



Mississippi Department of Human Services

# LIFT-ED Guide

2023

WELS Systems Foundation



## Table of Contents

Overview .....	1
Need Help? .....	1
Sign Up .....	2
Sign In .....	3
Forgot Your Password?.....	3
Two-Factor Authentication .....	4
Professional Portal Dashboard.....	5
My Early Childhood Career Journey .....	6
(1) My Information .....	6
(2) My Place of Employment.....	8
(3) My Skills .....	8
(4) My Education .....	10
(5) My Professional Development.....	12
(6) My Portfolio.....	13
(7) My Resume.....	15
Professional Development Opportunities (PDOs).....	16
Explore and Register for PDOs.....	16
Calendar .....	17
View Upcoming Sessions .....	18
Download your Transcript.....	18
Sign Out.....	18

## Overview

Welcome to Mississippi Department of Human Services' (MDHS) LIFT-ED! This Professional Development Registry was designed for early care and education professionals like you to have one place to explore and register for professional development opportunities as well as keep track of your career information and goals. In MDHS LIFT-ED, you can:

- Register for upcoming Professional Development Opportunities;
- Keep track of the trainings you have completed in My Professional Development;
- Fill in My Early Childhood Career Journey with your information, including your employment and education;
- Save, store, and share files using the My Portfolio feature;
- Use the information you provide to automatically generate and share My Resume.

### Need Help?

Do not hesitate to contact us!

Start a [chat](#) with us by clicking the icon located in the bottom left corner of your screen.

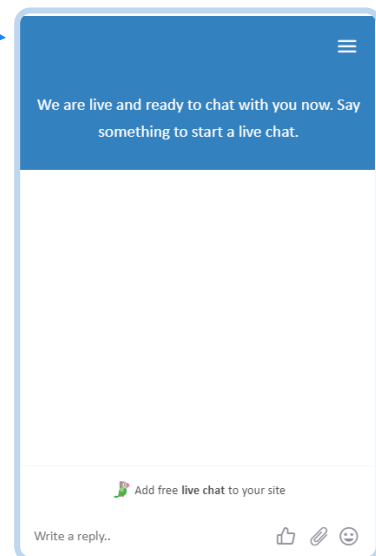
Send us a message via [email](#) at:

[Support@WelsFoundation.org](mailto:Support@WelsFoundation.org)

[Call](#) us at:

[\(302\) 549-4212](tel:(302)549-4212)

Monday - Friday, 9am to 5pm



## Sign Up

Open a browser window and type <https://portal.LIFT-ED.ms> to get to the homepage of MDHS LIFT-ED.

Click *Sign Up* to create your personal account.

The diagram illustrates the sign-up process. On the left, a screenshot of the MDHS LIFT-ED homepage shows the 'wels' logo at the top. Below the logo are two buttons: 'Sign In' and 'Sign Up'. The 'Sign Up' button is highlighted with a red border, and a blue arrow points from it to the right. On the right, a screenshot of the 'Sign Up' form is shown. The form has a title 'Sign Up' and several input fields: 'Email Address', 'Password', 'First Name', 'Last Name', 'Date of Birth', and 'Mobile Phone'. A red bracket on the left side of the form groups the 'Email Address', 'Password', 'First Name', and 'Last Name' fields. A blue arrow points from the 'Sign Up' button on the homepage to the 'Sign Up' button at the bottom of the form. The 'Sign Up' button at the bottom of the form is highlighted with a blue border. A 'Home' button is also visible at the bottom right of the form.

Fill in basic information about yourself, including:

- Email Address (This will also be your Username)
- Password
- First and Last Name
- Date of Birth\*

When you are done, click *Sign Up*.

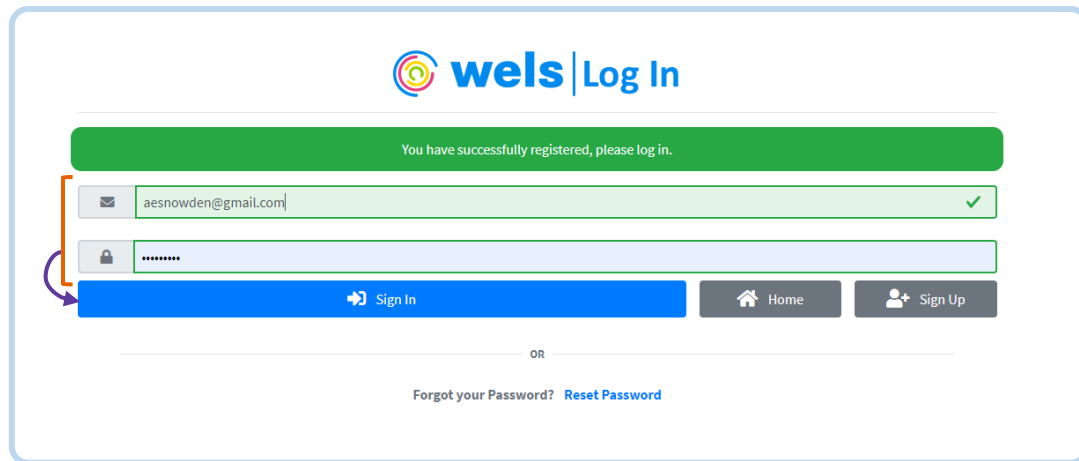
After you have signed up, you will receive an email confirming that your account has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

\*This information is required for verification purposes.

## Sign In

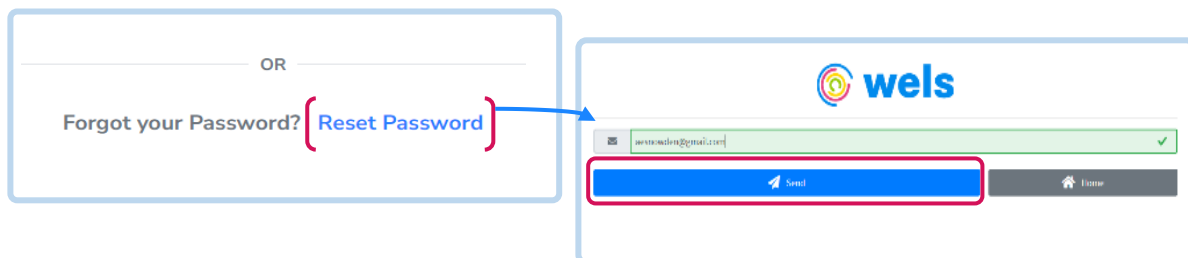
Access the Log In page by typing <https://portal.LIFT-ED.ms> in your browser. Click *Sign In*.

Once you have created your account, enter your username and password and click *Sign In*.



The screenshot shows the WELS Log In page. At the top is the WELS logo and the text "Log In". Below this is a green banner that says "You have successfully registered, please log in." There are two input fields: the first is for the email address, containing "aesnowden@gmail.com" with a green checkmark to its right; the second is for the password, containing "\*\*\*\*\*" with a lock icon to its left. Below the input fields is a blue "Sign In" button with a right-pointing arrow. To the right of the "Sign In" button are two buttons: "Home" with a house icon and "Sign Up" with a person icon. Below these buttons is a horizontal line with the word "OR" in the center. Below the line is the text "Forgot your Password?" followed by a blue "Reset Password" link. An orange bracket on the left side of the input fields points to the "Sign In" button.

## Forgot Your Password?



The screenshot shows the "Forgot Your Password?" page. At the top is the word "OR". Below it is the text "Forgot your Password?" followed by a blue "Reset Password" link. A blue arrow points from the "Reset Password" link to the "Send" button on the right. The right side of the screenshot shows the "Send" button, which is a blue button with a right-pointing arrow. To the right of the "Send" button is a "Home" button with a house icon. The "Send" button is highlighted with a red border.

From the Log In page, click the *Reset Password* link. Enter the email address you used to sign up and click *Send*. You will receive an email with a link to reset your password.

Clicking this link will take you back to MDHS LIFT-ED where you will be prompted to create a new password. Make sure your new password has each of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 symbol
- At least 6 characters

When you are finished, click *Update* and use your new password to sign in to your account.

## Two-Factor Authentication

We want to keep your account safe by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging in to your account from a new device or browser.

Two-Factor authentication ensures it is you signing in to your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the Log In page.

The diagram illustrates the two-step login process. The first step shows the 'wels | Log In' page with a username field containing 'easnowden@welsfoundation.org', a password field with a checkmark, and a 'Sign In' button. Below the button are links for 'Forgot your Password?' and 'Reset Password'. An arrow points from the 'Sign In' button to the second step. The second step is a 'Two Step Authentication' screen. It displays the message 'Two Step Authentication is required for your account.' and 'Your code was sent to: XXX-XXX-5555'. Below this is a 'Verification Code' field with a placeholder 'Enter Verification Code'. At the bottom, there are links for 'Didn't receive verification code? Resend Code' and 'Not your phone Number? Contact Support'.

Once you have clicked *Sign In*, this will bring you to a screen where you will confirm it is *you* signing in by entering the six-digit code that was sent via text message to the phone number you provided when you created your profile.

When you receive your code, enter it in the *Verification Code* box.

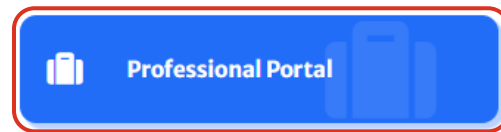
Click *Sign In* to access your account.

If you are not able to access your phone, contact support by sending an email to [support@welsfoundation.org](mailto:support@welsfoundation.org) or call (302) 549-4212.

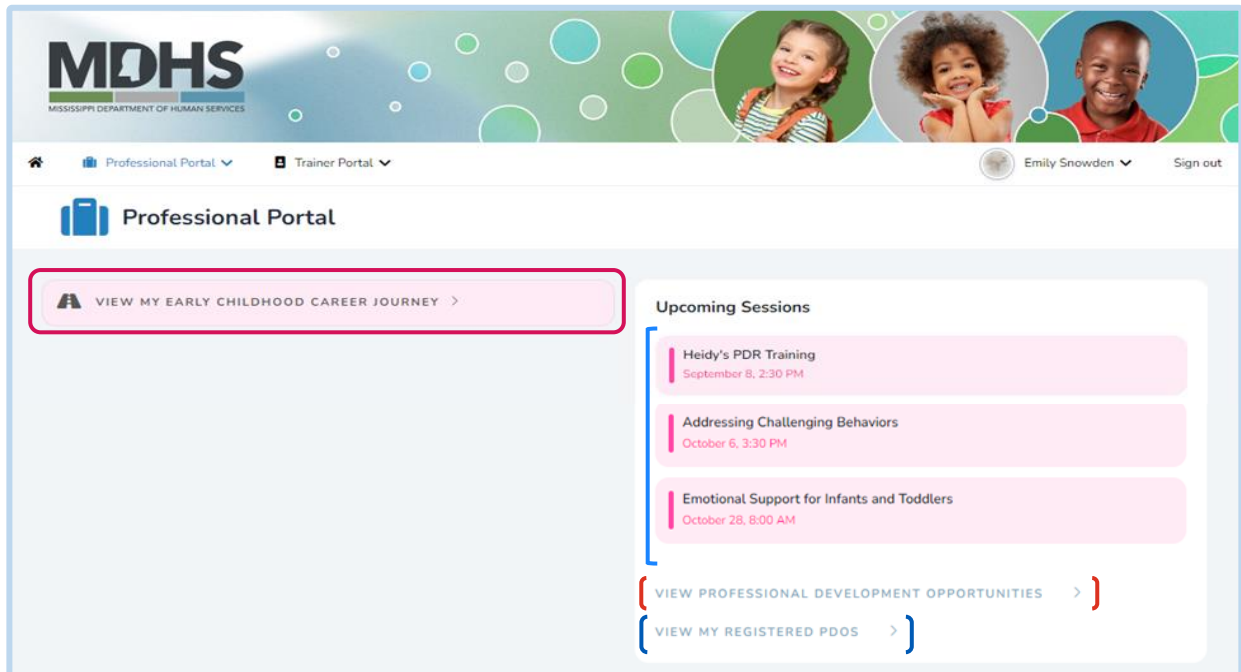
## Professional Portal Dashboard

Once you log in, click on *Professional Portal*.

The Professional Portal has your personalized early childhood profile.



When you first enter the Professional Portal, you will see the tabs you have access to on your Dashboard, including *My Early Childhood Career Journey*.



From the Professional Portal Dashboard, you can also:

- Keep an eye on your Upcoming (Professional Development) Sessions
- View Professional Development Opportunities (PDOs)
- View your Registered PDOs

## My Early Childhood Career Journey

My Early Childhood Career Journey was designed to help you keep track of your career information and goals. Each section collects and stores information about you and your experiences in early care and education. Come back and update as you need.

### (1) My Information

My Information is where you enter, store, and update your personal information. This includes demographics, spoken languages, and contact information.

You will be required to enter:

- Spoken Languages
- Primary Language
- First and Last Name
- Date of Birth
- Primary Email
- Pronouns
- Gender Identity
- Ethnicity
- Race
- Primary Phone Number
- Address

Once you have entered your information, click *Next* to save and move on to the next page.

When a field is followed by a \* the field is required.

**Objective**  
Long-term goals to work as a Administrator in Delaware with a focus on implementing social-emotional learning opportunities

**Profile Description**  
Dedicated early childhood educator with experience in large family childcare and preschool.

**My Spoken Languages**  
English Spanish

**Primary Language**  
English

**First Name**  
Emily

**Middle**  
Mary

**Last Name**  
Snowden

**Previous Last Name**  
Sapp

**Date of Birth**  
05/31/1990

**Primary Email**  
esnowden@welsfound

**Secondary Email**  
Enter Secondary Email

**Pronouns**  
She/Her/Hers

**Gender Identity**  
Female

**Ethnicity**  
Not Hispanic or Latino

**Race**  
White

**Primary Phone**  
8505450320

**Street Address**  
401 Federal St Ste 2

**City**  
Dover

**State**  
DE

**Zip Code**  
19901

**Next**



## Validate Your Address

Enter your Street Address, City, State, and Zip Code.

If there are any issues validating your address, you will receive a message informing you of the problem. Within this message, you will have the option to:

- Update your Street Address, City, State, and Zip Code

or

- Use the address as entered.

When your address is validated, click *Next* to save and move on.

This screenshot shows the 'Street Address' validation form. The 'Street Address' field is empty and has a red border with a red 'x' icon. Below it, a red message says 'Street Address is required.' The 'City' field is empty and has a red border with a red 'x' icon. Below it, a red message says 'City is required.' The 'State' field is a dropdown menu showing 'DE' and has a green border. The 'Zip Code' field is empty and has a red border with a red 'x' icon. Below it, a red message says 'Zip Code is required.' At the bottom, a yellow banner with an exclamation mark icon contains the text: 'Address unverified, please make sure the address is correct, an incorrect address may delay the approval.'

This screenshot shows the 'Street Address' validation form. The 'Street Address' field contains '401 Federal St Ste 2' and has a green border with a green checkmark icon. The 'City' field contains 'Tallahassee' and has a green border with a green checkmark icon. The 'State' field is a dropdown menu showing 'DE' and has a green border. The 'Zip Code' field contains '32312' and has a green border with a green checkmark icon. Below the fields, a red message says: 'We can't find this address. Please enter a new address and try again or confirm to use the address that was entered..'. Below this, an 'Errors:' section contains the text: 'Unknown Street - Could not match the input street to a unique street name. Either no matches or too many matches found.' Below the errors, there is a radio button and the text: 'Use the address I entered. (An incorrect address may delay the approval.)'. At the bottom, a yellow banner with an exclamation mark icon contains the text: 'Address unverified, please make sure the address is correct, an incorrect address may delay the approval.'




This screenshot shows the 'Street Address' validation form. The 'Street Address' field contains '401 Federal St Ste 2'. The 'City' field contains 'Dover'. The 'State' field is a dropdown menu showing 'DE'. The 'Zip Code' field contains '19901'. At the bottom right, there is a blue button with the text 'Next' and a right arrow icon.

## (2) My Place of Employment


In My Place of Employment, your employment information will autofill from Mississippi's Licensing and Reporting System (LARS). This information includes your *Place of Employment* and your *Position(s)*.

*\*If your employment information is not available in this section, please visit LARS and enter it there. Once your updated employment is received, your Employment and Position(s) will be updated as well.*

**My Employment**

PLACE OF EMPLOYMENT	LICENSE NUMBER	STATUS	
 WELS TEST SITE	A12345	Yes (Current)	<div> Edit</div> <div> Remove</div>





**My Position(s)**

POSITION(S)	AGE GROUP (SELECT ALL THAT APPLY)	EFFECTIVE DATE	END DATE	
Early Childhood Aide	Older toddler (24 through 35 months), Young preschool child (36 through 47 months)	08/1/2018		<div> Edit</div> <div> Remove</div>

## (3) My Skills

Highlight the unique qualities, characteristics, and abilities that you bring to your work in early care and education in My Skills. Add all the skills that apply to you from the list provided or add your own to help build your professional resume. Click *Next* to save and continue.

**My Skills** + Add Skill

SKILL	
Has stable and dependable work habits	<div> Remove</div>
Is a flexible thinker	<div> Remove</div>
Proficient in Microsoft Word and Excel	<div> Remove</div>
Takes time for regular self-reflection and self-evaluation	<div> Remove</div>

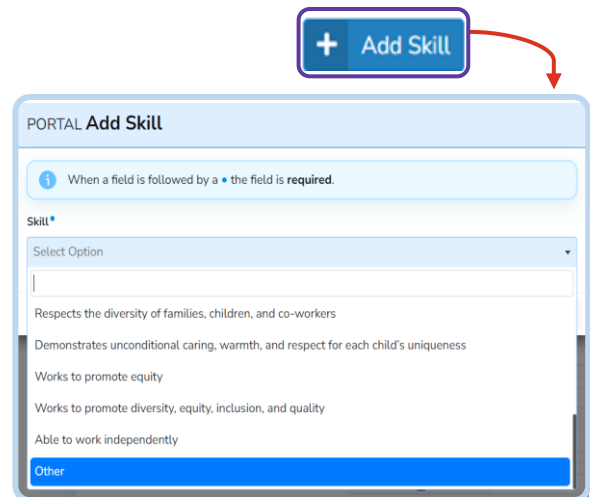
## Add a Skill

Add to My Skills by clicking *Add Skill*.

Choose from the available list of transferrable and technical skills or enter your own by selecting *Other*. Once you entered the skill, click *Add*.

You will receive a notification at the top of your screen that confirms each skill has been successfully added.

When you are finished, click *Next* to save and move to the next screen.



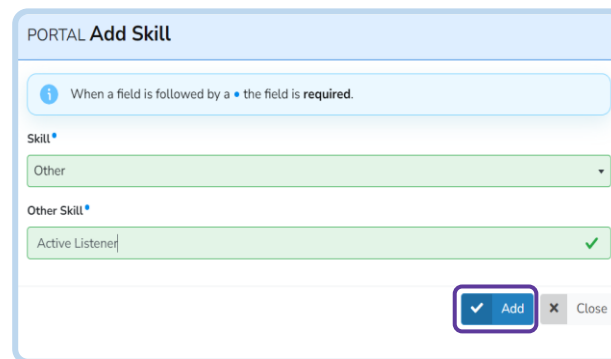
PORTAL **Add Skill**

*When a field is followed by a • the field is required.*

**Skill •**

Select Option

- Respects the diversity of families, children, and co-workers
- Demonstrates unconditional caring, warmth, and respect for each child's uniqueness
- Works to promote equity
- Works to promote diversity, equity, inclusion, and quality
- Able to work independently
- Other**



PORTAL **Add Skill**

*When a field is followed by a • the field is required.*

**Skill •**

Other

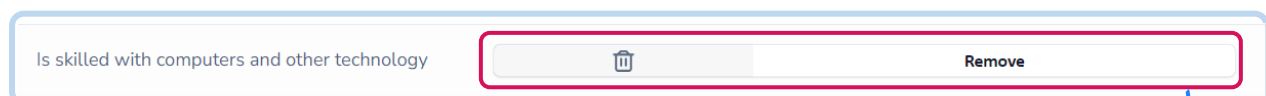
**Other Skill •**

Active Listener ✓

✓ Add ✕ Close

## Remove a Skill

Remove a skill that you have already added to your list by clicking the *Remove* button.

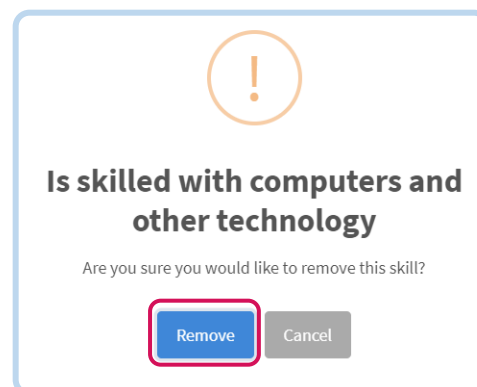


Is skilled with computers and other technology

Remove

A box will pop up asking you to confirm that you want to remove that skill. Click the *Remove* button to delete the skill from your list.

When the skill has been successfully removed, you will see a notification in the top of the screen confirming the skill has been deleted from the list.



**Is skilled with computers and other technology**

Are you sure you would like to remove this skill?

Remove Cancel

#### (4) My Education

Share information about the education you have completed in My Education. Enter information about your *Degrees* (including Associate (AA), Bachelor, or Advanced Degrees, and/or Diplomas earned), as well as *Certifications & Credentials* (e.g., CDAs, Director's Credentials).

The screenshot shows two sections of a user interface. The top section, 'My Educational Level', has a table with columns: EDUCATIONAL LEVEL, MAJOR/SPECIALIZATION, INSTITUTION, ISSUED DATE, and FILE(S). It contains two entries: 'High School Diploma/GED' from 'Glasgow High School' issued '05/10/2013', and 'Some College' from 'Delaware Technical Community College' issued '08/10/2018'. Each entry has 'Update', 'Upload', and 'Remove' buttons. The bottom section, 'My Certification/Credential', is currently empty, showing a message 'There are No Certification/Credential records.' and 'Add Certification/Credential' button. Navigation buttons 'Previous' and 'Next' are at the bottom.

EDUCATIONAL LEVEL	MAJOR/SPECIALIZATION	INSTITUTION	ISSUED DATE	FILE(S)	
High School Diploma/GED	Not Applicable	Glasgow High School	05/10/2013	No Document Attached	<a href="#">Update</a> <a href="#">Upload</a> <a href="#">Remove</a>
Some College	Early Childhood Education/Child Development	Delaware Technical Community College	08/10/2018	No Document Attached	<a href="#">Update</a> <a href="#">Upload</a> <a href="#">Remove</a>

There are No Certification/Credential records.

#### Add a Degree, Certification, or Credential

Add a new Degree, Certificate, or Credential in the corresponding section and enter the required information. When you are done, click the *Add* button.

The 'PORTAL Add Education' form has a header with a note: 'When a field is followed by a \* the field is required.' It contains four fields: 'Education' (dropdown with 'Some College'), 'Major' (dropdown with 'Early Childhood Education/Child Development'), 'University' (dropdown with 'Delaware Technical Community College'), and 'Effective Date' (text input with '08/10/2018' and a green checkmark). At the bottom right, there is a blue 'Add' button with a checkmark icon, a grey 'Close' button, and a small 'x' icon.

The 'PORTAL Add Certification/Credential' form has a header with a note: 'If your Certification is not within the list provided, select the Other option; this will allow you to enter a Custom Certification.' It also has a note: 'When a field is followed by a \* the field is required.' It contains two fields: 'Certification Name' (dropdown with 'CPR') and 'Effective Date' (text input with '08/06/2021'). At the bottom right, there is a blue 'Add' button with a checkmark icon, a grey 'Close' button, and a small 'x' icon.

You will receive a notification at the top of the screen confirming it was successfully added.

**PORTAL Upload Document**

Document\* Document Name

UnofficialTranscript.docx Unofficial Transcript

✓ Upload ✕ Close

Upload supporting documents by clicking *Upload* under *Actions*. Choose a file to add and name the document. Click *Upload* to save.

## Update or Remove a Degree, Certification, or Credential

Update an item in My Education by clicking the *Update* button next to the item you want to update.

Make any changes needed then click the *Update* button to save.

**My Educational Level** + Add Educational Level

EDUCATIONAL LEVEL	MAJOR/SPECIALIZATION	INSTITUTION	ISSUED DATE	FILE(S)	
High School Diploma/GED	Not Applicable	Glasgow High School	05/10/2013	No Document Attached	<span>✎ Update</span> <span>📎 Upload</span> <span>🗑 Remove</span>
Some College	Early Childhood Education/Child Development	Delaware Technical Community College	08/10/2018	No Document Attached	<span>✎ Update</span> <span>📎 Upload</span> <span>🗑 Remove</span>

**PORTAL Update Degree**

When a Field is followed by \* the Field is Required.

**Educational Level\*** **Major\***

High School Diploma/GED Not Applicable


**University\*** **Other University\***

Other Institution Local High School

**Effective Date\***

05/08/2020

✓ Update ✕ Close



**CDA Credential**

Are you sure you would like to remove this Certification/Credential?

Remove Cancel

Remove an item in My Education by clicking the *Remove* button next to the item you want to delete. This will bring up a box asking you to confirm the deletion.

After you update or remove an item from My Education, you will receive a notification at the top of your screen confirming that the item was updated or removed.



## (5) My Professional Development

In My Professional Development, input and save professional development/trainings that you have completed that are not part of a degree, certificate, or credential.

You can filter your professional development by *Site Licensed Year, Month, Last Year, or Date Range*. You can also filter by *Site* or by inputting a date range (*From* and *To*).

Click *Next* to save and continue.

### My Trainings

 Advanced Search 

Show




Date Range

Site

All

From

To

TRAINING	NUMBER	COMPETENCY	START	END	FILE(S)	
Supporting Infant and Toddler Play	2222		08/1/2021	12/12/2021	No Document Attached	<div> Edit</div> <div> Upload</div> <div> Remove</div>

← Previous

Next →

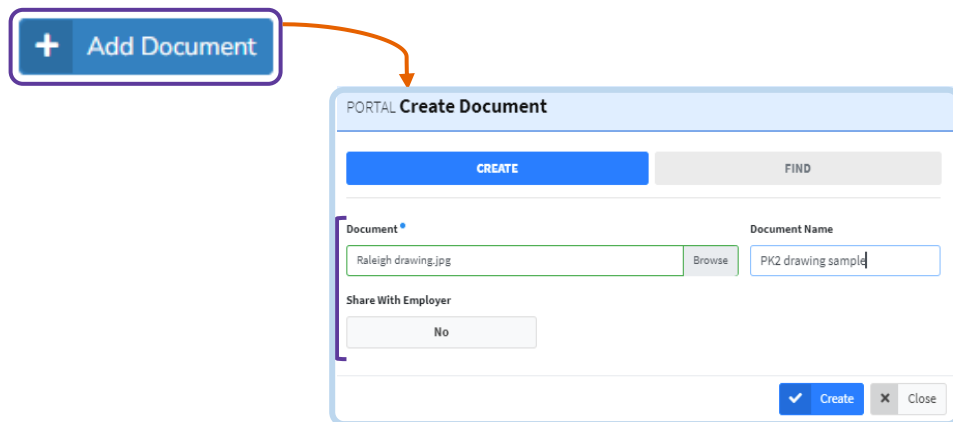
## (6) My Portfolio

My Portfolio is an optional feature that serves as your personal online document library. Documents and files from your device can be added, edited, saved, or deleted. You can also choose whether to share the documents you upload with an employer. Any documents you have uploaded to another tab will also be saved here (see Area to keep track of where).

My Documents				<a href="#">+ Add Document</a>	
FILE	AREA	SHARE WITH EMPLOYER			
 March 3 pay stub	Portfolio		 Edit	 Remove	
 Pay stub	Portfolio		 Edit	 Remove	
 Test	Portfolio		 Edit	 Remove	
 Unofficial Transcript	Portfolio		 Edit	 Remove	

## Add to Portfolio

Add a document to My Portfolio by clicking the *Add Document* button. Select a file from your device, give it a name, and choose whether you would like it shared with your employer. When you have entered the information, click the *Create* button to add it to your Portfolio.

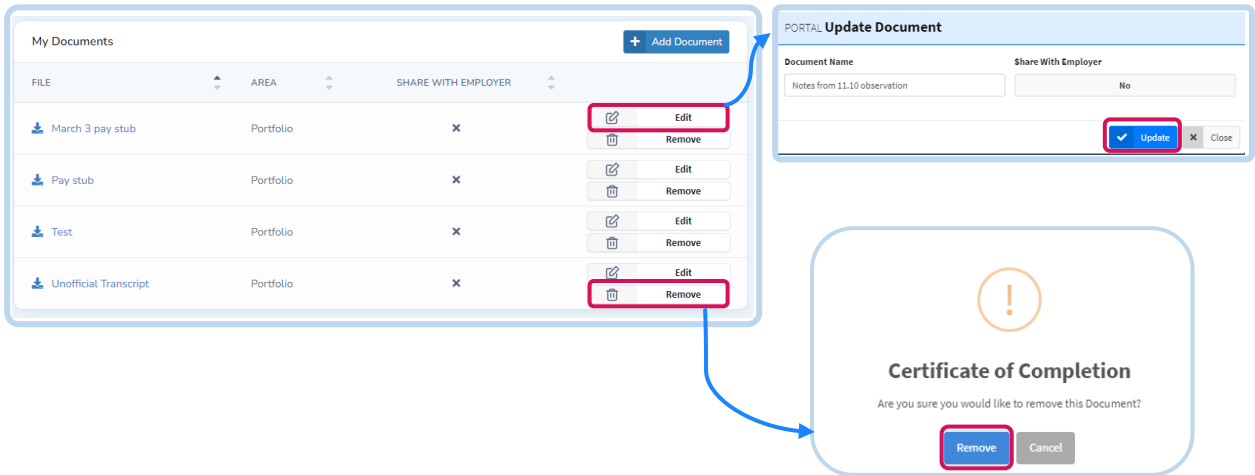


The diagram illustrates the process of adding a document to the portfolio. It starts with a button labeled **+ Add Document**. An orange arrow points from this button to a modal window titled **PORTAL Create Document**. The modal window has two tabs: **CREATE** (active) and **FIND**. Under the **CREATE** tab, there are two input fields: **Document** (containing "Raleigh drawing.jpg" with a "Browse" button) and **Document Name** (containing "PK2 drawing sample"). Below these is a **Share With Employer** section with a "No" button. At the bottom right of the modal are two buttons: **Create** (with a checkmark icon) and **Close** (with an 'X' icon).

You will receive a notification at the top of your screen confirming that your Document has successfully been added.

## Update or Remove a Document from Portfolio

Edit an item in My Portfolio by clicking the *Edit* button next to the item you want to update. Change the document name or whether or not it is shared with your employer, then click the *Update* button.



Remove an item from My Portfolio by clicking the *Remove* button next to the document you want to delete. A box will pop up asking you to confirm the deletion.

You will receive a notification at the top of your screen confirming that the document has been updated or removed.



## (7) My Resume

My Resume is an optional feature that uses the information that you entered into your profile to build a personalized professional resume for you.

Your resume can be saved to your device as a word document by clicking *Download Resume*. As a word document, you can edit, save, and print your resume on your device after downloading.

You can also generate a link to your online resume by clicking *Get Personalized Resume Link*.

Click *Finish* to return to your Dashboard.

### My Resume


[Download Resume](#)[Get Personalized Resume Link](#)

Allow public access to personalized resume

NO

My Resume is an optional feature that uses the information you entered into your profile to build a personalized professional resume for you. Click Finish to complete your Career Journey and return to your Professional Portal Dashboard.

Save your resume to your device by clicking Download Resume. You can also generate a link to your online resume by clicking Get Personalized Resume Link.



**Harper Williams**

hwilliams@icloud.com

(305) 555-5555

401 Federal St

**About Me**

Passionate educator dedicated to fostering inclusive learning environments. Experienced in curriculum design, instructional technology, and collaboration. Committed to student growth and success.

**Languages**

English  
Spanish

**Objective**

Dedicated Curriculum Coordinator with 5 years of experience in educational program development and implementation. Proven track record of collaborating with educators, administrators, and stakeholders to create effective curriculum strategies. Seeking to leverage my expertise in social-emotional to drive student success and enhance the learning experience.

**Work Experience**

**Curriculum Coordinator**  
Early Learning Center | Anytown, USA  
June 2021 - Present

**Educational Program Specialist**  
Early Beginnings Learning Center | Smallville, USA  
August 2019 - May 2021

**Education**

**Bachelor Degree in Early Childhood Education**  
Early Education University | Anytown, USA  
Graduated in June 2019

**Master of Education in Curriculum and Instruction**  
University of Learningville | Anytown, USA  
Graduated in May 2018

**Skills**

- Curriculum Development and Design
- Early Childhood Education
- Educational Standards and Assessment
- Professional Development Facilitation

**Certifications**

**Certified Early Childhood Curriculum Specialist (CECCS)**  
Early Childhood Education Association  
Issued: September 2020

[Previous](#)[Finish](#)

## Professional Development Opportunities (PDOs)

Explore available professional development opportunities (PDOs), register for sessions, and keep a record of your completed PDOs using the tools in LIFT-ED.

### Explore and Register for PDOs

Explore and register for training sessions by clicking *View Professional Development Opportunities* on your Professional Portal Dashboard under Upcoming Sessions on the left side of the screen.

This will take you to the Professional Development Opportunities page where you can search for and view available training sessions from the list provided.



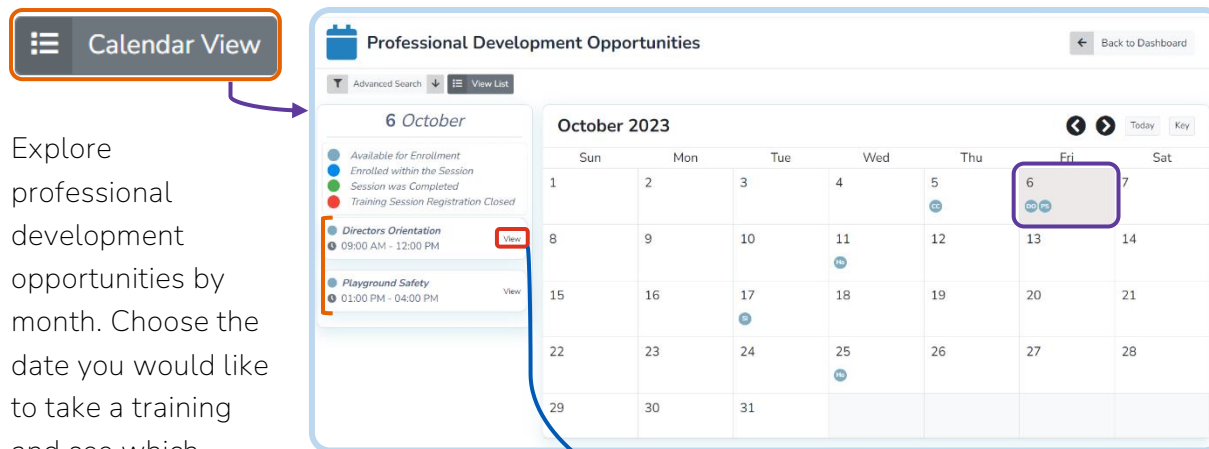
A screenshot of the 'Professional Development Opportunities' page. At the top, there's a header with a calendar icon, the title 'Professional Development Opportunities', and a 'Back to Dashboard' link. Below the header are tabs for 'Advanced Search' and 'Calendar View'. A 'Search Results' bar is present. The main content is a table with columns: TRAINING SESSION NAME, AVAILABILITY, STATUS, and ACTION. The table lists five sessions. The first session, 'Addressing Challenging Behaviors (Toddlers)' by Bethanne Mitchell, has 24/24 available seats, registration is open, and it's on October 6, 2023, from 3:20 PM to 4:20 PM. The 'ACTION' column for this session has two buttons: 'Details' (with an 'i' icon) and 'Enroll' (with a checkmark icon). The second session, 'Addressing Challenging Behaviors' by Bethanne Mitchell, also has 24/24 available seats, registration is open, and it's on October 6, 2023, from 3:30 PM to 4:30 PM. The third session, 'Emotional Support for Infants and Toddlers' by Madison Bourne, has 4/4 available seats, registration is open, and it's on October 28, 2023, from 8:00 AM to 11:30 AM. The fourth session, 'Sandro Test 1' by Sandro Perez, has 19/20 available seats, registration is open, and it's on August 26, 2023, from August 26, 2023, to August 30, 2023, with 4 sessions. The fifth session, 'Sandro Test 2' by Sandro Perez, has no available seats, registration is closed, and it's on August 26, 2023, from August 26, 2023, to August 31, 2023, with 3 sessions. At the bottom right, there are 'Previous', '1', '2', and 'Next' navigation links.

Click *Details* to find out more information about the selected Training Session. Select *Enroll* to register for the session.

Or, *Enroll* in your chosen session straight from the list by clicking the button under Action.

## Calendar

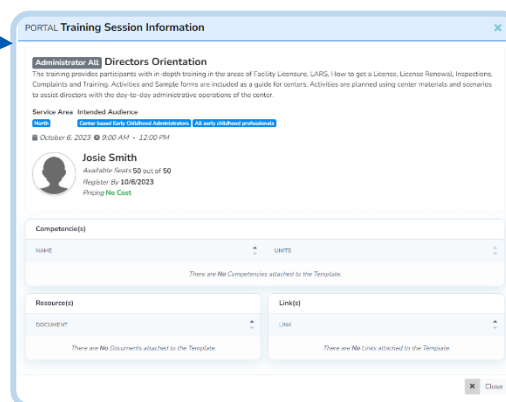
Click Calendar View to switch your view from the list to a calendar format.



Explore professional development opportunities by month. Choose the date you would like to take a training and see which professional development opportunities are available then. This information is available on the left side of your screen.

Click View to open a window with the Training Session Information for that specific professional development opportunity.

As you view the Calendar, you will see PDOs schedules for each day color-coded in the following way:

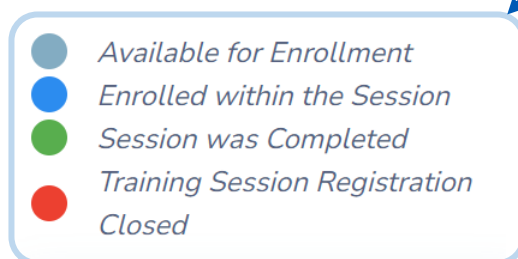
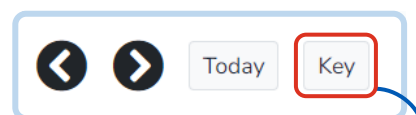


**Available for Enrollment:** You are able to enroll in this Professional Development Opportunity.

**Enrolled within the Session:** This is a professional development opportunity that you previously enrolled for.

**Session was Completed:** You successfully enrolled for and completed this Professional Development Opportunity.

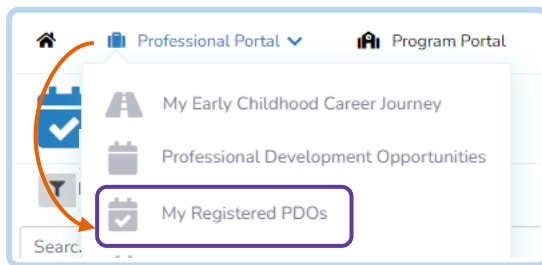
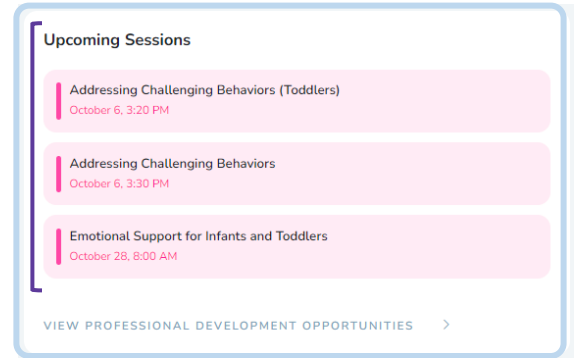
**Training Session Registration Closed:** You are not able to enroll in this training.



Click Key in the top right corner of the Calendar to keep this information available on your screen up as you explore available PDOs in the Calendar.

## View Upcoming Sessions

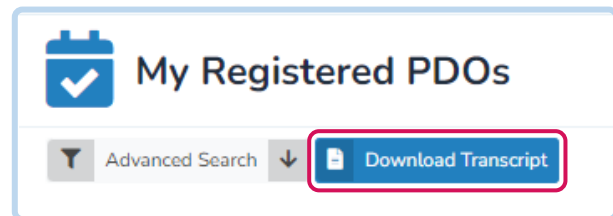
Keep an eye on the Professional Development Opportunities you have enrolled in from your Professional Portal Dashboard. Your individualized list is available under Upcoming Sessions.



You can also view your upcoming sessions by clicking Professional Portal from the top right side of the screen and selecting *My Registered PDOs* from the list.

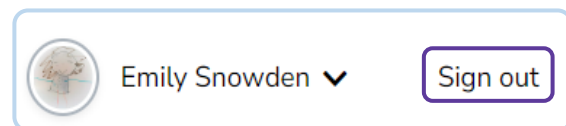
## Download your Transcript

From the My Registered PDOs screen, view and download a transcript of your completed sessions by clicking *Download Transcript*.



## Sign Out

In order to sign out of your account, click *Sign Out* in the top right corner next to your name.



This will sign you out of your account and take you back to the MDHS LIFT-ED Log In page.