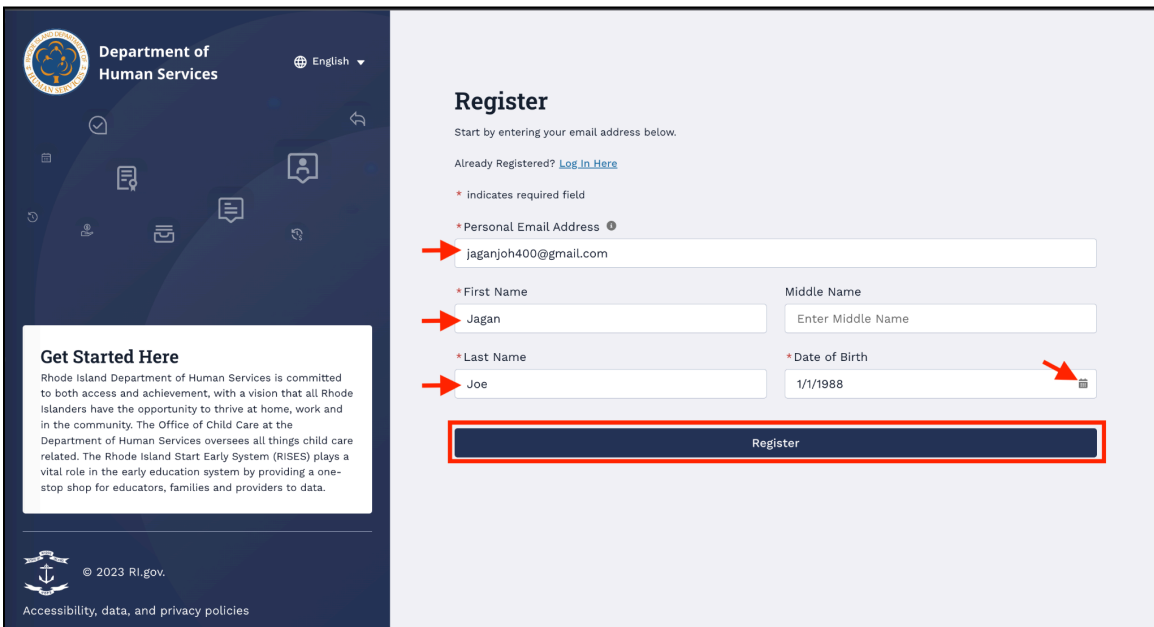


REGISTRATION PROCESS

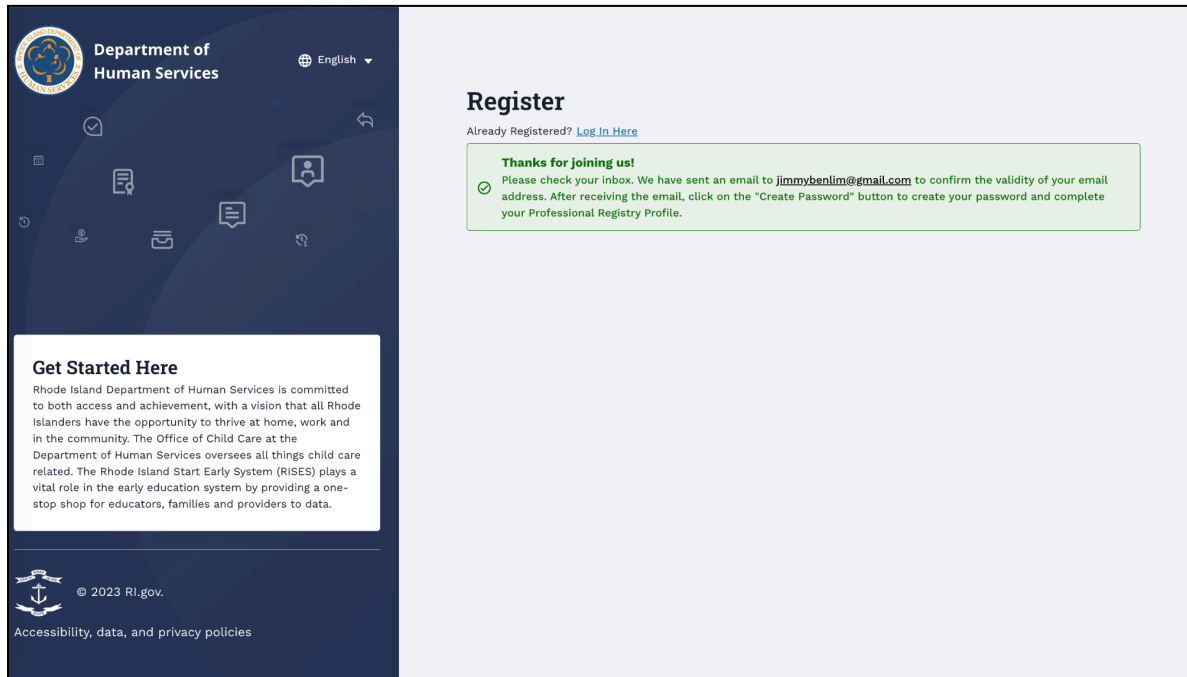
1. Open the **RI Department of Human Services Portal** at <https://ridhsrises--rluat.sandbox.my.site.com>
2. Click the **Create an Account** link.



3. Enter the **Personal Email Address, First Name, and Last Name**, select **Date of Birth**, and then click **Register**.

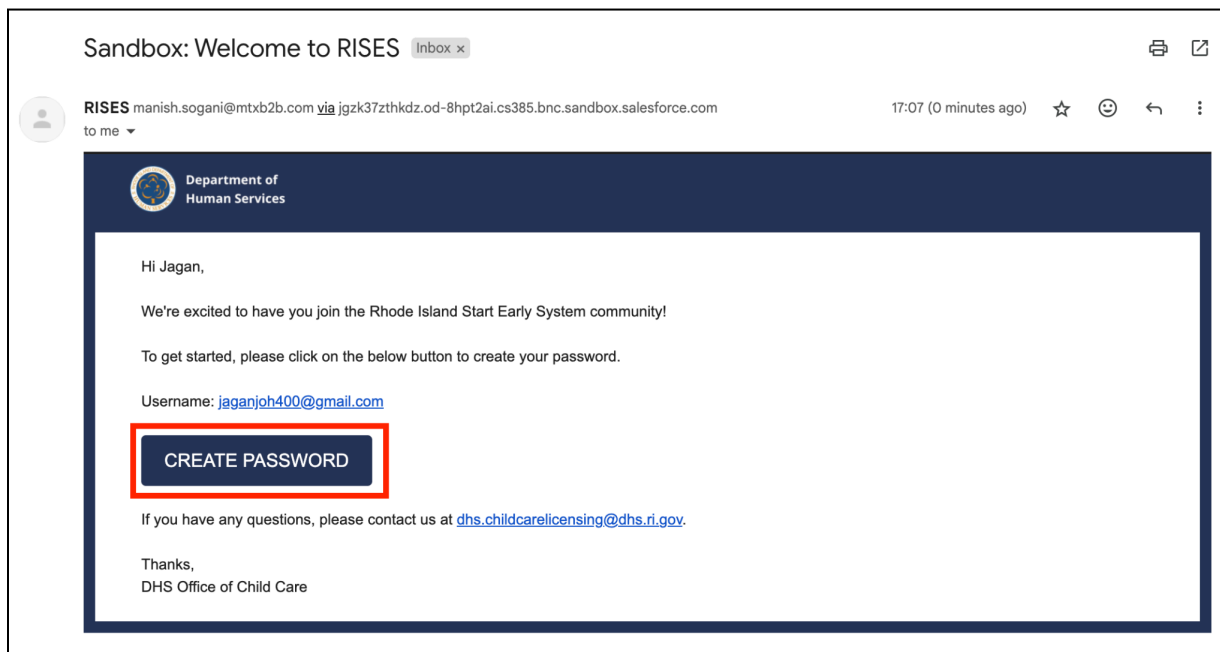


A confirmation message displays.

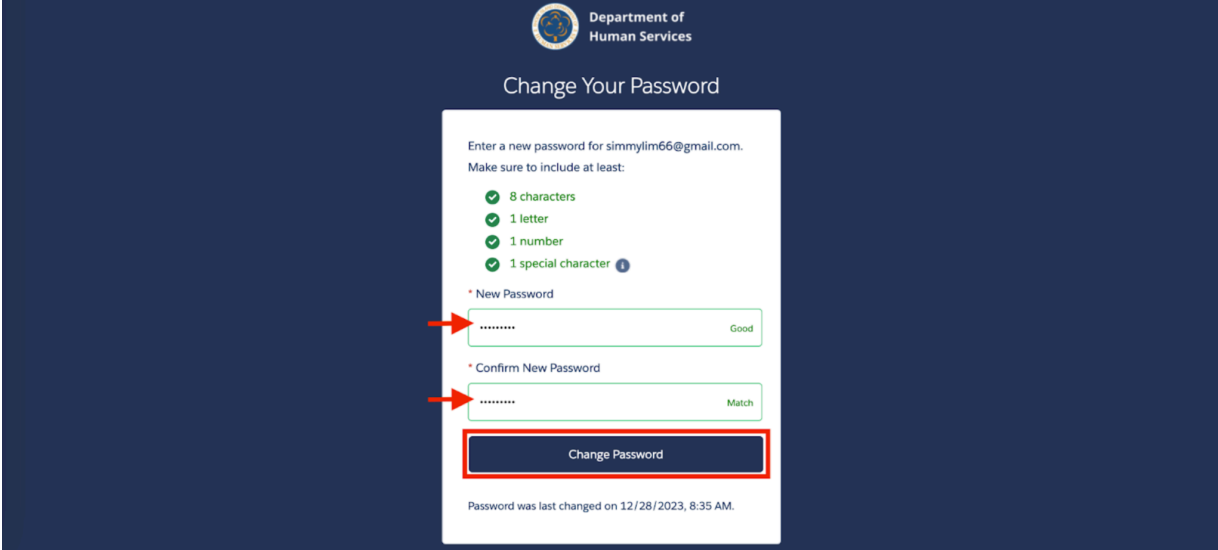


4. Open the email you have received from RISES and click on the **Create Password** button.

Note: An email will be sent to the registered email address.

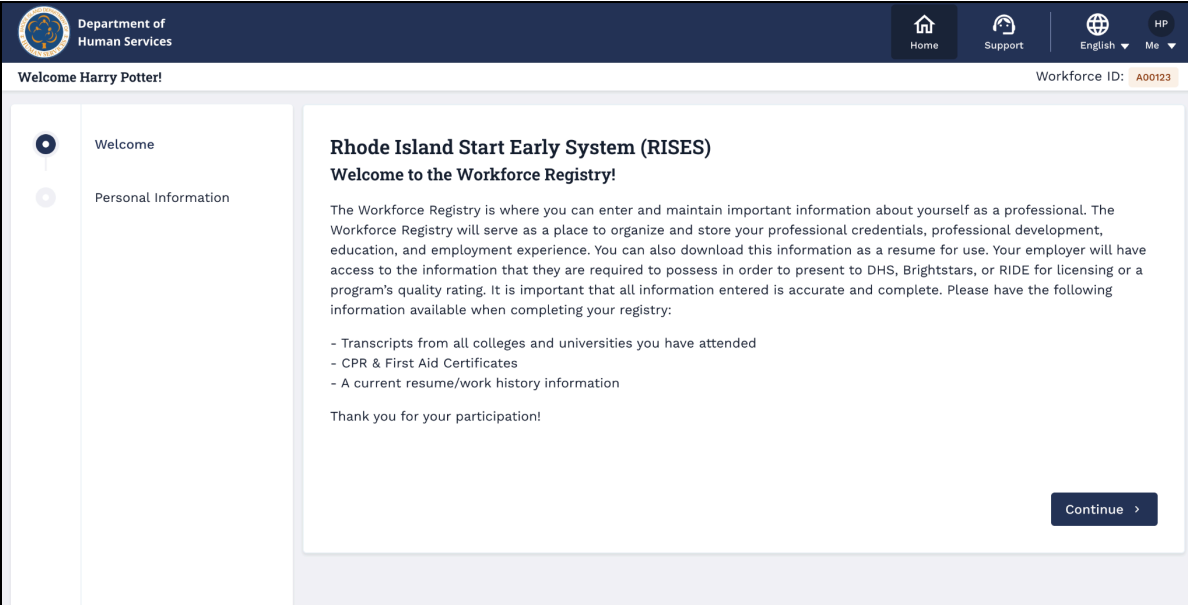


5. Enter your new password in the **New Password** and **Confirm New Password** fields, then click **Change Password**.



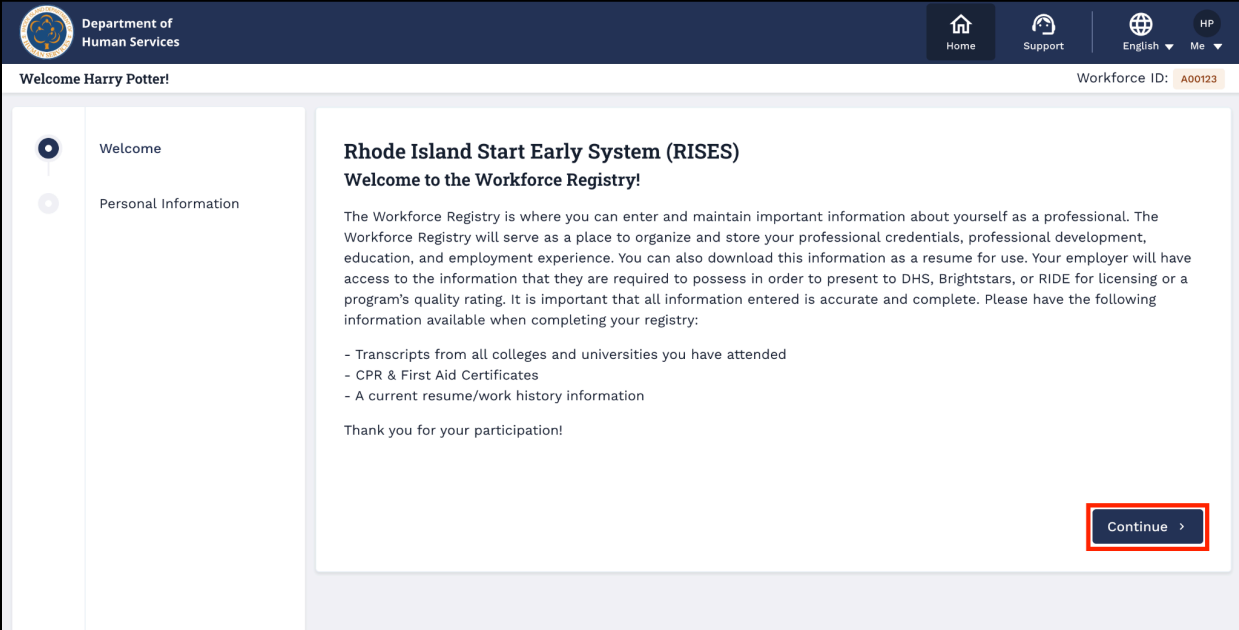
CREATING YOUR PROFILE

Once you set the password, you will be logged into the portal and directed to the Workforce Registry Welcome page. You must first create your profile to proceed further.



To fill in the profile details, follow the instructions below:

1. Click **Continue** on the **Welcome** page.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Rhode Island Start Early System (RISES)
Welcome to the Workforce Registry!

The Workforce Registry is where you can enter and maintain important information about yourself as a professional. The Workforce Registry will serve as a place to organize and store your professional credentials, professional development, education, and employment experience. You can also download this information as a resume for use. Your employer will have access to the information that they are required to possess in order to present to DHS, Brightstars, or RIDE for licensing or a program's quality rating. It is important that all information entered is accurate and complete. Please have the following information available when completing your registry:

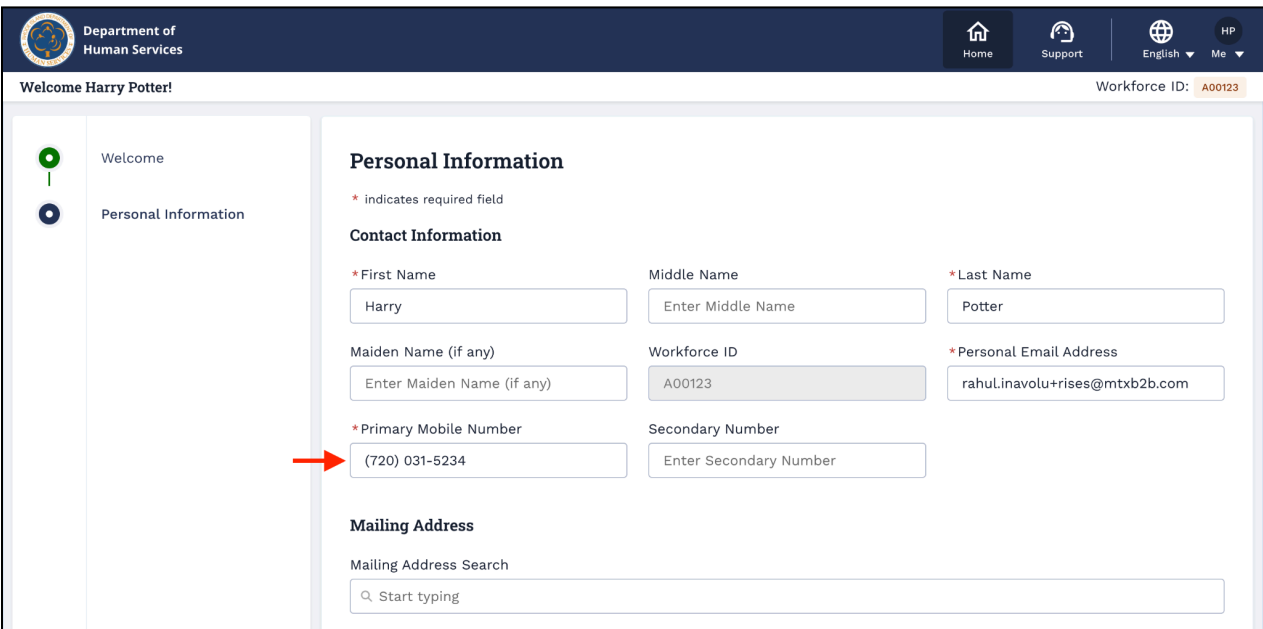
- Transcripts from all colleges and universities you have attended
- CPR & First Aid Certificates
- A current resume/work history information

Thank you for your participation!

Continue >

2. Enter your **Primary Mobile Number** in the Contact Information section.

Note: First Name, Middle Name, Last Name, Workforce ID, and Personal Email Address will be pre-populated.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Personal Information

* indicates required field

Contact Information

* First Name: Harry

Middle Name: Enter Middle Name

* Last Name: Potter

Maiden Name (if any): Enter Maiden Name (if any)

Workforce ID: A00123

* Personal Email Address: rahul.inavolu+rises@mtxb2b.com

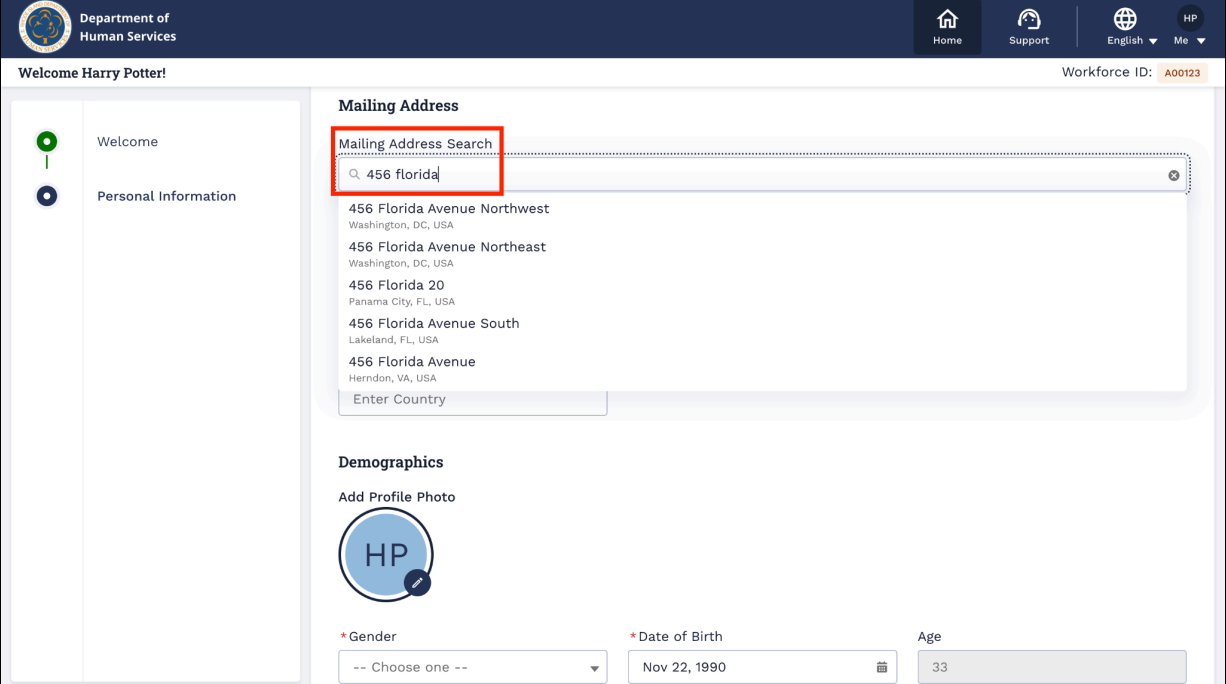
* Primary Mobile Number: (720) 031-5234

Secondary Number: Enter Secondary Number

Mailing Address

Mailing Address Search:

- Enter your address in the **Mailing Address Search** field, then select your address to auto-populate the selected address.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Mailing Address

Mailing Address Search

456 florida

456 Florida Avenue Northwest
Washington, DC, USA

456 Florida Avenue Northeast
Washington, DC, USA

456 Florida 20
Panama City, FL, USA

456 Florida Avenue South
Lakeland, FL, USA

456 Florida Avenue
Herndon, VA, USA

Enter Country

Demographics

Add Profile Photo

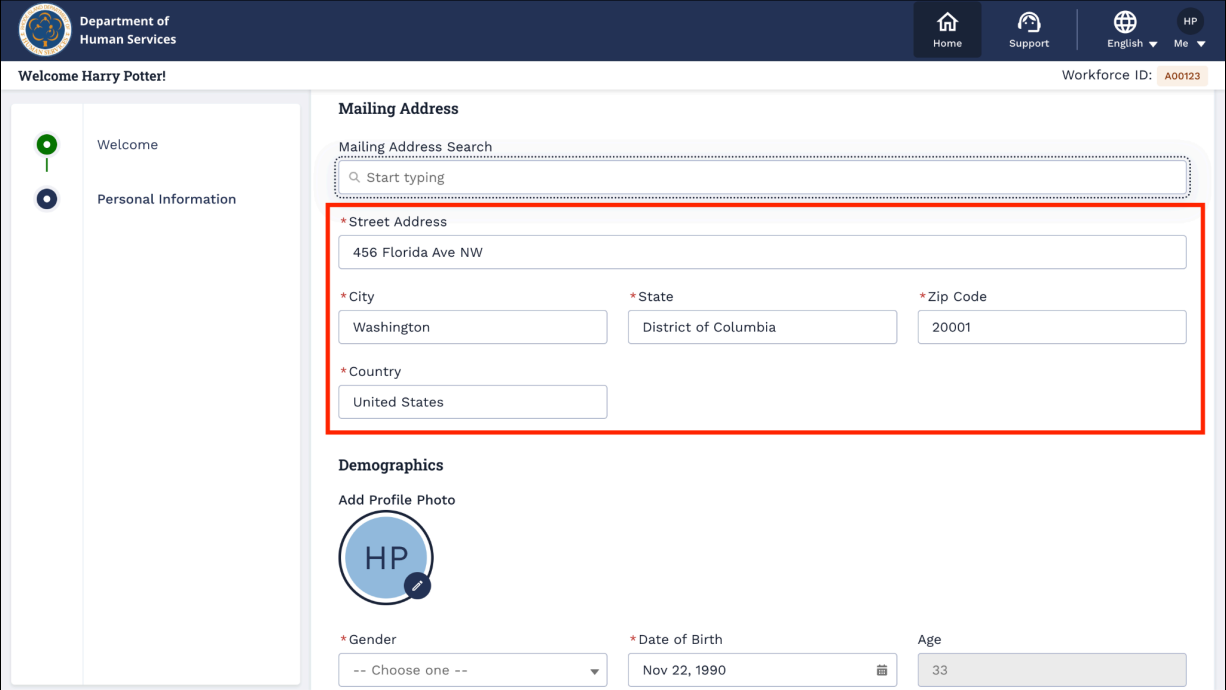
HP

* Gender -- Choose one --

* Date of Birth Nov 22, 1990

Age 33

Otherwise, enter the address manually.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Mailing Address

Mailing Address Search

Start typing

* Street Address
456 Florida Ave NW

* City Washington

* State District of Columbia

* Zip Code 20001

* Country United States

Demographics

Add Profile Photo

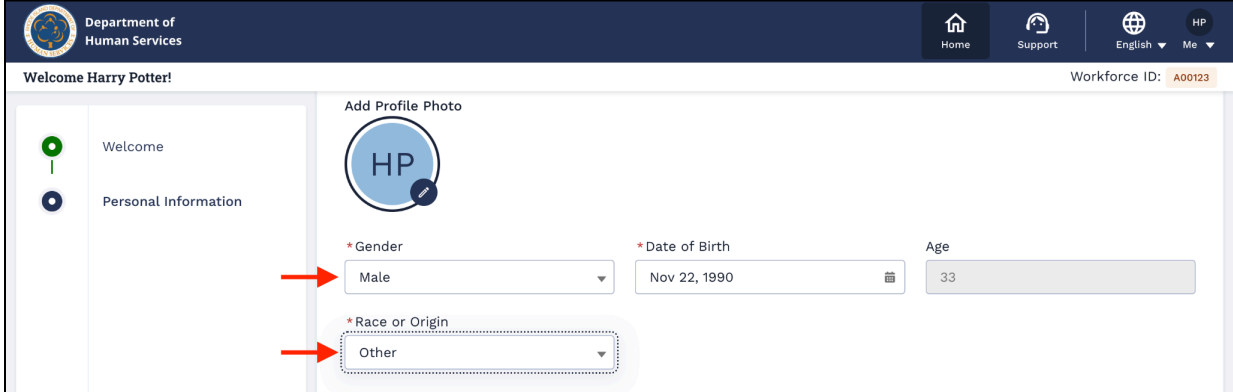
HP

* Gender -- Choose one --

* Date of Birth Nov 22, 1990

Age 33

4. In the Demographics section, select **Gender** and **Race** from the drop-down.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Add Profile Photo

HP

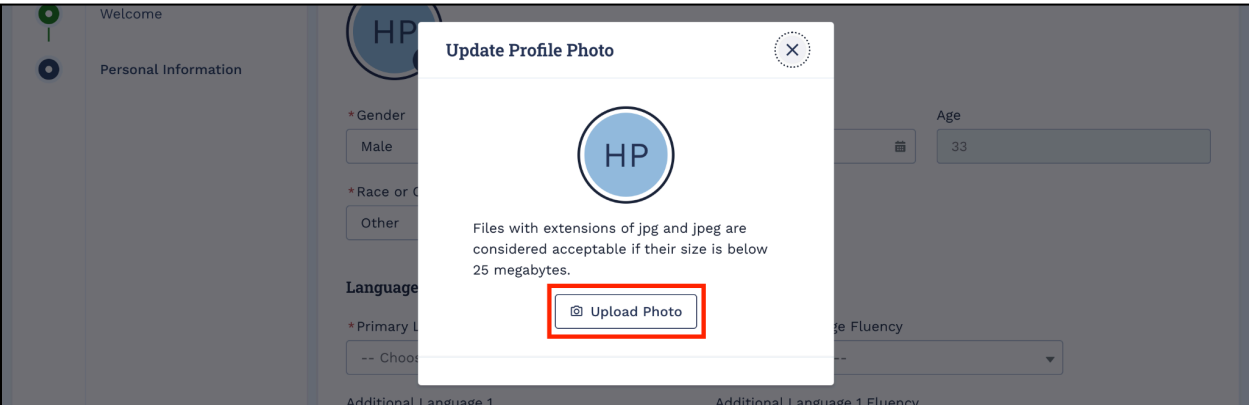
* Gender: Male

* Date of Birth: Nov 22, 1990

Age: 33

* Race or Origin: Other

5. Click the **Pencil** icon around the user's initials on the profile and click the **Upload Photo** button to upload the profile photo.



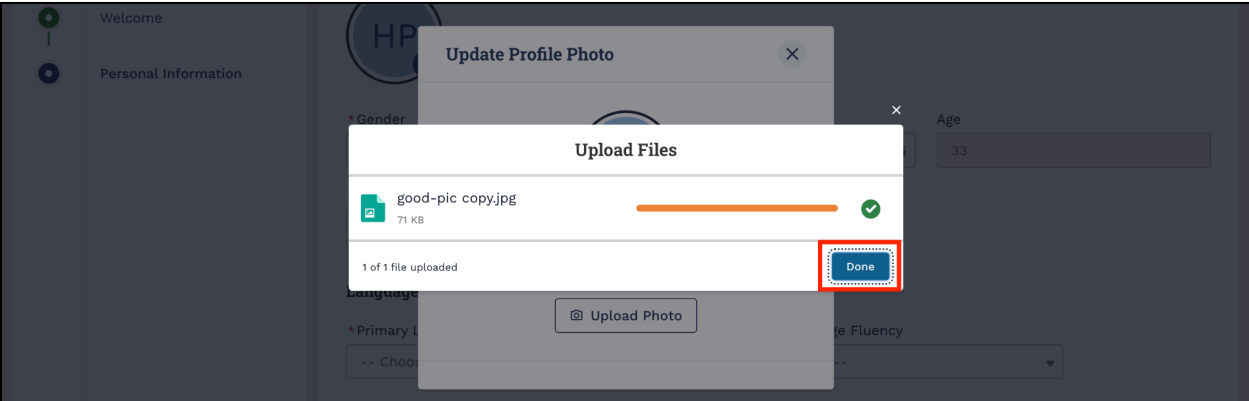
Update Profile Photo

HP

Files with extensions of jpg and jpeg are considered acceptable if their size is below 25 megabytes.

Upload Photo

6. Select and upload the profile photo from the local machine. Click the **Done** button after uploading the photo.



Update Profile Photo

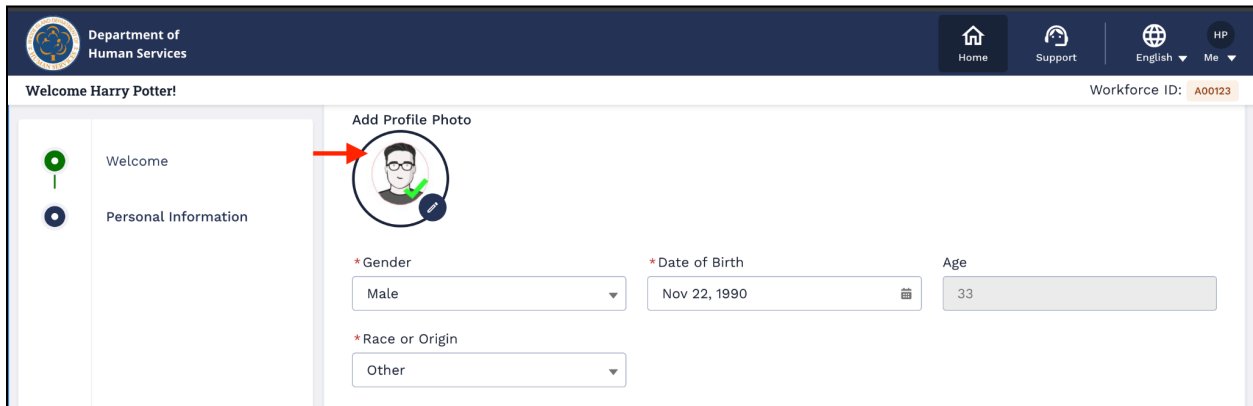
Upload Files

good-pic copy.jpg
71 KB

1 of 1 file uploaded

Done

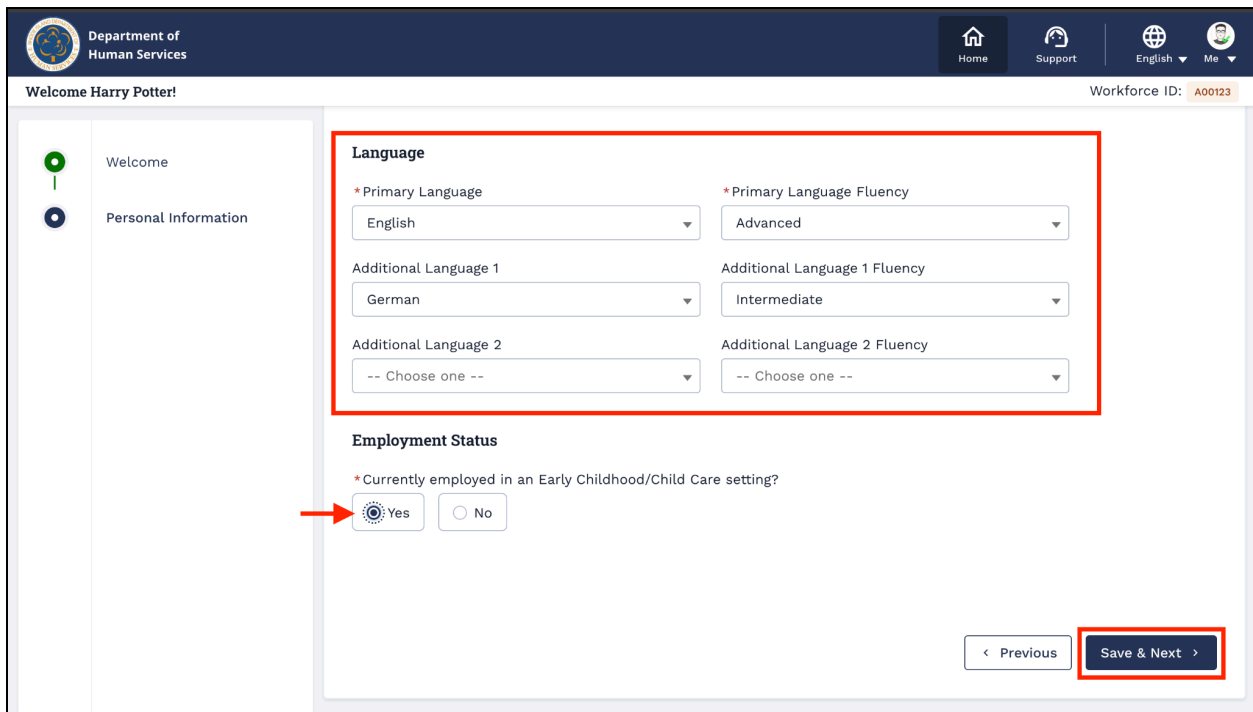
Your profile picture will be updated.



- In the Language section, select **Primary Language** and **Primary Language Fluency**.

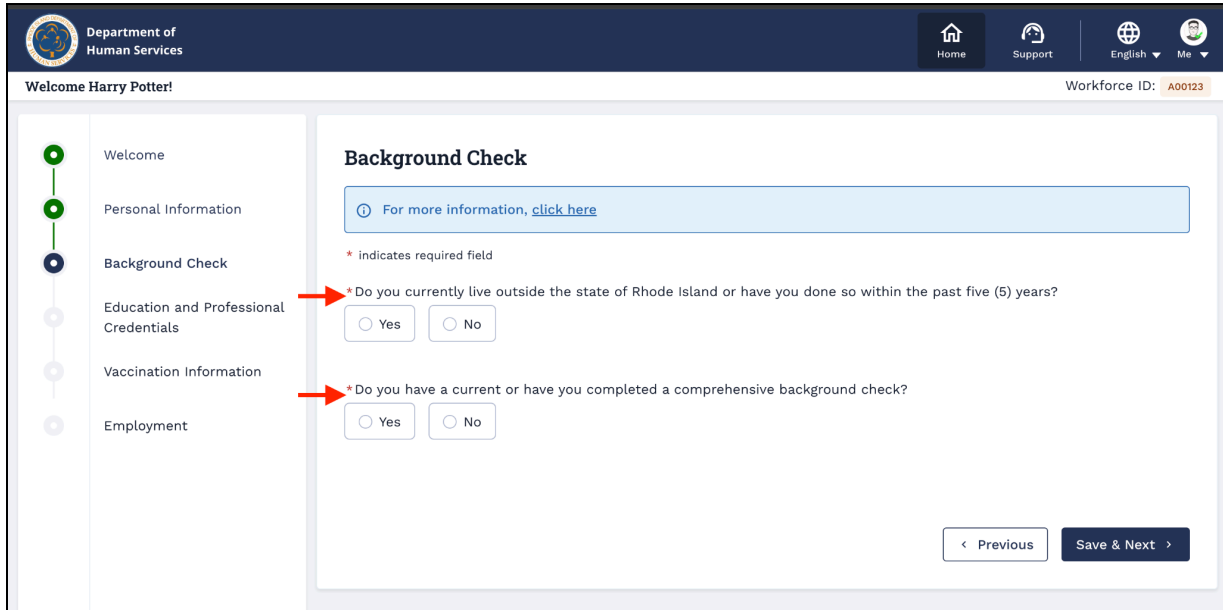
Note: The fields with red asterisk (*) marks are mandatory to fill.

- Select **Yes/No** to the question in the Employment Status section and then click **Save & Next**.

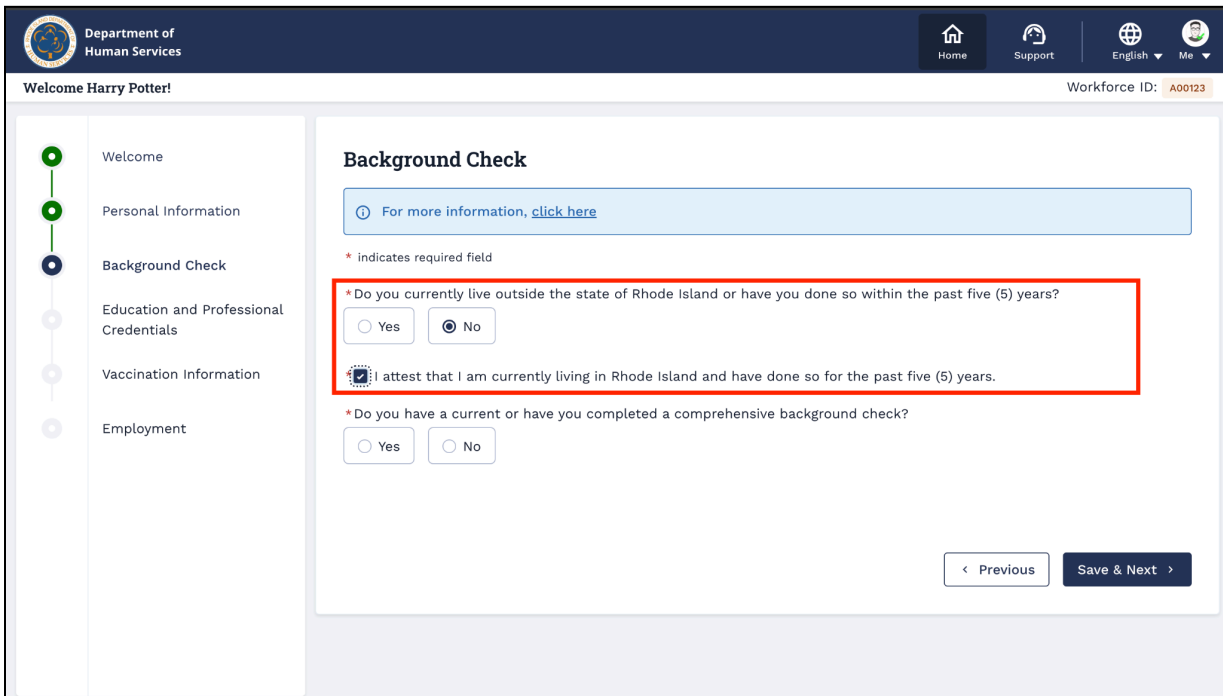


To complete the profile, a few more steps will be added. Finish all the steps by entering the necessary information.

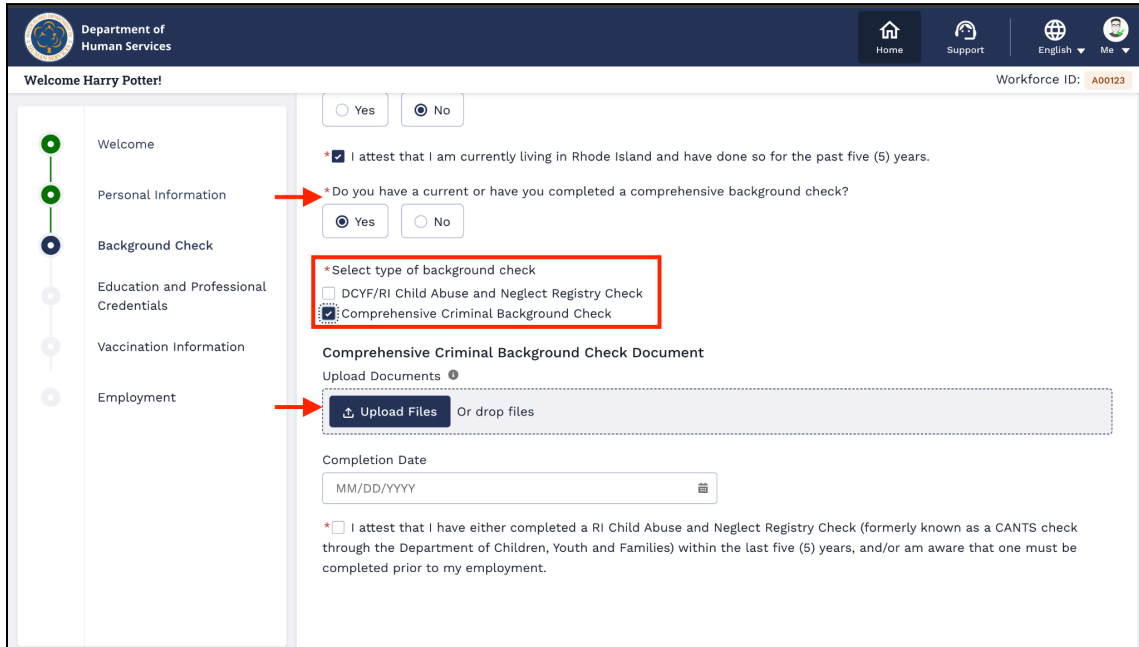
9. In the Background Check step, select **Yes/No** to the questions.



10. Select the checkbox to provide the consent



11. If you select **Yes** to the question, then select the **Type of Background** and upload a supporting document using the **Upload Files** button.



Welcome Harry Potter! Workforce ID: A00123

☐ Yes ☒ No

* I attest that I am currently living in Rhode Island and have done so for the past five (5) years.

* Do you have a current or have you completed a comprehensive background check?

☒ Yes ☐ No

* Select type of background check

☐ DCYF/RI Child Abuse and Neglect Registry Check

☒ Comprehensive Criminal Background Check

Comprehensive Criminal Background Check Document

Upload Documents

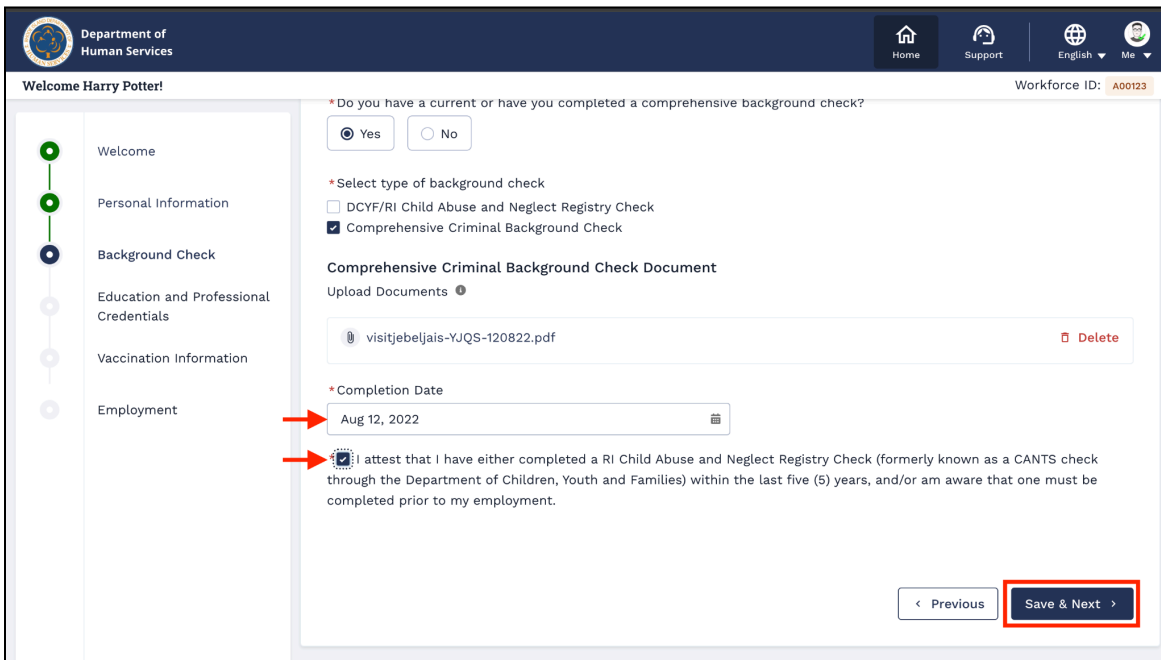
[Upload Files](#) Or drop files

Completion Date

MM/DD/YYYY

* I attest that I have either completed a RI Child Abuse and Neglect Registry Check (formerly known as a CANTS check through the Department of Children, Youth and Families) within the last five (5) years, and/or am aware that one must be completed prior to my employment.

12. Select the **Completion Date**, select the Consent checkbox, and then click the **Save & Next** button.



Welcome Harry Potter! Workforce ID: A00123

☒ Yes ☐ No

* Do you have a current or have you completed a comprehensive background check?

* Select type of background check

☐ DCYF/RI Child Abuse and Neglect Registry Check

☒ Comprehensive Criminal Background Check

Comprehensive Criminal Background Check Document

Upload Documents

visitjebeljais-VJQS-120822.pdf [Delete](#)

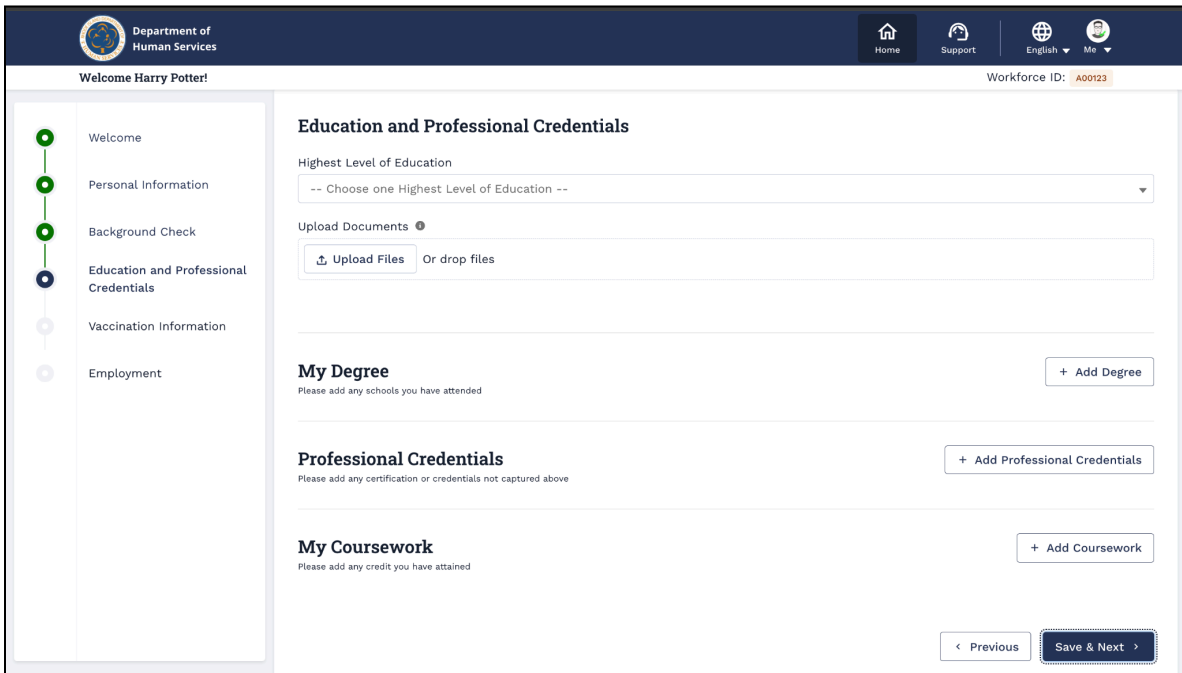
* Completion Date

Aug 12, 2022

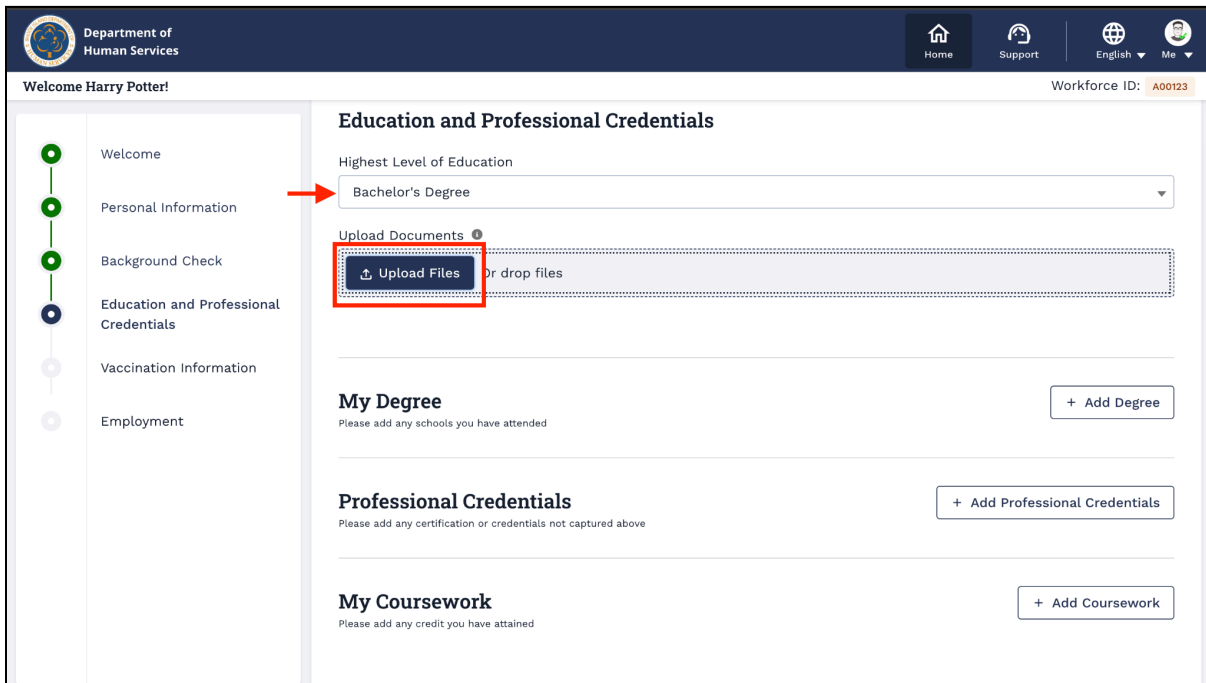
☒ I attest that I have either completed a RI Child Abuse and Neglect Registry Check (formerly known as a CANTS check through the Department of Children, Youth and Families) within the last five (5) years, and/or am aware that one must be completed prior to my employment.

[< Previous](#) [Save & Next >](#)

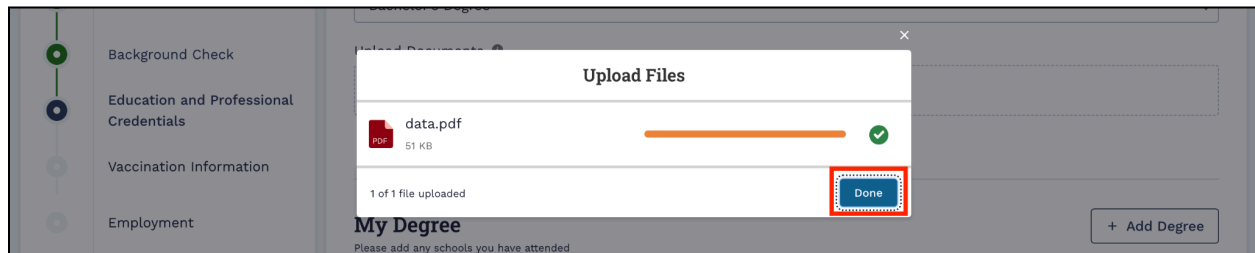
13. Fill in the relevant details on the **Education and Professional Credentials** page.



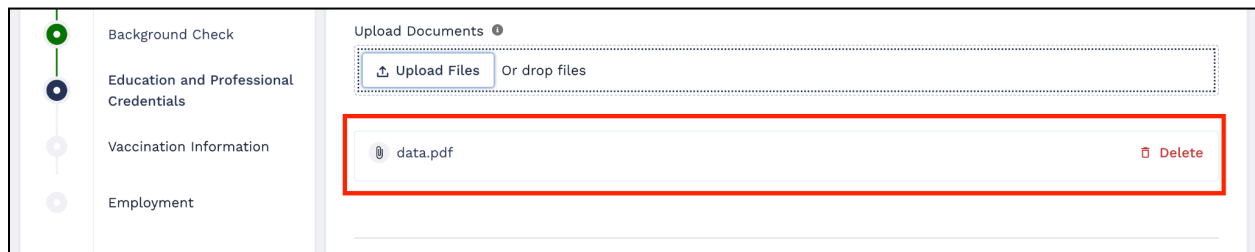
14. Select the highest level of education from the drop-down. Click the **Upload Files** button to upload the document.



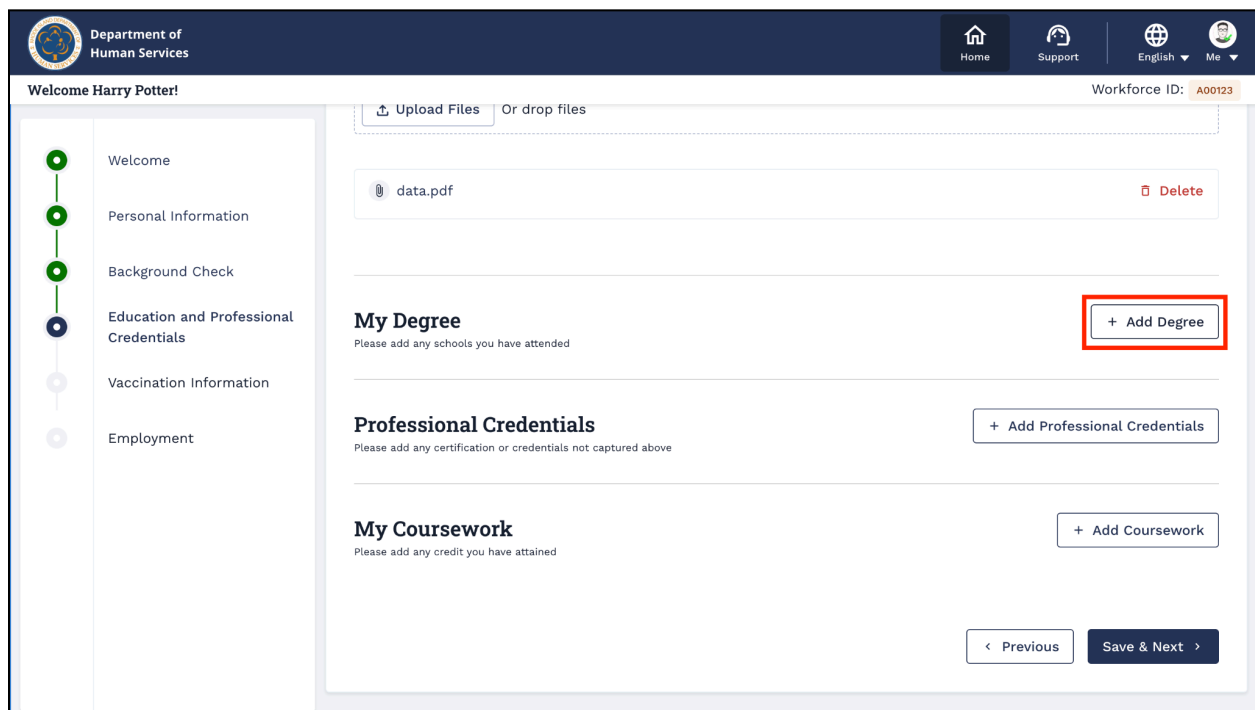
15. Click the **Done** button after uploading the appropriate document.



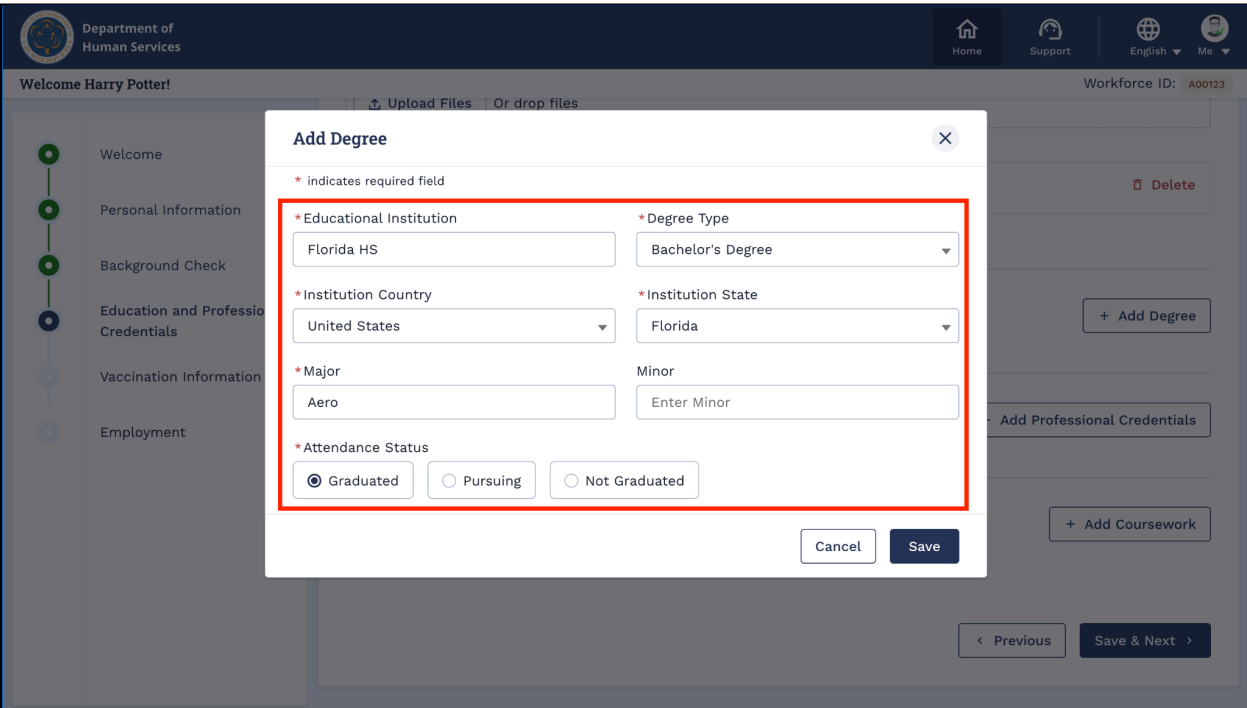
The document will be uploaded successfully. Click on the document name to view the uploaded document. Click the **Delete** button to delete the document.



16. Click the **+Add Degree** button to add your education details.



17. Fill in all the required details and then click the **Save** button.



Department of
Human Services

Welcome Harry Potter!

Workforce ID: A00123

Upload Files Or drop files

Add Degree

* indicates required field

* Educational Institution: Florida HS

* Degree Type: Bachelor's Degree

* Institution Country: United States

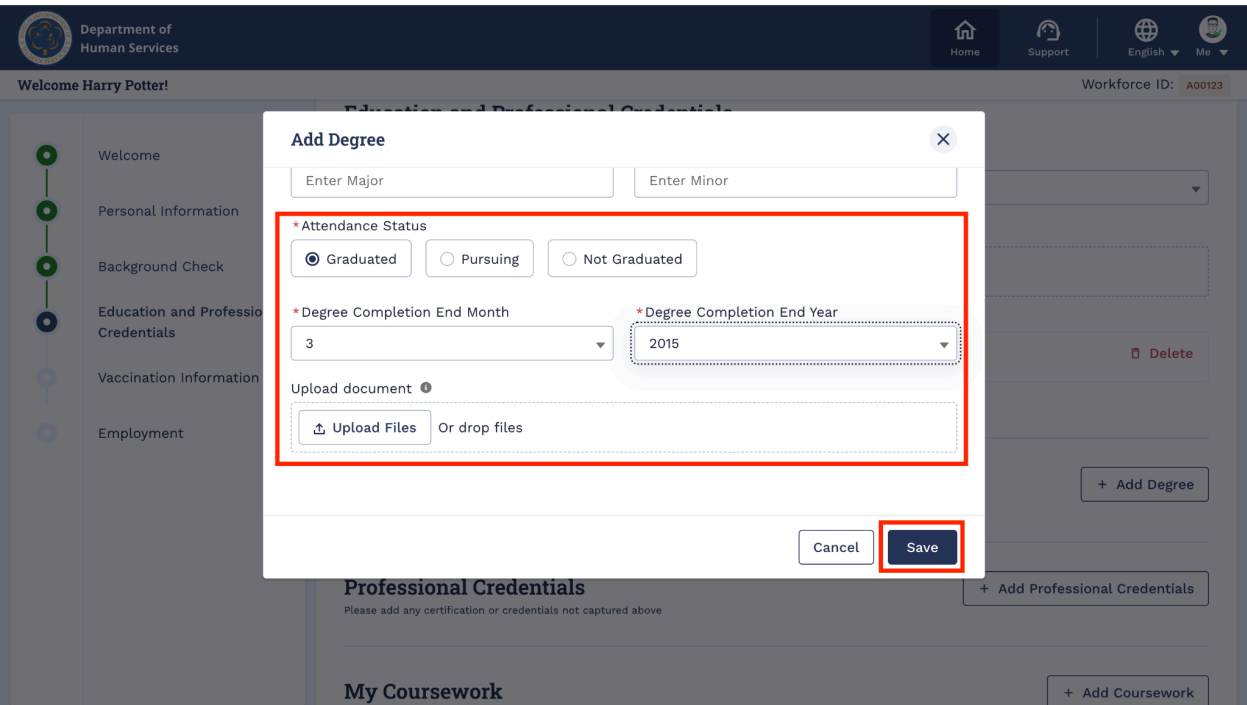
* Institution State: Florida

* Major: Aero

Minor: Enter Minor

* Attendance Status: ☒ Graduated ☐ Pursuing ☐ Not Graduated

Cancel Save



Department of
Human Services

Welcome Harry Potter!

Workforce ID: A00123

Home Support English Me

Add Degree

Enter Major Enter Minor

* Attendance Status: ☒ Graduated ☐ Pursuing ☐ Not Graduated

* Degree Completion End Month: 3

* Degree Completion End Year: 2015

Upload document

Upload Files Or drop files

Cancel Save

Professional Credentials

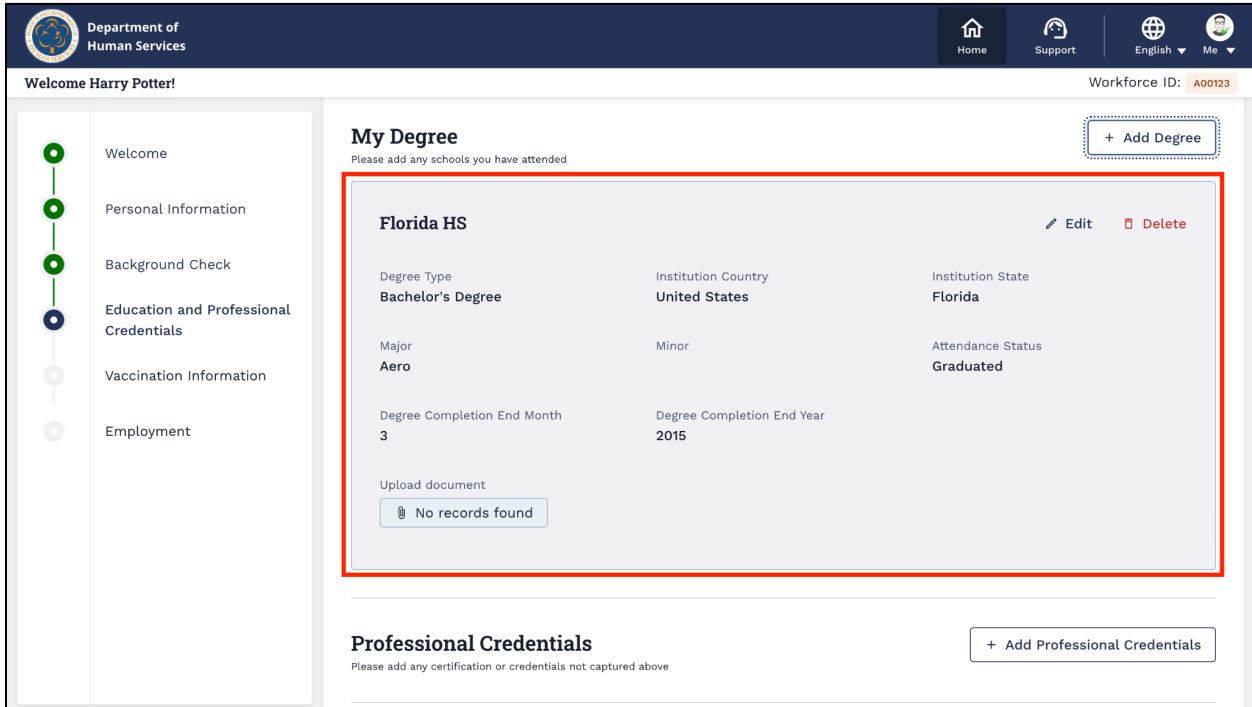
Please add any certification or credentials not captured above

My Coursework

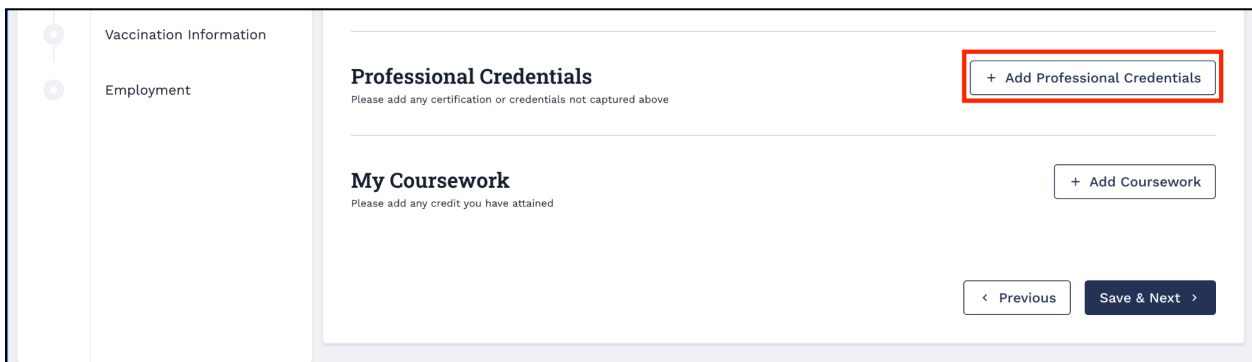
The record will be saved successfully.

Notes:

- You can add multiple records.
- Click the **Pencil Edit** icon to make changes. Click the **Delete** icon to delete the record.



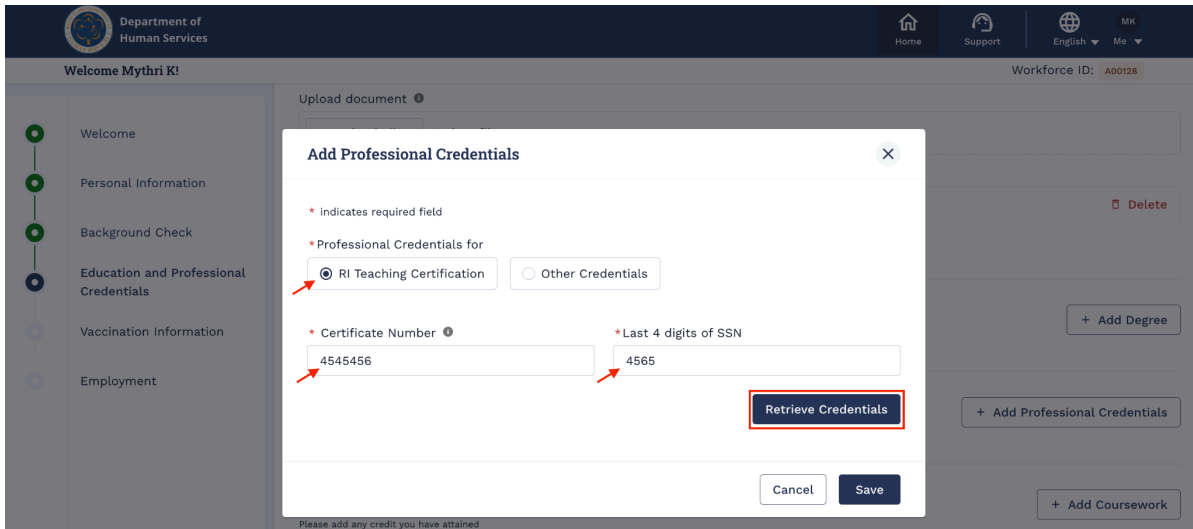
18. Click the **+ Add Professional Credentials** button to add any certification or credentials information.



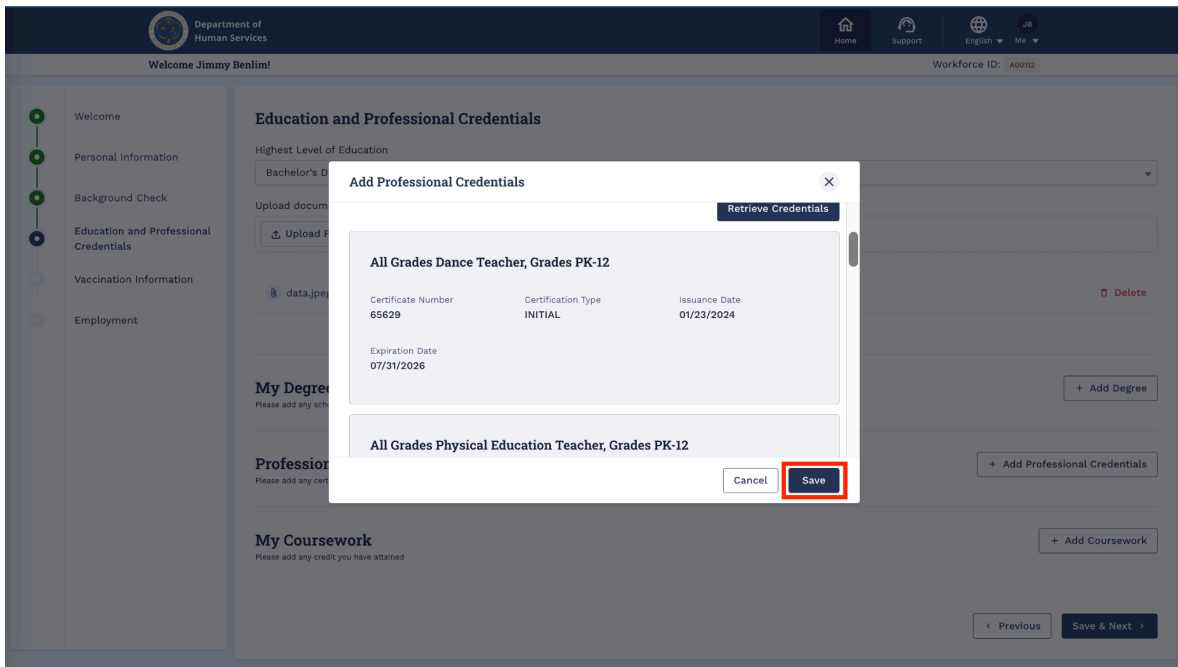
Do one of the following:

- **RI Teaching Certification**

- Select **RI Teaching Certification**, enter the **Certification Number** and the **Last 4 digits of SSN**, then click the **Retrieve Credentials** button.

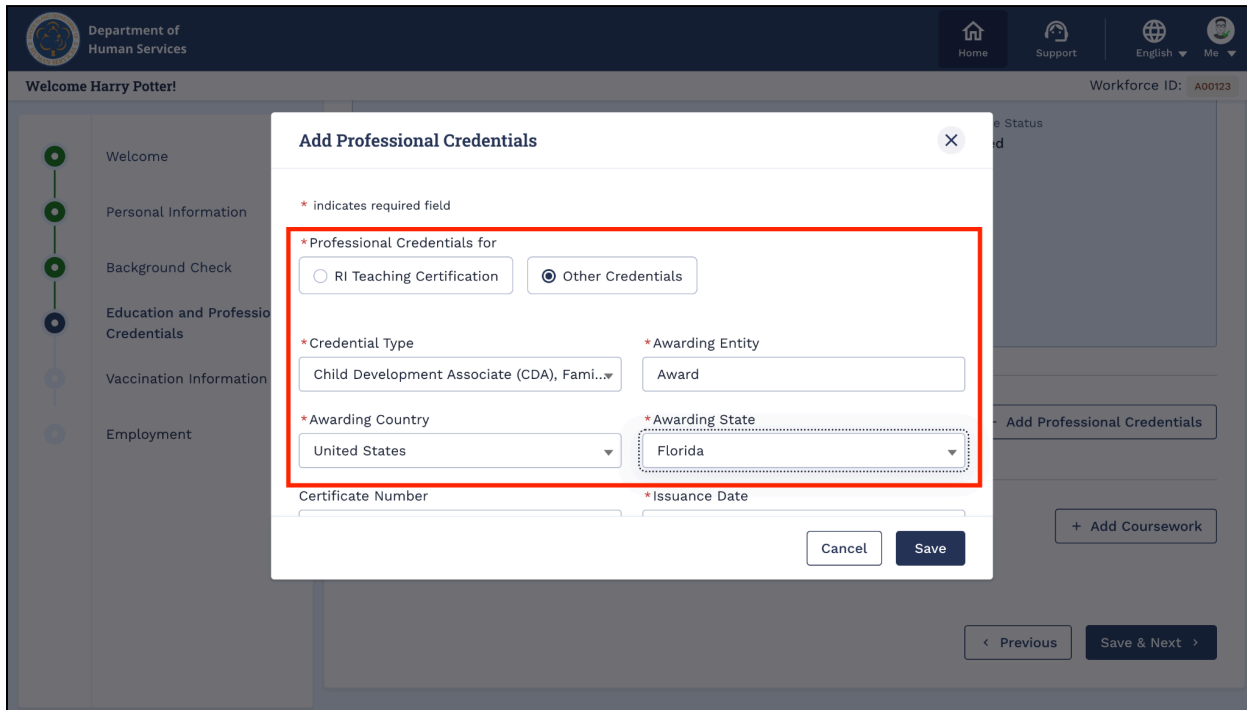


- If available, your certification details will be retrieved. Click the **Save** button to add the information.



- **Other Credentials**

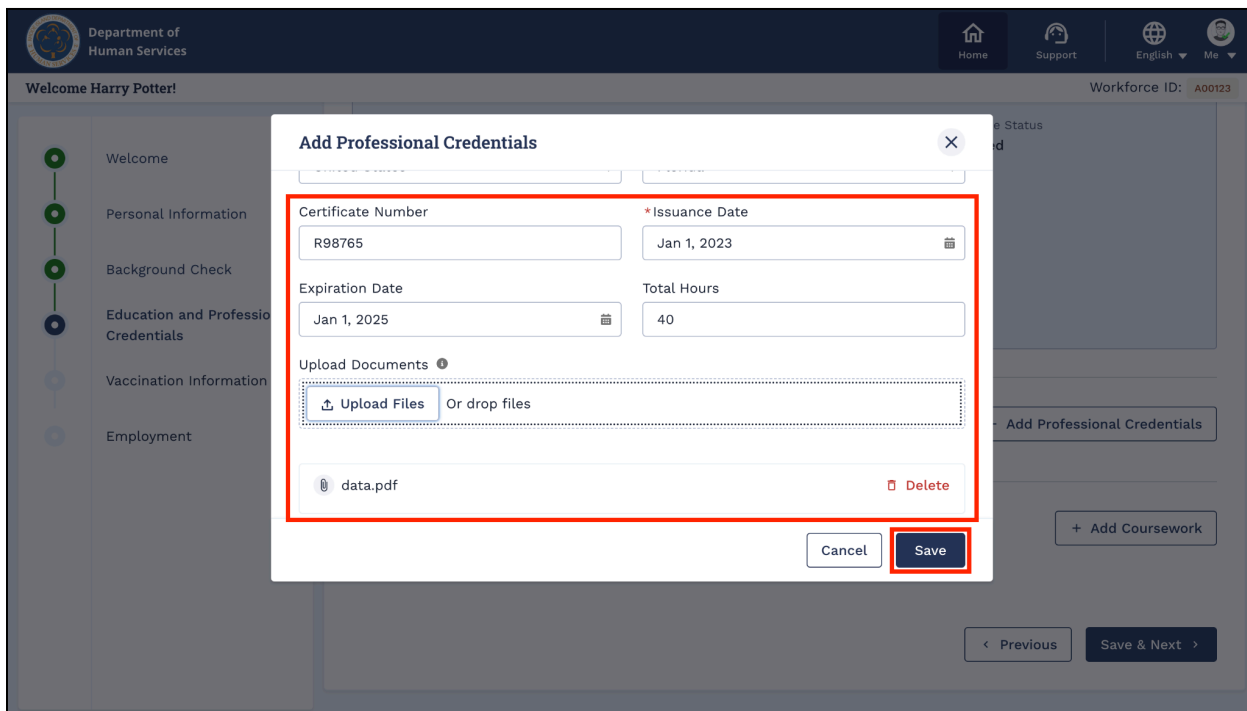
a. Fill in all the required details and click the **Save** button.



The screenshot shows the 'Add Professional Credentials' modal form. A red box highlights the first section of the form, which includes the following fields:

- *Professional Credentials for:** Two radio buttons: 'RI Teaching Certification' (unselected) and 'Other Credentials' (selected).
- *Credential Type:** A dropdown menu with 'Child Development Associate (CDA), Famili...' selected.
- *Awarding Entity:** A text input field with 'Award' entered.
- *Awarding Country:** A dropdown menu with 'United States' selected.
- *Awarding State:** A dropdown menu with 'Florida' selected.

Below the highlighted section, there are fields for 'Certificate Number' and '*Issuance Date'. At the bottom of the modal are 'Cancel' and 'Save' buttons.



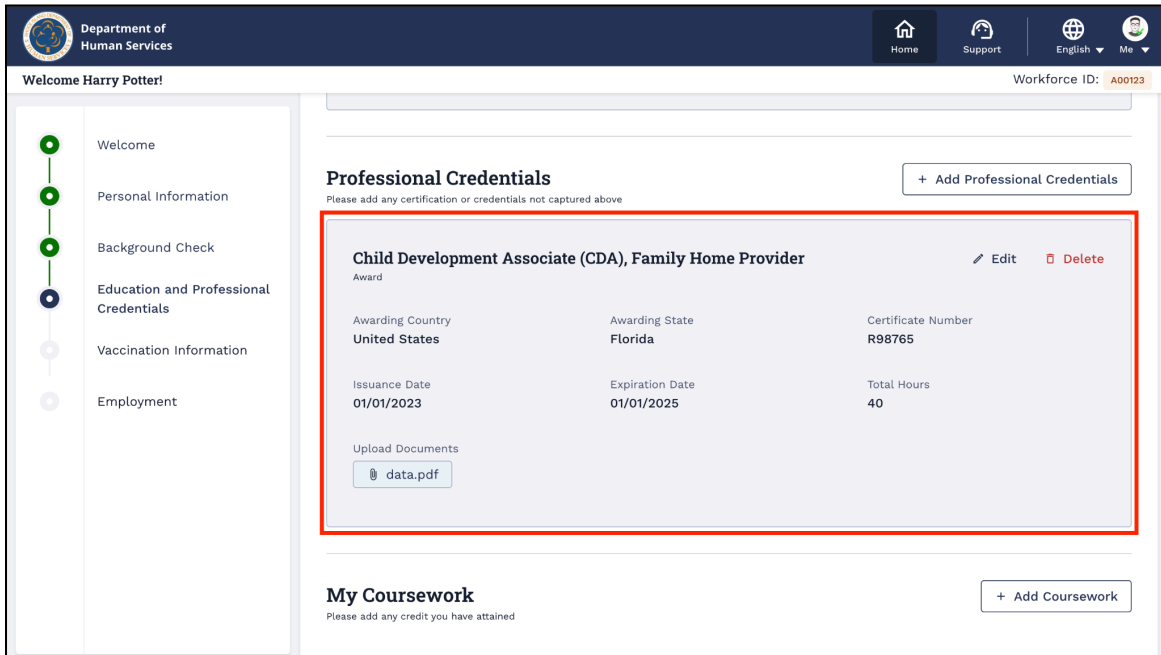
The screenshot shows the 'Add Professional Credentials' modal form, continuing from the previous section. A red box highlights the second section of the form, which includes the following fields:

- Certificate Number:** A text input field with 'R98765' entered.
- *Issuance Date:** A date picker field with 'Jan 1, 2023' selected.
- Expiration Date:** A date picker field with 'Jan 1, 2025' selected.
- Total Hours:** A text input field with '40' entered.
- Upload Documents:** A section with an 'Upload Files' button, 'Or drop files' text, and a file list showing 'data.pdf' with a 'Delete' button next to it.

At the bottom of the modal are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

The record will be saved successfully.

Notes: Click the **Edit** pencil icon to update and the **Delete** icon to delete the record.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Professional Credentials

Please add any certification or credentials not captured above

[+ Add Professional Credentials](#)

Child Development Associate (CDA), Family Home Provider

Award

[Edit](#) [Delete](#)

Awarding Country	Awarding State	Certificate Number
United States	Florida	R98765
Issuance Date	Expiration Date	Total Hours
01/01/2023	01/01/2025	40

Upload Documents

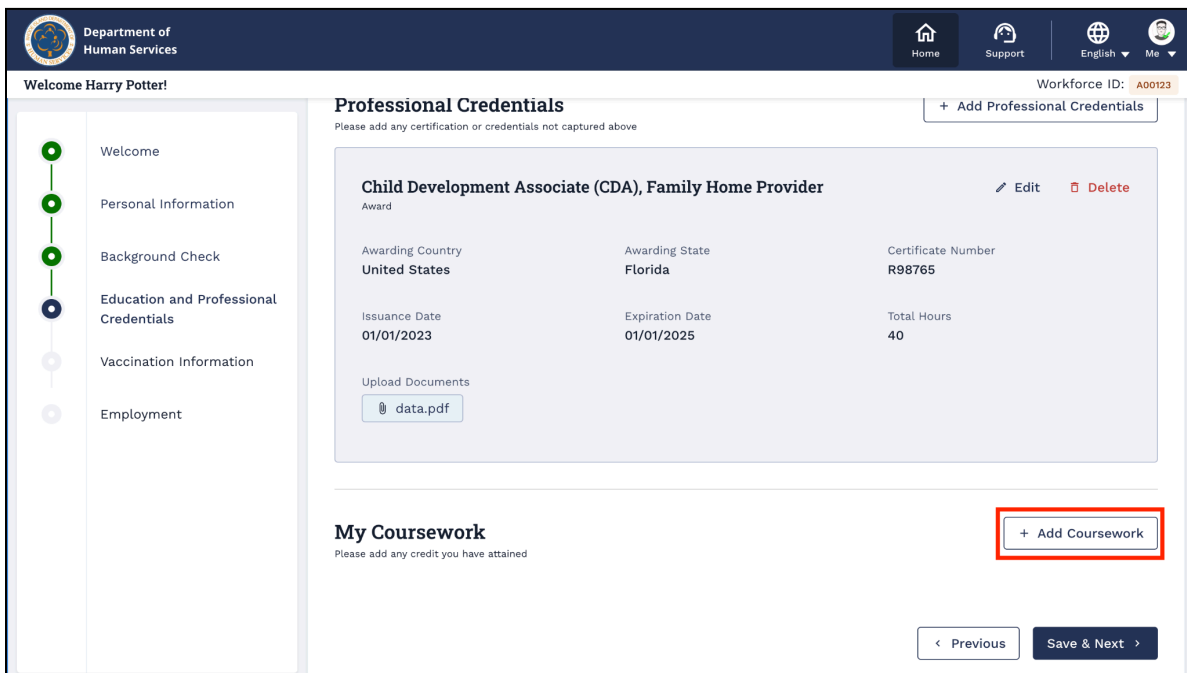
[data.pdf](#)

My Coursework

Please add any credit you have attained

[+ Add Coursework](#)

19. Click the **+ Add Coursework** button to add additional professional or related classes or coursework information.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Professional Credentials

Please add any certification or credentials not captured above

[+ Add Professional Credentials](#)

Child Development Associate (CDA), Family Home Provider

Award

[Edit](#) [Delete](#)

Awarding Country	Awarding State	Certificate Number
United States	Florida	R98765
Issuance Date	Expiration Date	Total Hours
01/01/2023	01/01/2025	40

Upload Documents

[data.pdf](#)

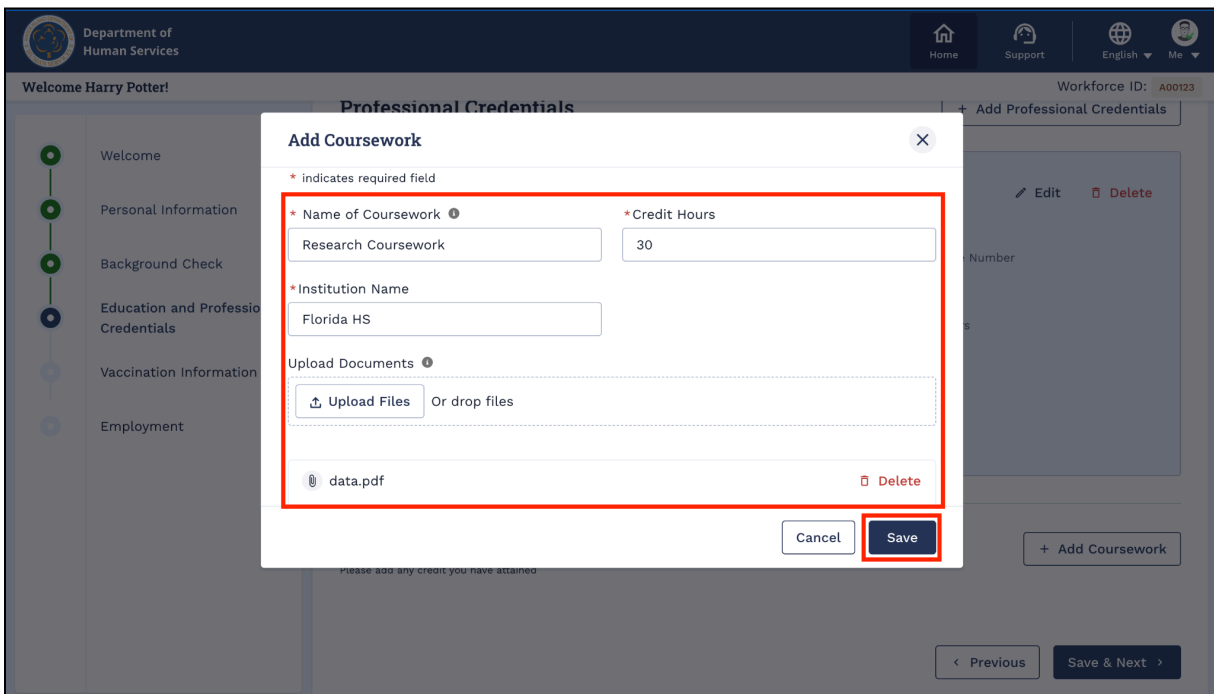
My Coursework

Please add any credit you have attained

[+ Add Coursework](#)

[Previous](#) [Save & Next](#)

20. Fill in the required details and then click the **Save** button.



Department of Human Services

Welcome Harry Potter!

Professional Credentials

Workforce ID: A00123

+ Add Professional Credentials

Edit Delete

Number

s

+ Add Coursework

< Previous Save & Next >

* indicates required field

* Name of Coursework

Research Coursework

* Credit Hours

30

* Institution Name

Florida HS

Upload Documents

Upload Files Or drop files

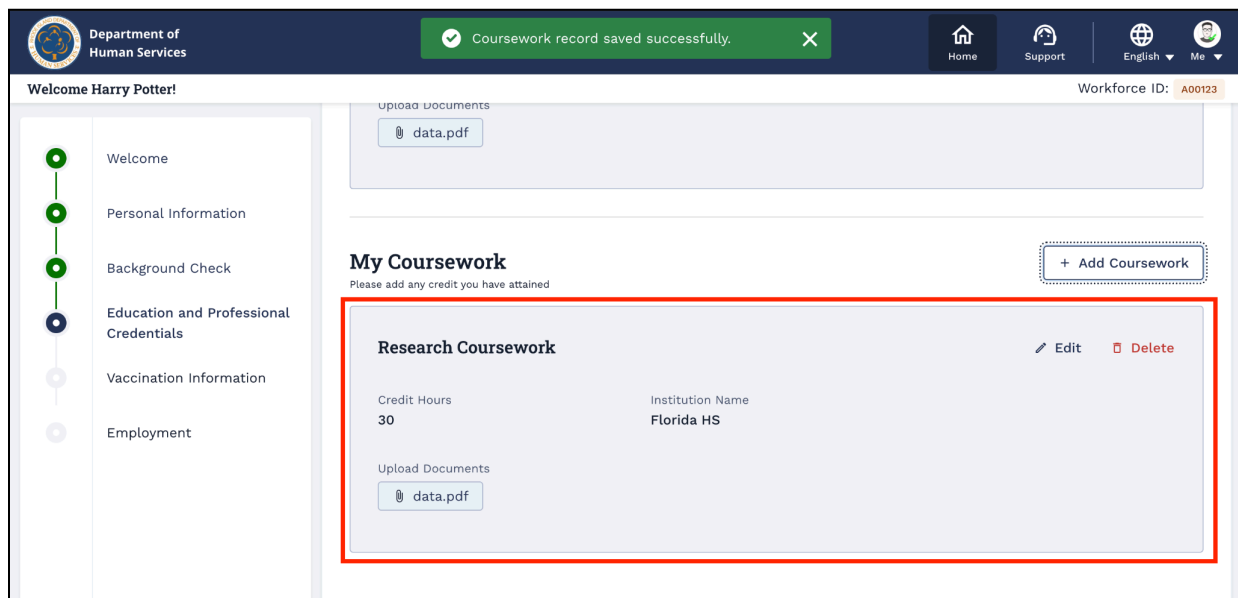
data.pdf Delete

Cancel Save

The record will be saved successfully.

Notes:

- Multiple records can be added.
- Click the **Edit** pencil icon to update and the **Delete** icon to delete the record.



Department of Human Services

Coursework record saved successfully.

Home Support English Me

Welcome Harry Potter!

Workforce ID: A00123

Upload Documents

data.pdf

My Coursework

Please add any credit you have attained

+ Add Coursework

Research Coursework

Edit Delete

Credit Hours

30

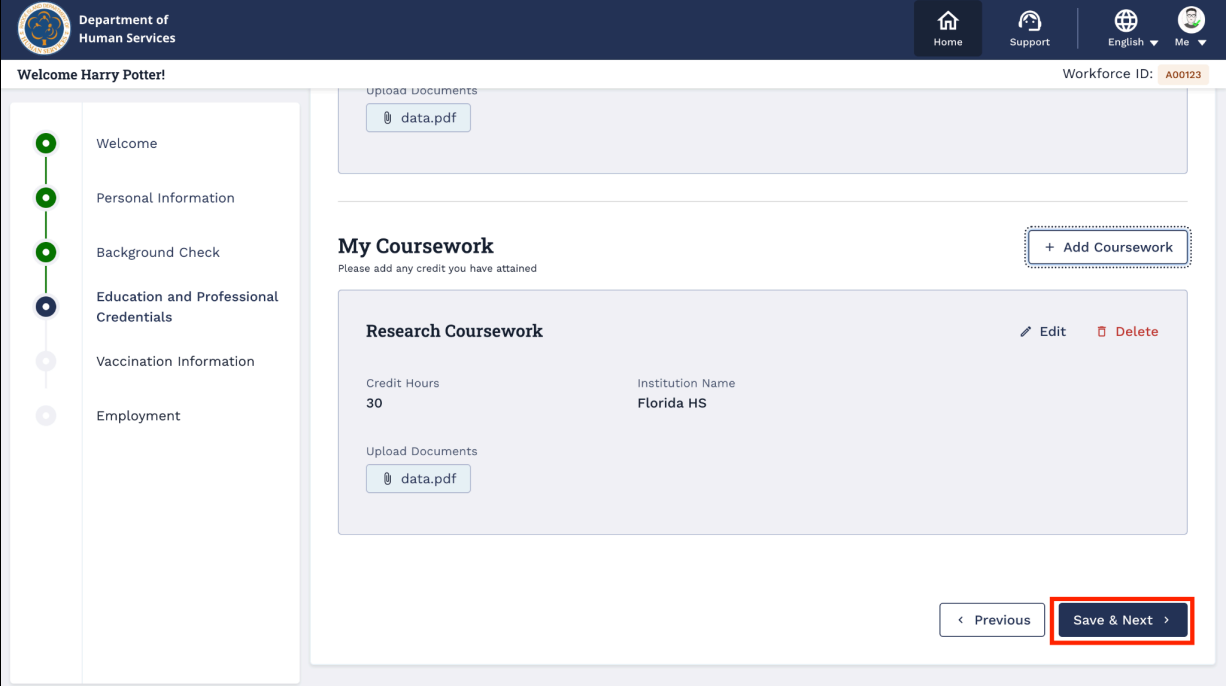
Institution Name

Florida HS

Upload Documents

data.pdf

21. After adding the Education and Professional Credentials information click the **Save & Next** button.



Welcome Harry Potter! Workforce ID: A00123

Upload Documents
data.pdf

My Coursework
Please add any credit you have attained

[+ Add Coursework](#)

Research Coursework [Edit](#) [Delete](#)

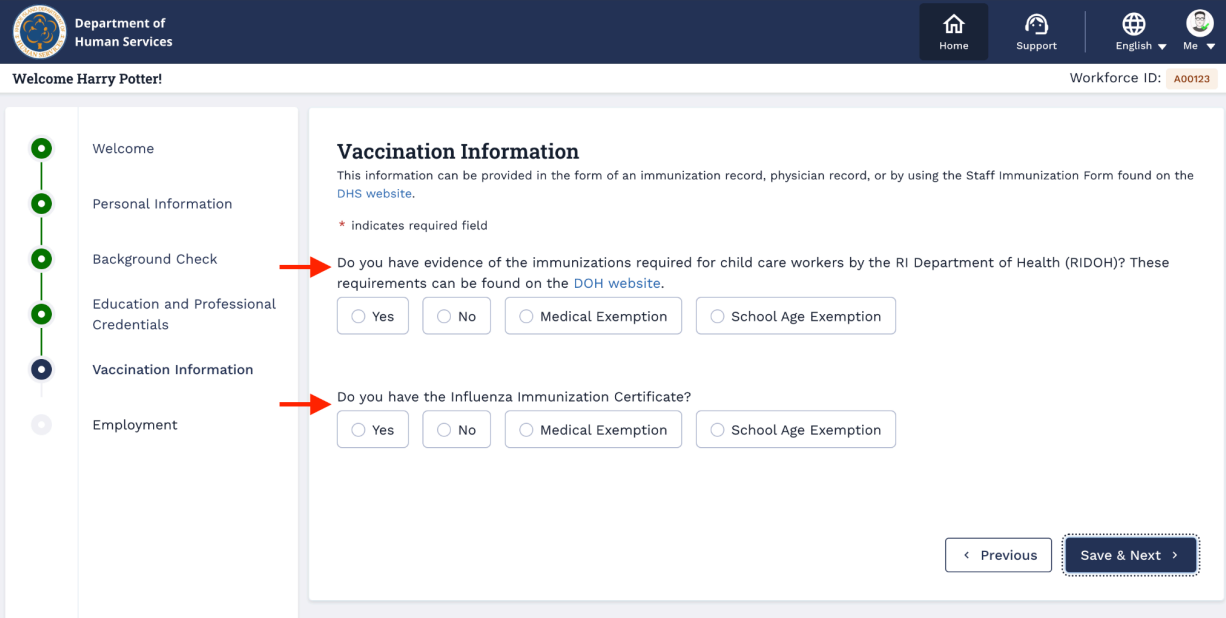
Credit Hours
30

Institution Name
Florida HS

Upload Documents
data.pdf

[Previous](#) [Save & Next](#)

22. On the Vaccination Information page, select the appropriate answer to the questions then upload the necessary document supporting your answers.



Welcome Harry Potter! Workforce ID: A00123

Vaccination Information
This information can be provided in the form of an immunization record, physician record, or by using the Staff Immunization Form found on the DHS website.
* Indicates required field

Do you have evidence of the immunizations required for child care workers by the RI Department of Health (RIDOH)? These requirements can be found on the DOH website.

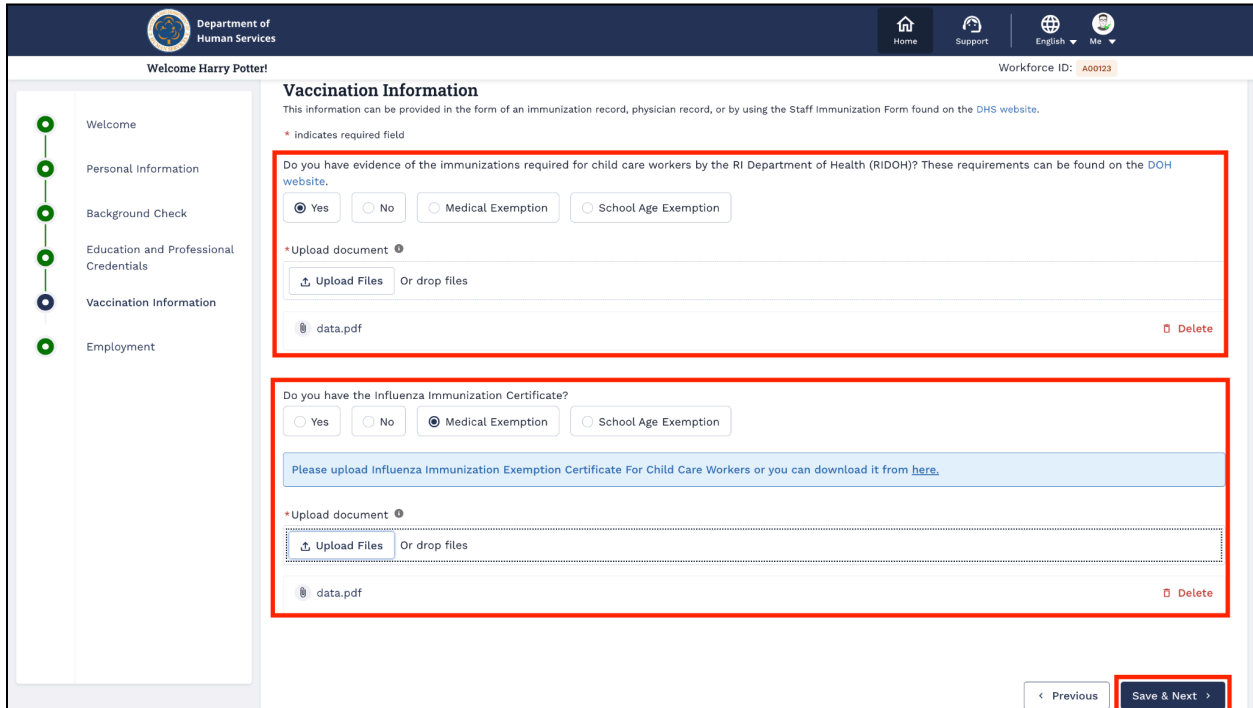
☐ Yes ☐ No ☐ Medical Exemption ☐ School Age Exemption

Do you have the Influenza Immunization Certificate?

☐ Yes ☐ No ☐ Medical Exemption ☐ School Age Exemption

[Previous](#) [Save & Next](#)

After providing the required information, click the **Save & Next** button.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Vaccination Information

This information can be provided in the form of an immunization record, physician record, or by using the Staff Immunization Form found on the DHS website.

* Indicates required field

Do you have evidence of the immunizations required for child care workers by the RI Department of Health (RIDOH)? These requirements can be found on the DOH website.

☒ Yes ☐ No ☐ Medical Exemption ☐ School Age Exemption

*Upload document

Upload Files Or drop files

data.pdf Delete

Do you have the Influenza Immunization Certificate?

☐ Yes ☐ No ☒ Medical Exemption ☐ School Age Exemption

Please upload Influenza Immunization Exemption Certificate For Child Care Workers or you can download it from [here](#).

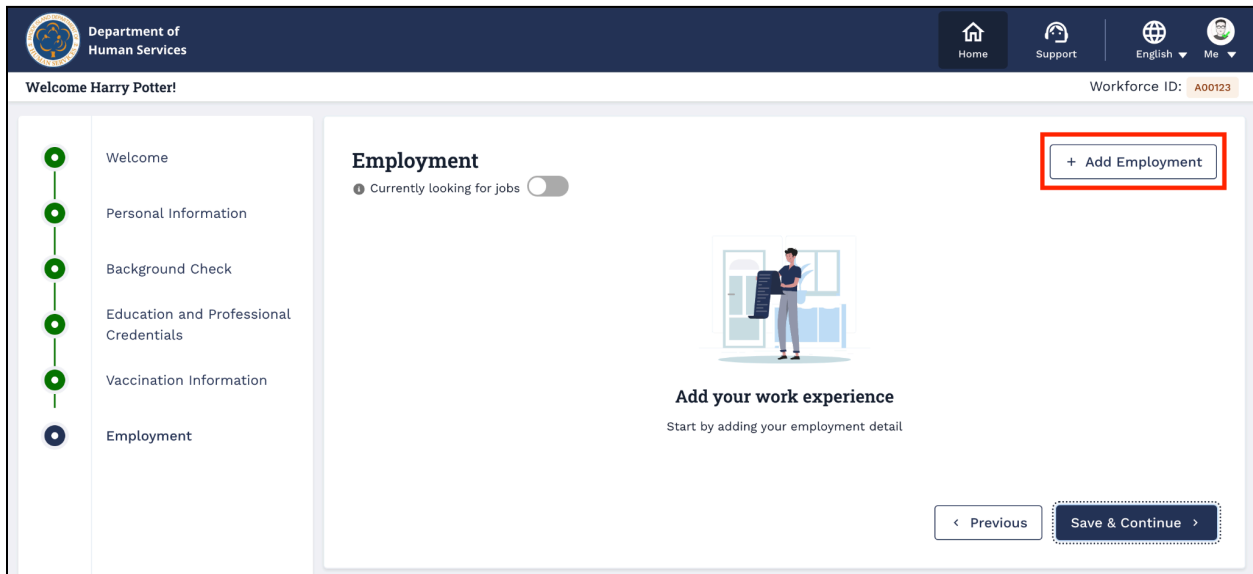
*Upload document

Upload Files Or drop files

data.pdf Delete

< Previous **Save & Next >**

23. On the Employment page, click **Add Employment** to add your employment details if you are already employed.



Department of Human Services

Welcome Harry Potter!

Workforce ID: A00123

Employment

Currently looking for jobs ☐

+ Add Employment

Add your work experience

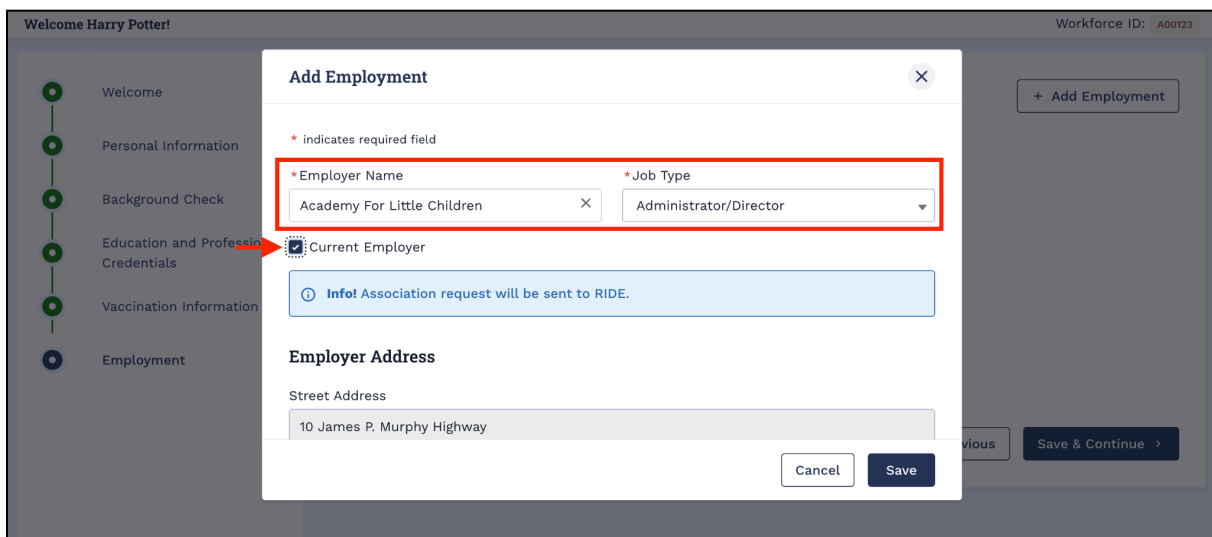
Start by adding your employment detail

< Previous **Save & Continue >**

24. Select your employer details.

Notes:

- If you select the **Current Employer** checkbox, the association request will be sent to the employer for the association approval.
- The association request will be sent to RI state staff or the provider/employer for approval based on the Job Type. (The RI State staff will receive the request for the regulatory roles, and the Provider/Employer will receive the request for other roles)



Welcome Harry Potter! Workforce ID: A00123

Add Employment

* indicates required field

* Employer Name: Academy For Little Children X

* Job Type: Administrator/Director

☒ Current Employer

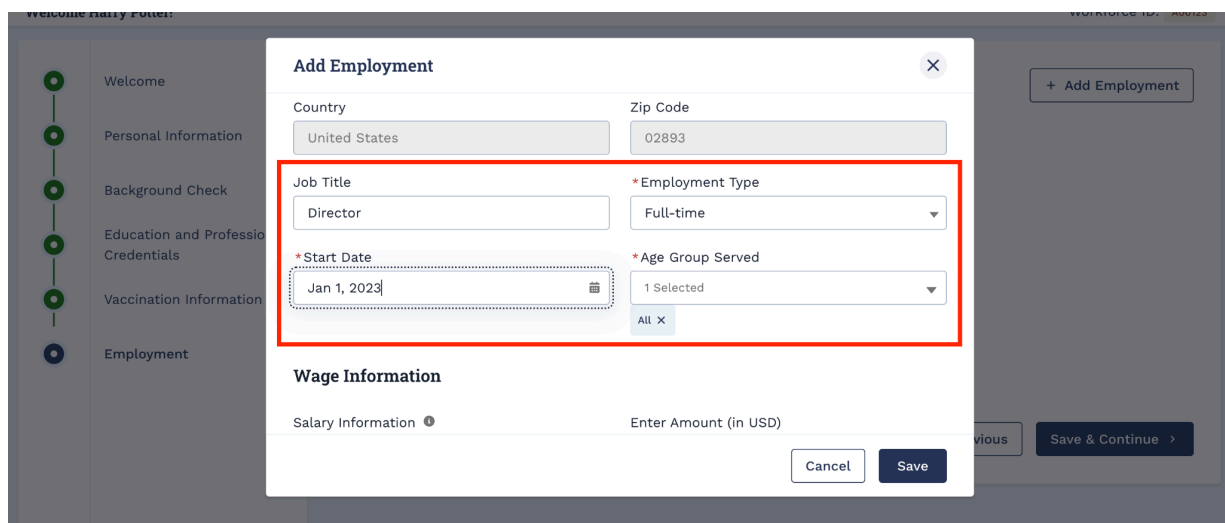
Info! Association request will be sent to RIDE.

Employer Address

Street Address: 10 James P. Murphy Highway

Cancel Save

25. Fill in the **Employment** details.



Welcome Harry Potter! Workforce ID: A00123

Add Employment

Country: United States Zip Code: 02893

Job Title: Director

* Employment Type: Full-time

* Start Date: Jan 1, 2023

* Age Group Served: 1 Selected

All X

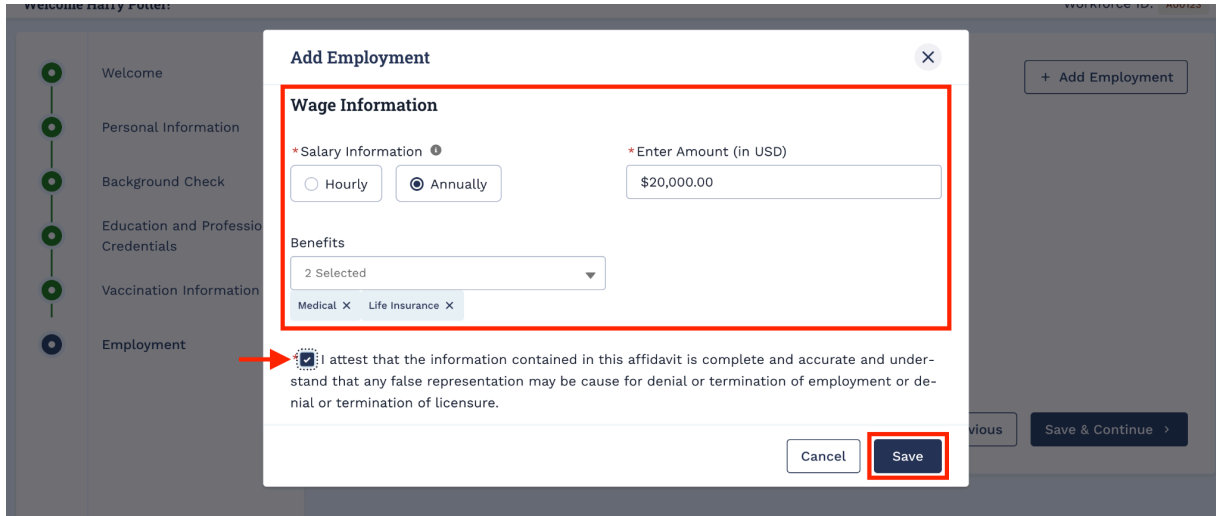
Wage Information

Salary Information Enter Amount (in USD)

Cancel Save

26. Fill in the **Wage Information**, select the **Attestation** checkbox, then click **Save**.

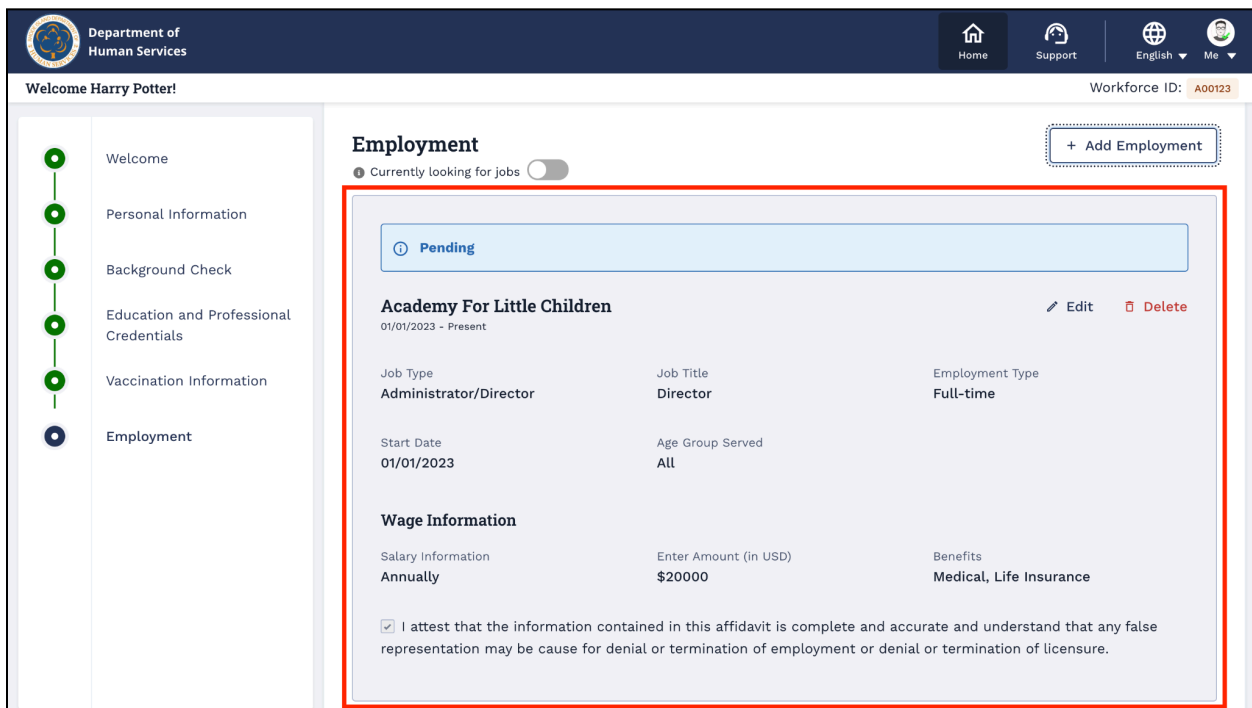
Note: You can add more than one employment record.



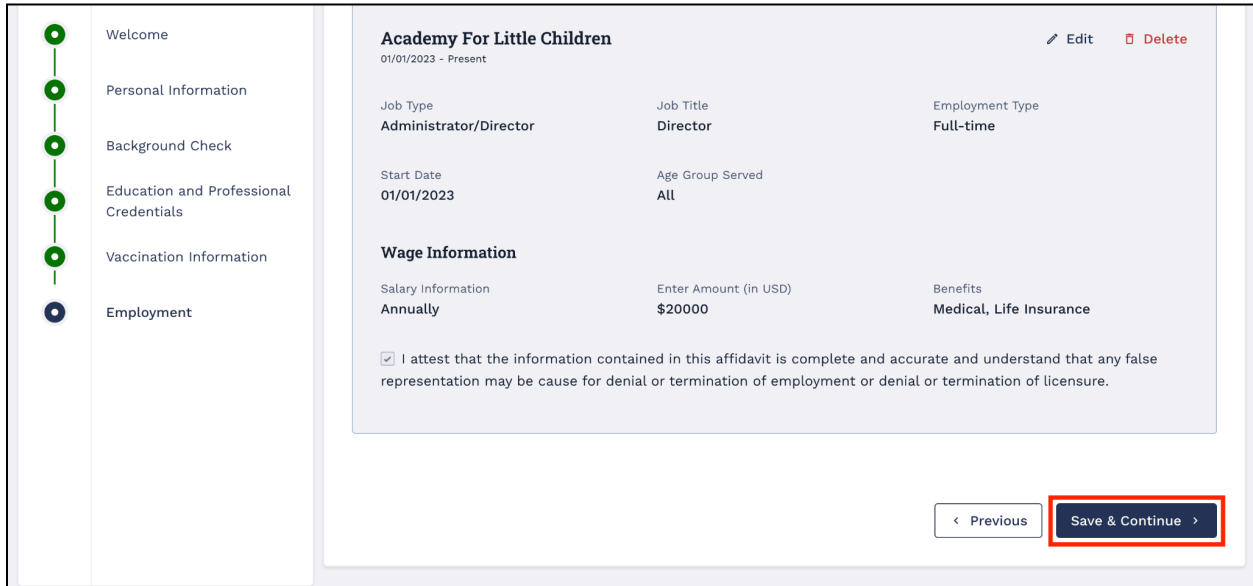
The record will be saved successfully.

Notes:

- Multiple employment records can be added.
- Click the **Pencil Edit** icon to update and the **Delete** icon to delete the record.



27. Click the **Save & Continue** button after adding the employment details.



Welcome

Personal Information

Background Check

Education and Professional Credentials

Vaccination Information

Employment

Academy For Little Children Edit Delete
01/01/2023 - Present

Job Type: Administrator/Director Job Title: Director Employment Type: Full-time

Start Date: 01/01/2023 Age Group Served: All

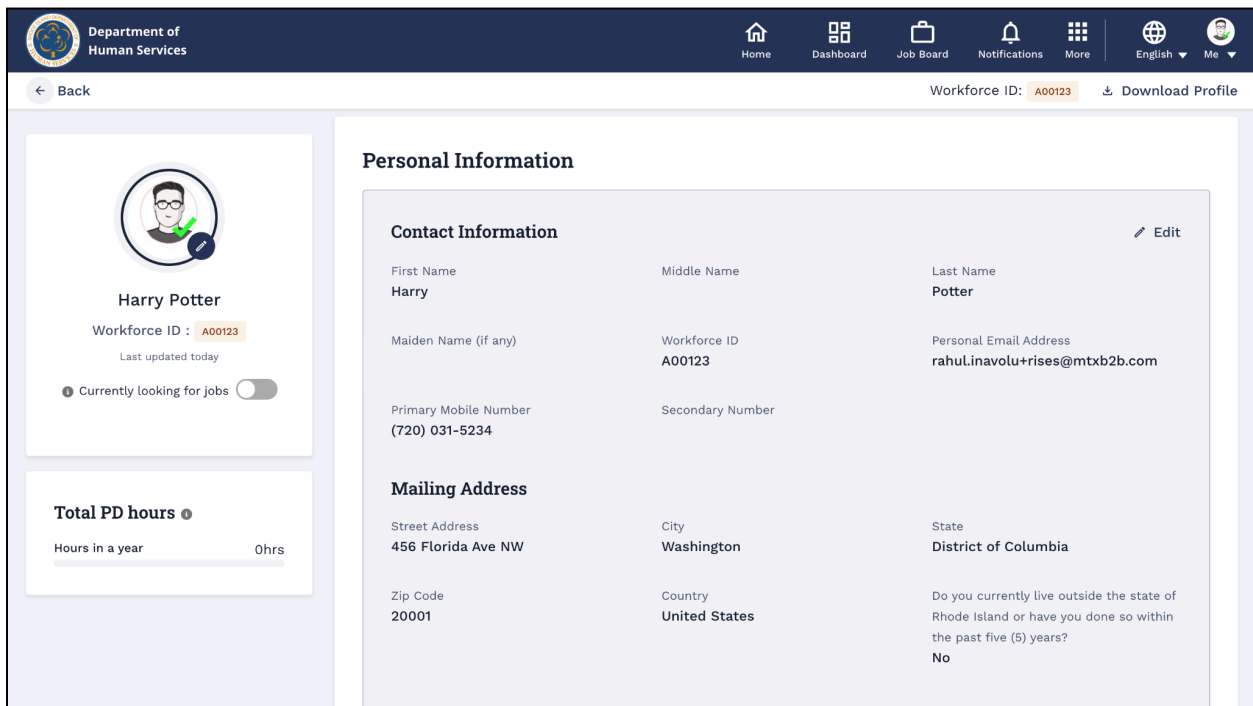
Wage Information

Salary Information: Annually Enter Amount (in USD): \$20000 Benefits: Medical, Life Insurance

☒ I attest that the information contained in this affidavit is complete and accurate and understand that any false representation may be cause for denial or termination of employment or denial or termination of licensure.

[< Previous](#) **Save & Continue** [>](#)

After successfully creating your profile, you will be directed to your profile page. Note that currently, you cannot view the Manage Job Boards and Manage Staff tabs.



Department of Human Services

Home Dashboard Job Board Notifications More English Me

[< Back](#) Workforce ID: A00123 [Download Profile](#)

Harry Potter
Workforce ID : A00123
Last updated today
☒ Currently looking for jobs

Total PD hours
Hours in a year 0hrs

Personal Information

Contact Information Edit

First Name: Harry Middle Name: Last Name: Potter

Maiden Name (if any): Workforce ID: A00123 Personal Email Address: rahuLinavolu+rises@mtxb2b.com

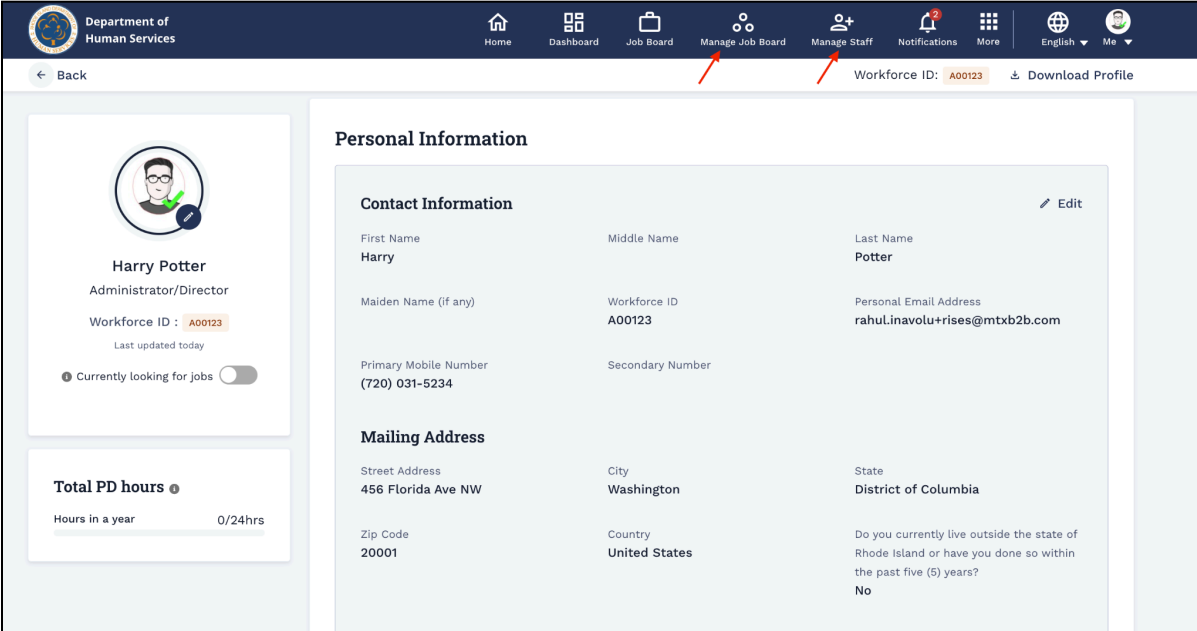
Primary Mobile Number: (720) 031-5234 Secondary Number: Do you currently live outside the state of Rhode Island or have you done so within the past five (5) years? No

Mailing Address

Street Address: 456 Florida Ave NW City: Washington State: District of Columbia

Zip Code: 20001 Country: United States

Once the RI State staff approves your employment request, you will be granted Provider access. As a Provider, you can access the **Manage Job Boards** and **Manage Staff** tabs.




Department of Human Services

Home Dashboard Job Board **Manage Job Board** **Manage Staff** Notifications More English Me

Workforce ID: A00123 Download Profile

Back



Harry Potter
Administrator/Director
Workforce ID : A00123
Last updated today
Currently looking for jobs ☐

Total PD hours

Hours in a year 0/24hrs

Personal Information

Contact Information [Edit](#)

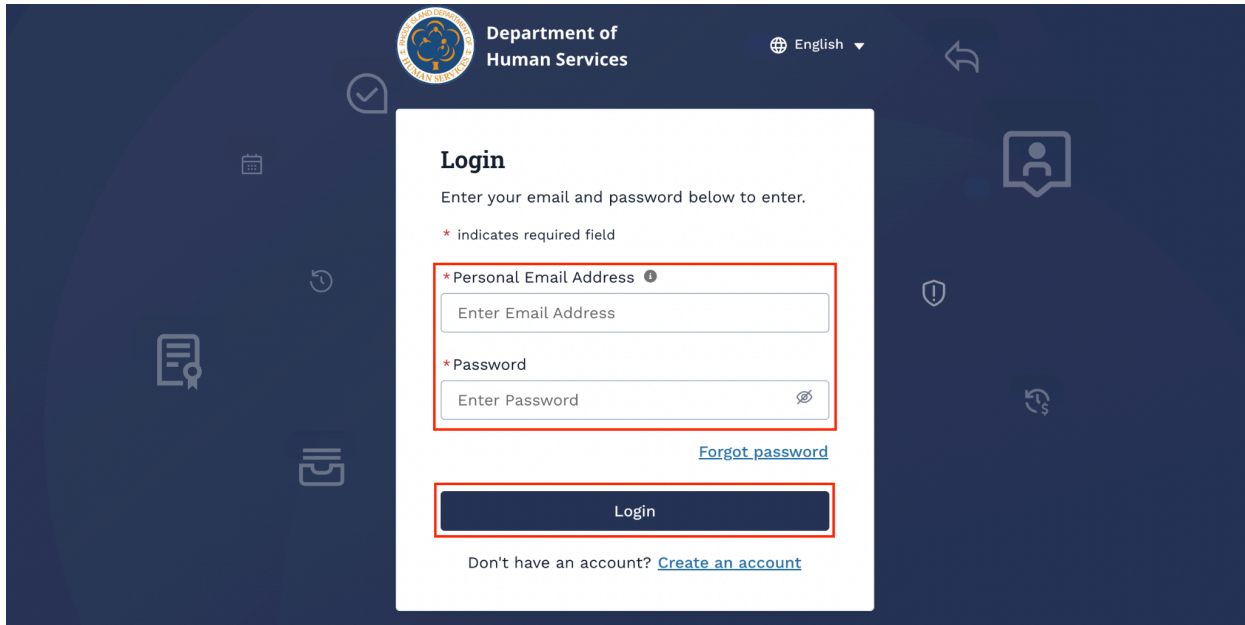
First Name Harry	Middle Name	Last Name Potter
Maiden Name (if any)	Workforce ID A00123	Personal Email Address rahuLinavolu+rises@mtxb2b.com
Primary Mobile Number (720) 031-5234	Secondary Number	


Mailing Address

Street Address 456 Florida Ave NW	City Washington	State District of Columbia
Zip Code 20001	Country United States	Do you currently live outside the state of Rhode Island or have you done so within the past five (5) years? No

LOGGING INTO THE DEPARTMENT OF HUMAN SERVICES

1. Open the **RI Department of Human Services Portal** at <https://ridhsrises--r1uat.sandbox.my.site.com>
2. Enter your **Username** and **Password**, and click the **Login** button on the Sign In page.



 Department of
Human Services

English ▼

Login

Enter your email and password below to enter.

* indicates required field

* Personal Email Address ⓘ

Enter Email Address

* Password

Enter Password ⓘ

[Forgot password](#)

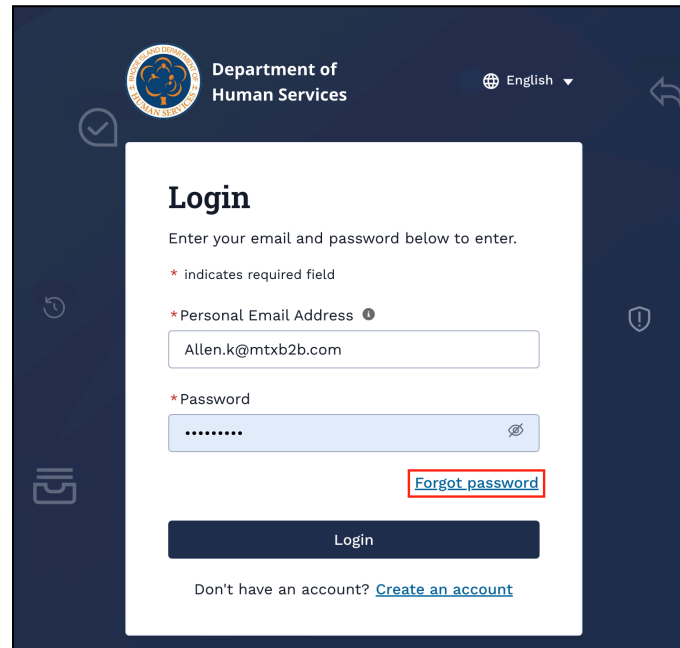
Login

Don't have an account? [Create an account](#)

You will be directed to the RI Department of Human Services Portal landing page.

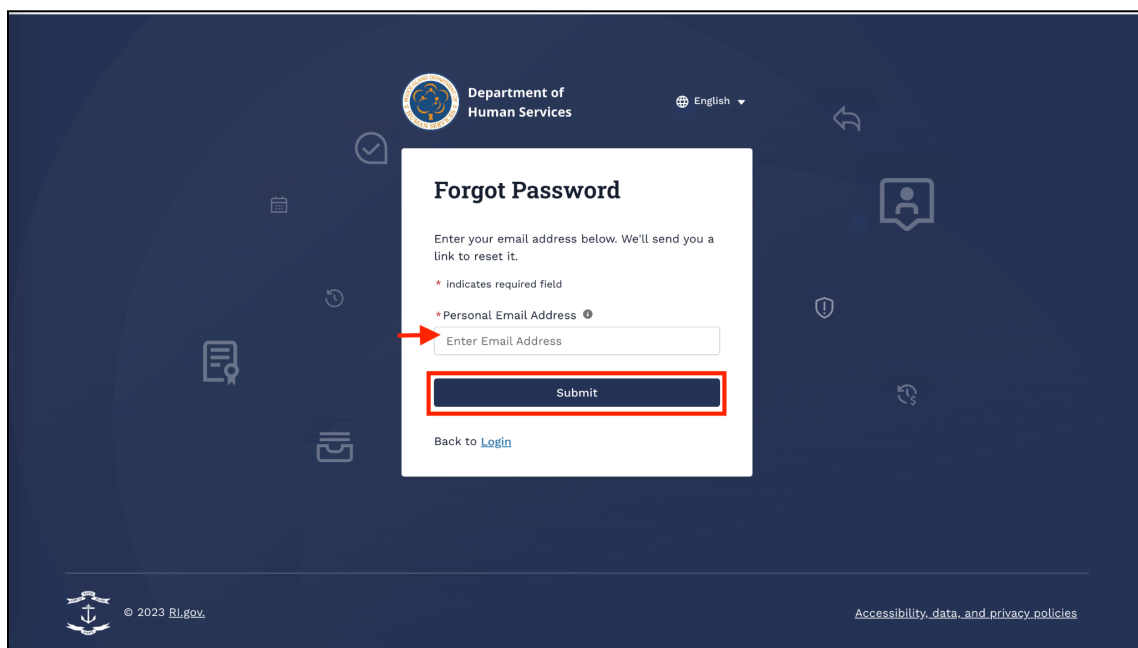
RESETTING THE PASSWORD

1. Click the **Forgot Password** link on the Sign-in page.



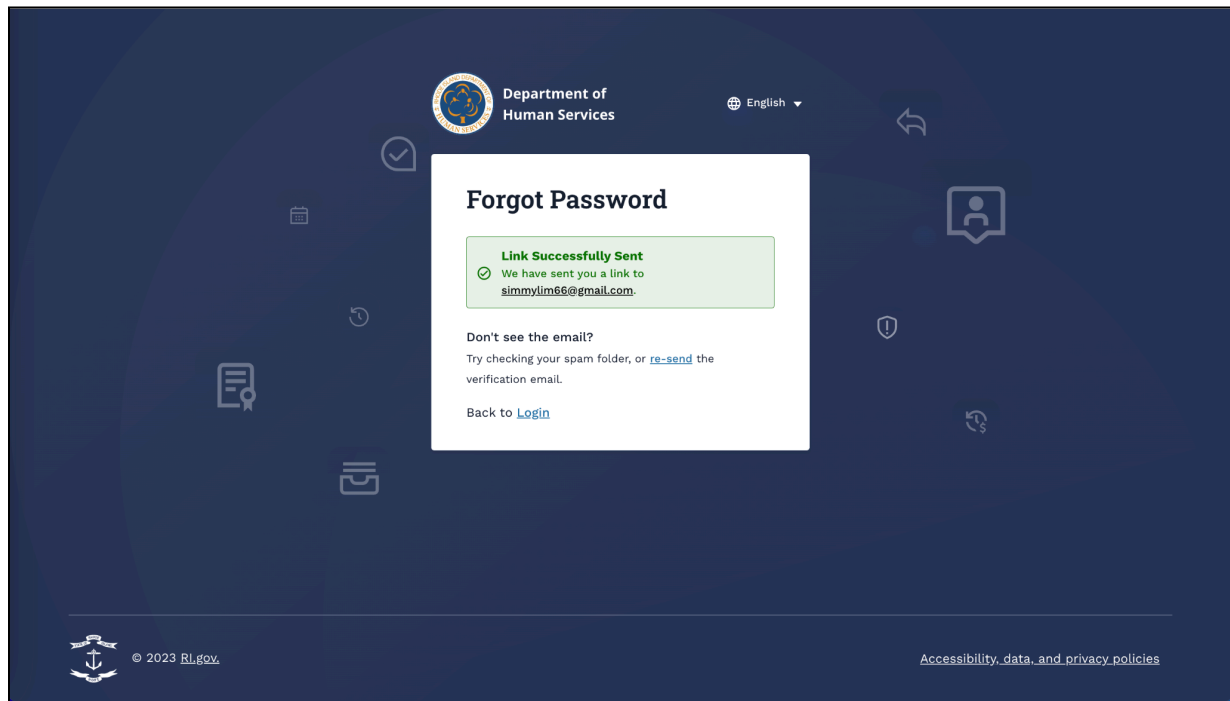
The screenshot shows the 'Login' page of the Department of Human Services. The page has a dark blue background with a white login form in the center. The form contains fields for 'Personal Email Address' (with the email 'Allen.k@mtxb2b.com') and 'Password'. A red box highlights the 'Forgot password' link located below the password field. The 'Login' button is at the bottom of the form, and a link to 'Create an account' is below it.

2. Enter the email address to receive a link to reset the password, and then click **Submit**.

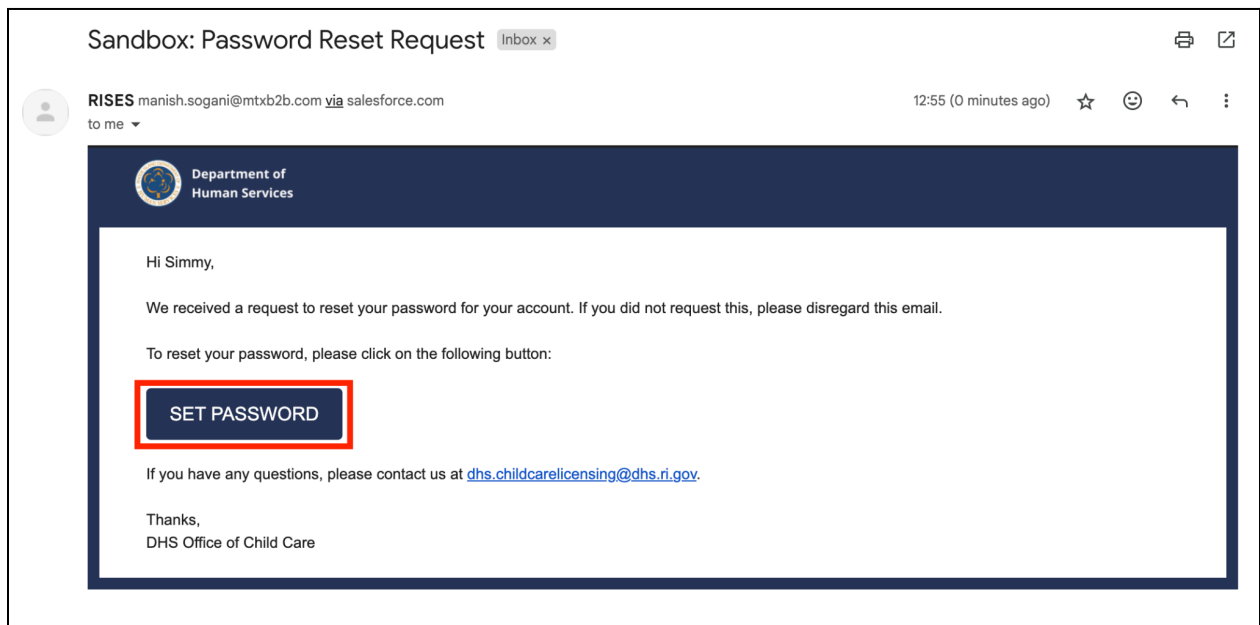


The screenshot shows the 'Forgot Password' page of the Department of Human Services. The page has a dark blue background with a white form in the center. The form contains a single text input field labeled 'Enter Email Address'. A red arrow points to this field, and a red box highlights the 'Submit' button below it. The 'Back to Login' link is at the bottom of the form. The footer of the page includes the Department of Human Services logo, the text '© 2023 RI.gov', and a link to 'Accessibility, data, and privacy policies'.

You will receive an email with a link to reset your password.



3. Click the **Set Password** button from the email you received.





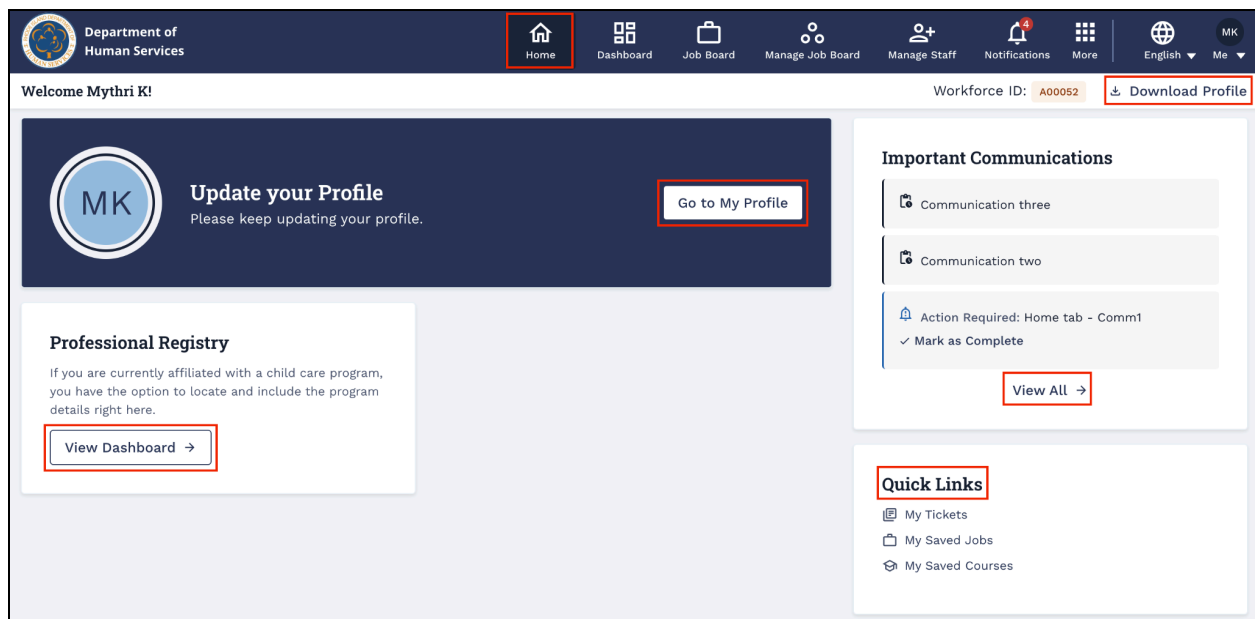
4. Enter your password in the **New Password** and **Confirm New Password** fields, and then click the **Change Password** button.

PORTAL OVERVIEW

HOME PAGE

The Home Page provides quick access to the following:

- Click the **Download Profile** link to download your profile information.
- Click the **Go to My Profile** button to go to the profile page.
- Click the **View Dashboard** button on the Professional Registry tile to go to the portal dashboard.
- Click the **View All** link on the Important Communications tile to view all communications.
- Click the links on the **Quick Links** tile to go to the respective pages.

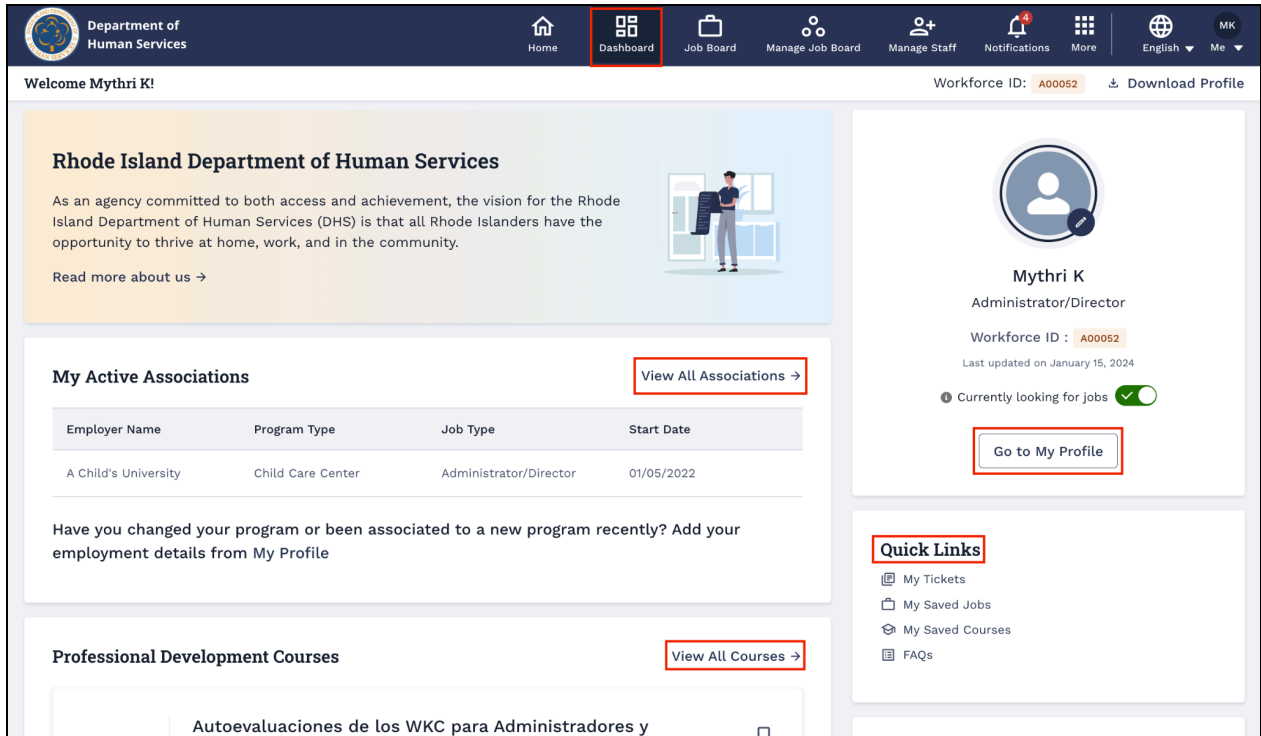


DASHBOARD

The Dashboard will have quick access to the following:

- Click the **Go to My Profile** button to go to the **Profile** page.
- Click the **View All Associations** link to go to the **My Associations** page.

- c. Click the **View All Courses** link to go to the **Professional Development Courses** page.
- d. Click the **Quick Links** to go to the respective pages.



Welcome Mythri K! Workforce ID: A00052 Download Profile

Rhode Island Department of Human Services

As an agency committed to both access and achievement, the vision for the Rhode Island Department of Human Services (DHS) is that all Rhode Islanders have the opportunity to thrive at home, work, and in the community.

Read more about us →

My Active Associations View All Associations →

Employer Name	Program Type	Job Type	Start Date
A Child's University	Child Care Center	Administrator/Director	01/05/2022

Have you changed your program or been associated to a new program recently? Add your employment details from My Profile

Professional Development Courses View All Courses →

Autoevaluaciones de los WKC para Administradores y

Quick Links

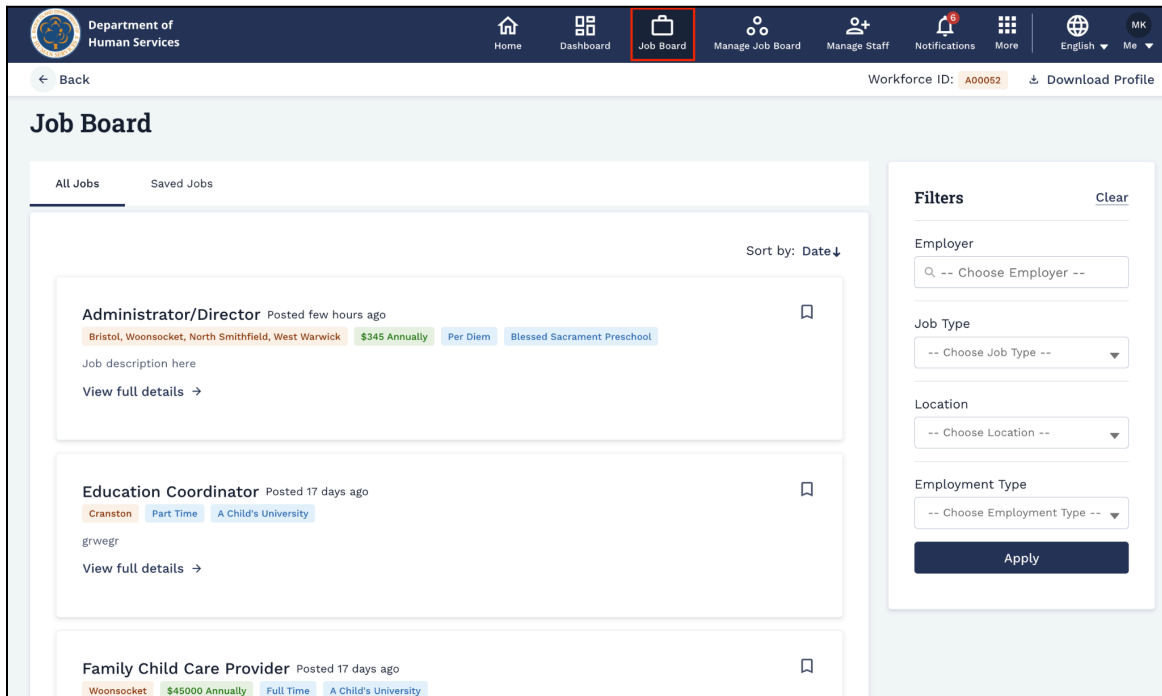
- My Tickets
- My Saved Jobs
- My Saved Courses
- FAQs

Mythri K
Administrator/Director
Workforce ID : A00052
Last updated on January 15, 2024
Currently looking for jobs ☒

Go to My Profile

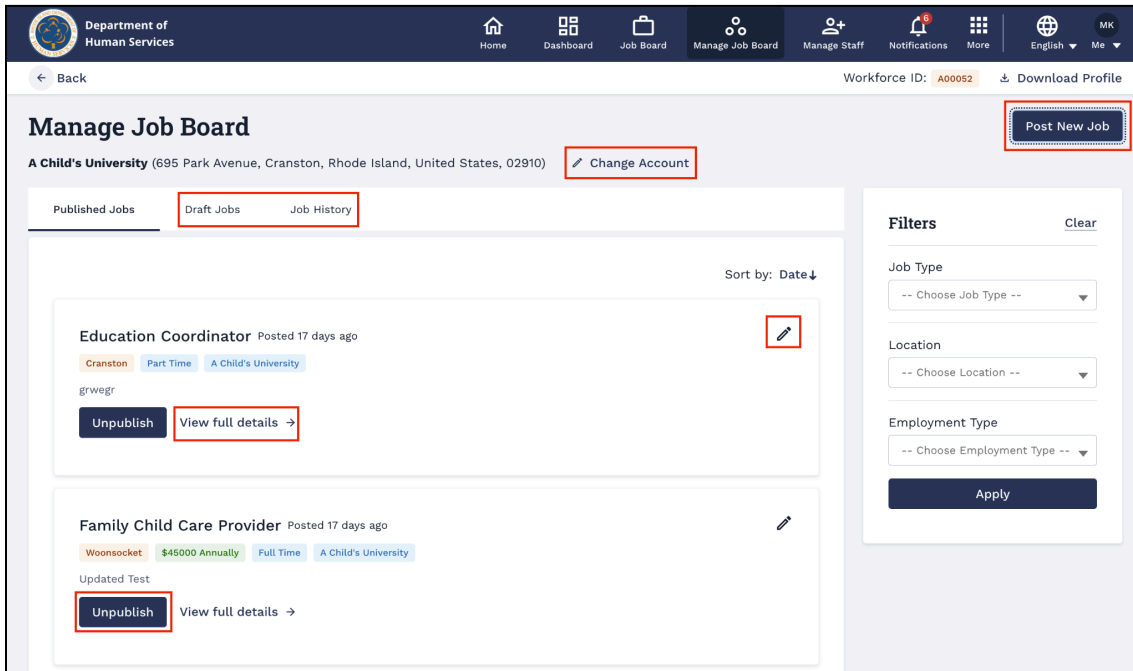
JOB BOARD

To view open jobs or current job opportunities, go to the [Job Board](#) page.



MANAGE JOB BOARD

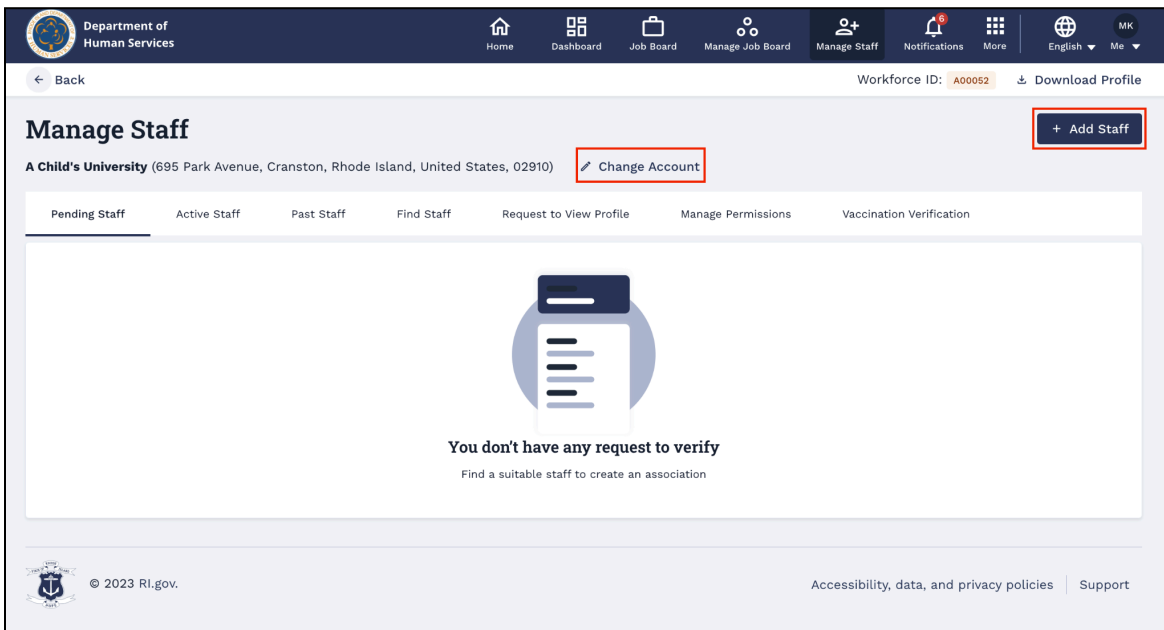
1. Click on the **Post New Job** button to post a new job.
2. Click on the **Change Account** link to change the account.
3. Click on the **Draft Jobs** or **Job History** tabs to view the jobs in draft status and the jobs history.
4. Click the **Edit** pencil icon to edit the job details.
5. Click on the **View Full Details** link to view the complete job details.
6. Click on the **Unpublish** button to remove a job post.



The screenshot shows the 'Manage Job Board' interface for 'A Child's University'. The top navigation bar includes links for Home, Dashboard, Job Board, Manage Job Board, Manage Staff, Notifications, More, English, and Me. The main header shows 'Workforce ID: A00052' and a 'Download Profile' link. The 'Manage Job Board' section has a 'Post New Job' button in the top right. Below the header, there are tabs for 'Published Jobs', 'Draft Jobs', and 'Job History'. The 'Draft Jobs' tab is active, showing two job listings: 'Education Coordinator' and 'Family Child Care Provider'. Each listing has an 'Unpublish' button and a 'View full details' link. A 'Change Account' link is also visible. On the right, there is a 'Filters' sidebar with dropdowns for Job Type, Location, and Employment Type, and an 'Apply' button.

MANAGE STAFF

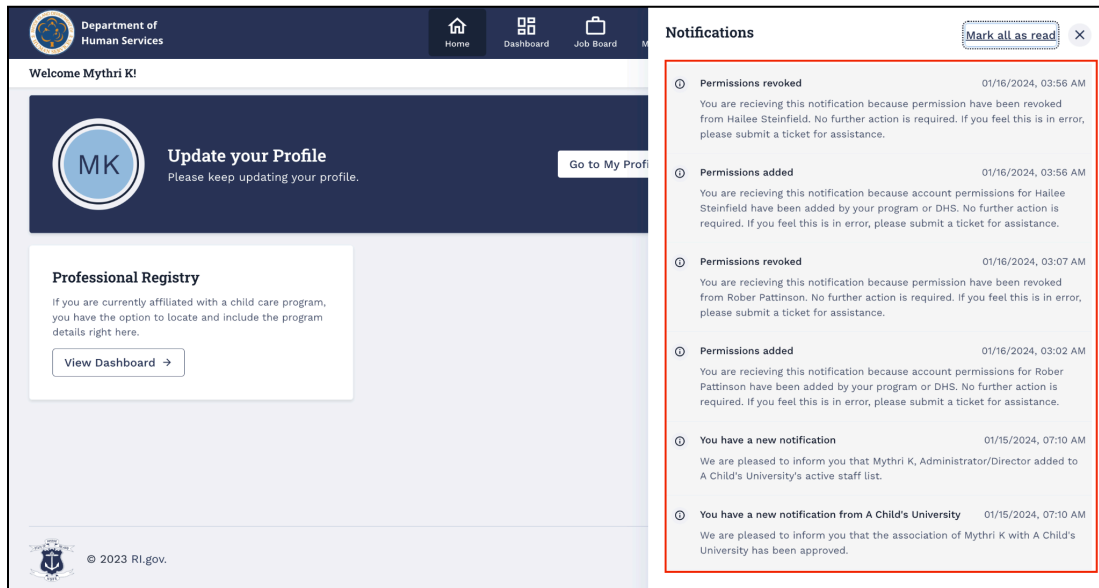
1. Click on the **Add Staff** button to add new staff members.
2. Click on the **Change Account** link to change the account.



The screenshot shows the 'Manage Staff' interface for 'A Child's University'. The top navigation bar is the same as the previous screenshot. The main header shows 'Workforce ID: A00052' and a 'Download Profile' link. The 'Manage Staff' section has a '+ Add Staff' button in the top right. Below the header, there are tabs for 'Pending Staff', 'Active Staff', 'Past Staff', 'Find Staff', 'Request to View Profile', 'Manage Permissions', and 'Vaccination Verification'. The 'Pending Staff' tab is active, showing a large graphic with a clipboard and the text 'You don't have any request to verify'. Below this, it says 'Find a suitable staff to create an association'. A 'Change Account' link is also visible.

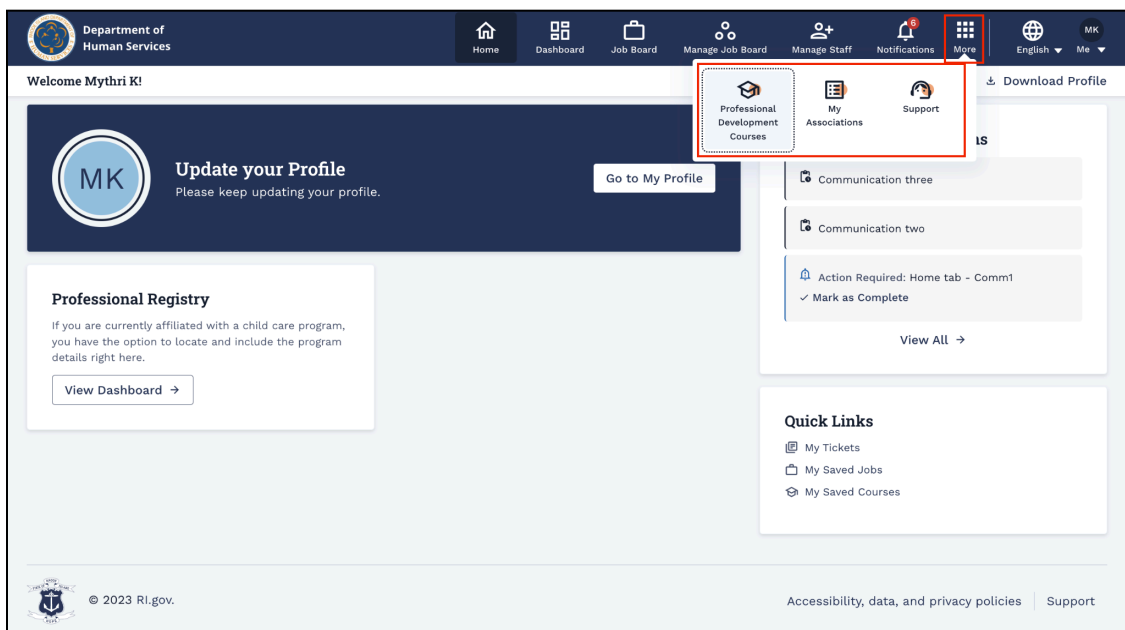
NOTIFICATIONS

1. Click the **Notifications (Bell)** icon to view all the Portal Notifications.



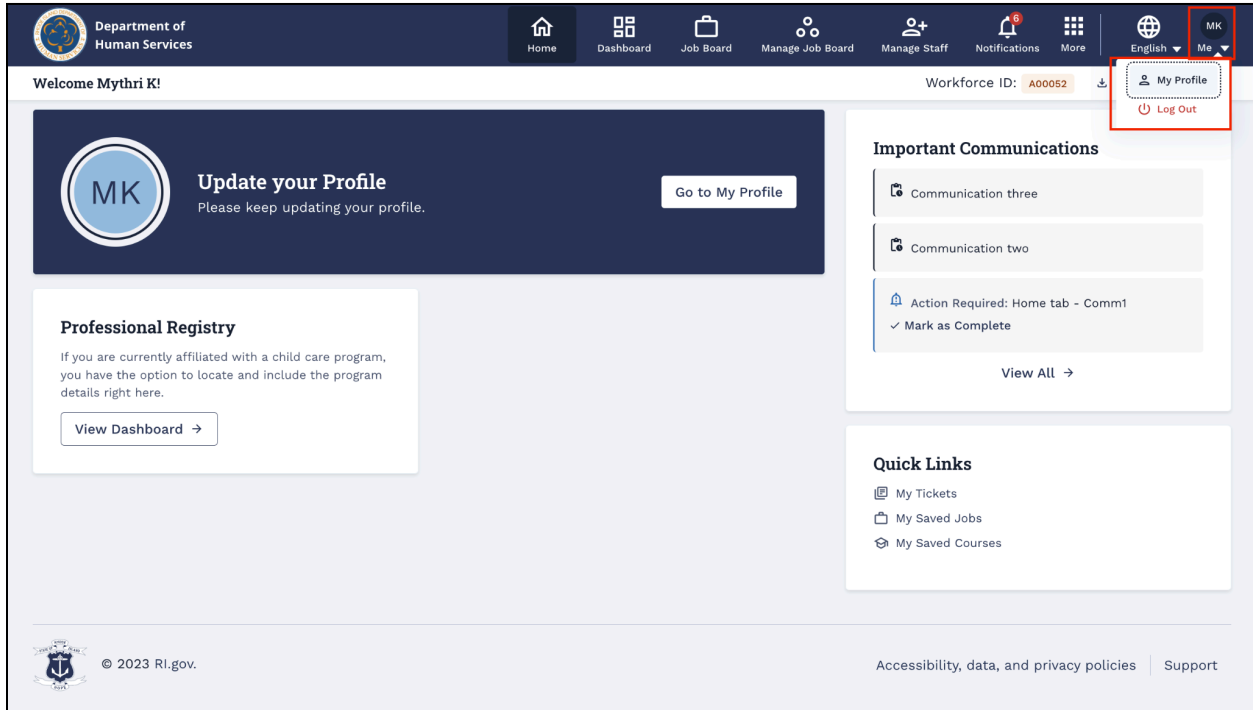
MORE

Click the **More (9 dots)** icon to view courses, associations, or help desk tickets. For more information, refer to [Professional Development Courses](#), [My Associations](#), or [Support](#) options respectively.



PROFILE

1. Click the **Profile** icon on the top right corner and then click **My Profile** for an [overview of your profile](#).
2. Click the **Log Out** to exit from the portal.



Department of
Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Welcome Mythri K! Workforce ID: A00052

Update your Profile
Please keep updating your profile. [Go to My Profile](#)

Professional Registry
If you are currently affiliated with a child care program, you have the option to locate and include the program details right here. [View Dashboard →](#)

Important Communications

- Communication three
- Communication two
- Action Required: Home tab - Comm1
✓ Mark as Complete

[View All →](#)

Quick Links

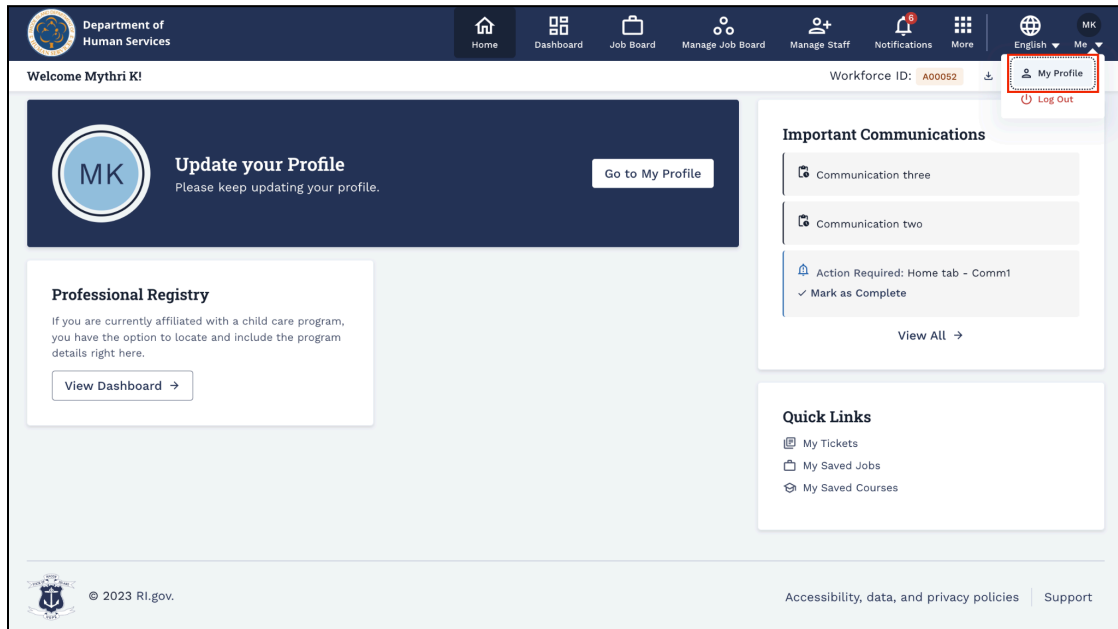
- My Tickets
- My Saved Jobs
- My Saved Courses

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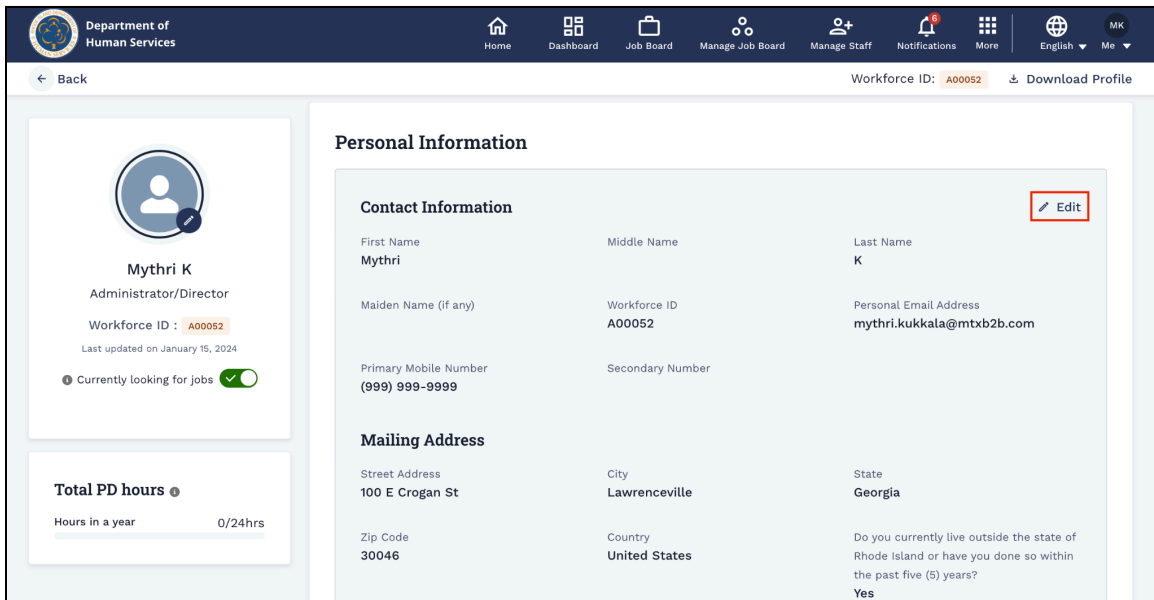
MANAGING PROFILE INFORMATION

EDITING PROFILE INFORMATION

1. Click the **Profile** icon in the top right corner and click **My Profile**.



2. To edit the Profile details, click the **Edit** button on the section you want to change.



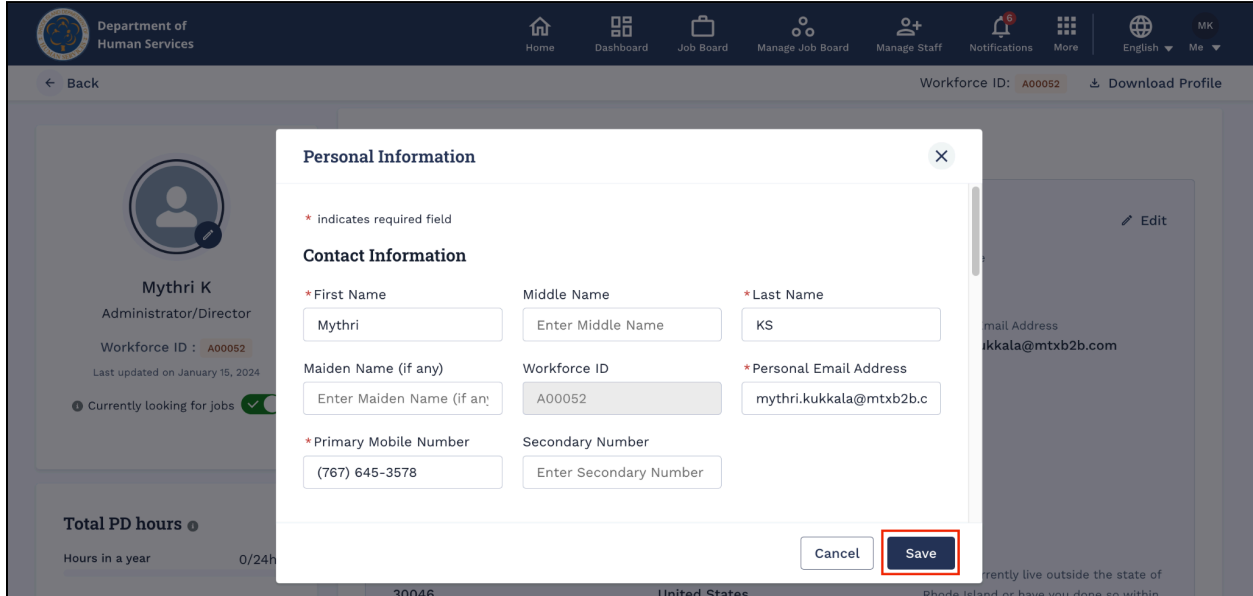
The screenshot shows the 'My Profile' page. The 'Personal Information' section is highlighted, and the 'Edit' button is visible. The page displays the user's profile information, including their name, title, workforce ID, and contact details. The 'Contact Information' section includes fields for First Name, Middle Name, Last Name, Maiden Name, Workforce ID, Primary Mobile Number, and Secondary Number. The 'Mailing Address' section includes fields for Street Address, City, State, Zip Code, and Country. The 'Total PD hours' section shows the user's current hours and a progress bar.

Contact Information		
First Name Mythri	Middle Name	Last Name K
Maiden Name (if any)	Workforce ID A00052	Personal Email Address mythri.kukkala@mtxb2b.com
Primary Mobile Number (999) 999-9999	Secondary Number	

Mailing Address		
Street Address 100 E Crogan St	City Lawrenceville	State Georgia
Zip Code 30046	Country United States	Do you currently live outside the state of Rhode Island or have you done so within the past five (5) years? Yes

Total PD hours
Hours in a year: 0/24hrs

- Update/edit the information, then click the **Save** button to make the changes effective.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00052 Download Profile

Back

Mythri K
Administrator/Director
Workforce ID : A00052
Last updated on January 15, 2024
Currently looking for jobs

Total PD hours
Hours in a year 0/24h

30046 United States

Personal Information

* Indicates required field

Contact Information

* First Name: Mythri Middle Name: Enter Middle Name * Last Name: KS

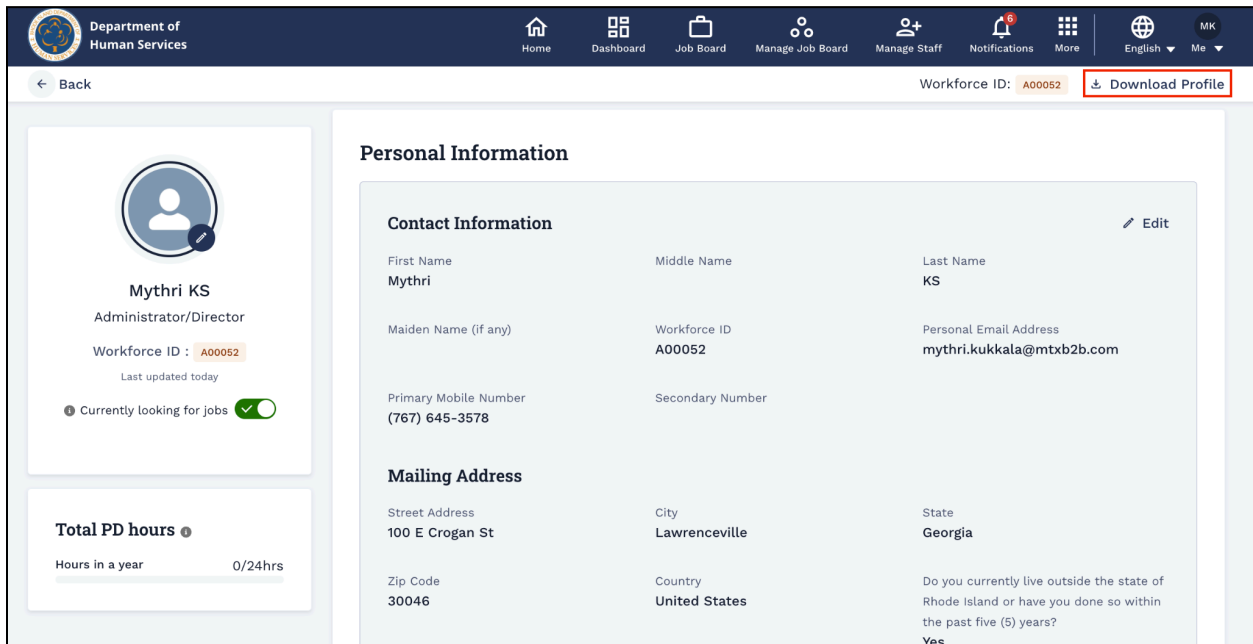
Maiden Name (if any): Enter Maiden Name (if any) Workforce ID: A00052 * Personal Email Address: mythri.kukkala@mtxb2b.c

* Primary Mobile Number: (767) 645-3578 Secondary Number: Enter Secondary Number

Cancel Save

DOWNLOADING PROFILE INFORMATION

- Click on the **Download Profile** button to download the profile information.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00052 Download Profile

Back

Mythri KS
Administrator/Director
Workforce ID : A00052
Last updated today
Currently looking for jobs

Total PD hours
Hours in a year 0/24hrs

Personal Information

Contact Information

First Name: Mythri Middle Name: Last Name: KS

Maiden Name (if any): Workforce ID: A00052 Personal Email Address: mythri.kukkala@mtxb2b.c

Primary Mobile Number: (767) 645-3578 Secondary Number:

Mailing Address

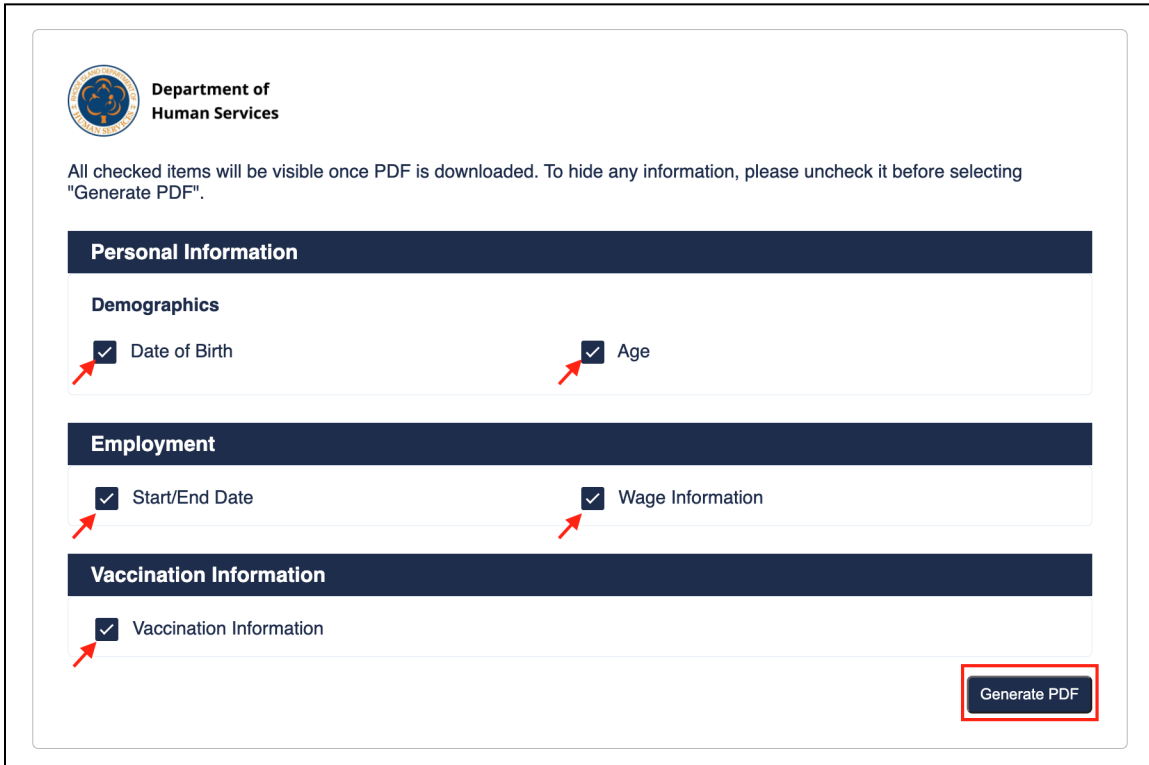
Street Address: 100 E Crogan St City: Lawrenceville State: Georgia

Zip Code: 30046 Country: United States

Do you currently live outside the state of Rhode Island or have you done so within the past five (5) years?
Yes

- Click the **Generate PDF** button to generate the pdf document of the Profile.

Note: All the selected items will be visible once the PDF is downloaded. Uncheck the items to hide the information.



Department of
Human Services

All checked items will be visible once PDF is downloaded. To hide any information, please uncheck it before selecting "Generate PDF".

Personal Information

Demographics

☒ Date of Birth ☒ Age

Employment

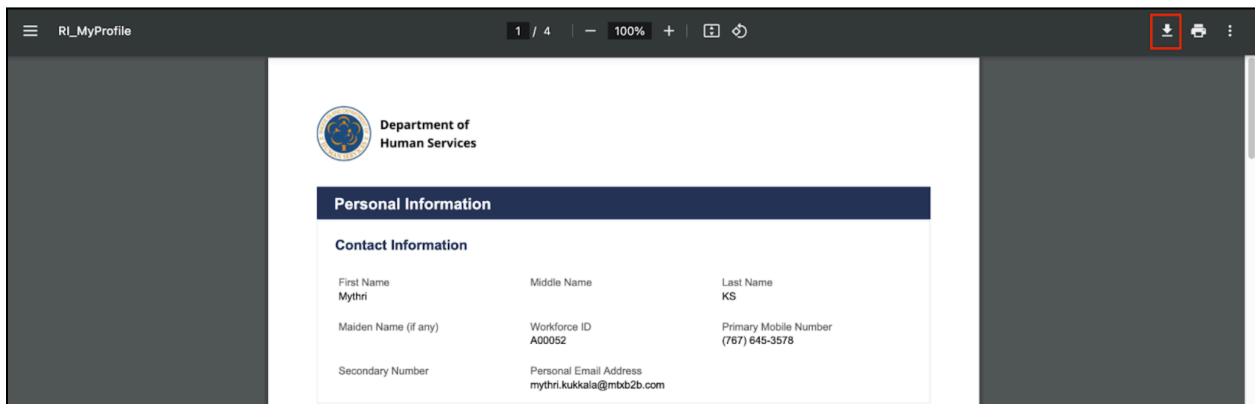
☒ Start/End Date ☒ Wage Information

Vaccination Information

☒ Vaccination Information

Generate PDF

- Click the **Download** button to download a copy of the pdf document on your local drive.



RL_MyProfile 1 / 4 100%

Department of
Human Services

Personal Information

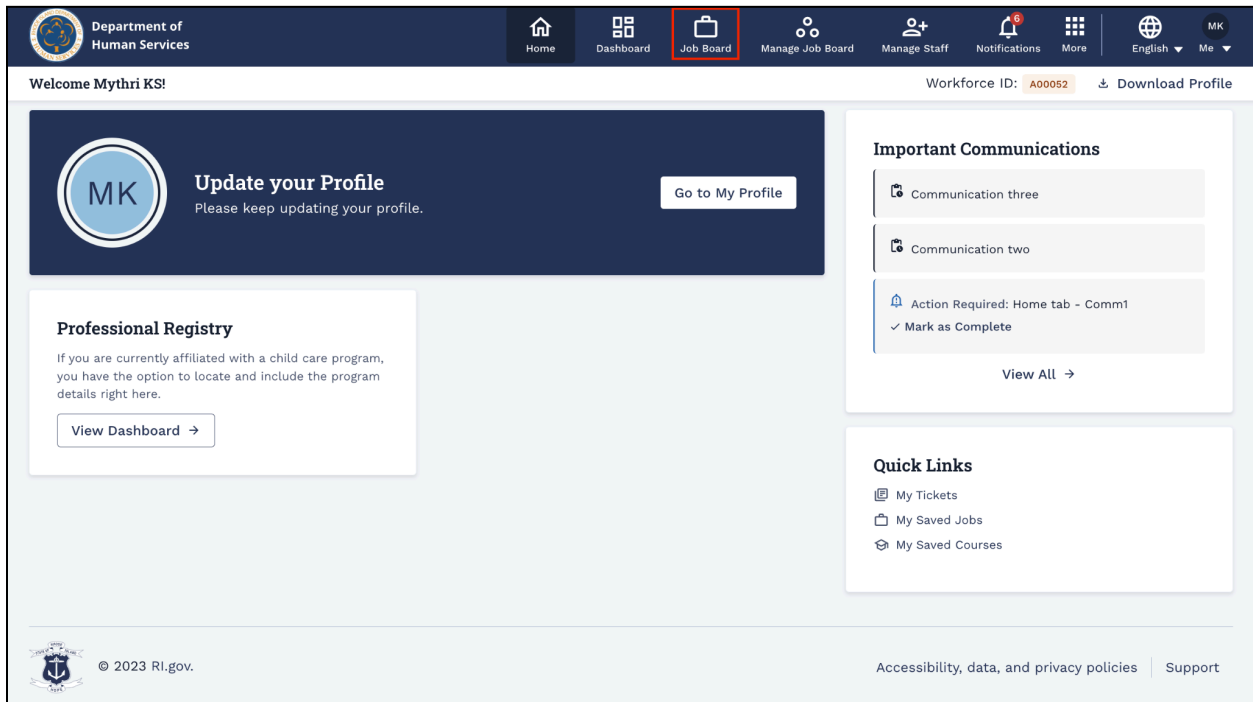
Contact Information

First Name Mythri	Middle Name	Last Name KS
Maiden Name (if any)	Workforce ID A00052	Primary Mobile Number (767) 645-3578
Secondary Number	Personal Email Address mythri.kukkala@mtxb2b.com	

MANAGING JOB BOARDS

VIEWING JOBS

1. Click the **Job Board** icon on the top of the page to view open job postings.



Department of Human Services

Home Dashboard **Job Board** Manage Job Board Manage Staff Notifications More English Me

Welcome Mythri KS! Workforce ID: A00052 Download Profile

Update your Profile
Please keep updating your profile. [Go to My Profile](#)

Professional Registry
If you are currently affiliated with a child care program, you have the option to locate and include the program details right here.
[View Dashboard →](#)

Important Communications

- Communication three
- Communication two
- Action Required: Home tab - Comm1
[✓ Mark as Complete](#)

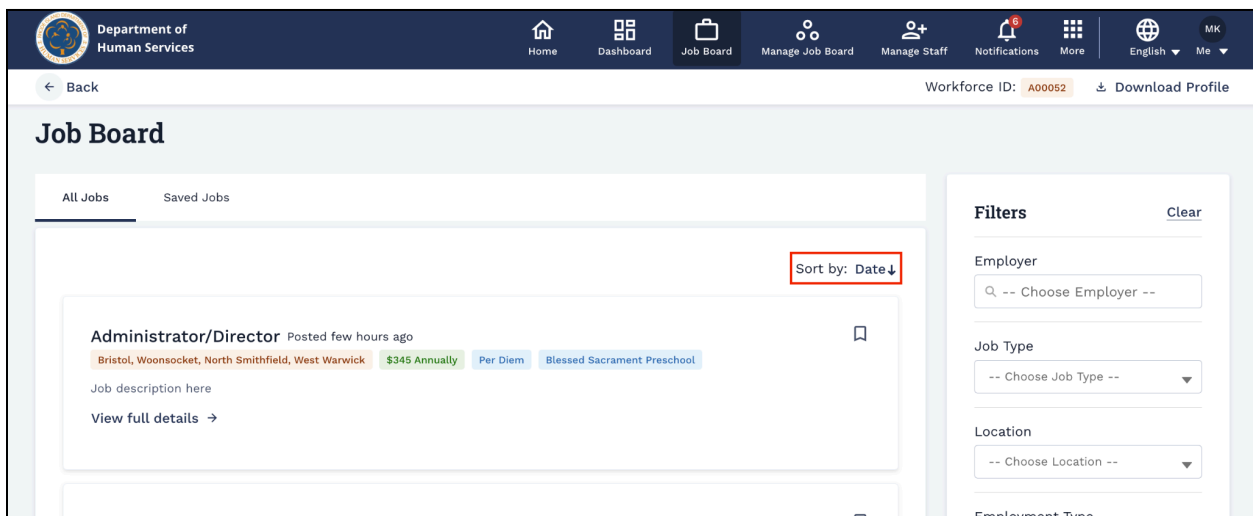
[View All →](#)

Quick Links

- My Tickets
- My Saved Jobs
- My Saved Courses

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2. Click on the **Sort by: Date** option to view the latest job posts on the top.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

← Back Workforce ID: A00052 Download Profile

Job Board

All Jobs Saved Jobs

Sort by: Date ↓

Administrator/Director Posted few hours ago
Bristol, Woonsocket, North Smithfield, West Warwick \$345 Annually Per Diem Blessed Sacrament Preschool
Job description here
[View full details →](#)

Filters [Clear](#)

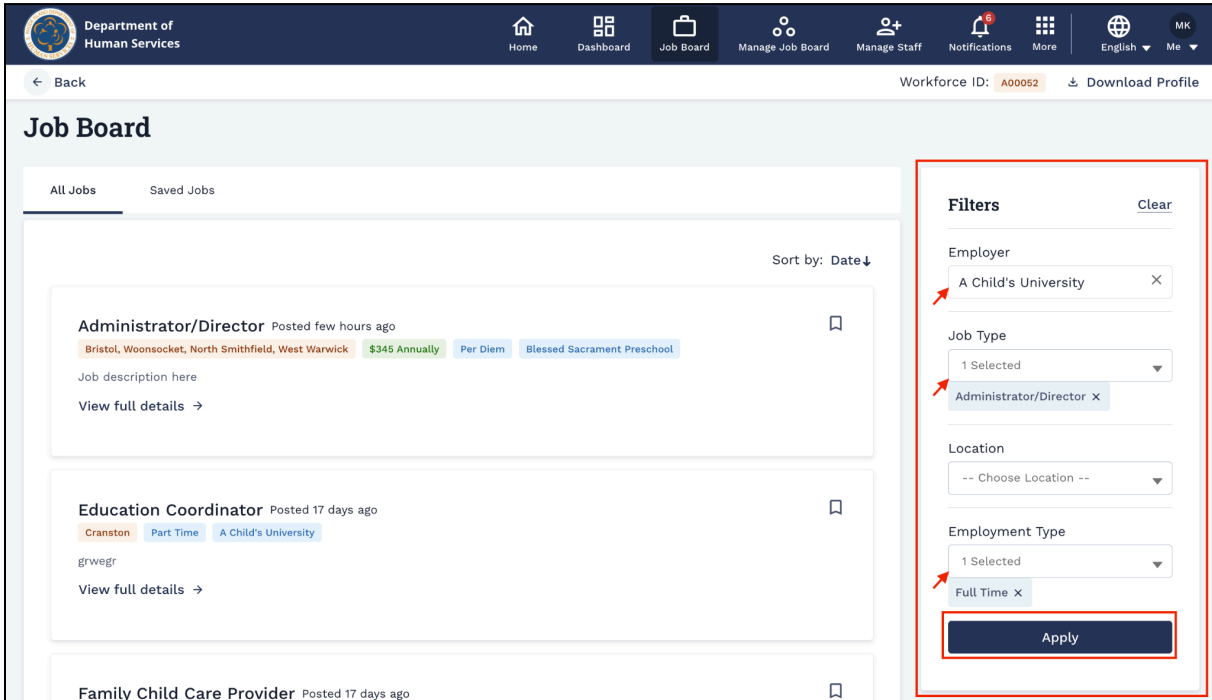
Employer
-- Choose Employer --

Job Type
-- Choose Job Type --

Location
-- Choose Location --

Employment Type

- Fill in the **Filters** options to search for the specific results and click the **Apply** button. The search result specific to the filter values will only be displayed.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00052 Download Profile

Job Board

All Jobs Saved Jobs

Sort by: Date↓

Administrator/Director Posted few hours ago
Bristol, Woonsocket, North Smithfield, West Warwick \$345 Annually Per Diem Blessed Sacrament Preschool
Job description here
View full details →

Education Coordinator Posted 17 days ago
Cranston Part Time A Child's University
grwegr
View full details →

Family Child Care Provider Posted 17 days ago

Filters Clear

Employer
A Child's University X

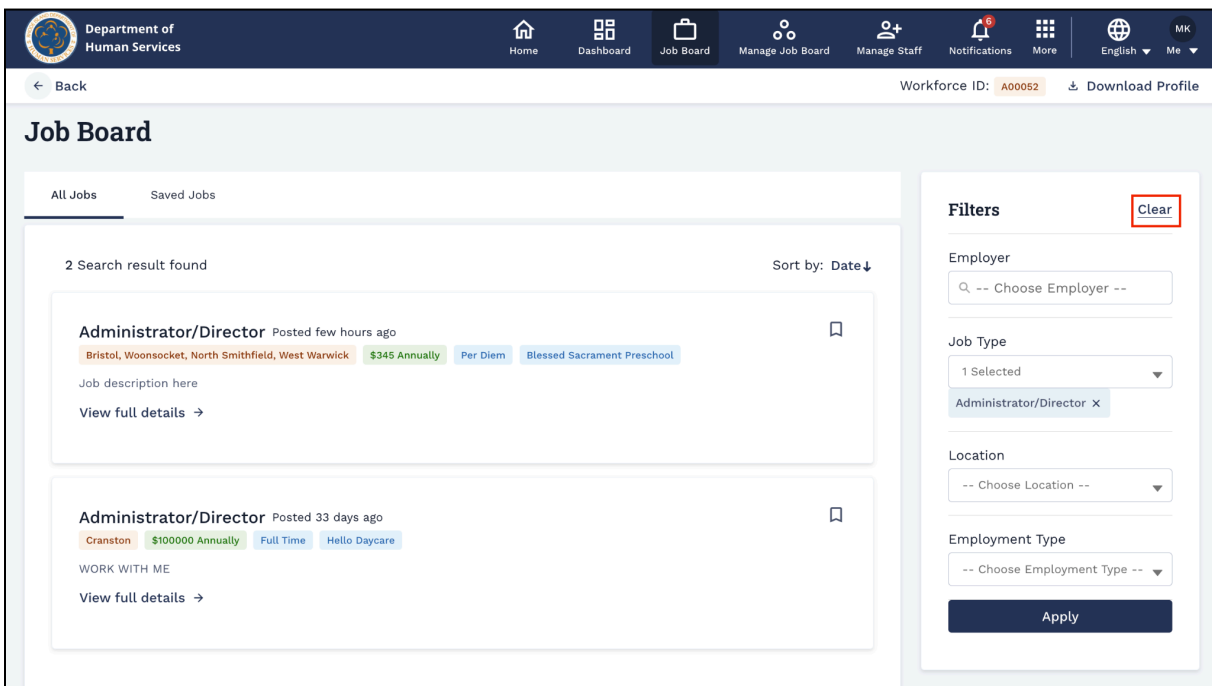
Job Type
1 Selected
Administrator/Director X

Location
-- Choose Location --

Employment Type
1 Selected
Full Time X

Apply

Note: Click on the **Clear** option to clear the filter values.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00052 Download Profile

Job Board

All Jobs Saved Jobs

2 Search result found

Sort by: Date↓

Administrator/Director Posted few hours ago
Bristol, Woonsocket, North Smithfield, West Warwick \$345 Annually Per Diem Blessed Sacrament Preschool
Job description here
View full details →

Administrator/Director Posted 33 days ago
Cranston \$100000 Annually Full Time Hello Daycare
WORK WITH ME
View full details →

Filters Clear

Employer
-- Choose Employer --

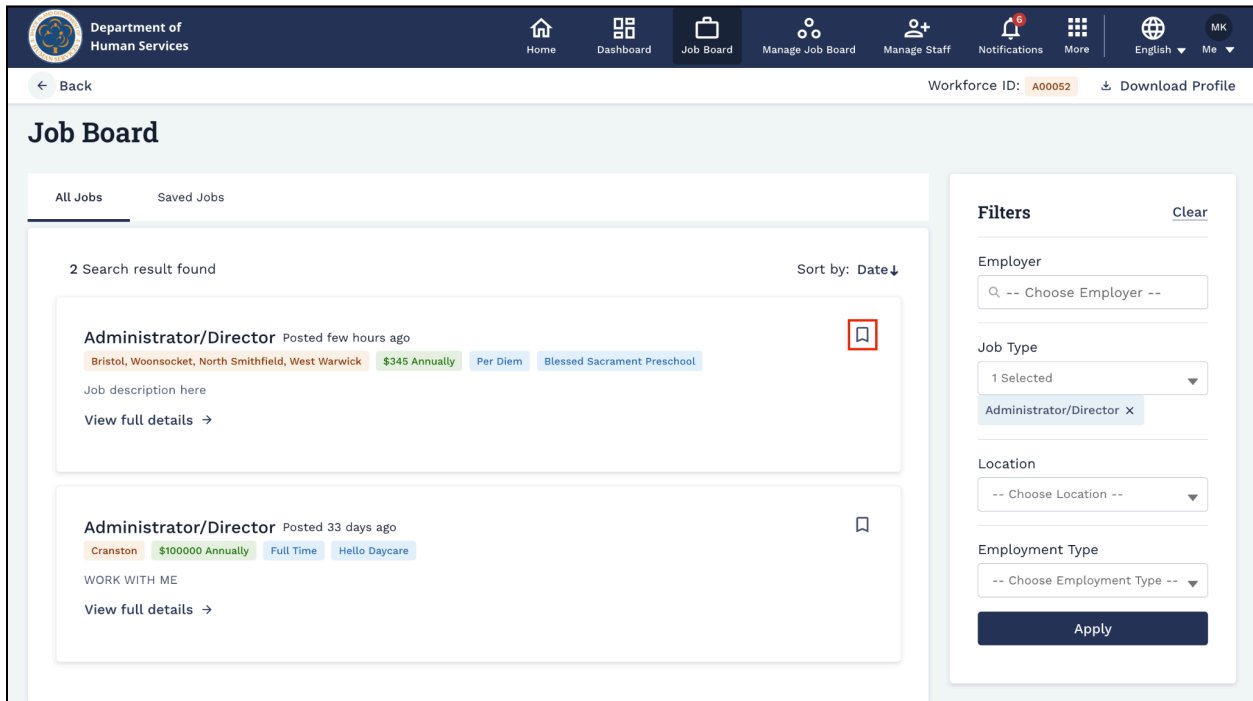
Job Type
1 Selected
Administrator/Director X

Location
-- Choose Location --

Employment Type
-- Choose Employment Type --

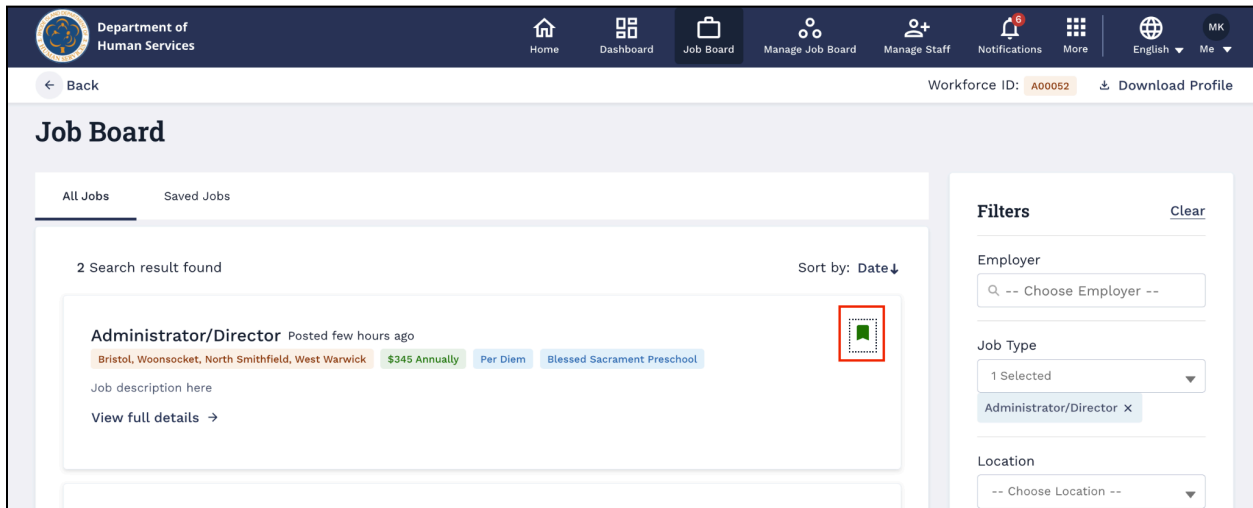
Apply

4. Click the **Bookmark** icon to save the jobs for future reference.



The screenshot shows the 'Job Board' interface. At the top, there's a navigation bar with icons for Home, Dashboard, Job Board, Manage Job Board, Manage Staff, Notifications, and More. Below this, a 'Back' button and 'Workforce ID: A00052' are visible. The main section is titled 'Job Board' and has tabs for 'All Jobs' and 'Saved Jobs'. A search result is displayed for 'Administrator/Director' posted 'few hours ago'. The job details include 'Bristol, Woonsocket, North Smithfield, West Warwick', '\$345 Annually', 'Per Diem', and 'Blessed Sacrament Preschool'. A red box highlights the bookmark icon in the top right corner of the job card. To the right, there are filters for Employer, Job Type (1 Selected: Administrator/Director), Location, and Employment Type. An 'Apply' button is at the bottom of the filters.

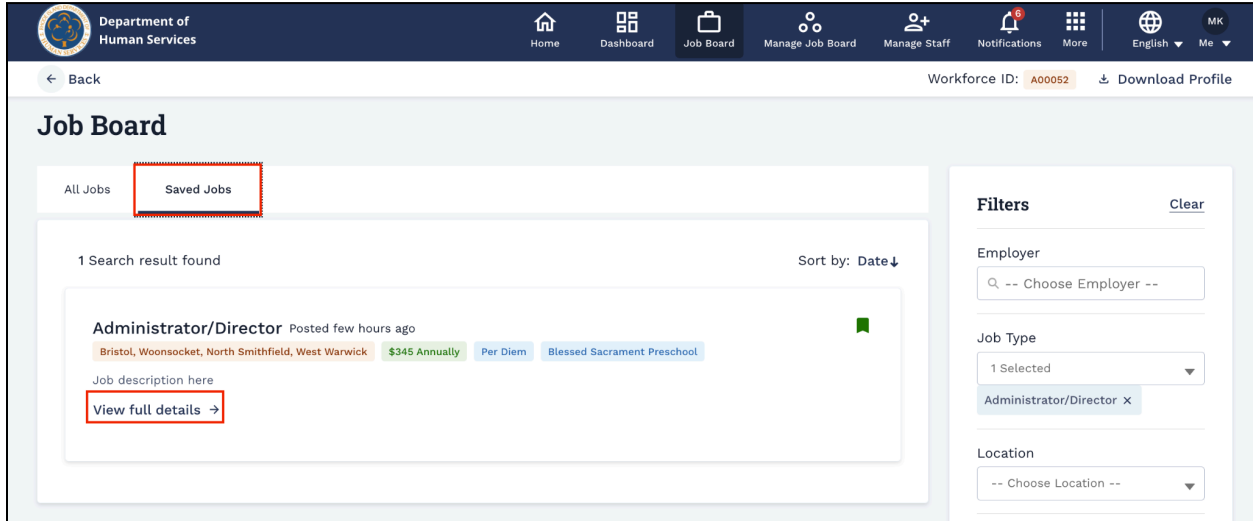
The job record will be successfully bookmarked.



This screenshot shows the same 'Job Board' interface as the previous one. The job listing for 'Administrator/Director' is still present. The bookmark icon in the top right corner of the job card is now filled with a green checkmark, indicating that the job has been successfully bookmarked. The rest of the interface, including the filters and navigation bar, remains the same.

- Click the **Saved Jobs** tab to view all the saved jobs.

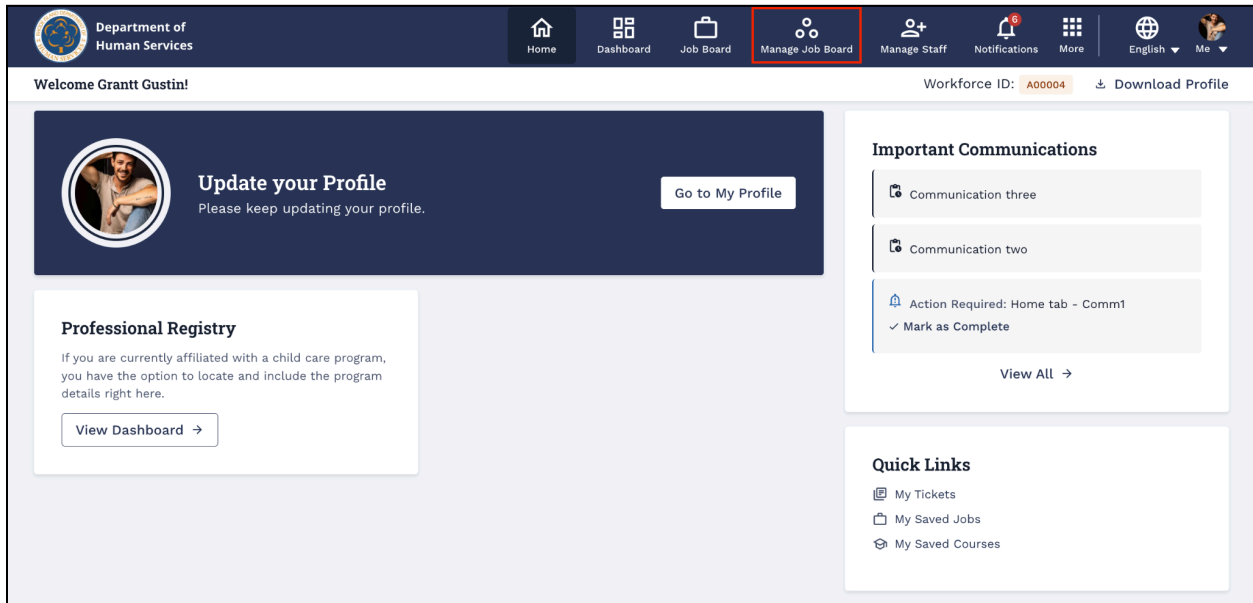
Note: Click the **View full details→** to view the complete job details.



The screenshot shows the 'Job Board' interface. The 'Saved Jobs' tab is selected and highlighted with a red box. Below the tabs, it says '1 Search result found'. A job listing for 'Administrator/Director' is shown, posted 'few hours ago'. The listing includes location tags (Bristol, Woonsocket, North Smithfield, West Warwick), salary (\$345 Annually), and job type (Per Diem). A 'View full details →' link is highlighted with a red box. The right sidebar contains 'Filters' for Employer, Job Type (1 Selected: Administrator/Director), and Location.

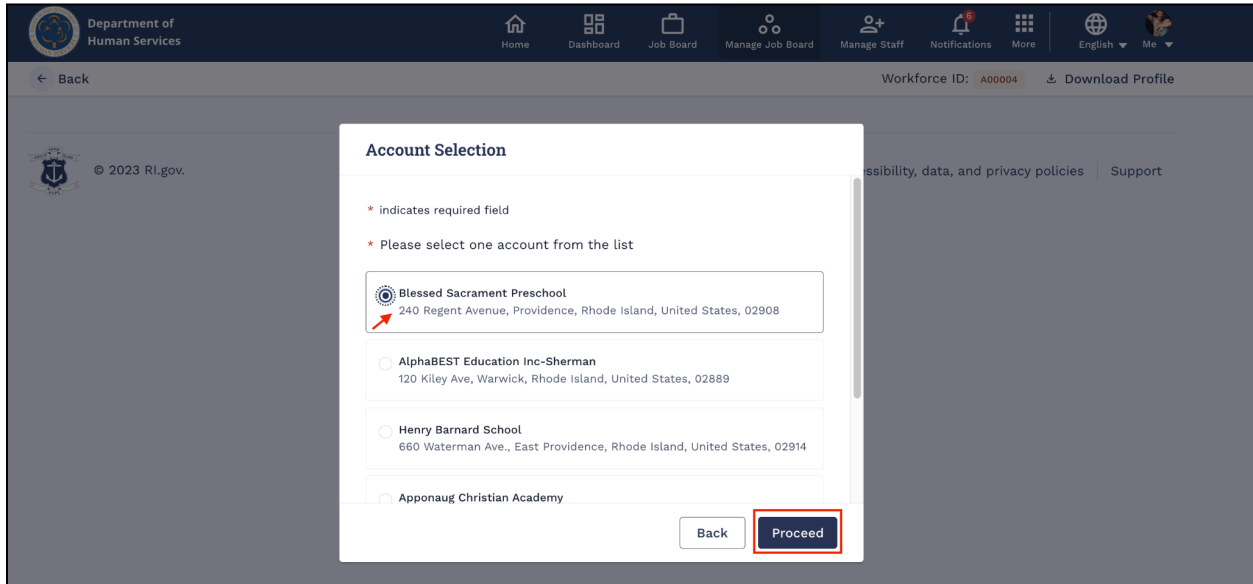
PUBLISHING A JOB

- Click **Manage Job Boards**.



The screenshot shows the 'Manage Job Boards' interface. The 'Manage Job Board' tab is selected and highlighted with a red box in the top navigation. The main content area features a 'Welcome Grantt Gustin!' message, a profile update prompt with a 'Go to My Profile' button, and a 'Professional Registry' section with a 'View Dashboard →' button. The right sidebar contains 'Important Communications' (Communication three, Communication two, Action Required: Home tab - Comm1) and 'Quick Links' (My Tickets, My Saved Jobs, My Saved Courses).

2. Select the Account and click **Proceed**.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

Back

© 2023 RI.gov.

Account Selection

* Indicates required field

* Please select one account from the list

☒ Blessed Sacrament Preschool
240 Regent Avenue, Providence, Rhode Island, United States, 02908

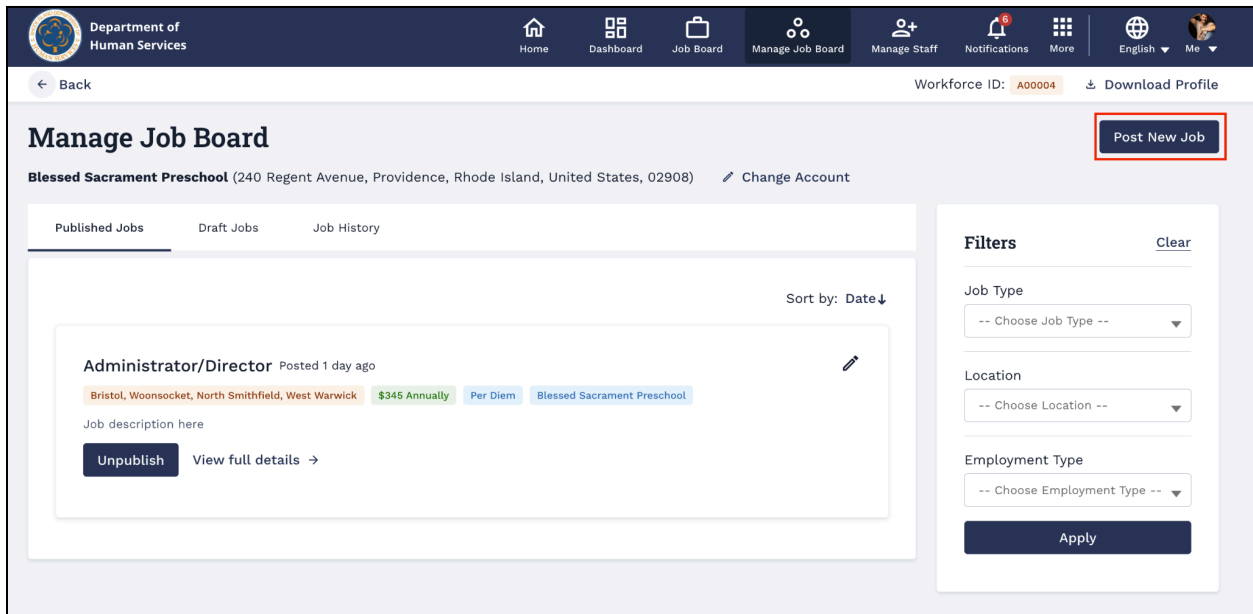
☐ AlphaBEST Education Inc-Sherman
120 Kiley Ave, Warwick, Rhode Island, United States, 02889

☐ Henry Barnard School
660 Waterman Ave., East Providence, Rhode Island, United States, 02914

☐ Apponaug Christian Academy

Back Proceed

3. Click on the **Post New Job** button.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

Back

Manage Job Board

Blessed Sacrament Preschool (240 Regent Avenue, Providence, Rhode Island, United States, 02908) Change Account

Published Jobs Draft Jobs Job History

Sort by: Date↓

Administrator/Director Posted 1 day ago

Bristol, Woonsocket, North Smithfield, West Warwick \$345 Annually Per Diem Blessed Sacrament Preschool

Job description here

Unpublish View full details →

Filters Clear

Job Type
-- Choose Job Type --

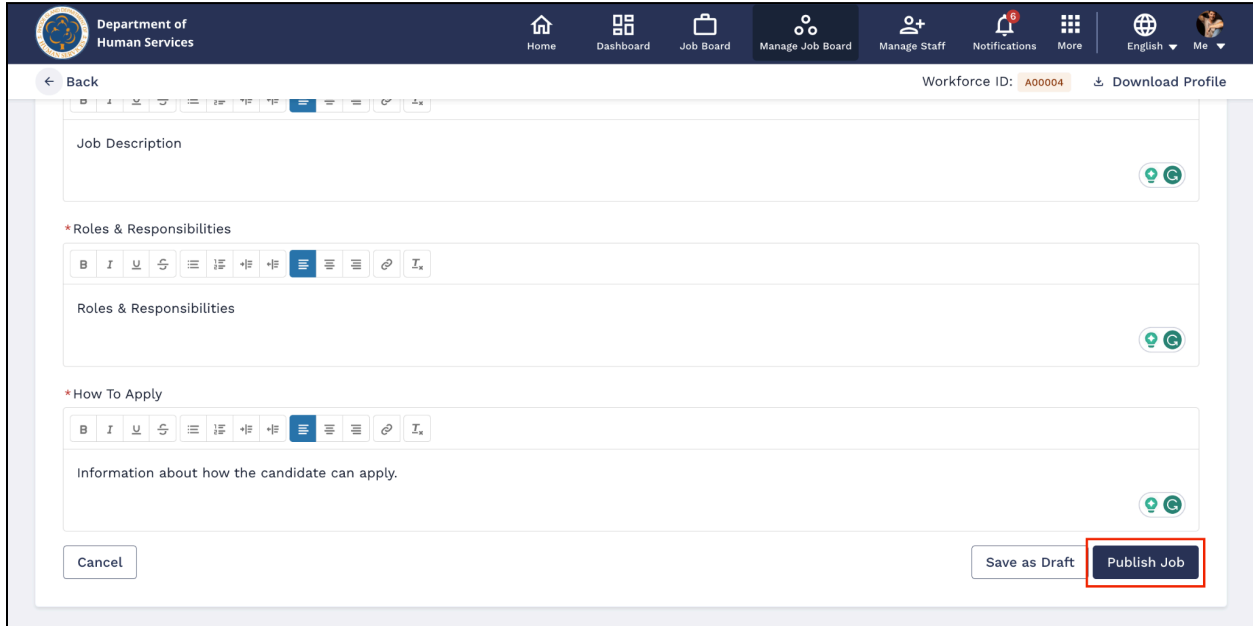
Location
-- Choose Location --

Employment Type
-- Choose Employment Type --

Apply

4. Fill in all the details and click **Publish Job**.

Note: Click **Save as Draft** to fill in the details later.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

Back

Job Description

* Roles & Responsibilities

Roles & Responsibilities

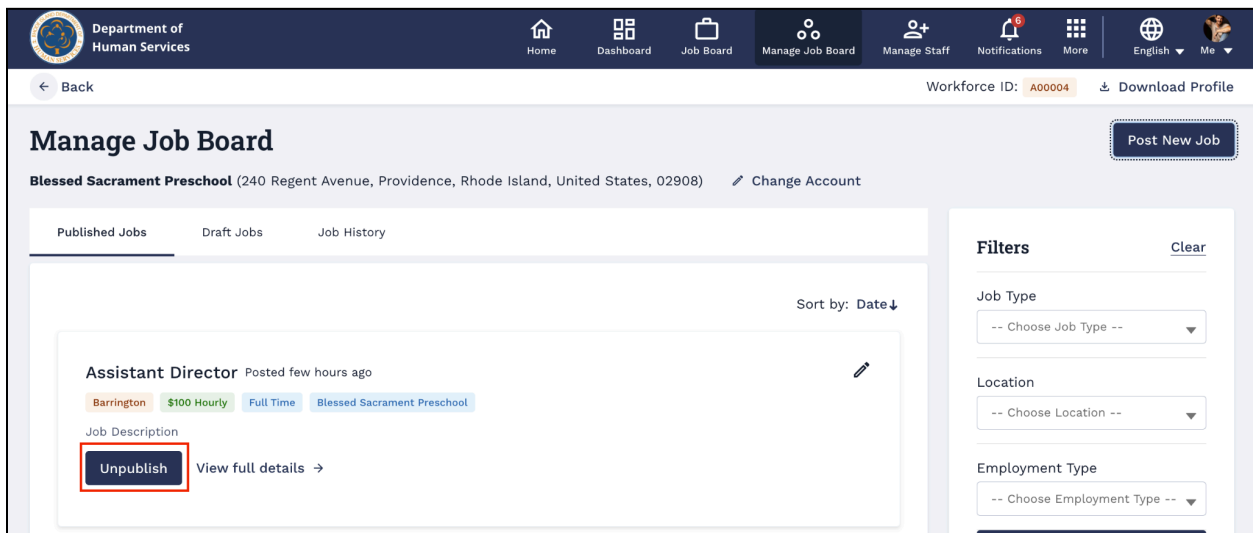
* How To Apply

Information about how the candidate can apply.

Cancel Save as Draft **Publish Job**

UNPUBLISHING A JOB

1. Click **Unpublish** to remove the job from the Job Board.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

Manage Job Board

Blessed Sacrament Preschool (240 Regent Avenue, Providence, Rhode Island, United States, 02908) Change Account

Published Jobs Draft Jobs Job History

Sort by: Date ↓

Assistant Director Posted few hours ago

Barrington \$100 Hourly Full Time Blessed Sacrament Preschool

Job Description

Unpublish View full details →

Filters Clear

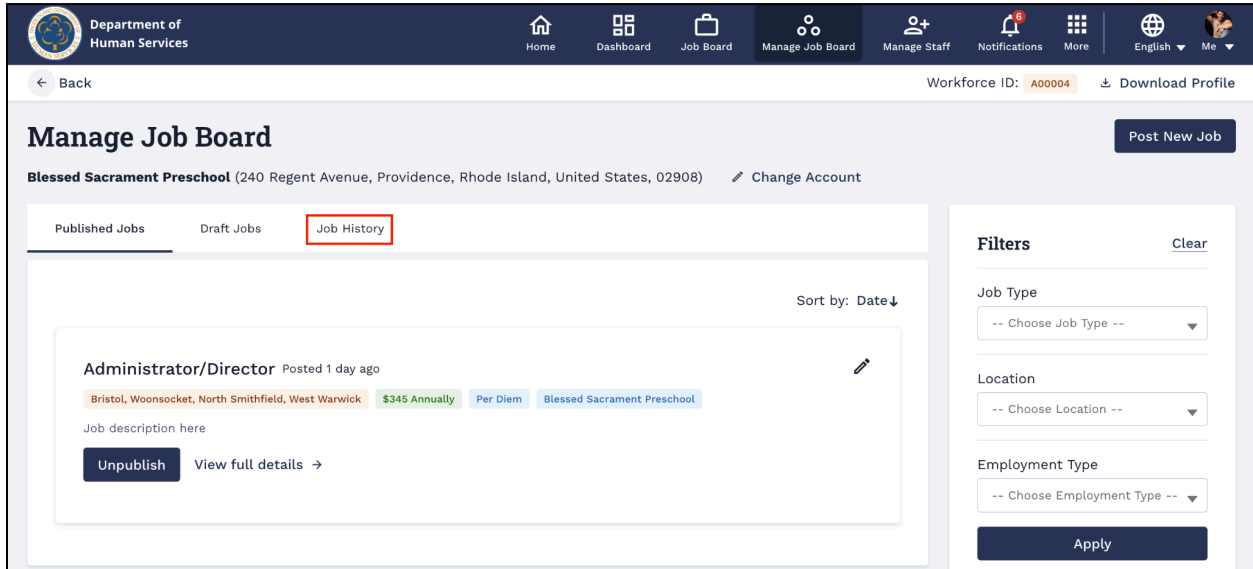
Job Type -- Choose Job Type --

Location -- Choose Location --

Employment Type -- Choose Employment Type --

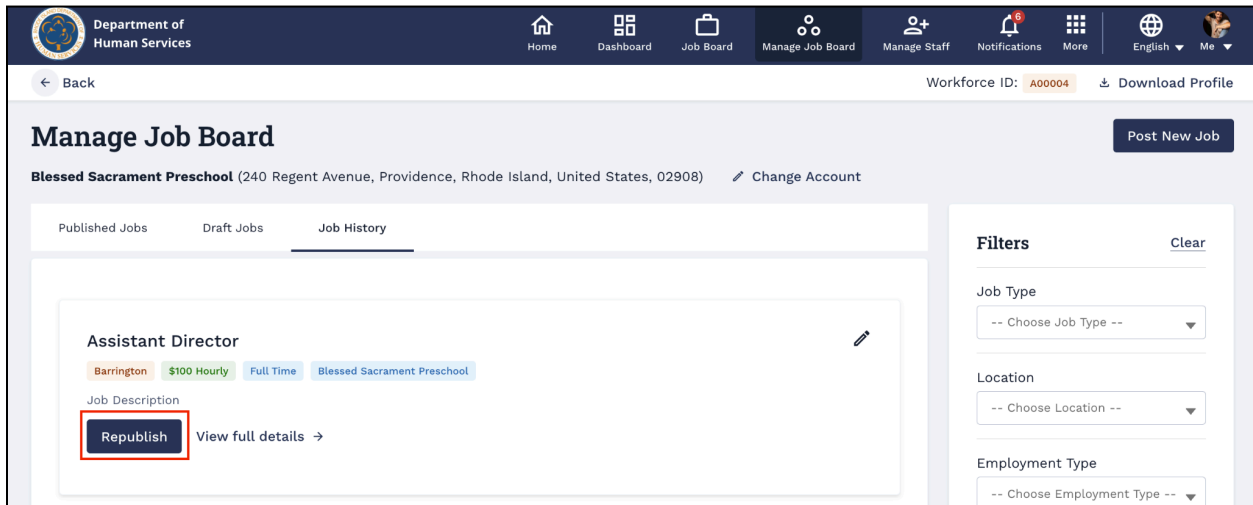
REPUBLISHING A JOB

1. Click the **Job History** tab.



The screenshot shows the 'Manage Job Board' interface for 'Blessed Sacrament Preschool'. The 'Job History' tab is selected and highlighted with a red box. The job listing for 'Administrator/Director' is visible, posted 1 day ago. The job details include location (Bristol, Woonsocket, North Smithfield, West Warwick), salary (\$345 Annually), and employment type (Per Diem). The 'Unpublish' button is visible, and the 'View full details' link is also present. The right sidebar contains filters for Job Type, Location, and Employment Type, with an 'Apply' button at the bottom.

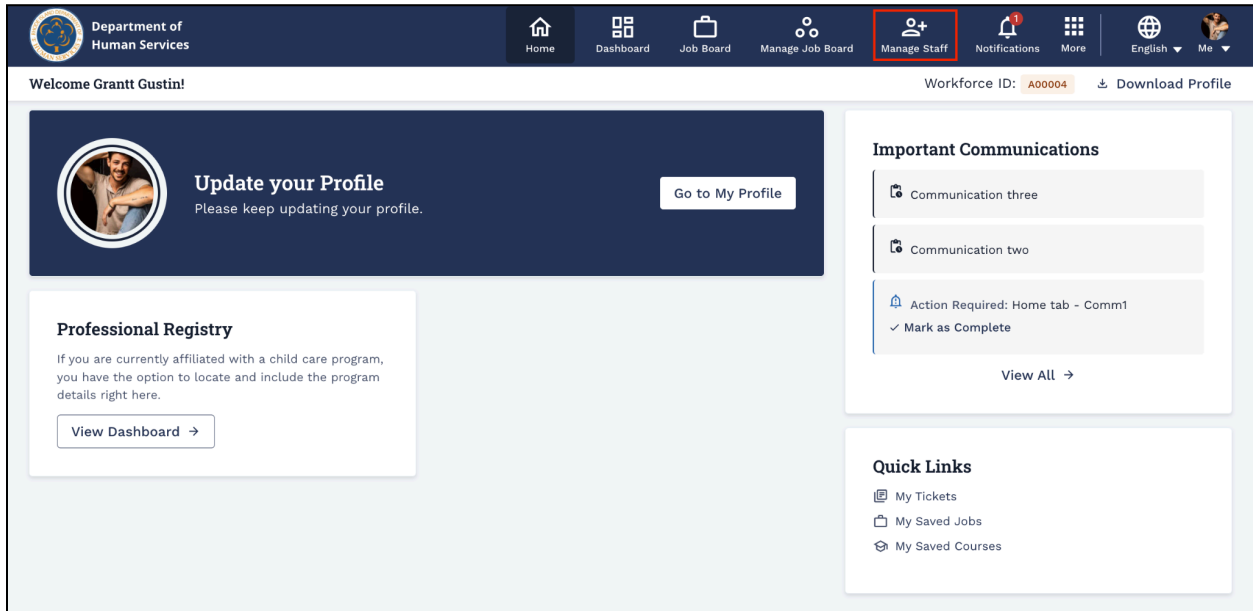
2. Click **Republish**.



The screenshot shows the 'Manage Job Board' interface for 'Blessed Sacrament Preschool'. The 'Job History' tab is selected. The job listing for 'Assistant Director' is visible, with location (Barrington), salary (\$100 Hourly), and employment type (Full Time). The 'Republish' button is highlighted with a red box, and the 'View full details' link is also present. The right sidebar contains filters for Job Type, Location, and Employment Type, with an 'Apply' button at the bottom.

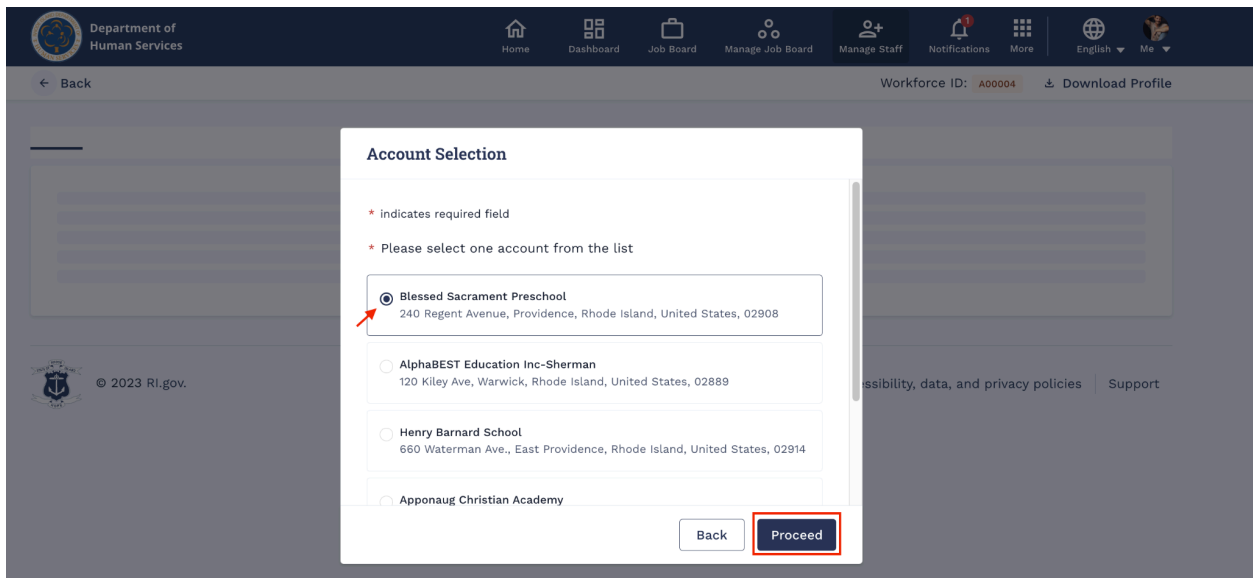
MANAGING STAFF

1. Click on the **Manage Staff** tab.



The screenshot shows the Department of Human Services dashboard. The navigation bar at the top includes links for Home, Dashboard, Job Board, Manage Job Board, **Manage Staff** (highlighted with a red box), Notifications, More, English, and Me. The main content area displays a welcome message for Grantt Gustin, a profile update prompt, a professional registry section, and a list of important communications. The Manage Staff tab is the target for the first step.

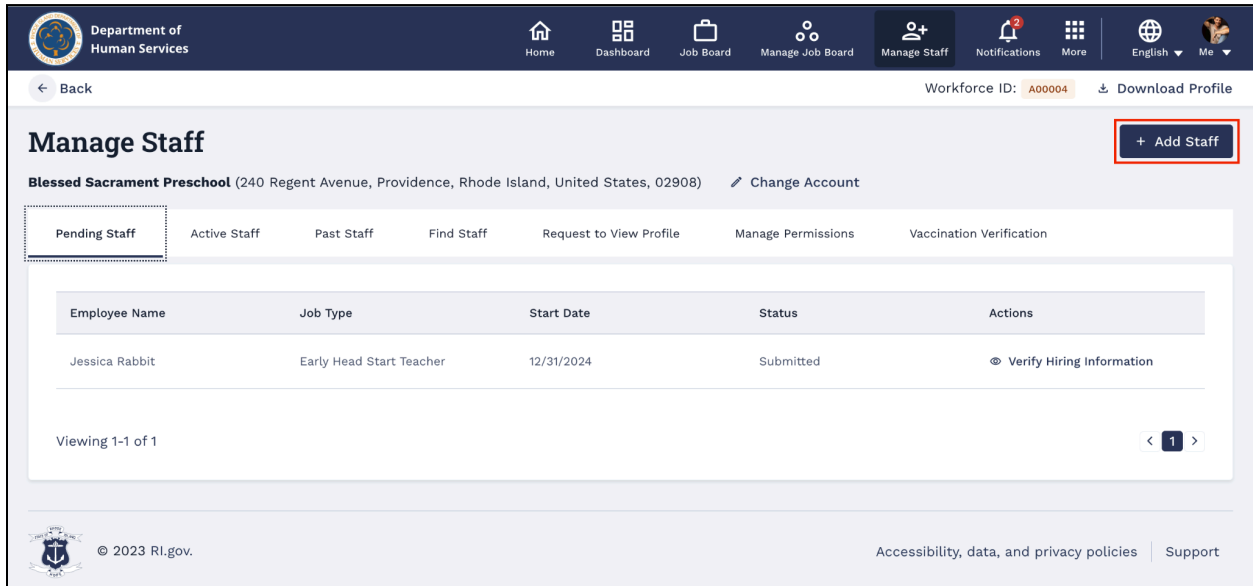
2. Select an Account and click **Proceed**.



The screenshot shows the 'Account Selection' modal dialog. It contains a list of accounts with radio buttons for selection. The first account, 'Blessed Sacrament Preschool', is selected and highlighted with a red arrow. The 'Proceed' button at the bottom right is also highlighted with a red box. The background shows the 'Manage Staff' page with a 'Back' button.

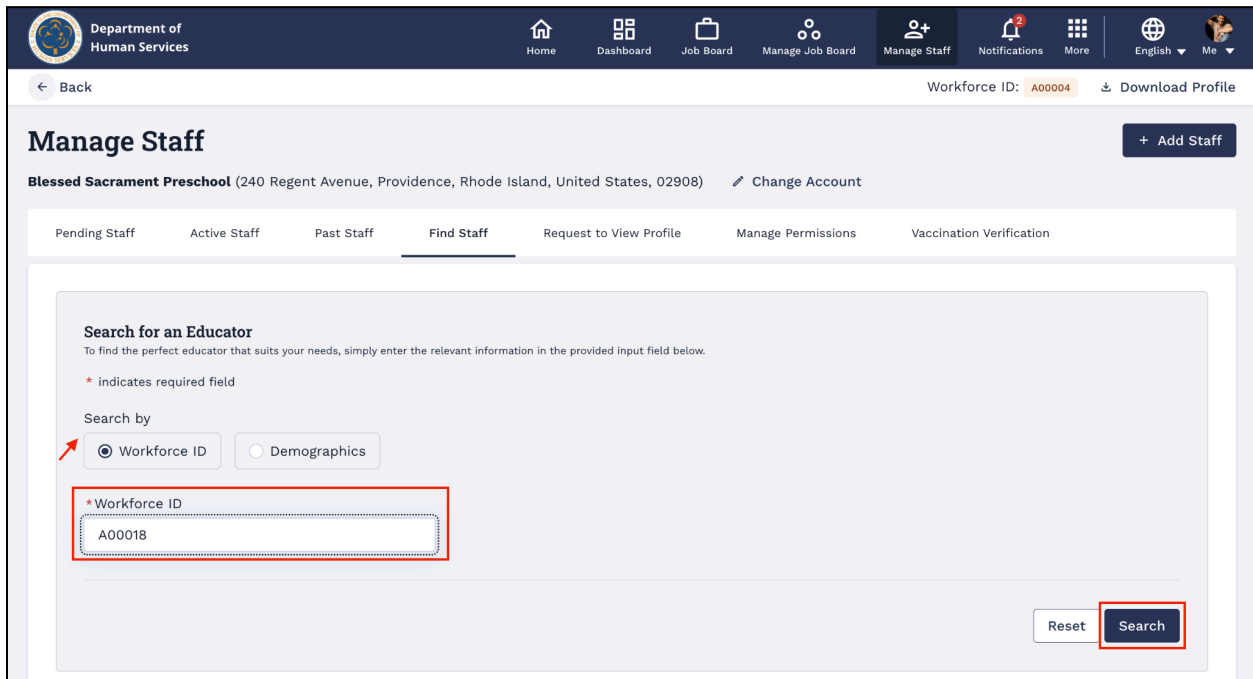
ADDING STAFF

1. Click on the **Add Staff** button.



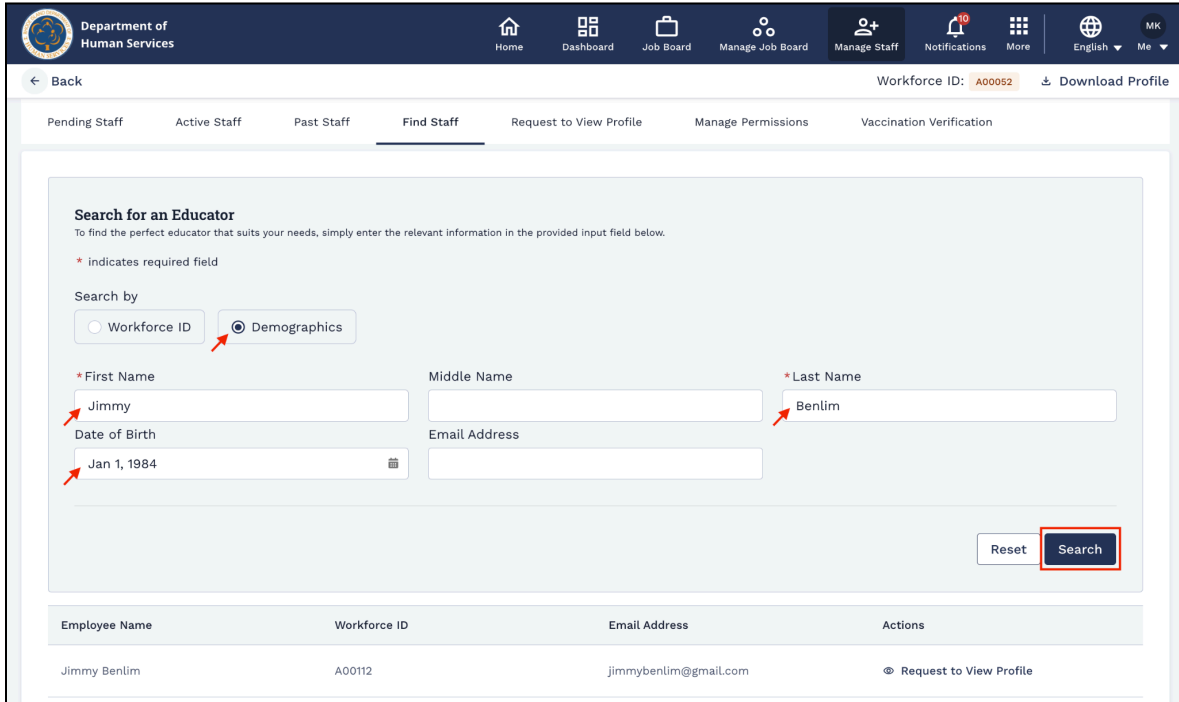
The screenshot shows the 'Manage Staff' page for 'Blessed Sacrament Preschool'. The page has a top navigation bar with icons for Home, Dashboard, Job Board, Manage Job Board, Manage Staff, Notifications, More, English, and Me. Below the navigation bar, there's a 'Back' button and a 'Workforce ID: A00004' with a 'Download Profile' link. The main heading is 'Manage Staff', and a '+ Add Staff' button is highlighted with a red box. Below this, there's a 'Change Account' link and a tabbed interface with 'Pending Staff', 'Active Staff', 'Past Staff', 'Find Staff', 'Request to View Profile', 'Manage Permissions', and 'Vaccination Verification'. The 'Pending Staff' tab is selected, showing a table with one entry: Jessica Rabbit, Early Head Start Teacher, 12/31/2024, Submitted, with a 'Verify Hiring Information' link. The footer includes the Rhode Island state seal, '© 2023 RI.gov.', and links for 'Accessibility, data, and privacy policies' and 'Support'.

2. Do one of the following:
 - Select **Workforce ID**, enter the **Workforce ID**, and click **Search**.



The screenshot shows the 'Manage Staff' page with the 'Find Staff' tab selected. Below the tabs, there's a 'Search for an Educator' section. It includes a note: 'To find the perfect educator that suits your needs, simply enter the relevant information in the provided input field below.' A red arrow points to the 'Workforce ID' radio button, which is selected. Below this, the 'Workforce ID' text input field is highlighted with a red box and contains the value 'A00018'. At the bottom right of the search section, there are 'Reset' and 'Search' buttons, with the 'Search' button highlighted with a red box. The rest of the page layout is consistent with the previous screenshot.

- Select **Demographics**, fill in the details, and click **Search**.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Back Workforce ID: A00052 Download Profile

Pending Staff Active Staff Past Staff Find Staff Request to View Profile Manage Permissions Vaccination Verification

Search for an Educator

To find the perfect educator that suits your needs, simply enter the relevant information in the provided input field below.

* indicates required field

Search by

☐ Workforce ID ☒ Demographics

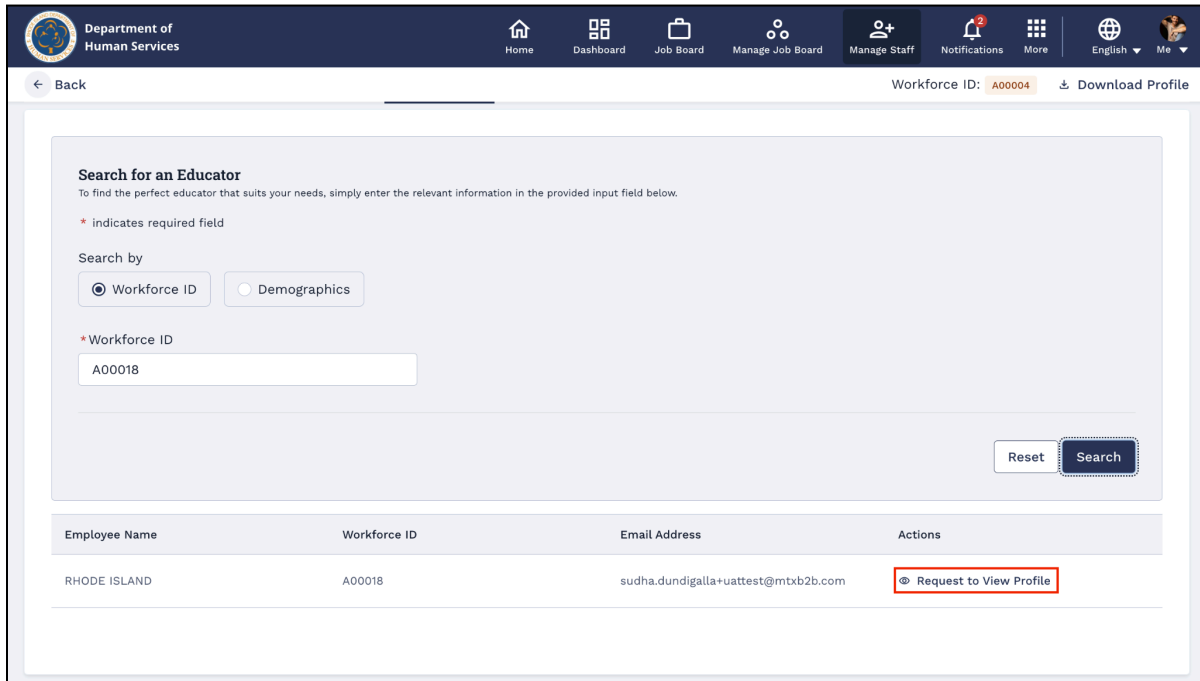
* First Name Jimmy Middle Name Last Name Benlim

Date of Birth Jan 1, 1984 Email Address

Reset Search

Employee Name	Workforce ID	Email Address	Actions
Jimmy Benlim	A00112	jimmybenlim@gmail.com	Request to View Profile

3. Click the **Request to View Profile** link to send a request to the Educator to view their profile.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Back Workforce ID: A00004 Download Profile

Search for an Educator

To find the perfect educator that suits your needs, simply enter the relevant information in the provided input field below.

* indicates required field

Search by

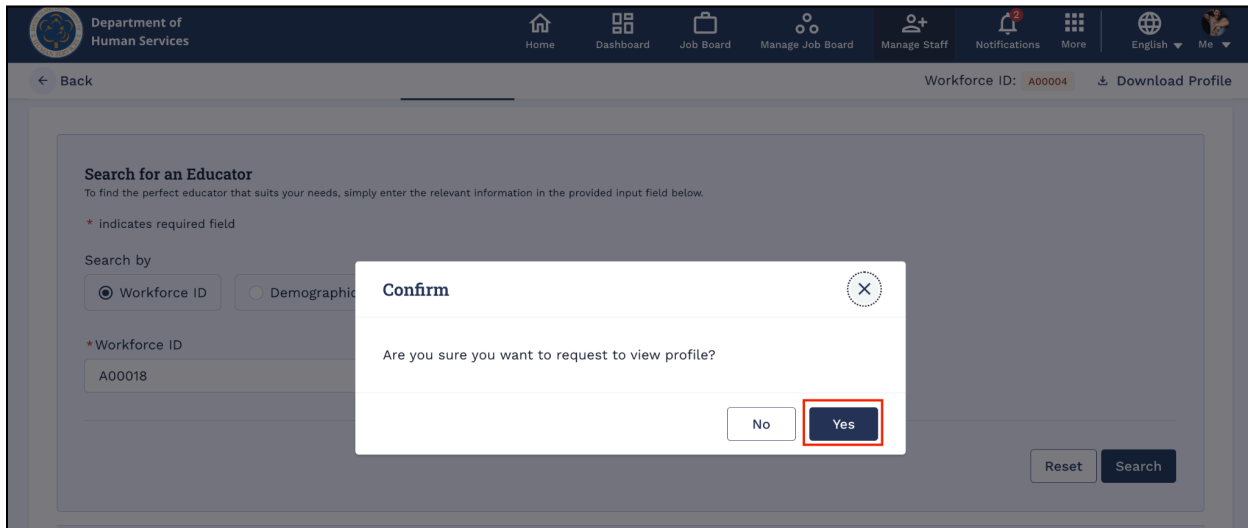
☒ Workforce ID ☐ Demographics

* Workforce ID A00018

Reset Search

Employee Name	Workforce ID	Email Address	Actions
RHODE ISLAND	A00018	sudha.dundigalla+uattest@mtxb2b.com	Request to View Profile

4. Click **Yes**, at the prompt.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

Search for an Educator

To find the perfect educator that suits your needs, simply enter the relevant information in the provided input field below.

* Indicates required field

Search by

☒ Workforce ID ☐ Demographic

*Workforce ID

A00018

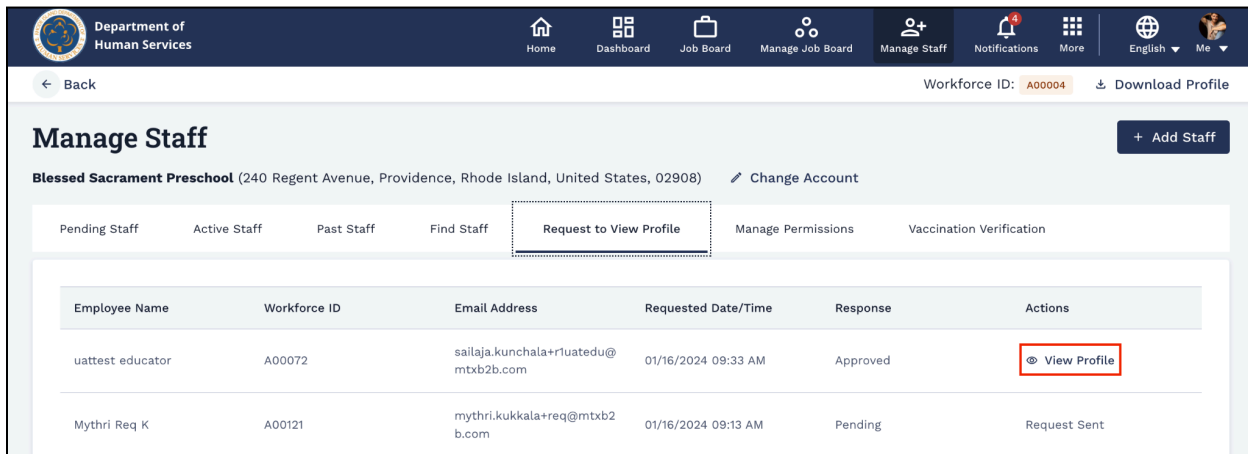
Reset Search

Confirm

Are you sure you want to request to view profile?

No Yes

5. Once the request is approved, you can view the profile by going to the **Request to View Profile** tab and clicking the **View Profile** link.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

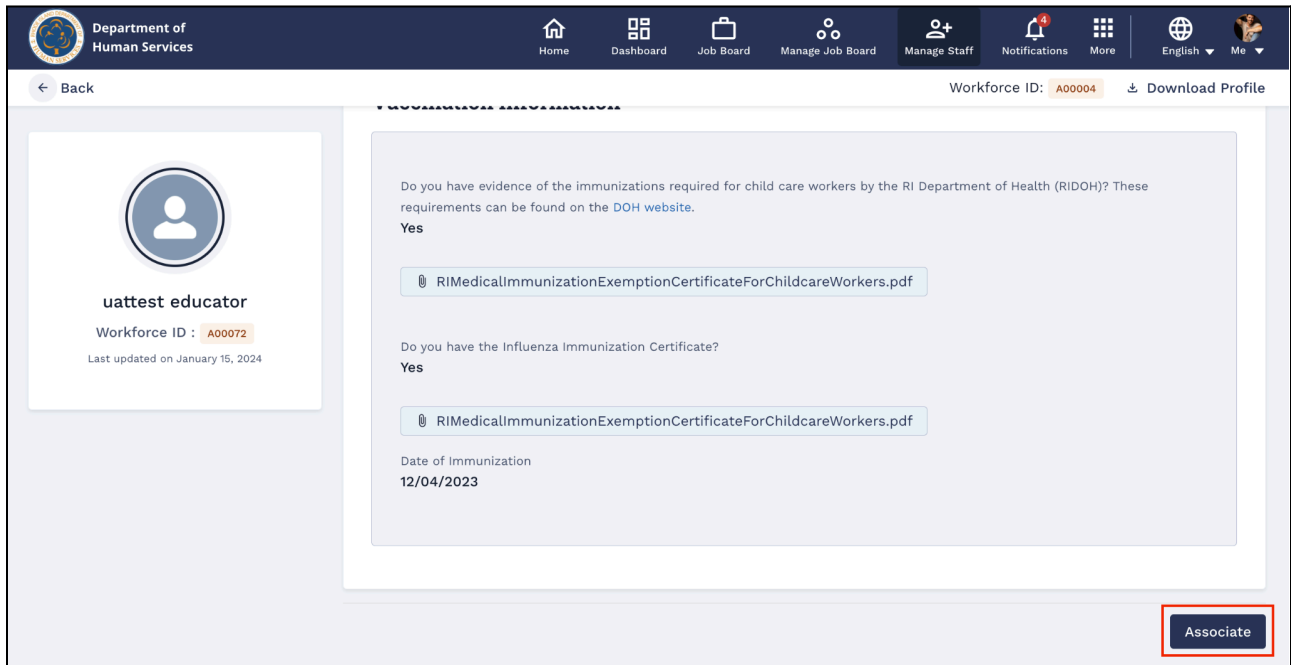
Manage Staff + Add Staff

Blessed Sacrament Preschool (240 Regent Avenue, Providence, Rhode Island, United States, 02908) Change Account

Pending Staff Active Staff Past Staff Find Staff **Request to View Profile** Manage Permissions Vaccination Verification

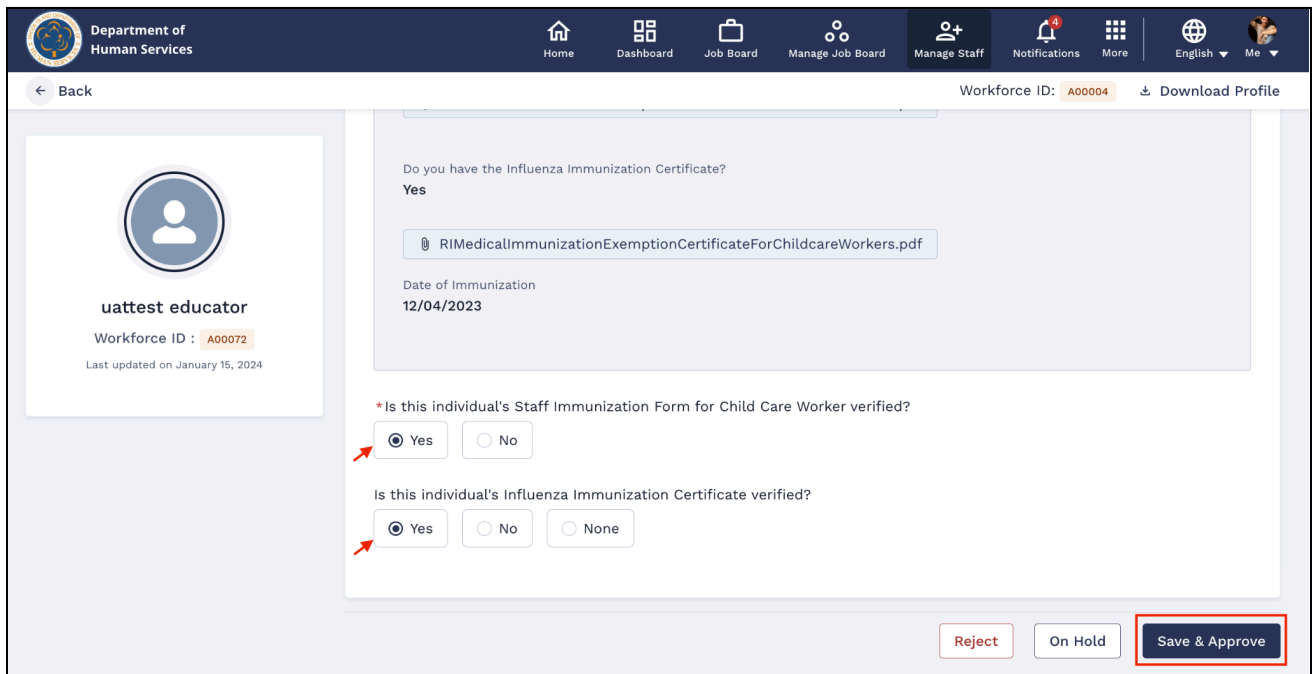
Employee Name	Workforce ID	Email Address	Requested Date/Time	Response	Actions
uattest educator	A00072	sailaja.kunchala+rtuatedu@mtxb2b.com	01/16/2024 09:33 AM	Approved	View Profile
Mythri Req K	A00121	mythri.kukkala+req@mtxb2b.com	01/16/2024 09:13 AM	Pending	Request Sent

6. Review the profile and click **Associate**.



The screenshot shows the Department of Human Services profile page. On the left, there is a profile card for 'uattest educator' with Workforce ID: A00072. The main area contains two questions about immunizations, both answered 'Yes'. Each answer is followed by a PDF link: 'RIMedicalImmunizationExemptionCertificateForChildcareWorkers.pdf'. The date of immunization is listed as 12/04/2023. At the bottom right, the 'Associate' button is highlighted with a red box.

7. Select **Yes** for the questions and click **Save & Approve**.

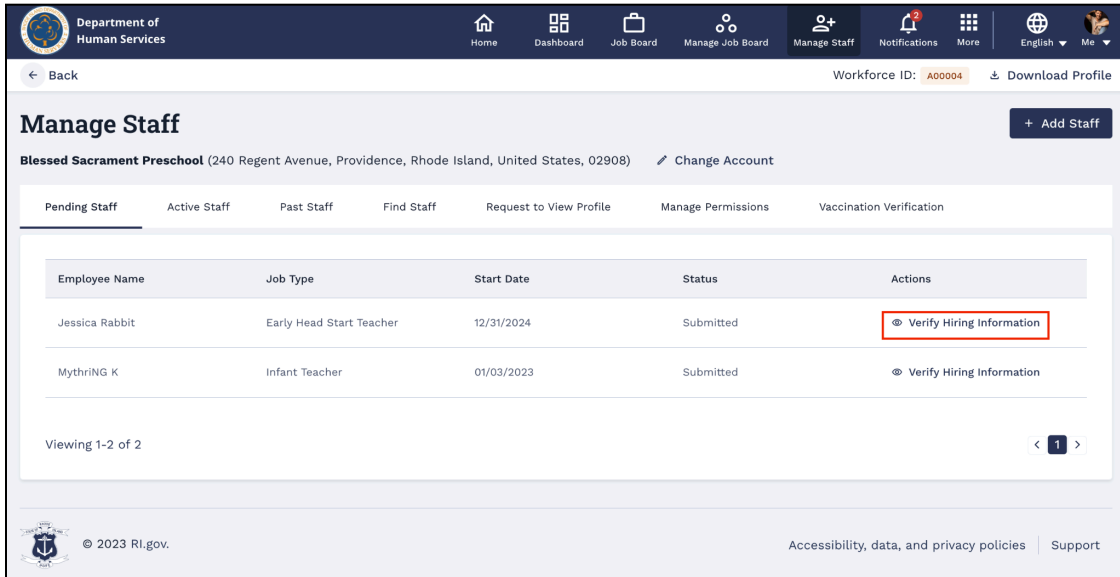


The screenshot shows the Department of Human Services profile page. On the left, there is a profile card for 'uattest educator' with Workforce ID: A00072. The main area contains two questions about immunizations, both answered 'Yes'. Each answer is followed by a PDF link: 'RIMedicalImmunizationExemptionCertificateForChildcareWorkers.pdf'. The date of immunization is listed as 12/04/2023. Below these, there are two verification questions: 'Is this individual's Staff Immunization Form for Child Care Worker verified?' and 'Is this individual's Influenza Immunization Certificate verified?'. Both have 'Yes' selected. At the bottom right, the 'Save & Approve' button is highlighted with a red box.

The profile will be approved, and the staff will be added.

APPROVING A STAFF

1. Click Manage Staff, go to the **Pending Staff** tab, and click on the **View Hiring Information** link.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Back Workforce ID: A00004 Download Profile

Manage Staff

+ Add Staff

Blessed Sacrament Preschool (240 Regent Avenue, Providence, Rhode Island, United States, 02908) Change Account

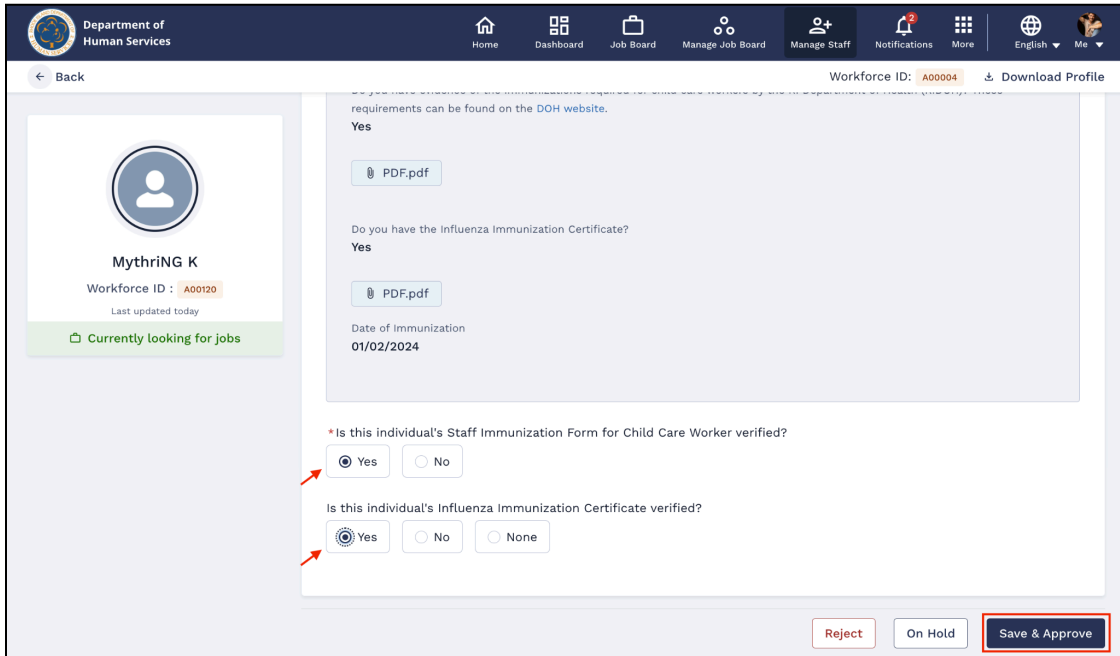
Pending Staff Active Staff Past Staff Find Staff Request to View Profile Manage Permissions Vaccination Verification

Employee Name	Job Type	Start Date	Status	Actions
Jessica Rabbit	Early Head Start Teacher	12/31/2024	Submitted	Verify Hiring Information
MythriNG K	Infant Teacher	01/03/2023	Submitted	Verify Hiring Information

Viewing 1-2 of 2

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2. Review the complete profile and the attached certificates. If everything is correct, select the **Yes** option for all the questions, then click **Save & Approve**.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Back Workforce ID: A00004 Download Profile



MythriNG K
Workforce ID : A00120
Last updated today
Currently looking for jobs

requirements can be found on the DOH website.

Yes

PDF.pdf

Do you have the Influenza Immunization Certificate?

Yes

PDF.pdf

Date of Immunization
01/02/2024

*Is this individual's Staff Immunization Form for Child Care Worker verified?

☒ Yes ☐ No

Is this individual's Influenza Immunization Certificate verified?

☒ Yes ☐ No ☐ None

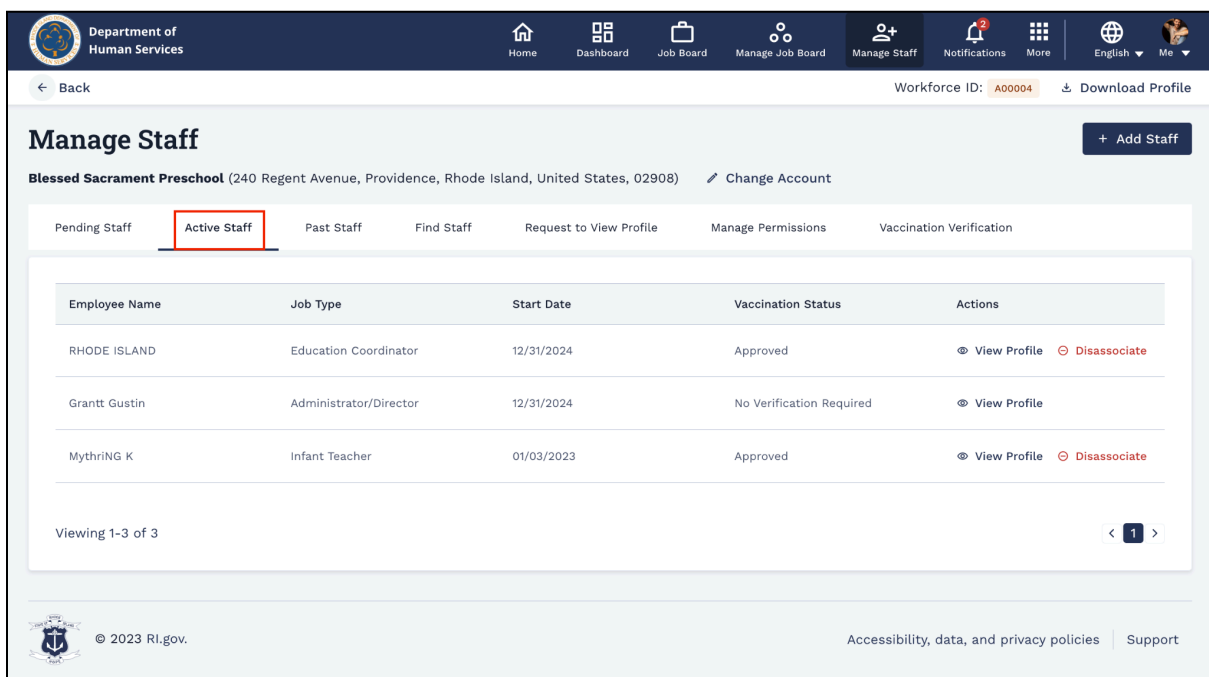
Reject On Hold Save & Approve

Notes:

- If you must re-verify the information, you can keep the profile on hold by clicking the **On Hold** button.
- If the profile has invalid or incorrect information, you can reject it by clicking the **Reject** button.

DISASSOCIATING AN EMPLOYEE

1. Click Manage Staff and go to the **Active Staff** tab.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

Manage Staff

+ Add Staff

Blessed Sacrament Preschool (240 Regent Avenue, Providence, Rhode Island, United States, 02908) Change Account

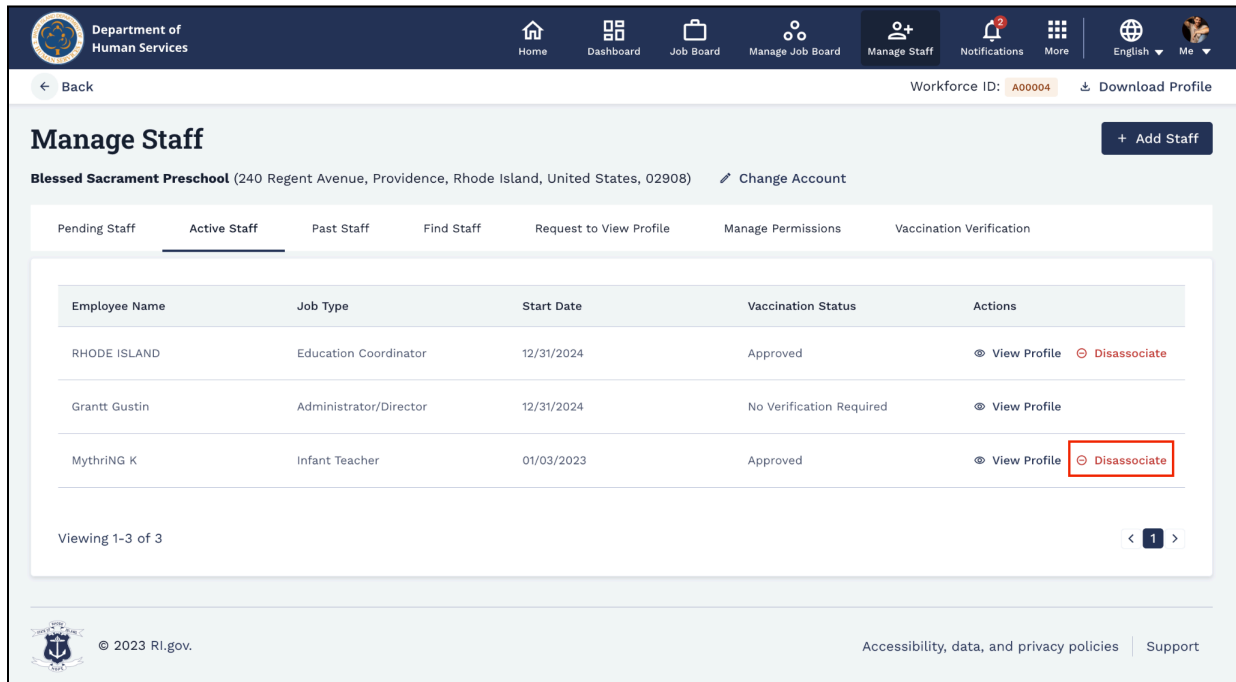
Pending Staff **Active Staff** Past Staff Find Staff Request to View Profile Manage Permissions Vaccination Verification

Employee Name	Job Type	Start Date	Vaccination Status	Actions
RHODE ISLAND	Education Coordinator	12/31/2024	Approved	View Profile Disassociate
Grantt Gustin	Administrator/Director	12/31/2024	No Verification Required	View Profile
MythriNG K	Infant Teacher	01/03/2023	Approved	View Profile Disassociate

Viewing 1-3 of 3

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- Click on the **Disassociate** link.

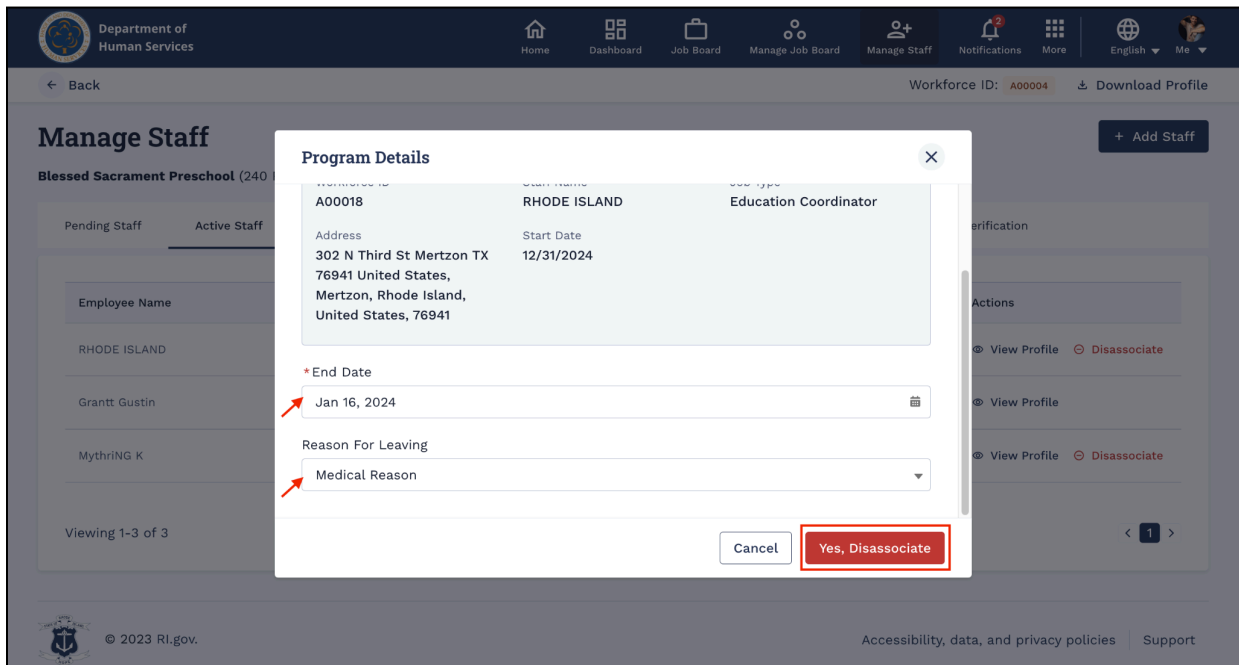


The screenshot shows the 'Manage Staff' page for 'Blessed Sacrament Preschool'. The 'Active Staff' tab is selected. A table lists three staff members: RHODE ISLAND (Education Coordinator), Grantt Gustin (Administrator/Director), and MythrING K (Infant Teacher). The 'Disassociate' link for MythrING K is highlighted with a red box.

Employee Name	Job Type	Start Date	Vaccination Status	Actions
RHODE ISLAND	Education Coordinator	12/31/2024	Approved	View Profile Disassociate
Grantt Gustin	Administrator/Director	12/31/2024	No Verification Required	View Profile
MythrING K	Infant Teacher	01/03/2023	Approved	View Profile Disassociate

- Enter the **End Date** and **Reason for Leaving**, and click **Yes, Disassociate**.

Note: The End Date must be less than the current date.



The screenshot shows the 'Manage Staff' page with a modal form titled 'Program Details' open. The form contains fields for 'End Date' (set to Jan 16, 2024) and 'Reason For Leaving' (set to Medical Reason). The 'Yes, Disassociate' button is highlighted with a red box.

Program ID	Program Name	Job Type
A00018	RHODE ISLAND	Education Coordinator

Address: 302 N Third St Mertzson TX 76941 United States, Mertzson, Rhode Island, United States, 76941

Start Date: 12/31/2024

* End Date: Jan 16, 2024

Reason For Leaving: Medical Reason

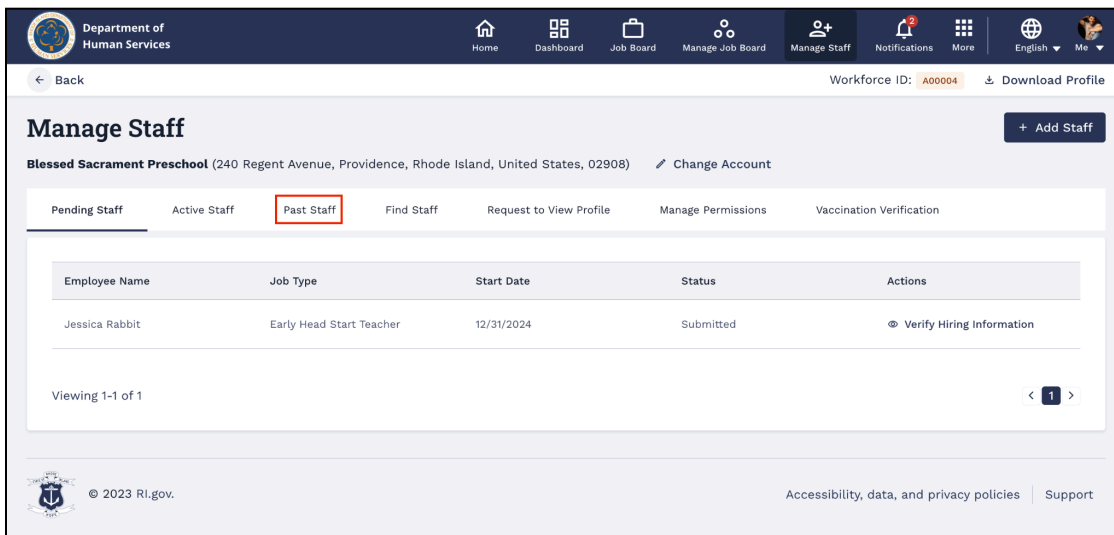
Buttons: Cancel, Yes, Disassociate

The staff will be disassociated and no longer displayed on the Active Staff tab. It will be moved to the Past Staff tab.

VIEWING THE PAST STAFF

You can view the list of past staff and their profiles on this page.

1. Click the **Past Staff** tab.

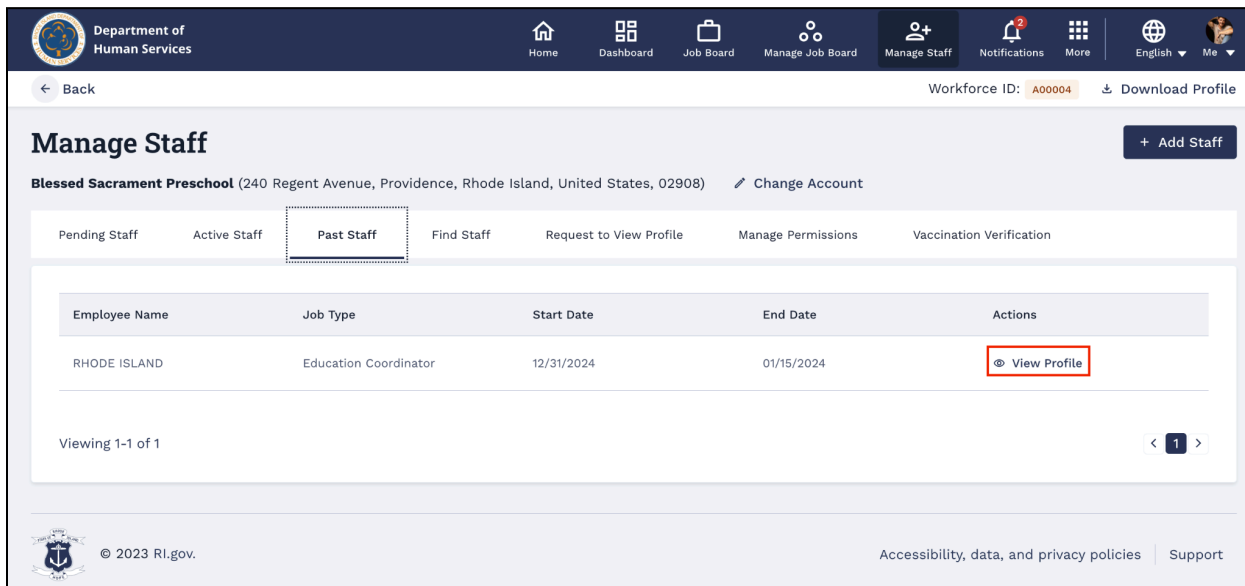


The screenshot shows the 'Manage Staff' page for 'Blessed Sacrament Preschool'. The 'Past Staff' tab is highlighted with a red box. The table below shows one staff member:

Employee Name	Job Type	Start Date	Status	Actions
Jessica Rabbit	Early Head Start Teacher	12/31/2024	Submitted	Verify Hiring Information

Viewing 1-1 of 1

2. Click **View Profile** to view the profile information.



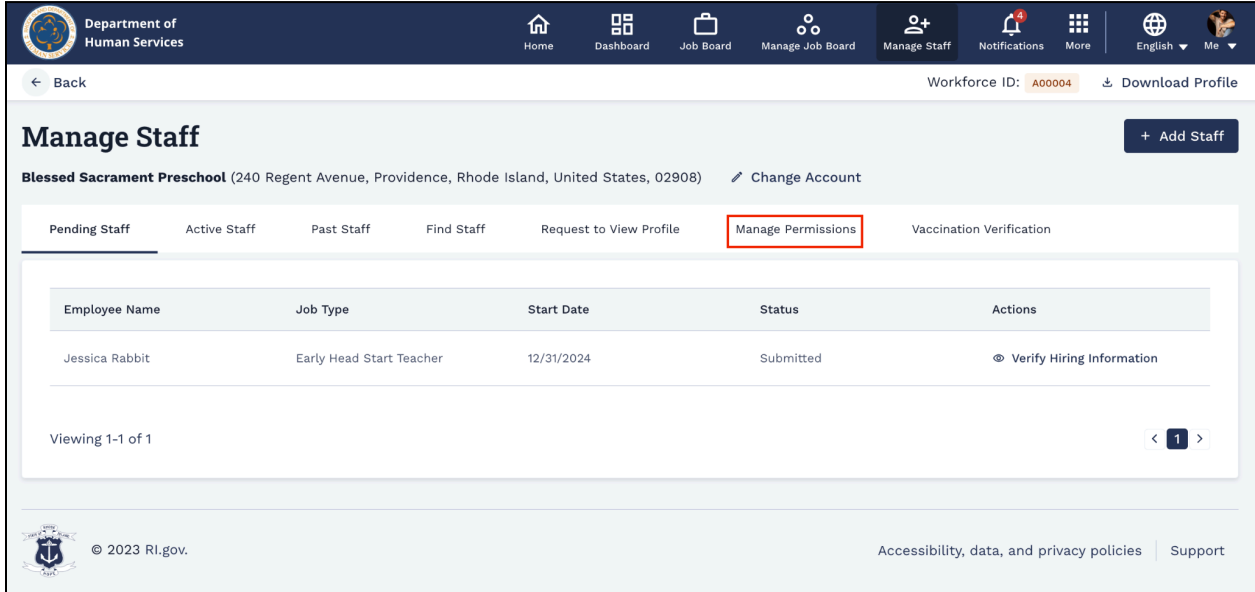
The screenshot shows the 'Manage Staff' page for 'Blessed Sacrament Preschool'. The 'Past Staff' tab is selected. The table below shows one staff member:

Employee Name	Job Type	Start Date	End Date	Actions
RHODE ISLAND	Education Coordinator	12/31/2024	01/15/2024	View Profile

Viewing 1-1 of 1

MANAGING PERMISSIONS

1. Click the **Manage Permissions** tab.

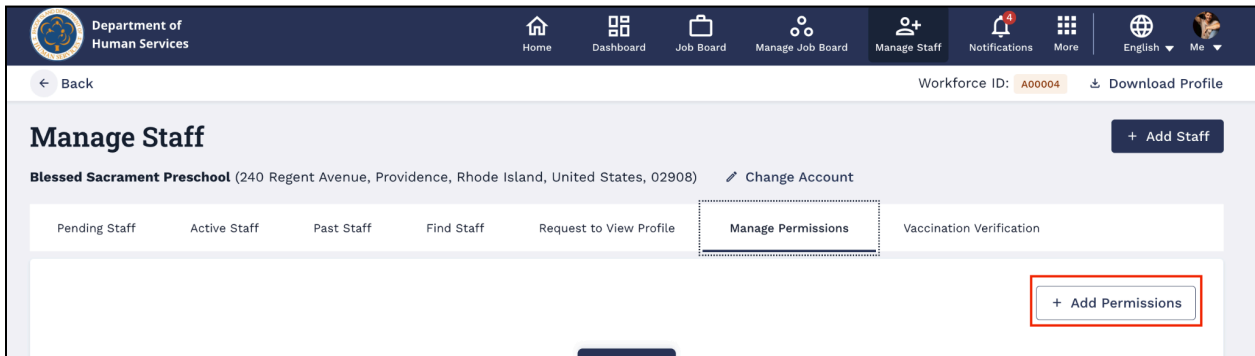


The screenshot shows the 'Manage Staff' page for 'Blessed Sacrament Preschool'. The 'Manage Permissions' tab is highlighted with a red box. The page displays a table with one staff member, Jessica Rabbit, and a 'Verify Hiring Information' link. The 'Manage Permissions' tab is the second of seven tabs: Pending Staff, Active Staff, Past Staff, Find Staff, Request to View Profile, Manage Permissions, and Vaccination Verification.

Employee Name	Job Type	Start Date	Status	Actions
Jessica Rabbit	Early Head Start Teacher	12/31/2024	Submitted	Verify Hiring Information

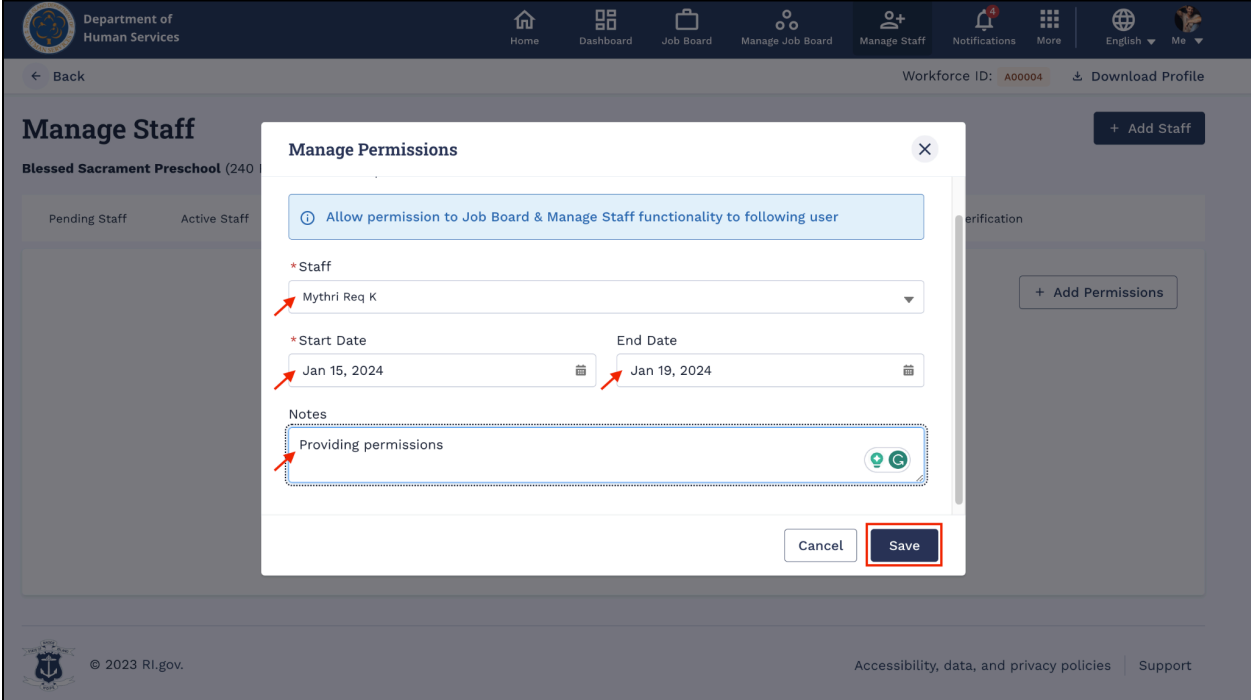
Viewing 1-1 of 1

2. Click **Add Permissions**.



The screenshot shows the 'Manage Staff' page with the 'Manage Permissions' tab selected. A red box highlights the '+ Add Permissions' button at the bottom right of the page. The page also shows the 'Add Staff' button at the top right.

3. Fill in the details and click **Save**.



The screenshot shows the 'Manage Staff' page for 'Blessed Sacrament Preschool (240.1)'. A 'Manage Permissions' modal is open, displaying the following fields:

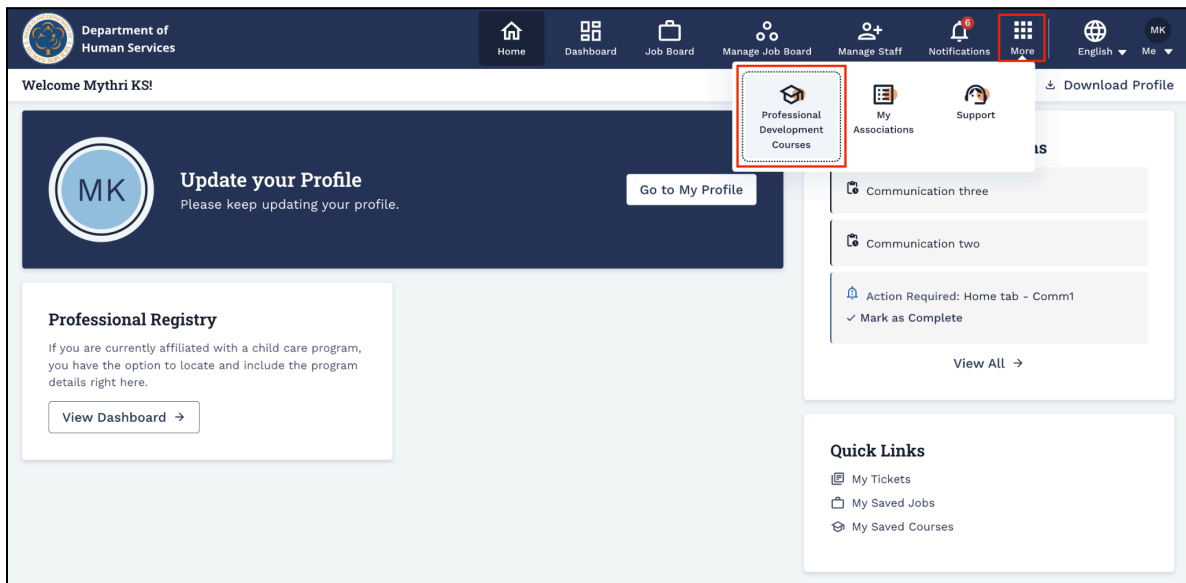
- Staff:** A dropdown menu with 'Mythri Req K' selected. A red arrow points to this field.
- *Start Date:** A date picker showing 'Jan 15, 2024'. A red arrow points to this field.
- End Date:** A date picker showing 'Jan 19, 2024'. A red arrow points to this field.
- Notes:** A text area containing 'Providing permissions'. A red arrow points to this field.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right. The 'Save' button is highlighted with a red box and a red arrow.

The background interface includes a navigation bar with links like Home, Dashboard, Job Board, Manage Job Board, Manage Staff, Notifications, More, English, and Me. The footer shows '© 2023 RI.gov' and links for Accessibility, data, and privacy policies, and Support.

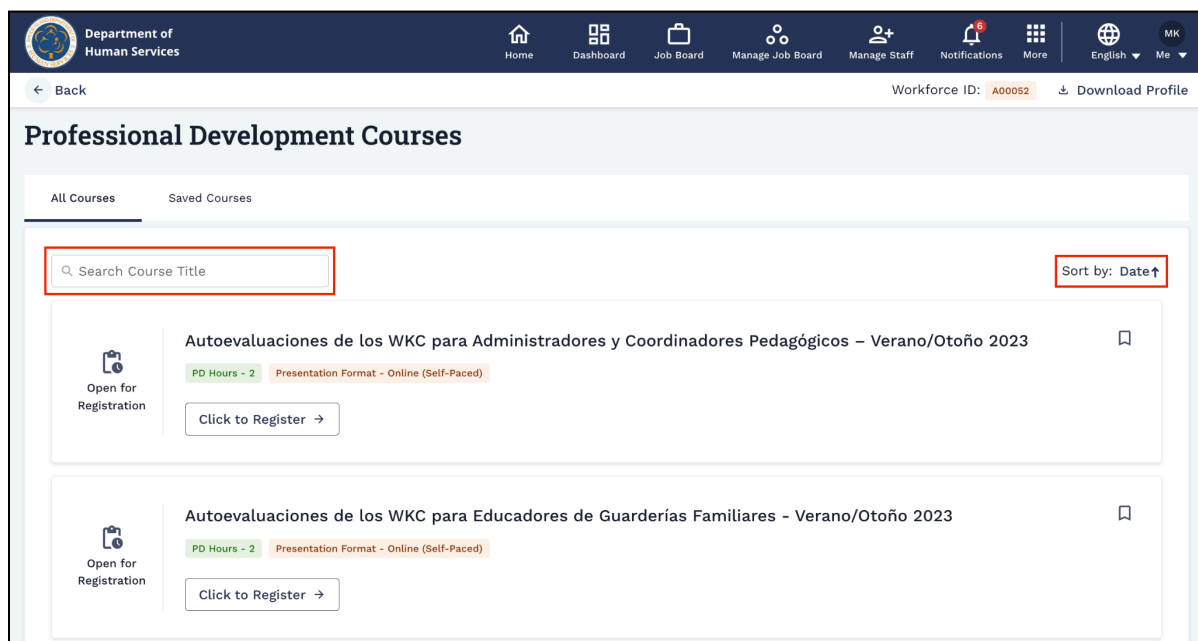
Note: You can revoke the permission by clicking the **Revoke** link and then click **Yes, Revoke**.

VIEWING PROFESSIONAL DEVELOPMENT COURSES

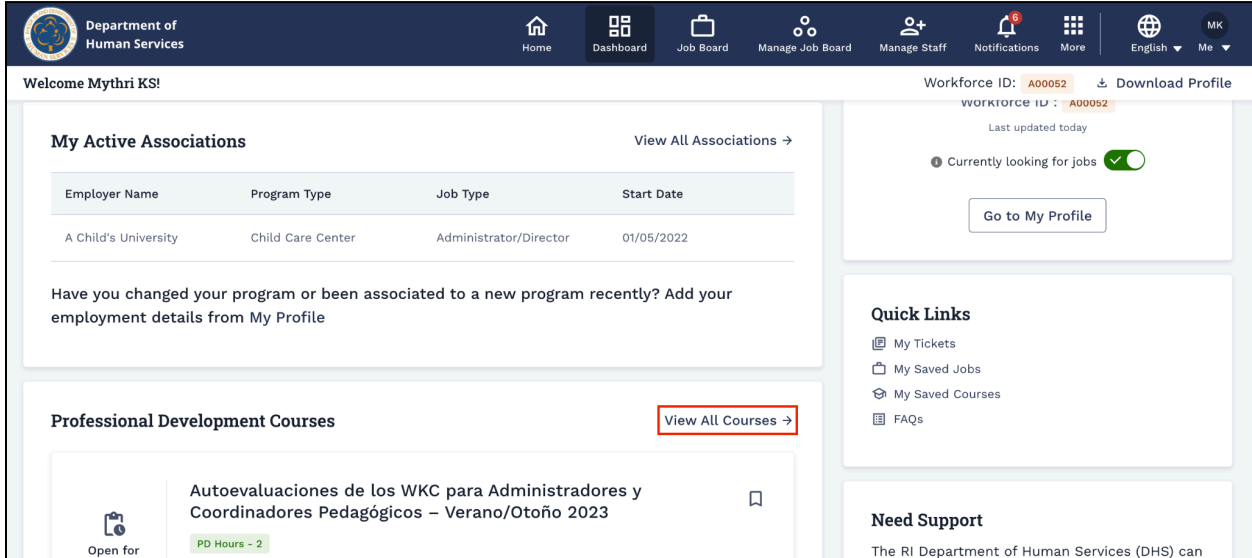
1. Click the **More** icon on the top of the screen and then click the **Professional Development Courses**.



2. Click on the **Sort by: Date** option to view the latest course posts on the top and use the **Search** option to narrow down the course results.



Note: An alternative way to view the Professional Development Courses is from the **Dashboard**. Click the **View All Courses** link on the Dashboard.

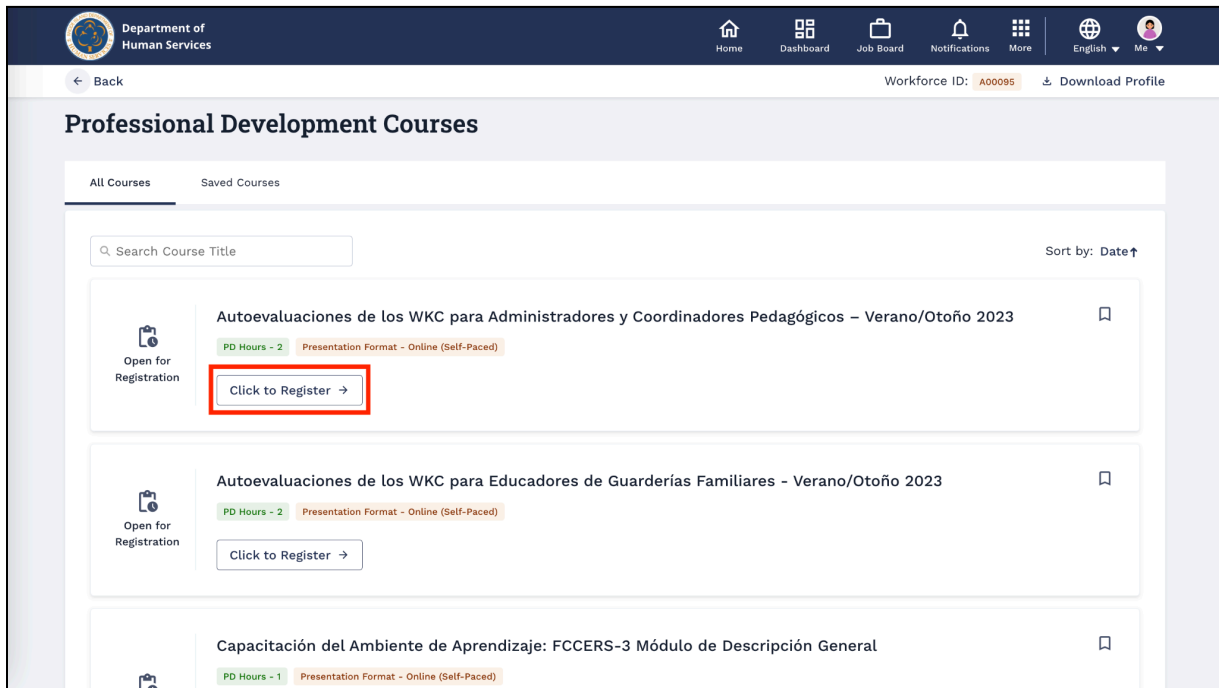


The screenshot shows the dashboard for a user named Mythri KS. The top navigation bar includes links for Home, Dashboard, Job Board, Manage Job Board, Manage Staff, Notifications, More, English, and Me. The main content area is divided into several sections:

- Welcome Mythri KS!** with Workforce ID: A00052 and a Download Profile link.
- My Active Associations** section with a table showing one association:

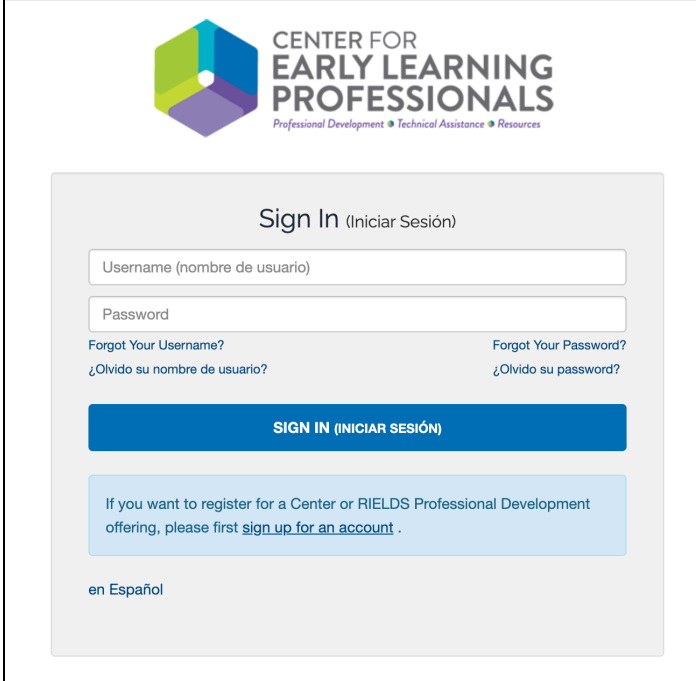
Employer Name	Program Type	Job Type	Start Date
A Child's University	Child Care Center	Administrator/Director	01/05/2022
- Professional Development Courses** section with a **View All Courses** link highlighted in a red box.
- Quick Links** section with links to My Tickets, My Saved Jobs, My Saved Courses, and FAQs.
- Need Support** section with text: "The RI Department of Human Services (DHS) can".

3. Click the **Click to Register** link to register for Professional Development Courses.



The screenshot shows the "Professional Development Courses" page. The top navigation bar is the same as the dashboard. The main content area includes a search bar, a "Sort by: Date" dropdown, and a list of courses. The first course is "Autoevaluaciones de los WKC para Administradores y Coordinadores Pedagógicos – Verano/Otoño 2023". It has "PD Hours - 2" and "Presentation Format - Online (Self-Paced)". A **Click to Register** link is highlighted with a red box. The second course is "Autoevaluaciones de los WKC para Educadores de Guarderías Familiares - Verano/Otoño 2023", also with "PD Hours - 2" and "Presentation Format - Online (Self-Paced)". The third course is "Capacitación del Ambiente de Aprendizaje: FCCERS-3 Módulo de Descripción General" with "PD Hours - 1" and "Presentation Format - Online (Self-Paced)".

Note: You will be directed to the **Center for Early Learning Professionals** login page. Log in with the appropriate credentials to register for the course.



**CENTER FOR
EARLY LEARNING
PROFESSIONALS**
Professional Development • Technical Assistance • Resources

Sign In (Iniciar Sesión)

Username (nombre de usuario)

Password

[Forgot Your Username?](#) [Forgot Your Password?](#)

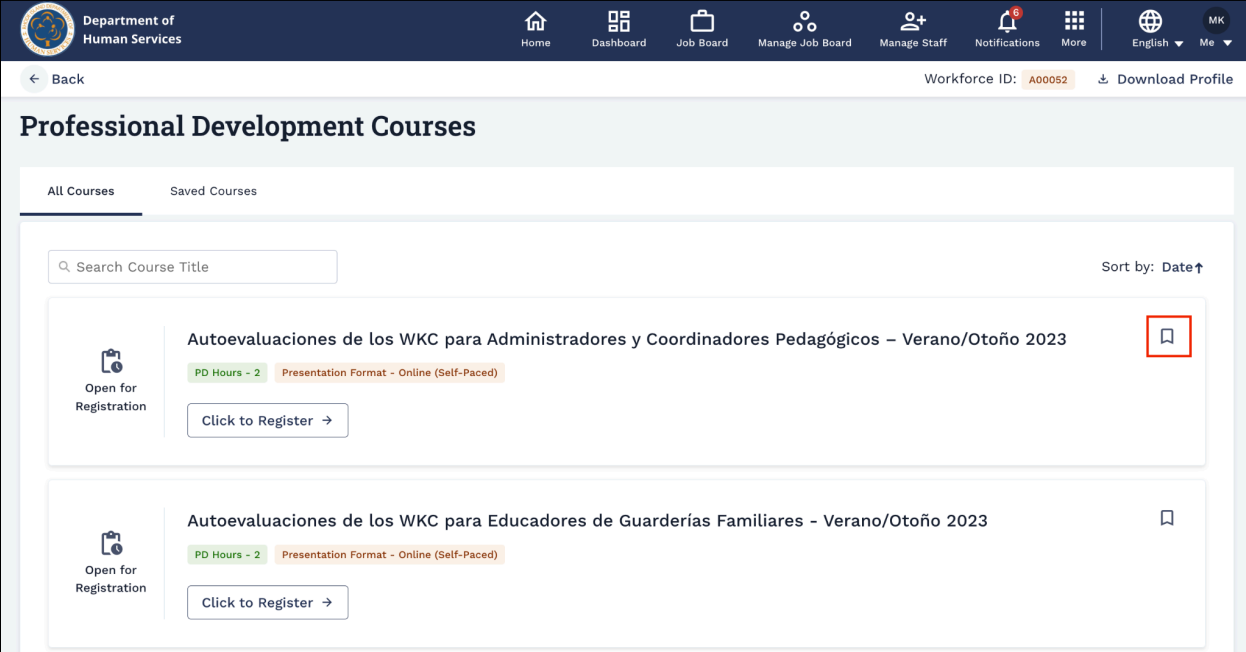
[¿Olvido su nombre de usuario?](#) [¿Olvido su password?](#)

SIGN IN (INICIAR SESIÓN)

If you want to register for a Center or RIELDS Professional Development offering, please first [sign up for an account](#).

[en Español](#)

4. Click the **Bookmark** icon to save the course for future reference.



Department of Human Services


Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00052 Download Profile

Professional Development Courses


All Courses Saved Courses

Search Course Title Sort by: Date ↑

Autoevaluaciones de los WKC para Administradores y Coordinadores Pedagógicos – Verano/Otoño 2023 

PD Hours - 2 Presentation Format - Online (Self-Paced)

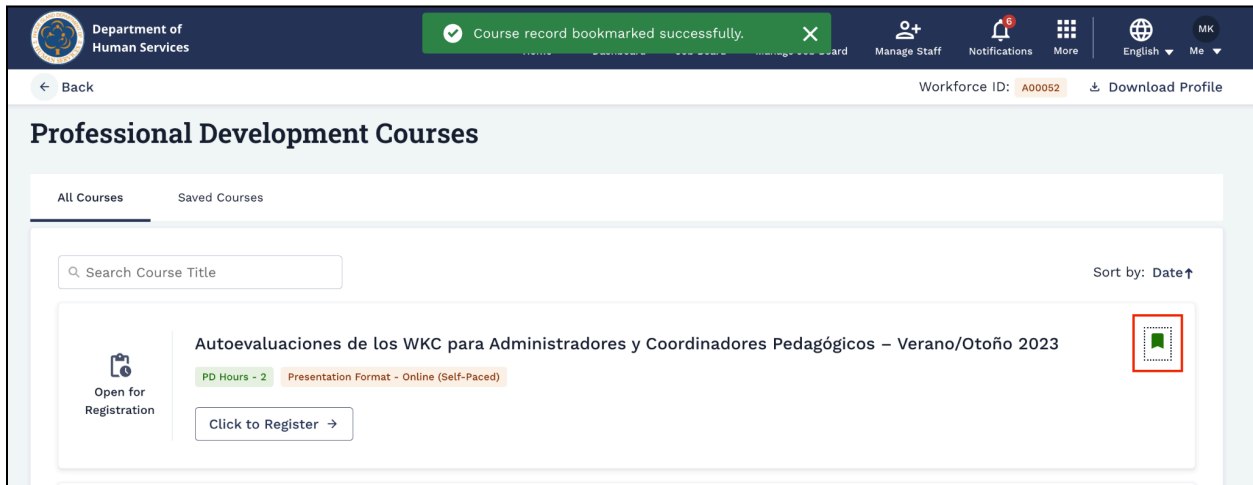
Open for Registration Click to Register →

Autoevaluaciones de los WKC para Educadores de Guarderías Familiares – Verano/Otoño 2023 

PD Hours - 2 Presentation Format - Online (Self-Paced)

Open for Registration Click to Register →

The course record will be successfully bookmarked.



Department of Human Services

Course record bookmarked successfully.

Manage Staff Notifications More English Me

Workforce ID: A00052 Download Profile

Professional Development Courses

All Courses Saved Courses

Search Course Title Sort by: Date ↑

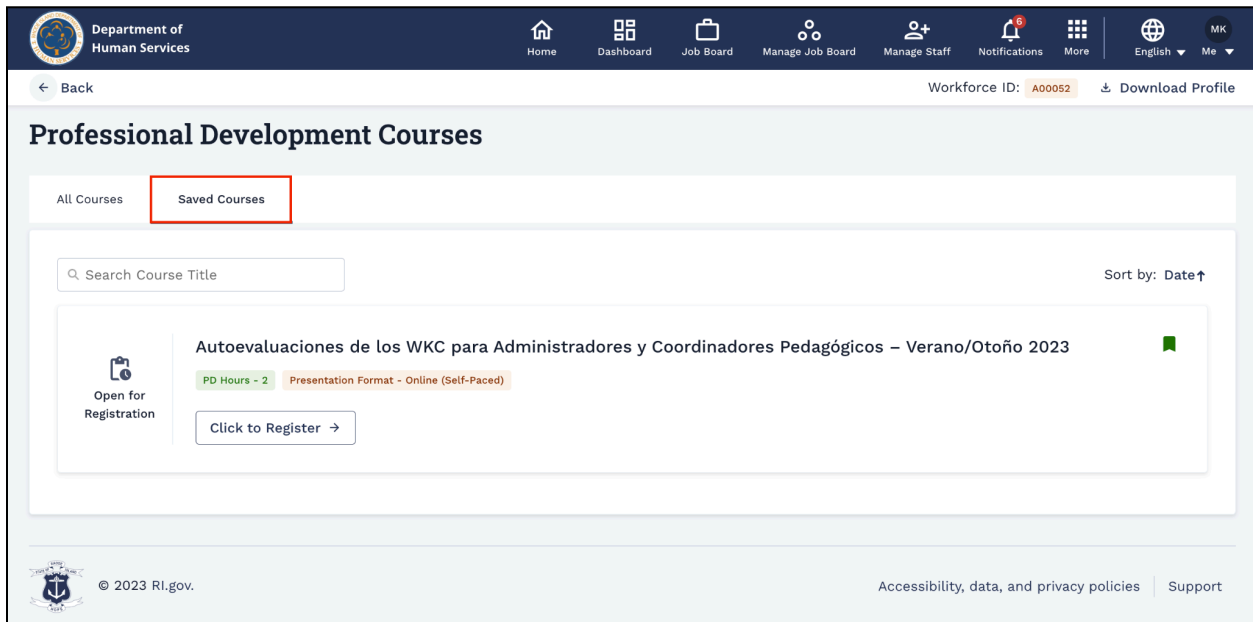
Open for Registration

Autoevaluaciones de los WKC para Administradores y Coordinadores Pedagógicos – Verano/Otoño 2023

PD Hours - 2 Presentation Format - Online (Self-Paced)

Click to Register →

5. Go to the **Saved Courses** tab to view all saved courses.



Department of Human Services

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Workforce ID: A00052 Download Profile

Professional Development Courses

All Courses Saved Courses

Search Course Title Sort by: Date ↑

Open for Registration

Autoevaluaciones de los WKC para Administradores y Coordinadores Pedagógicos – Verano/Otoño 2023

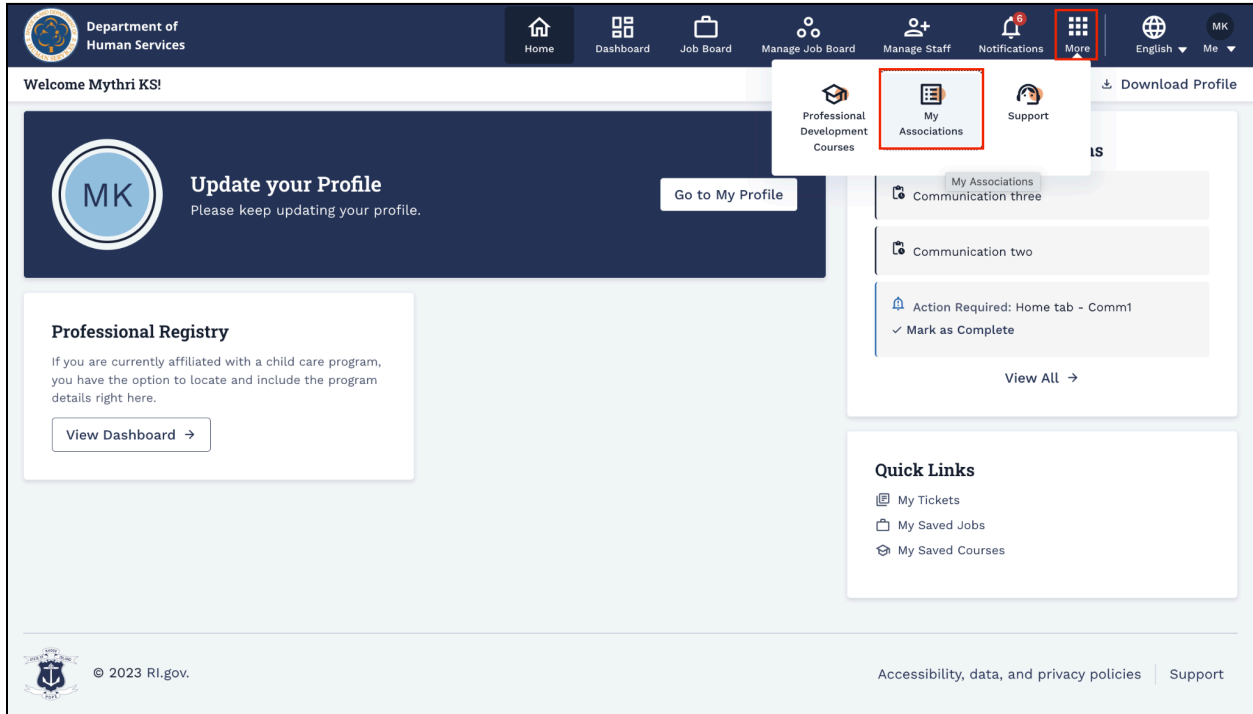
PD Hours - 2 Presentation Format - Online (Self-Paced)

Click to Register →

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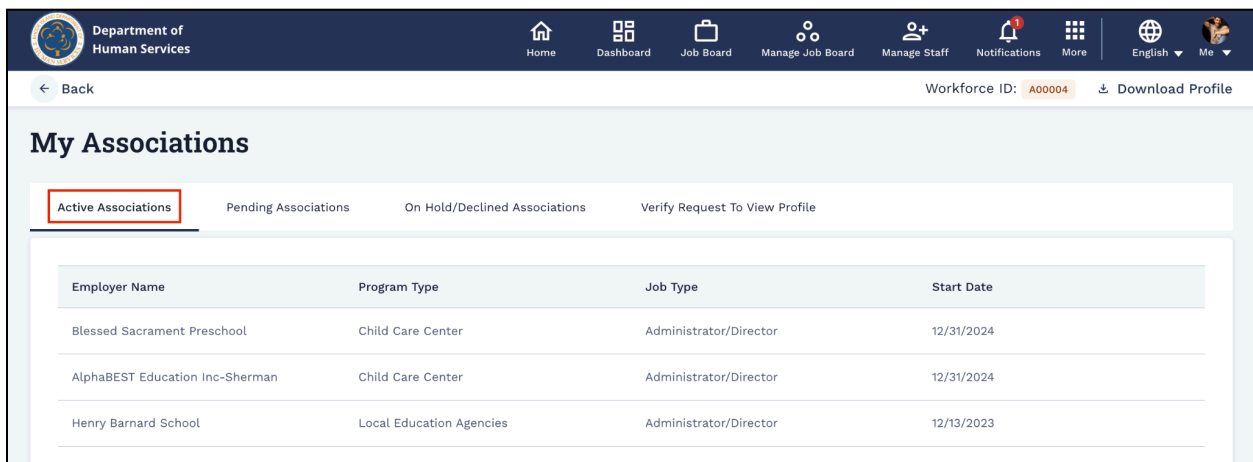
ASSOCIATIONS

1. Click the **More** icon on the top of the screen and then click on **My Associations**.



The screenshot shows the Department of Human Services dashboard. The top navigation bar includes links for Home, Dashboard, Job Board, Manage Job Board, Manage Staff, Notifications, and More. The 'More' icon is highlighted with a red box. A dropdown menu is open, showing options for Professional Development Courses, My Associations (highlighted with a red box), and Support. The main content area includes a 'Welcome Mythri KS!' message, a profile update section, a 'Professional Registry' section, and a 'Quick Links' section.

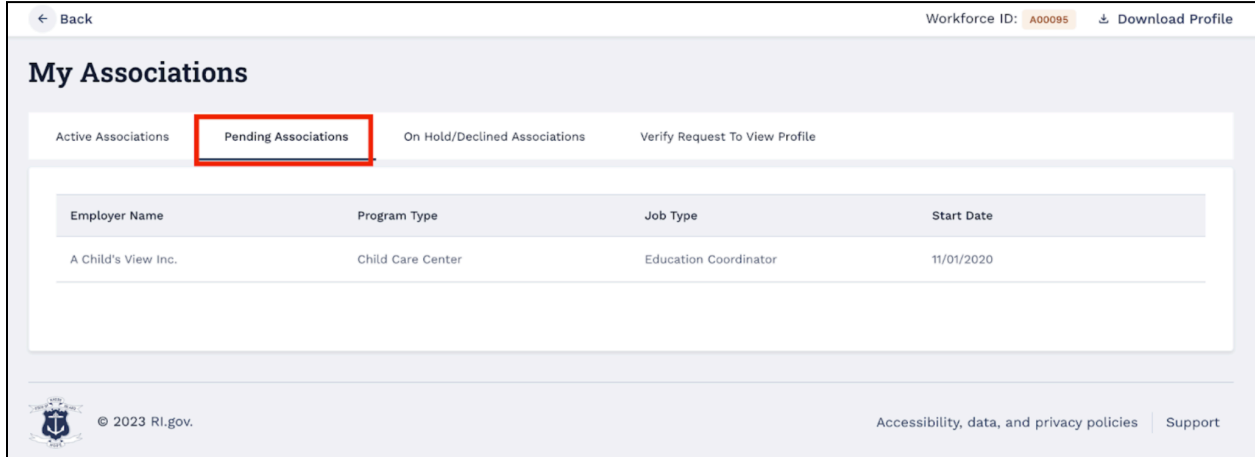
2. On the **Active Associations** tab, you can view the approved associations.



The screenshot shows the 'My Associations' page. The 'Active Associations' tab is selected and highlighted with a red box. Below the tabs is a table of approved associations.

Employer Name	Program Type	Job Type	Start Date
Blessed Sacrament Preschool	Child Care Center	Administrator/Director	12/31/2024
AlphaBEST Education Inc-Sherman	Child Care Center	Administrator/Director	12/31/2024
Henry Barnard School	Local Education Agencies	Administrator/Director	12/13/2023

3. Go to the **Pending Associations** tab to view the pending associations for approval.



← Back Workforce ID: A00095 Download Profile

My Associations

Active Associations **Pending Associations** On Hold/Declined Associations Verify Request To View Profile

Employer Name	Program Type	Job Type	Start Date
A Child's View Inc.	Child Care Center	Education Coordinator	11/01/2020

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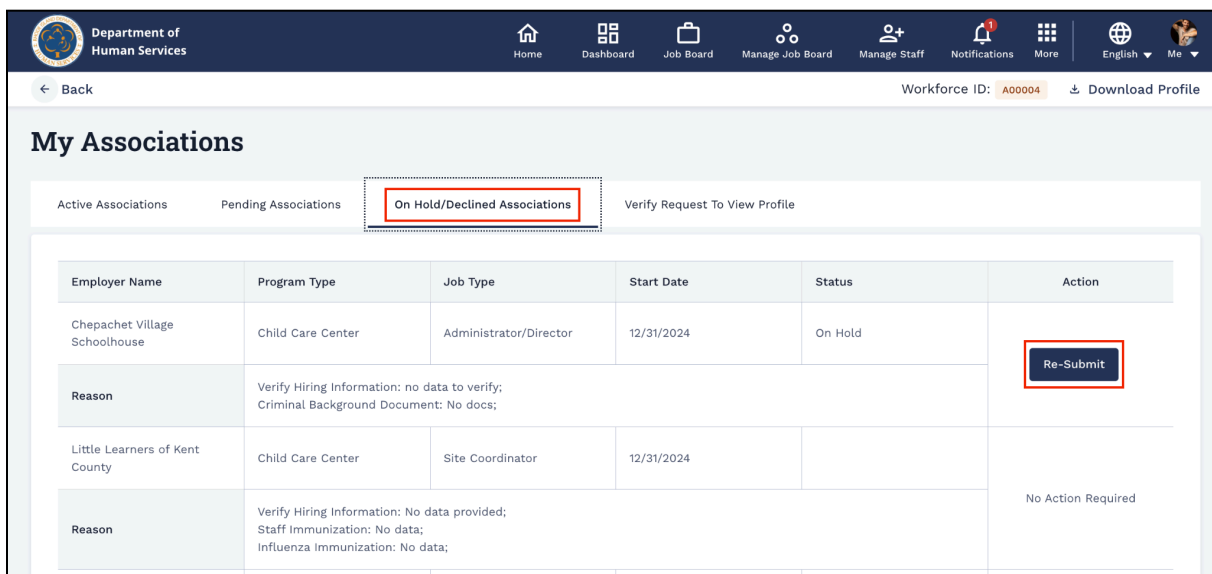
4. Go to the **On Hold/Declined Associations** tab to view the submitted associations that are on hold/declined.

5. **On Hold Associations:**

- For Hold Associations, the status of the association will be **On Hold**. You can also view the reason for the hold.
- Click the **Re-submit** button to resubmit the association for approval.

Note:

- Before re-submitting, go to the Profile Details page and make the necessary changes per the stated reason.
- You can re-submit up to three (3) times.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

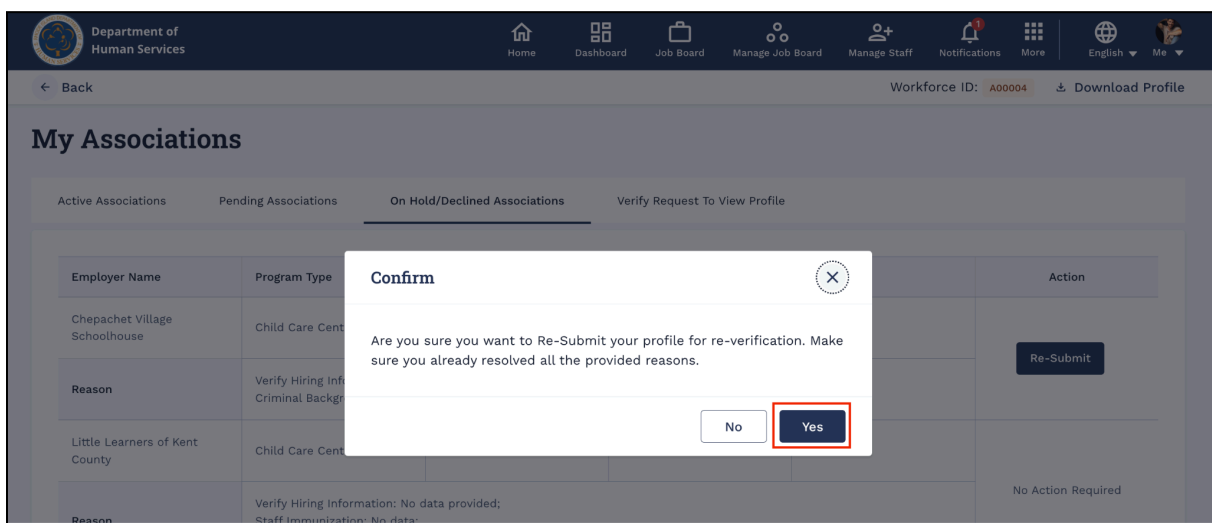
Back Workforce ID: A00004 Download Profile

My Associations

Active Associations Pending Associations **On Hold/Declined Associations** Verify Request To View Profile

Employer Name	Program Type	Job Type	Start Date	Status	Action
Chepachet Village Schoolhouse	Child Care Center	Administrator/Director	12/31/2024	On Hold	Re-Submit
Reason	Verify Hiring Information: no data to verify; Criminal Background Document: No docs;				
Little Learners of Kent County	Child Care Center	Site Coordinator	12/31/2024		No Action Required
Reason	Verify Hiring Information: No data provided; Staff Immunization: No data; Influenza Immunization: No data;				

- Click the **Yes** button to confirm the re-submission.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Back Workforce ID: A00004 Download Profile

My Associations

Active Associations Pending Associations **On Hold/Declined Associations** Verify Request To View Profile

Employer Name	Program Type	Job Type	Start Date	Status	Action
Chepachet Village Schoolhouse	Child Care Center	Administrator/Director	12/31/2024	On Hold	Re-Submit
Reason	Verify Hiring Information: no data to verify; Criminal Background Document: No docs;				
Little Learners of Kent County	Child Care Center	Site Coordinator	12/31/2024		No Action Required
Reason	Verify Hiring Information: No data provided; Staff Immunization: No data;				

Confirm

Are you sure you want to Re-Submit your profile for re-verification. Make sure you already resolved all the provided reasons.

No Yes

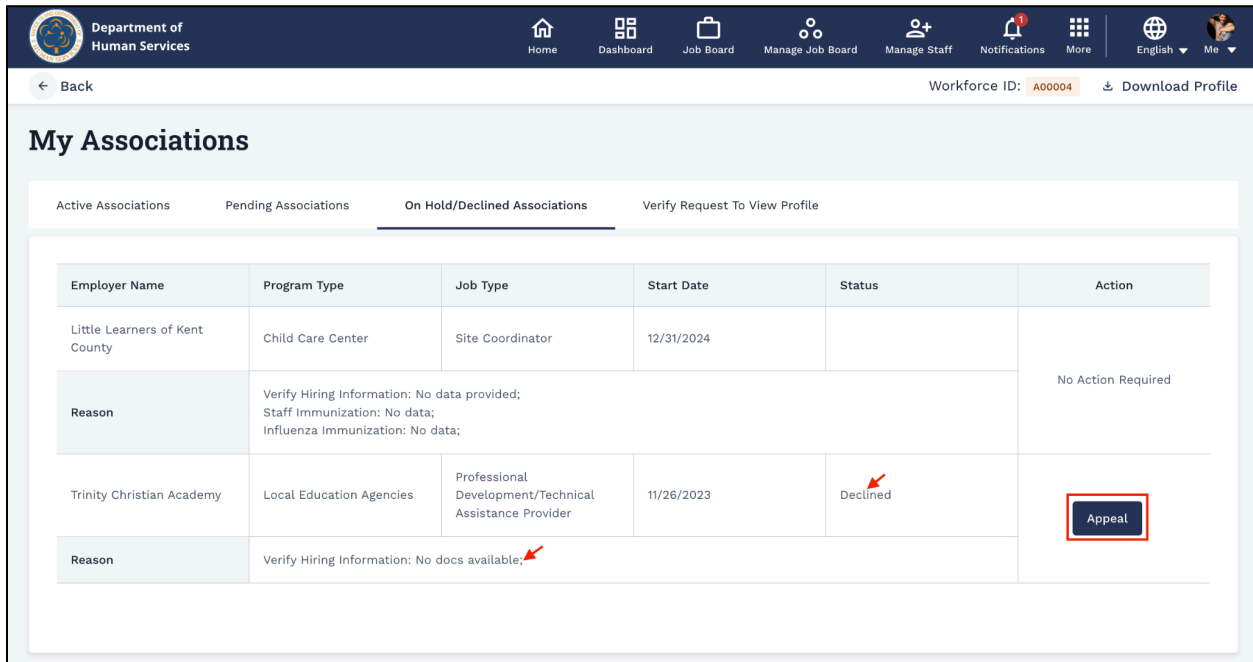
After a successful re-submission request, the record in the On Hold/Declined Associations will be moved to the Pending Associations.

Declined Associations:

- For rejected associations, the status of the association will be **Declined**. You can also view the reason for the rejection.
- Click the **Appeal** button to request the association for re-approval.

Notes:

- Before appealing, go to the Profile Details page and make the necessary changes per the stated reason.
- You can appeal up to three (3) times.



← Back Workforce ID: A00004 Download Profile

My Associations

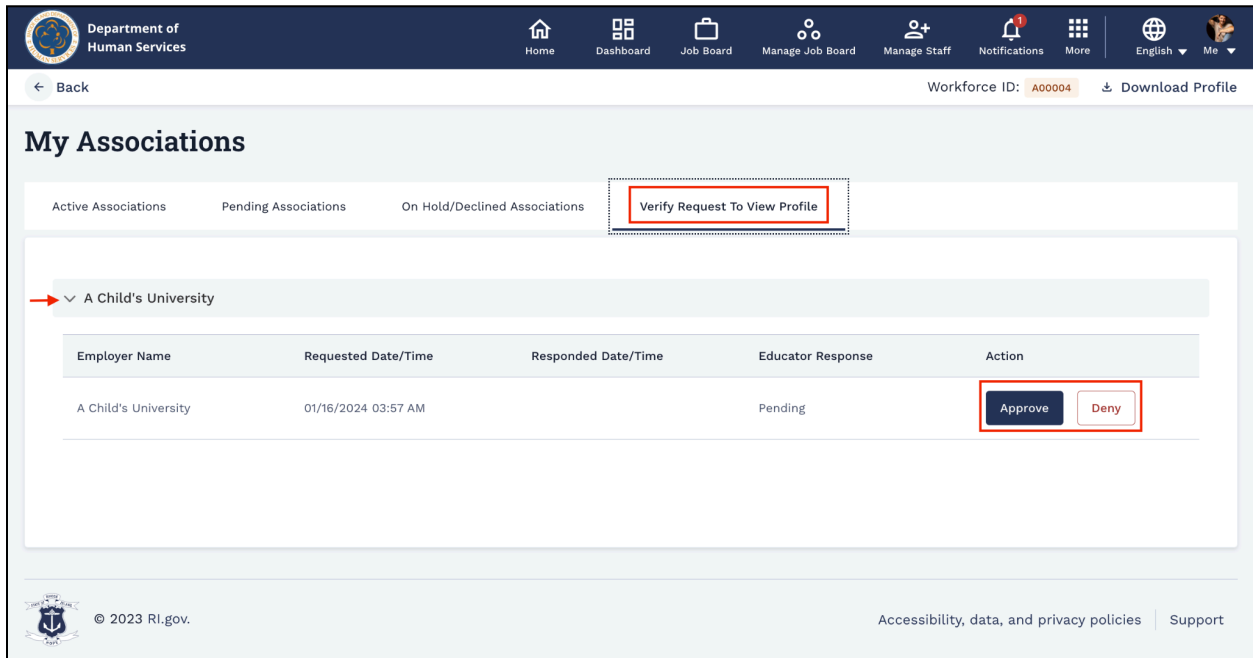
Active Associations Pending Associations On Hold/Declined Associations Verify Request To View Profile

Employer Name	Program Type	Job Type	Start Date	Status	Action
Little Learners of Kent County	Child Care Center	Site Coordinator	12/31/2024		No Action Required
Reason	Verify Hiring Information: No data provided; Staff Immunization: No data; Influenza Immunization: No data;				
Trinity Christian Academy	Local Education Agencies	Professional Development/Technical Assistance Provider	11/26/2023	Declined	<div>Appeal</div>
Reason	Verify Hiring Information: No docs available,				

After a successful appeal request, the record in the On Hold/Declined Associations will be moved to the Pending Associations.

- Go to the **Verify Request to View Profile** tab to view the requests made by Providers to access your profile.

Note: You can Approve/Deny the access request. Click the **Approve** button to provide access. Click the Deny button to decline the access request.

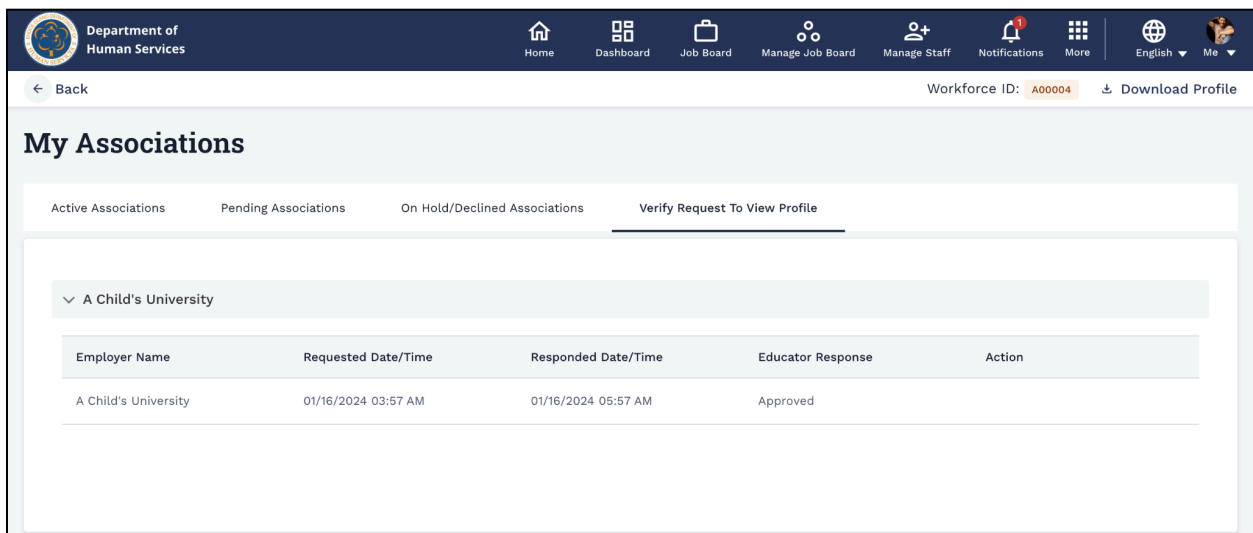


The screenshot shows the 'My Associations' page in the Department of Human Services system. The 'Verify Request To View Profile' tab is selected and highlighted with a red box. Below the tabs, there is a section for 'A Child's University' with a red arrow pointing to it. A table displays the request details:

Employer Name	Requested Date/Time	Responded Date/Time	Educator Response	Action
A Child's University	01/16/2024 03:57 AM		Pending	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

The 'Approve' and 'Deny' buttons in the 'Action' column are highlighted with a red box.

You can view all the details of approved or denied records in the **Verify Requests to View Profile** tab.



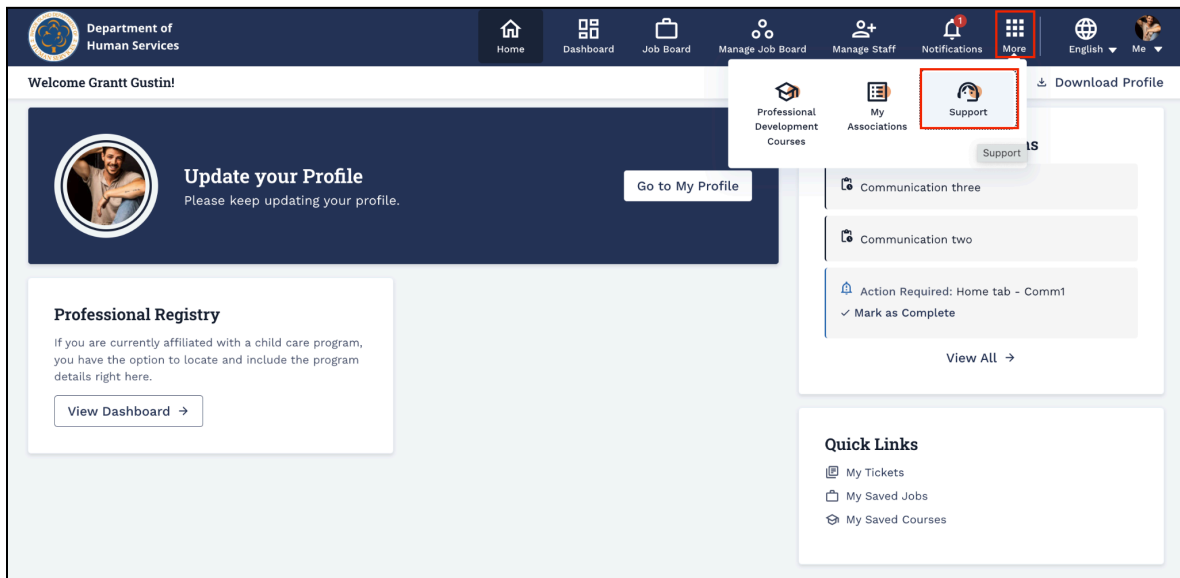
The screenshot shows the 'My Associations' page with the 'Verify Request To View Profile' tab selected. The table displays the following records:

Employer Name	Requested Date/Time	Responded Date/Time	Educator Response	Action
A Child's University	01/16/2024 03:57 AM	01/16/2024 05:57 AM	Approved	

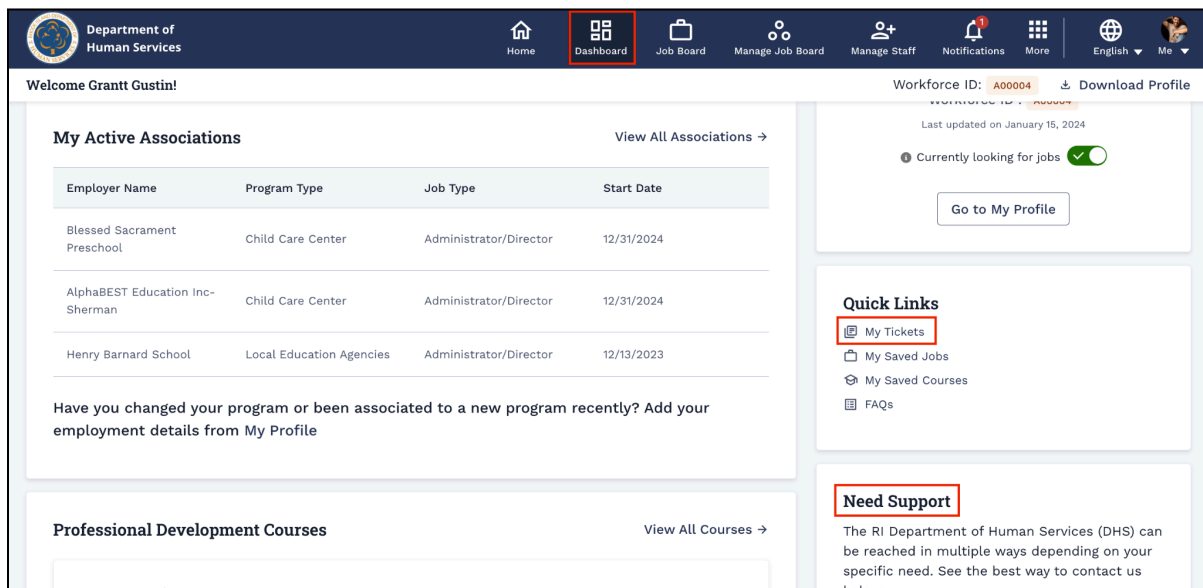
HELP DESK TICKETS

CREATING HELP DESK TICKETS

1. Click the **More** icon on the top of the screen and then click the **Support**.

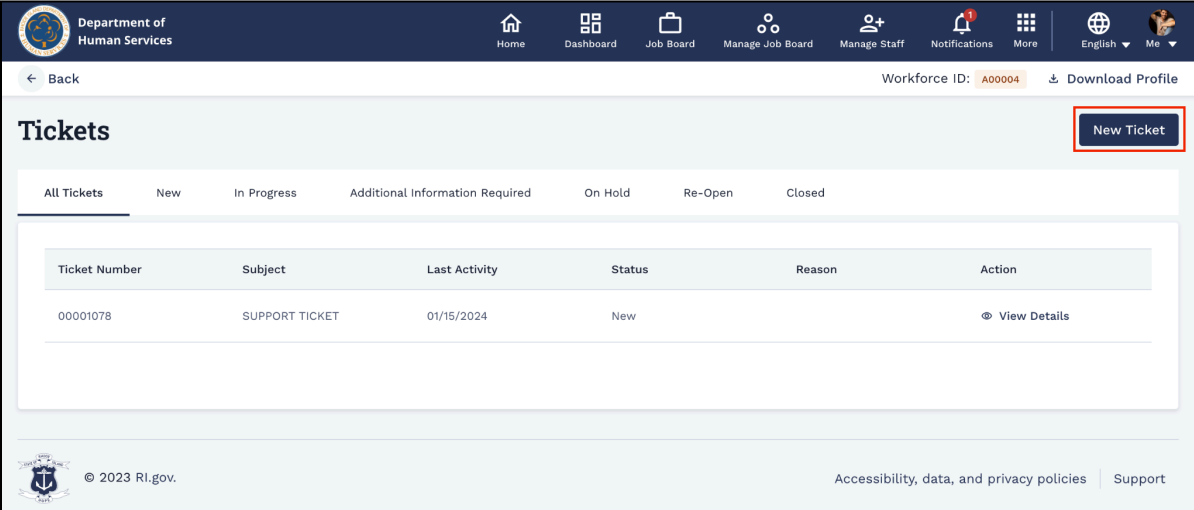


Note: An alternative way to access the Tickets page is to go to the **Dashboard** and then either click the **My Tickets** link on the Quick Links tile or Click the **Submit a Ticket** link on the Need Support tile.



You will be directed to the Tickets page.

- Click the **New Ticket** button to create a new help desk ticket.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

Tickets

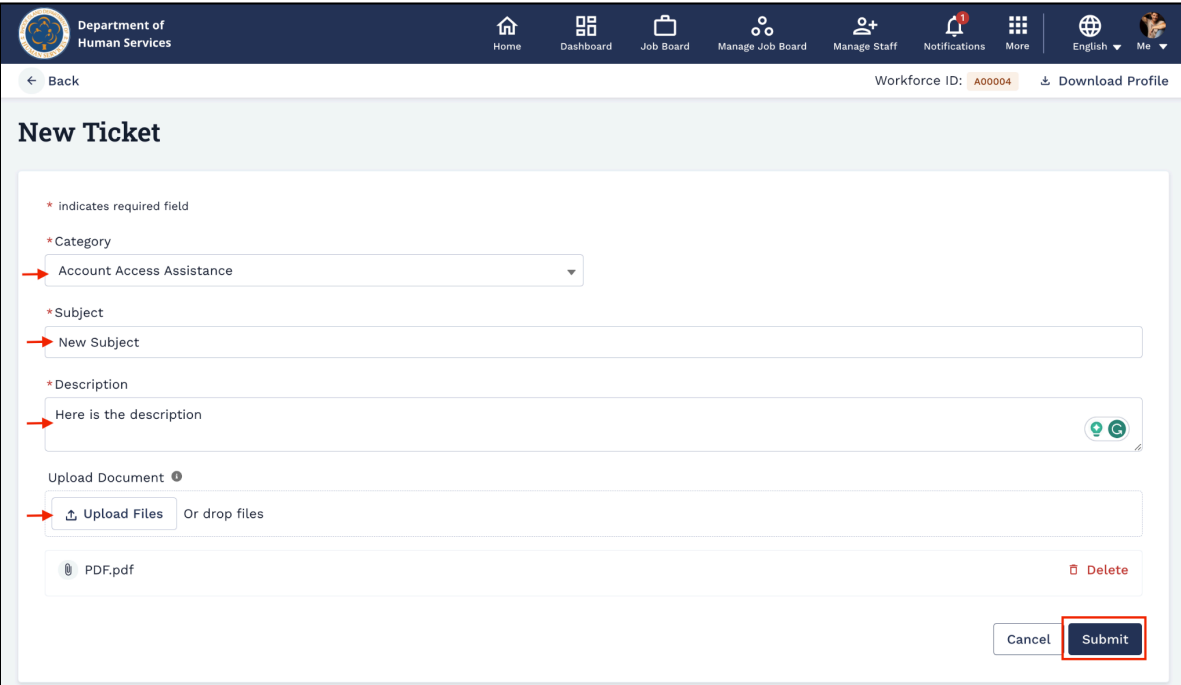
New Ticket

All Tickets New In Progress Additional Information Required On Hold Re-Open Closed

Ticket Number	Subject	Last Activity	Status	Reason	Action
00001078	SUPPORT TICKET	01/15/2024	New		View Details

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- Select the **Category** from the drop-down. Enter the details in the **Subject** and **Description** fields. If available, upload supporting documents.
- Click the **Submit** button.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Workforce ID: A00004 Download Profile

New Ticket

* indicates required field

*Category
Account Access Assistance

*Subject
New Subject

*Description
Here is the description

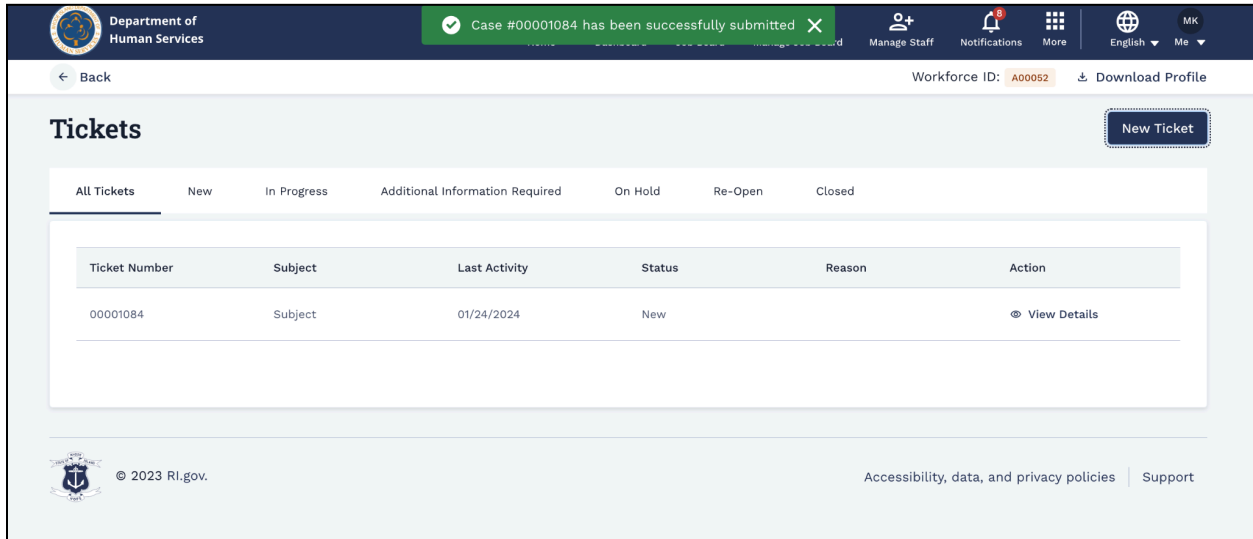
Upload Document

Upload Files Or drop files

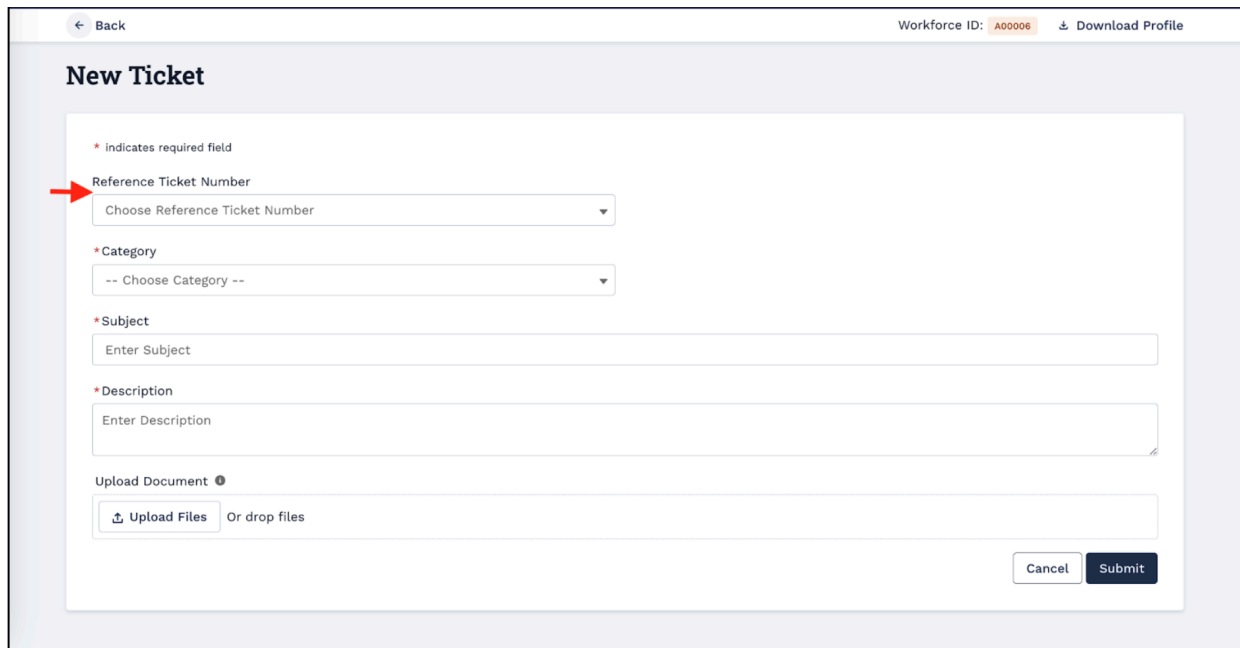
PDF.pdf Delete

Cancel Submit

The ticket will be submitted, and a case will be created for the submitted ticket.

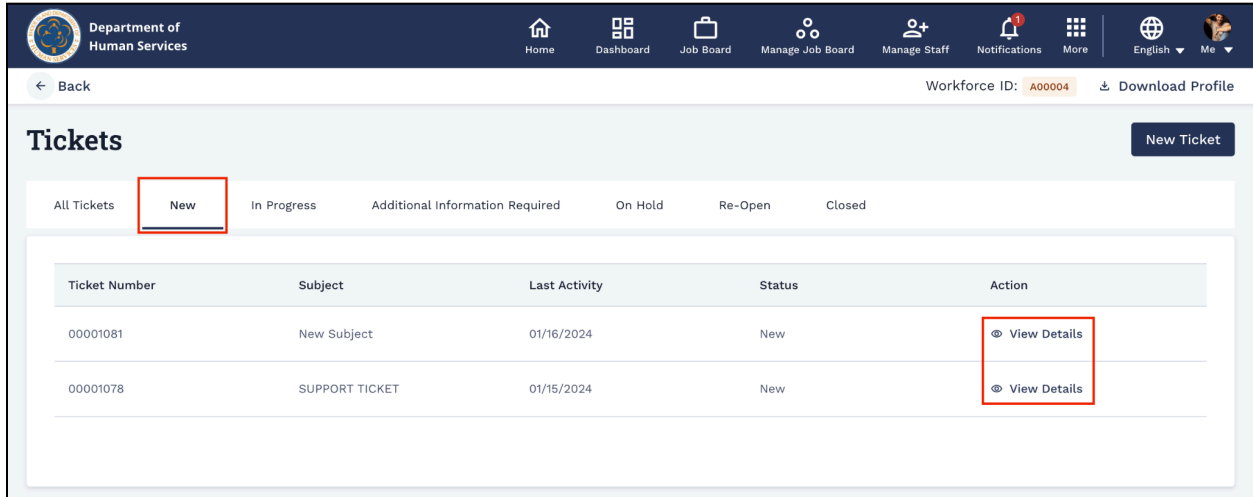


Note: If it is 15 days past closing a ticket, the **Reference Ticket Number** field will be visible while creating a new ticket. For this new ticket, you can provide the closed ticket number as a reference by selecting it from the Reference Ticket Number drop-down.



HELP DESK TICKETS-STATUSES

1. Go to the **New** tab to view all of the submitted tickets. Click the **View Details** to view the complete details of the ticket.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Back Workforce ID: A00004 Download Profile

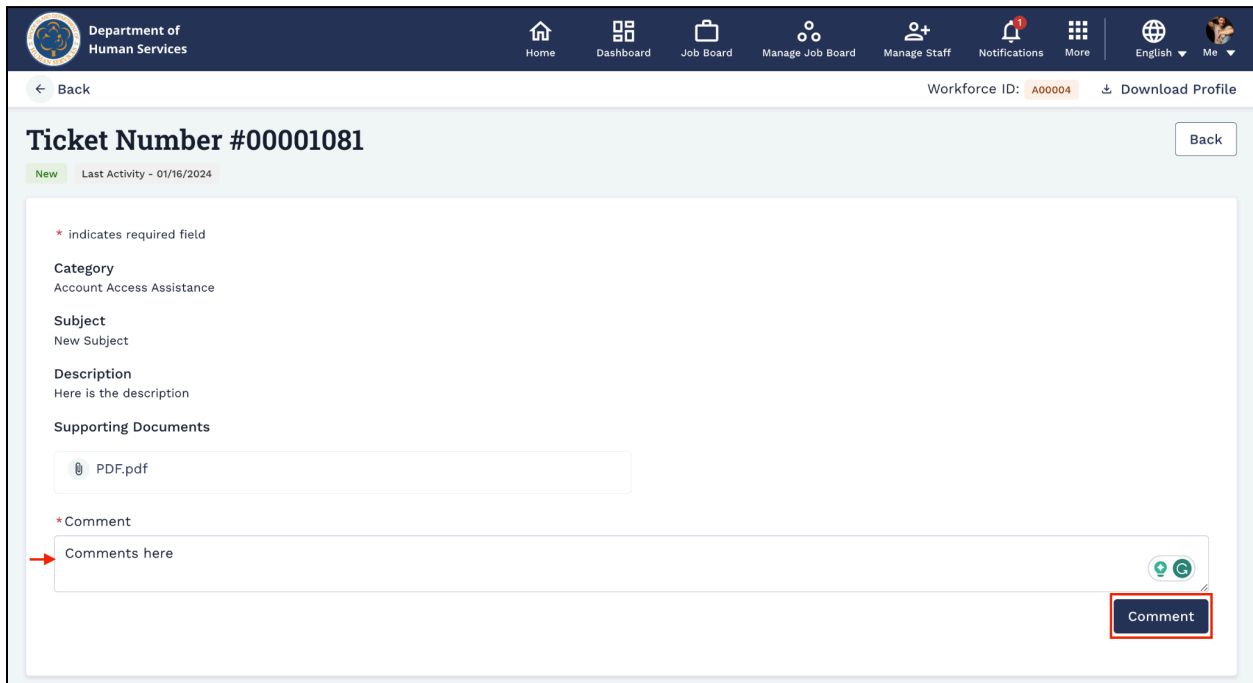
Tickets

New Ticket

All Tickets **New** In Progress Additional Information Required On Hold Re-Open Closed

Ticket Number	Subject	Last Activity	Status	Action
00001081	New Subject	01/16/2024	New	View Details
00001078	SUPPORT TICKET	01/15/2024	New	View Details

Note: To add comments, enter the text in the Comment text box and then click the **Comment** button.



Department of Human Services

Home Dashboard Job Board Manage Job Board Manage Staff Notifications More English Me

Back Workforce ID: A00004 Download Profile

Ticket Number #00001081

Back

New Last Activity - 01/16/2024

* indicates required field

Category
Account Access Assistance

Subject
New Subject

Description
Here is the description

Supporting Documents

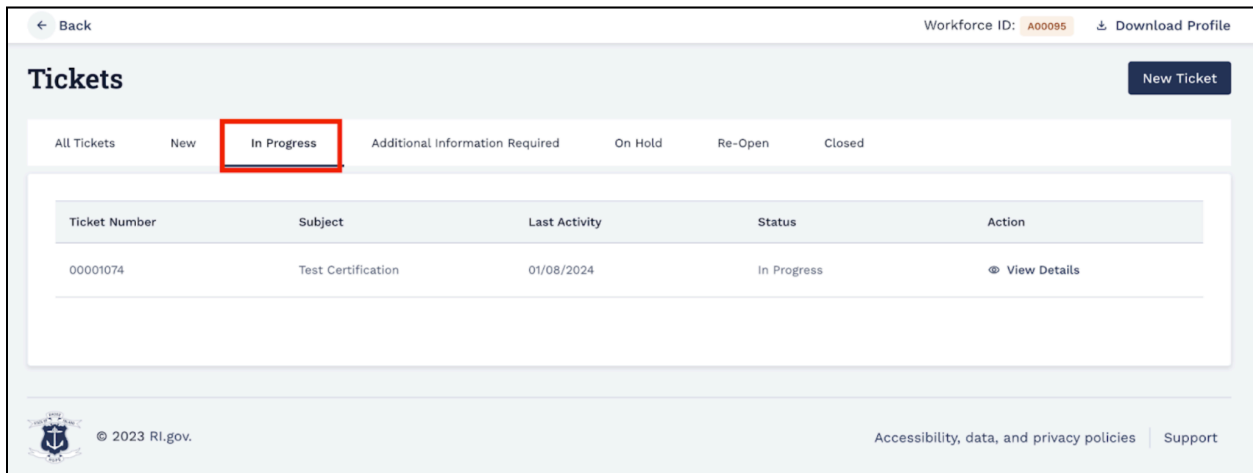
PDF.pdf

* Comment

Comments here

Comment

- To view the tickets that are in progress, go to the **In Progress** tab.



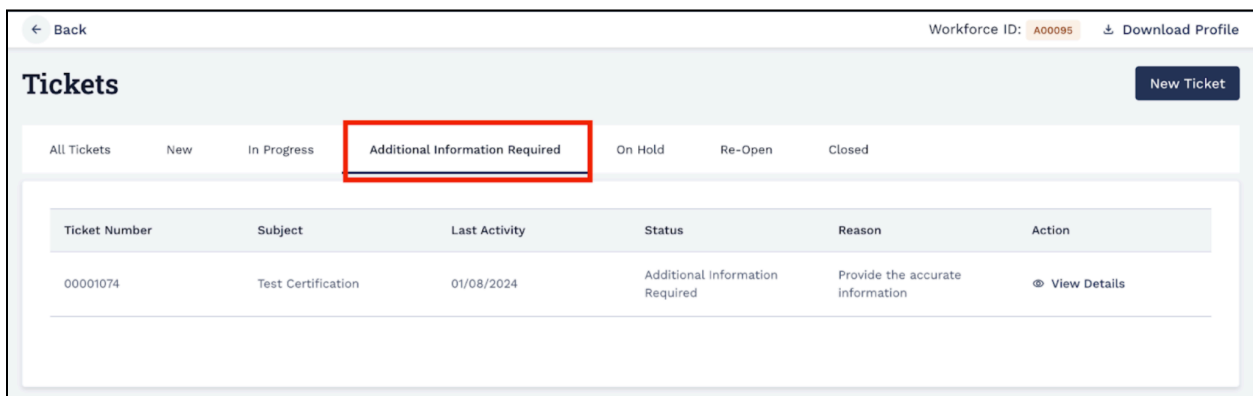
The screenshot shows the 'Tickets' page interface. At the top, there is a 'Back' button and a 'Workforce ID: A00095' with a 'Download Profile' link. The 'Tickets' title is on the left, and a 'New Ticket' button is on the right. Below the title, there are tabs: 'All Tickets', 'New', 'In Progress' (highlighted with a red box), 'Additional Information Required', 'On Hold', 'Re-Open', and 'Closed'. A table below the tabs displays ticket information:

Ticket Number	Subject	Last Activity	Status	Action
00001074	Test Certification	01/08/2024	In Progress	View Details

At the bottom, there is a footer with the RI.gov logo, copyright notice '© 2023 RI.gov.', and links for 'Accessibility, data, and privacy policies' and 'Support'.

- If the RISES internal staff requests additional information on the submitted tickets, go to the **Additional Information Required** tab to view the ticket's information.

Note: You can view the reason under the Reason column.

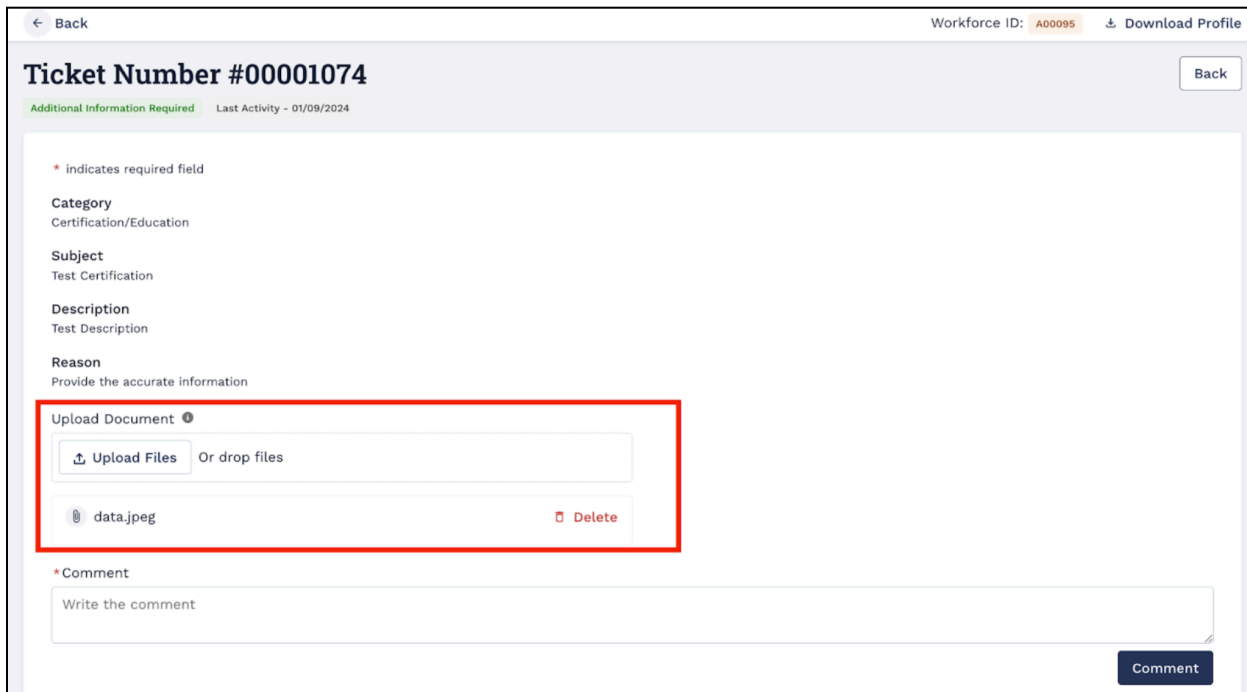


The screenshot shows the 'Tickets' page interface with the 'Additional Information Required' tab highlighted with a red box. The table below the tabs displays ticket information:

Ticket Number	Subject	Last Activity	Status	Reason	Action
00001074	Test Certification	01/08/2024	Additional Information Required	Provide the accurate information	View Details

4. Click the **View Details** link to view the complete ticket details.

Note: You can delete and re-upload the supporting document if the ticket status shows Additional Information Required.



← Back Workforce ID: A00095 Download Profile

Ticket Number #00001074 Back

Additional Information Required Last Activity - 01/09/2024

* indicates required field

Category
Certification/Education

Subject
Test Certification

Description
Test Description

Reason
Provide the accurate information

Upload Document

Upload Files Or drop files

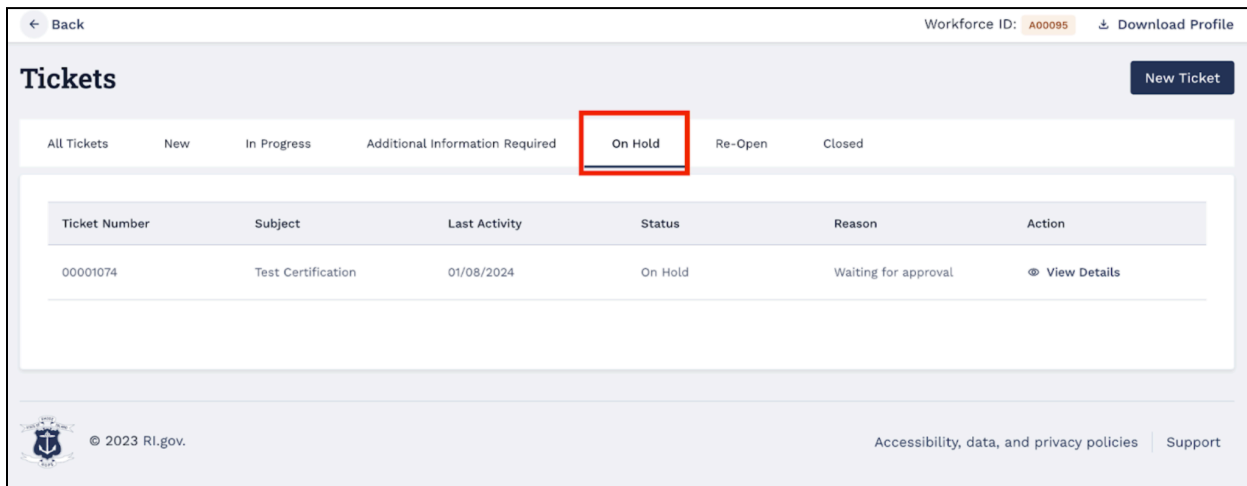
data.jpeg Delete

*Comment
Write the comment

Comment

5. Go to the **Hold** tab to view the tickets that are on hold.

Note: Click the **View Details** link to view the ticket details.



← Back Workforce ID: A00095 Download Profile

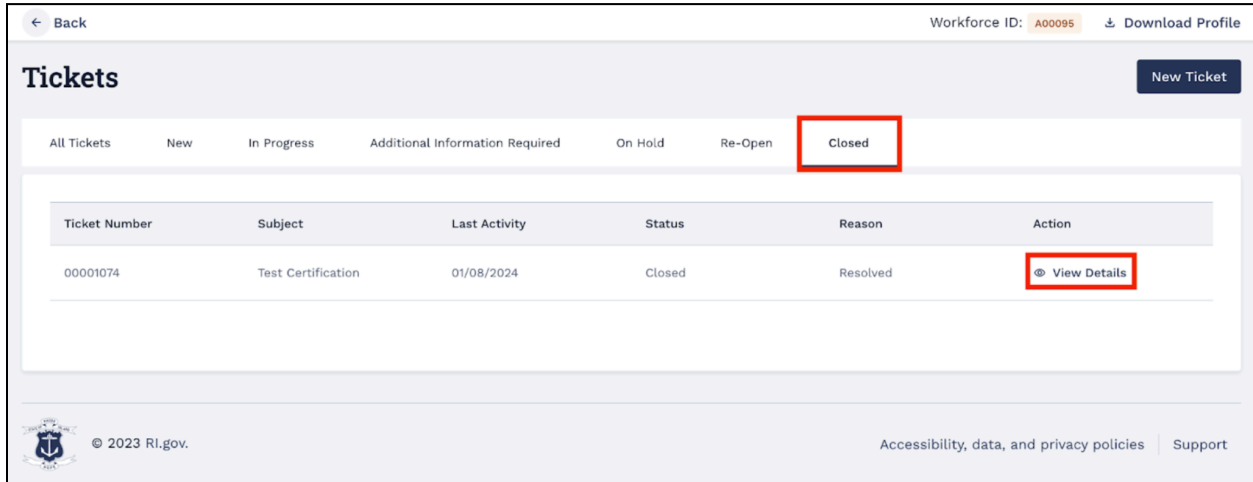
Tickets New Ticket

All Tickets New In Progress Additional Information Required **On Hold** Re-Open Closed

Ticket Number	Subject	Last Activity	Status	Reason	Action
00001074	Test Certification	01/08/2024	On Hold	Waiting for approval	View Details

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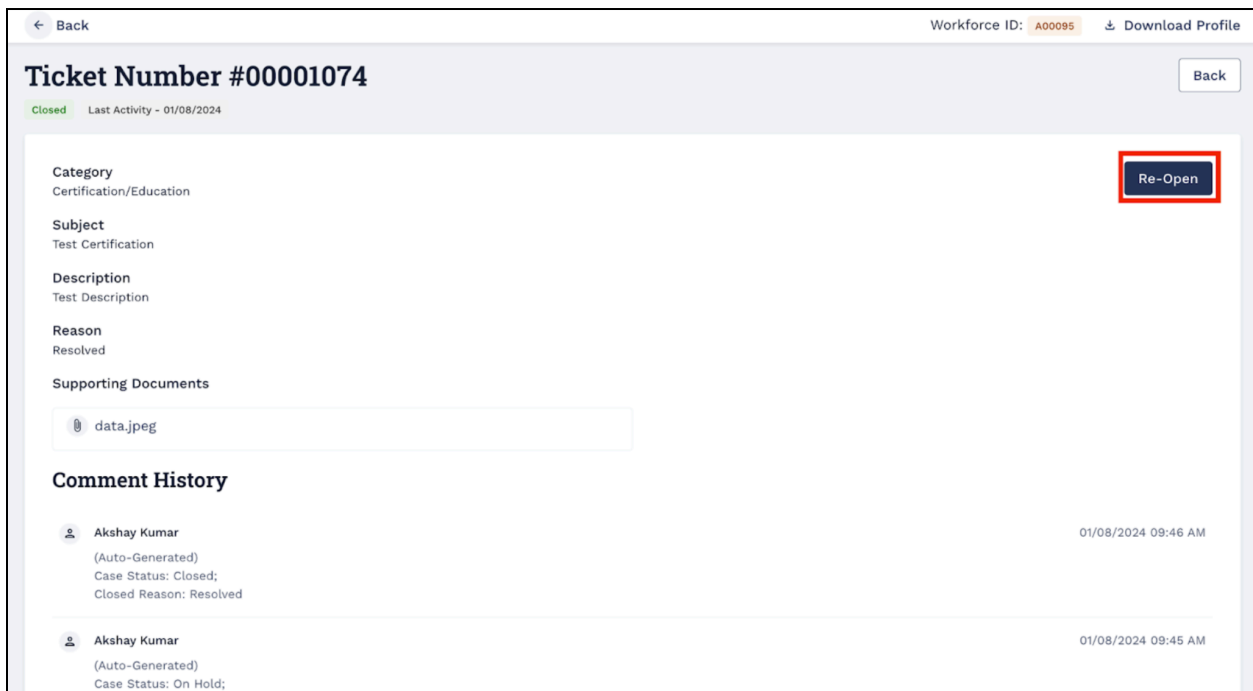
- Go to the **Closed** tab to view all the closed tickets. Click the **View Details** link to view the ticket details.



The screenshot shows the 'Tickets' page with a 'Back' button and 'Workforce ID: A00095' at the top right. Below the 'New Ticket' button is a tab bar with 'All Tickets', 'New', 'In Progress', 'Additional Information Required', 'On Hold', 'Re-Open', and 'Closed'. The 'Closed' tab is highlighted with a red box. Below the tabs is a table with columns: Ticket Number, Subject, Last Activity, Status, Reason, and Action. A single row is visible with Ticket Number '00001074', Subject 'Test Certification', Last Activity '01/08/2024', Status 'Closed', Reason 'Resolved', and an 'Action' column containing a 'View Details' link, which is also highlighted with a red box. At the bottom, there is a footer with a logo, '© 2023 RI.gov.', and links for 'Accessibility, data, and privacy policies' and 'Support'.

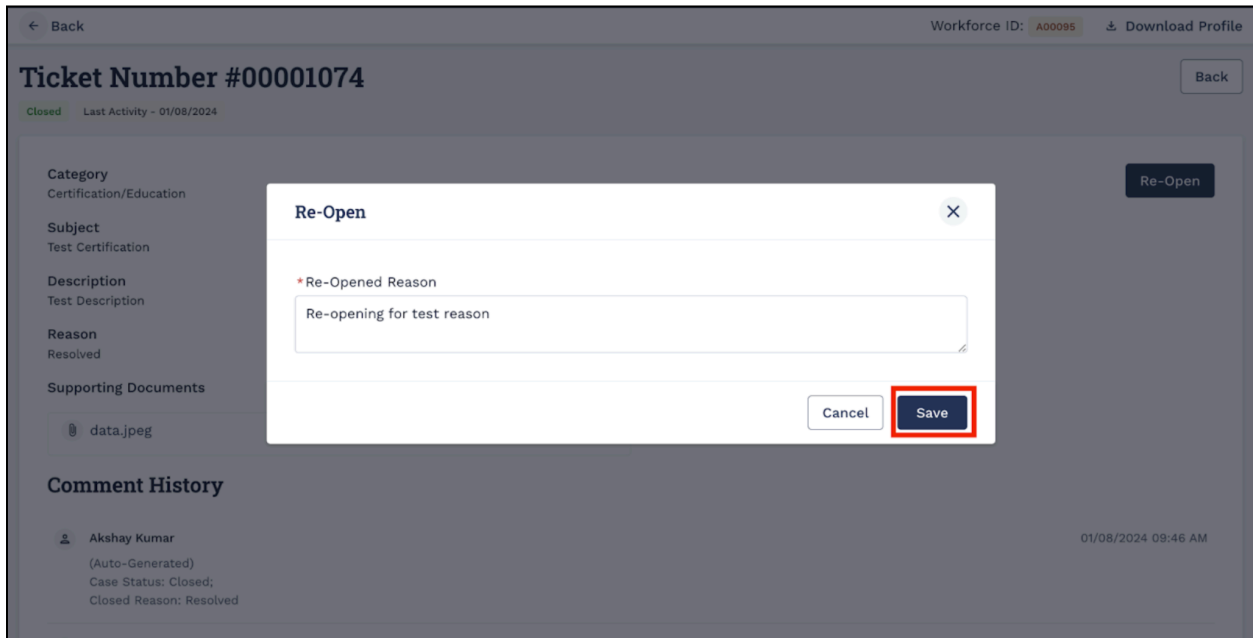
- Click the **Re-Open** button at the top right corner to open the closed ticket.

Note: The ticket cannot be reopened after 15 days from the closing date. The user can create a new ticket and input the old ticket number (The Re-Open button will be disabled after 15 days of the closed date).



The screenshot shows the 'Ticket Number #00001074' details page. At the top, it says 'Closed' and 'Last Activity - 01/08/2024'. On the right, there is a 'Back' button and a 'Re-Open' button, which is highlighted with a red box. The page contains several sections: 'Category' (Certification/Education), 'Subject' (Test Certification), 'Description' (Test Description), 'Reason' (Resolved), and 'Supporting Documents' (a file named 'data.jpeg'). Below these is a 'Comment History' section with two entries from 'Akshay Kumar' (Auto-Generated) dated '01/08/2024 09:46 AM' and '01/08/2024 09:45 AM'. The first comment states 'Case Status: Closed; Closed Reason: Resolved' and the second states 'Case Status: On Hold; Closed Reason: Resolved'.

- Enter the reason for re-opening the ticket and then click the **Save** button.



← Back Workforce ID: A00095 Download Profile

Ticket Number #00001074 Back

Closed Last Activity - 01/08/2024

Category
Certification/Education

Subject
Test Certification

Description
Test Description

Reason
Resolved

Supporting Documents
data.jpeg

Re-Open Re-Open

* Re-Opened Reason

Re-opening for test reason

Cancel Save

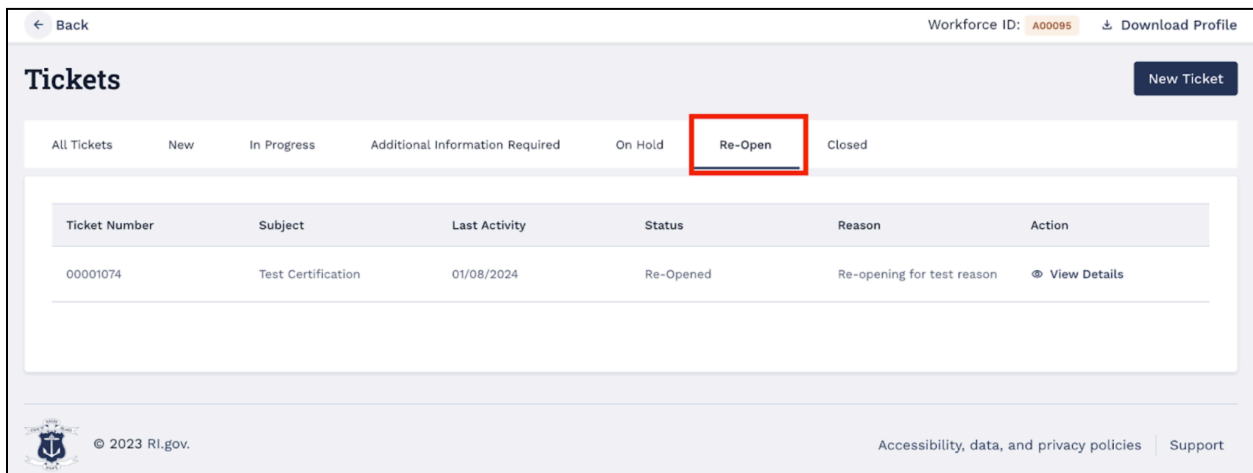
Comment History

Akshay Kumar
(Auto-Generated)
Case Status: Closed;
Closed Reason: Resolved

01/08/2024 09:46 AM

- Go to the **Re-Open** tab to view the tickets that are re-opened.

Note: Once a ticket is closed, you can reopen it only for up to 15 days.



← Back Workforce ID: A00095 Download Profile

Tickets New Ticket

All Tickets New In Progress Additional Information Required On Hold **Re-Open** Closed

Ticket Number	Subject	Last Activity	Status	Reason	Action
00001074	Test Certification	01/08/2024	Re-Opened	Re-opening for test reason	View Details

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9. Go to the **All Tickets** tab to see all tickets, regardless of their status.

Back
Workforce ID: A00095
Download Profile

Tickets

All Tickets

New

In Progress

Additional Information Required

On Hold

Re-Open

Closed

Ticket Number

Subject

Last Activity

Status

Reason

Action

00001075

Background Verified

01/09/2024

New

View Details

00001074


Test Certification

01/09/2024

Additional Information Required

Provide the accurate information

View Details



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Support