Professional Portal Guide

Version 3.1.210(1212)

A PROGRAM OF

MDHS

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

Table of Contents

Need Help?

Do not hesitate to contact us!

Use the **chat** in the Professional Portal. Just click the icon located in the bottom left corner of your screen.

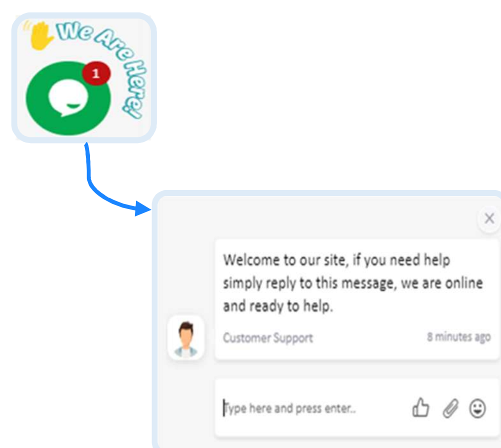
Send us a message via **email** at:

Support@WelsFoundation.org

Call us at:

(601) 345-3644

Monday - Friday, 9am to 5pm



Overview

lift-ED is an exciting new professional development system designed by the Mississippi Department of Human Services (MDHS) to support early childhood educators. This site is an integral part of the robust ELEVATE: a Quality Support System that is being introduced across the state.

lift-ED provides a single registration point for all MDHS funded professional development opportunities. Additionally, lift-ED generates transcripts for completed training and professional resumes for all individuals using the system.

This guide will provide you with step-by-step instructions on how to:

- Explore and register for upcoming **Professional Development Opportunities (PDOs)**,
- Keep track of the trainings you have completed in **My Registered PDOs**,
- Review and download your **Training Transcript** and any issued **Certificates**,
- Enter and update your personal information in **My Early Childhood Career Journey**,
- Submit information about your **Education** (including *Credentials*) and outside/in-house **Professional Development** for verification,
- Save, store, and share files using the **My Portfolio** feature,
  and
- Use the information you provide to automatically generate and share **My Resume**.

Sign Up

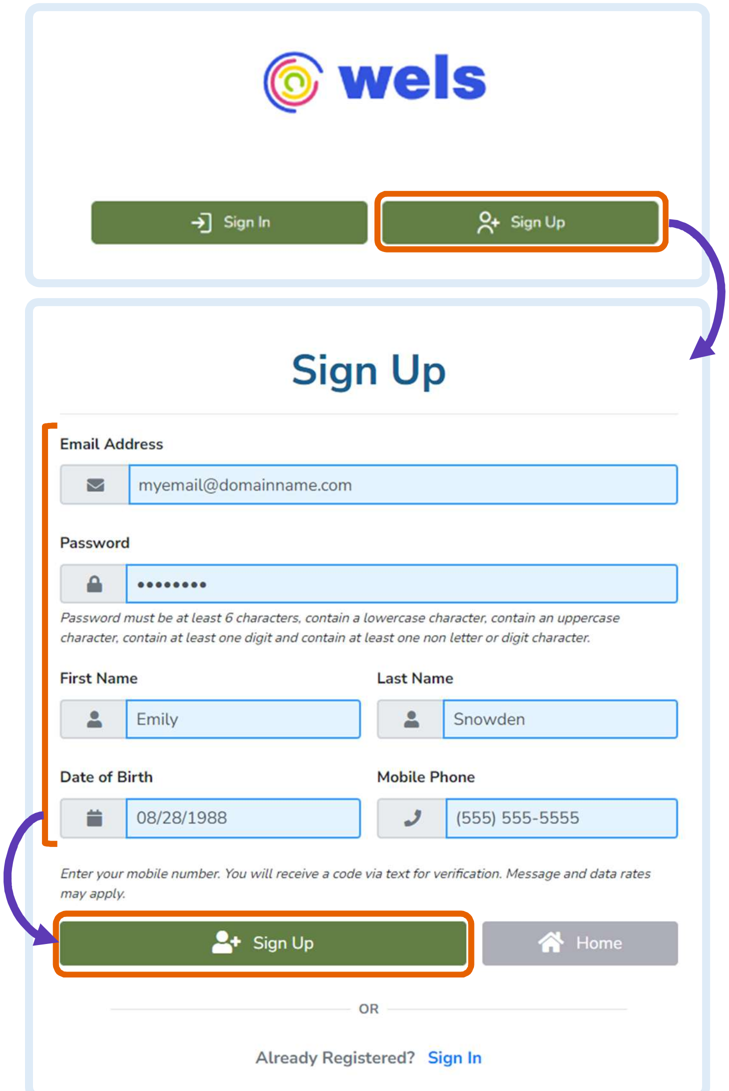
Open a browser window and type https://portal.lift-ED.ms to get to the homepage of the lift-ED website.

Click ***Sign Up*** to create your personal account.

This will open a new screen where you will 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***.



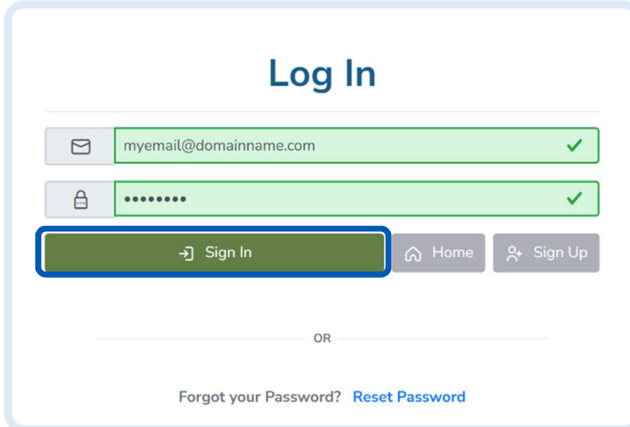
After you have signed up, you will receive an email confirming that your account has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

**This information is required for verification purposes.*

Sign In

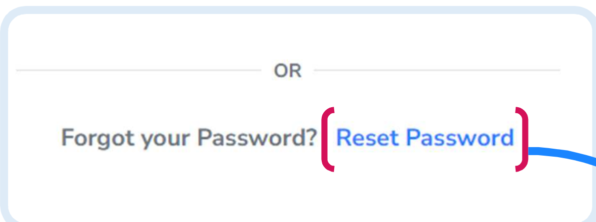
Access the Log In page by typing https://portal.lift-ED.ms in your browser. Click ***Sign In.***

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

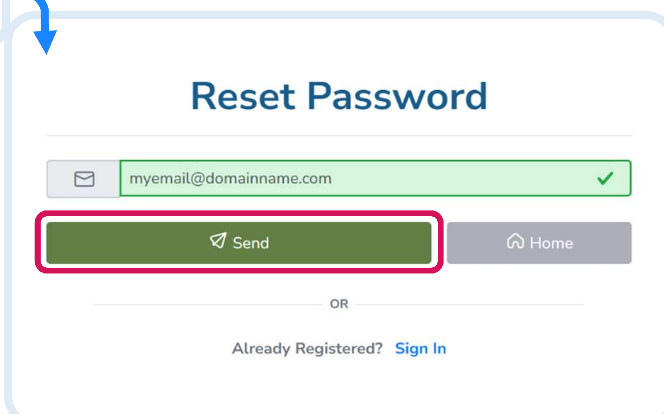


Forgot Your Password?

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 [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#$%^&*()+_{}?-]
- At least 6 characters

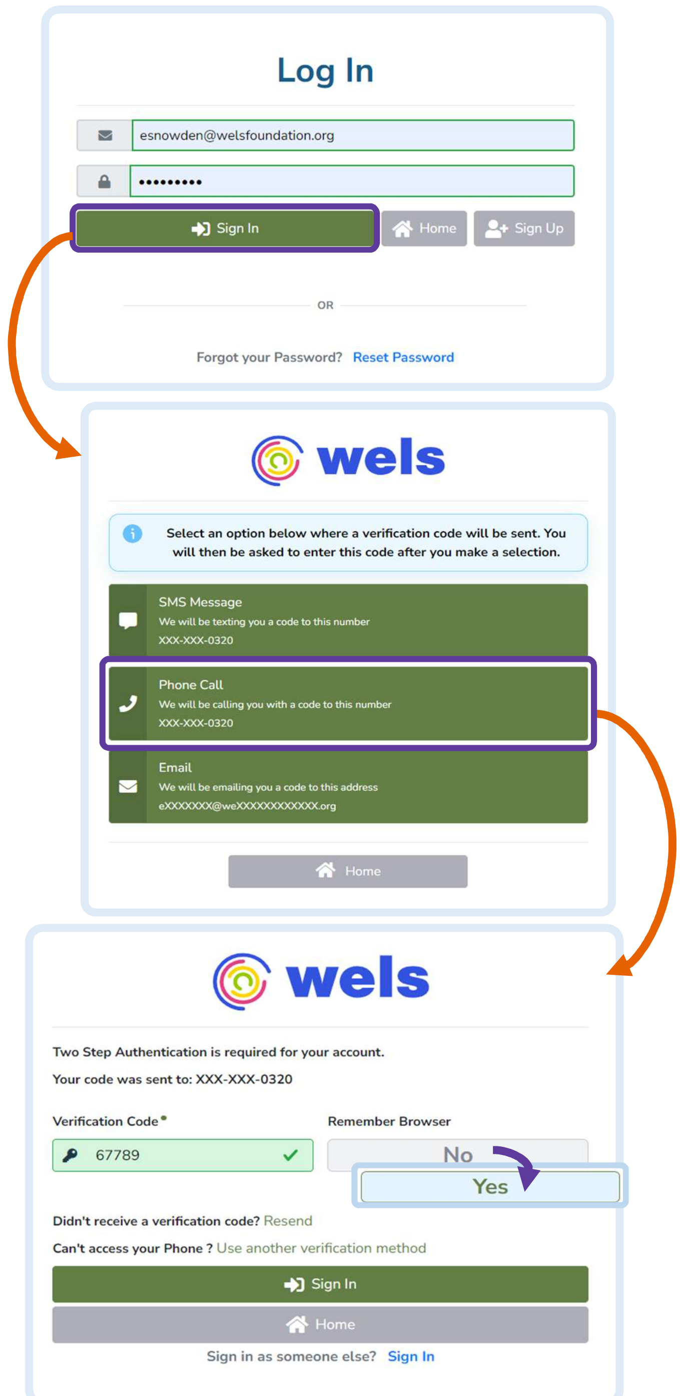
When you are finished, click ***Update*** and use your new password to sign in to your account.

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.

Once you have clicked ***Sign In***, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code. Choose whether you want to receive this code via email, text message, or call to the phone number you provided when you created your profile.



***NOTE:** *If you want to bypass this process when logging in to the site from this browser on your private device, click the **No** button under **Remember Browser** to change to **Yes**.*

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

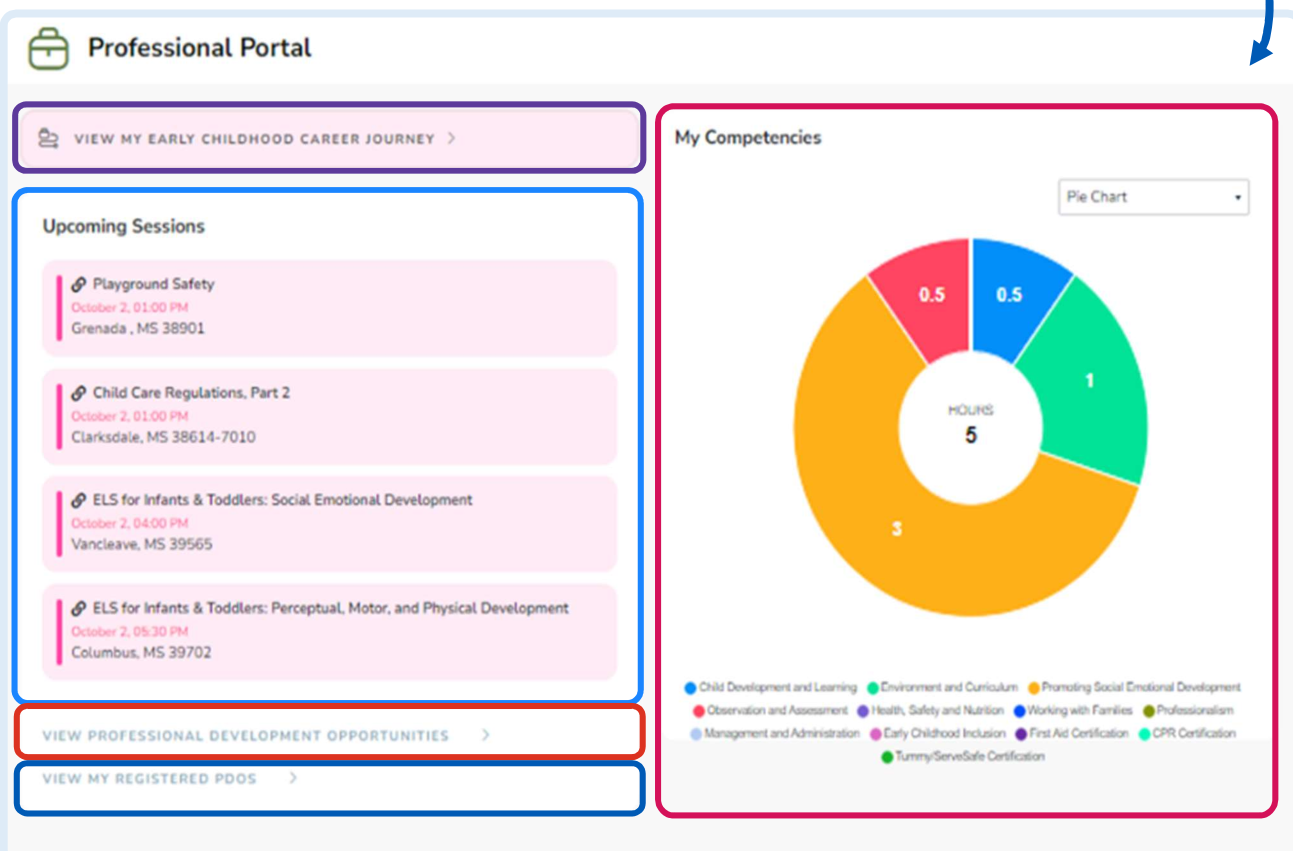
Click ***Sign In*** to access your account.

If you are not able to access your phone, contact support by sending an email to support@welsfoundation.org or call (601) 345-3644.

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 your Dashboard. This includes the ***My Early Childhood Career Journey***, where your personal information is updated and stored.

From the Professional Portal Dashboard, you can also:

- Keep track of the **Competencies** you have completed (by hour).
- See **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.

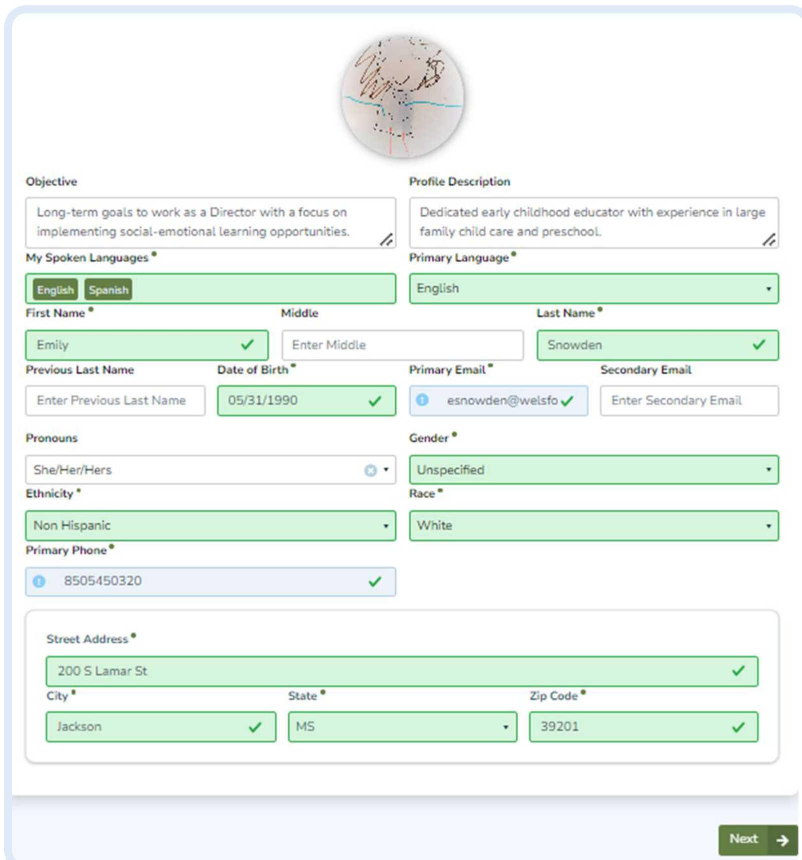
(1) My Information

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.



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 describing the problem.

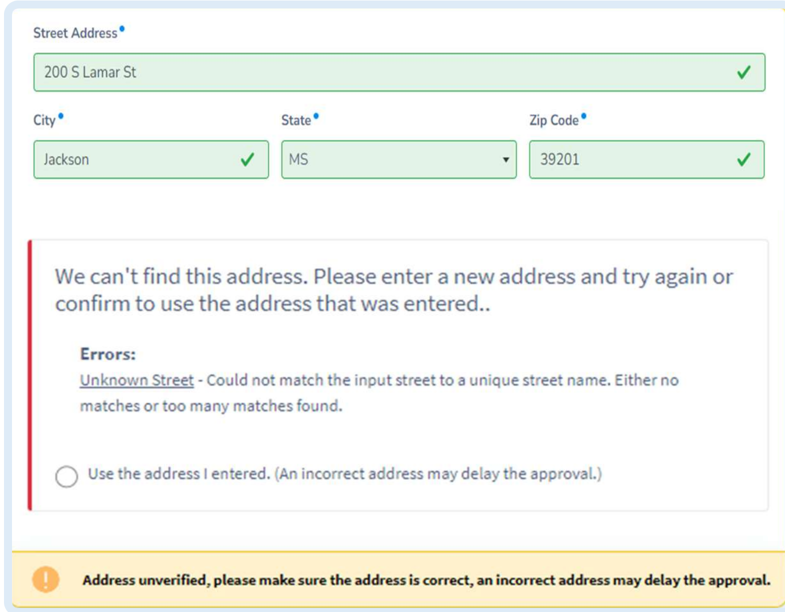
After reviewing this information, will have the option to:

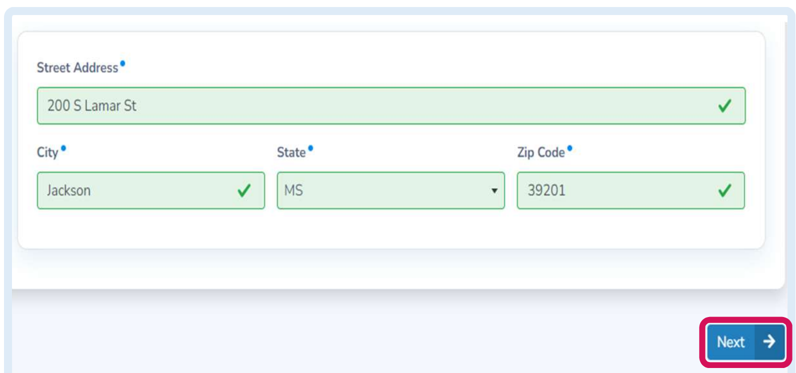
- Update your **Street Address, City, State,** and **Zip Code**

or

- Use the address as entered.

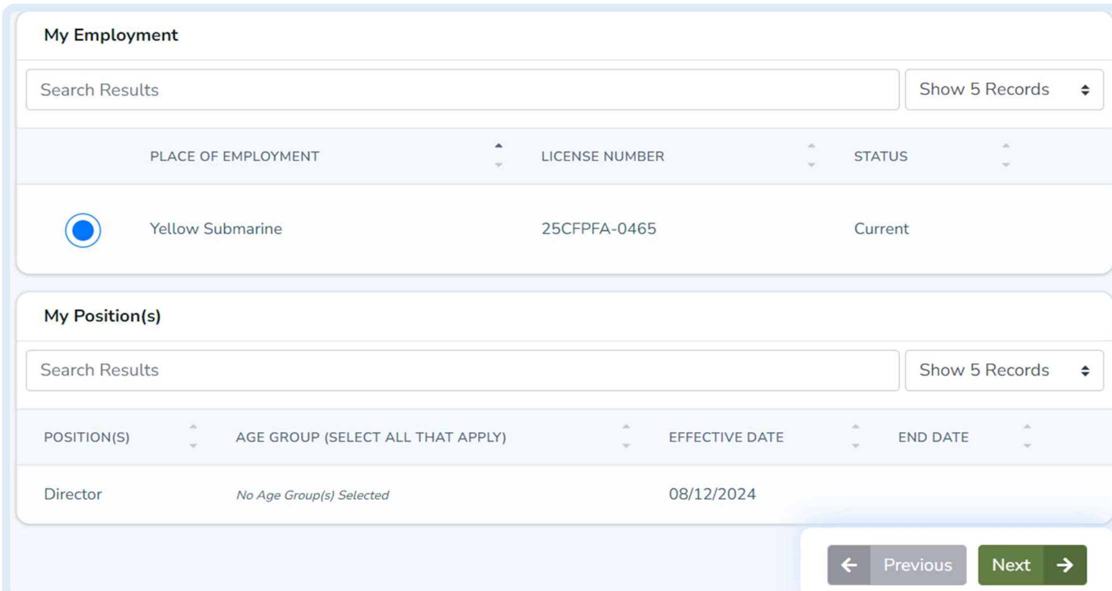
When your address is validated, click ***Next*** to save and move on.





(2) My Place of Employment

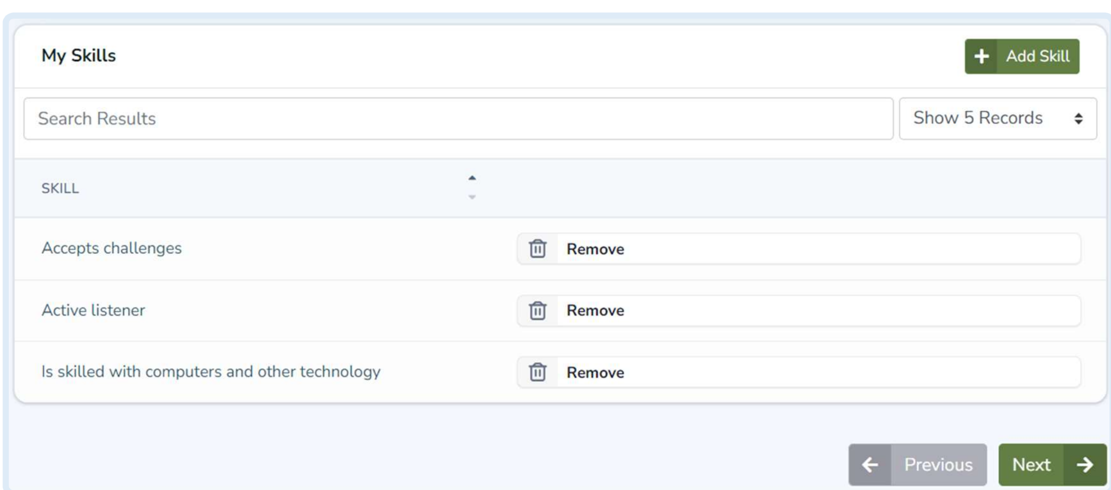
In **My Place of Employment**, your employment information will autofill from Mississippi's Licensing and Reporting System (LARS). This information includes your **Place of Employment** and your **Position(s)**.



*<u>*If your employment information is not available in this section*</u>, you will need to visit LARS and enter it there. Your updated **Employment** and **Position(s)** will be available in lift-ED the following day.

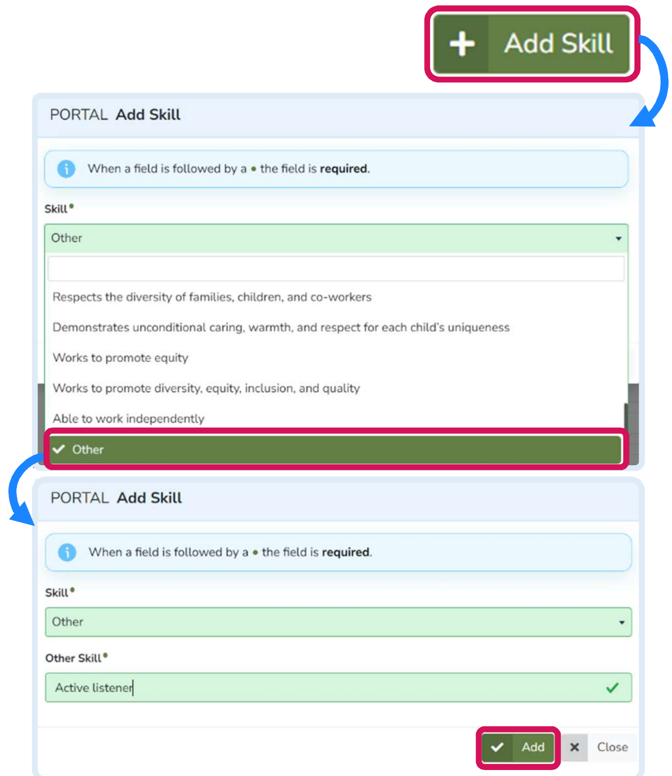
(3) My Skills

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.

Add a Skill



Add to **My Skills** by clicking ***Add Skill***.

Choose from the available list of transferrable and technical skills (you may choose more than one). Or, enter your own by selecting *Other*.

***NOTE:** *If you select "Other," a box will appear where you will type in the skill that you want to add.*

When you are finished, click ***Add***.

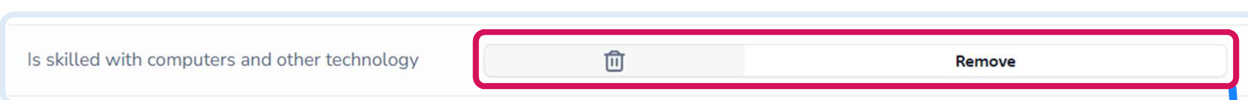
You will receive a notification at the top of your screen that confirms each skill has been successfully added.

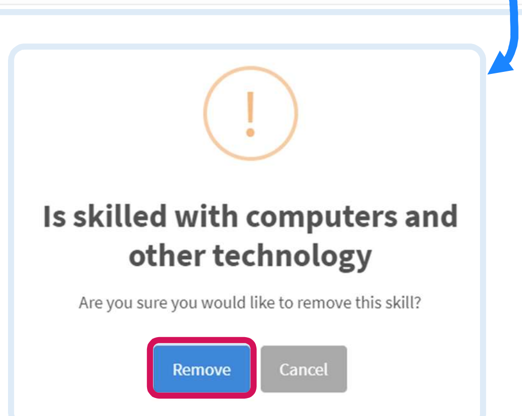
Repeat this process for each skill you want to include.

Click ***Next*** to save and move to the next screen.

Remove a Skill

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



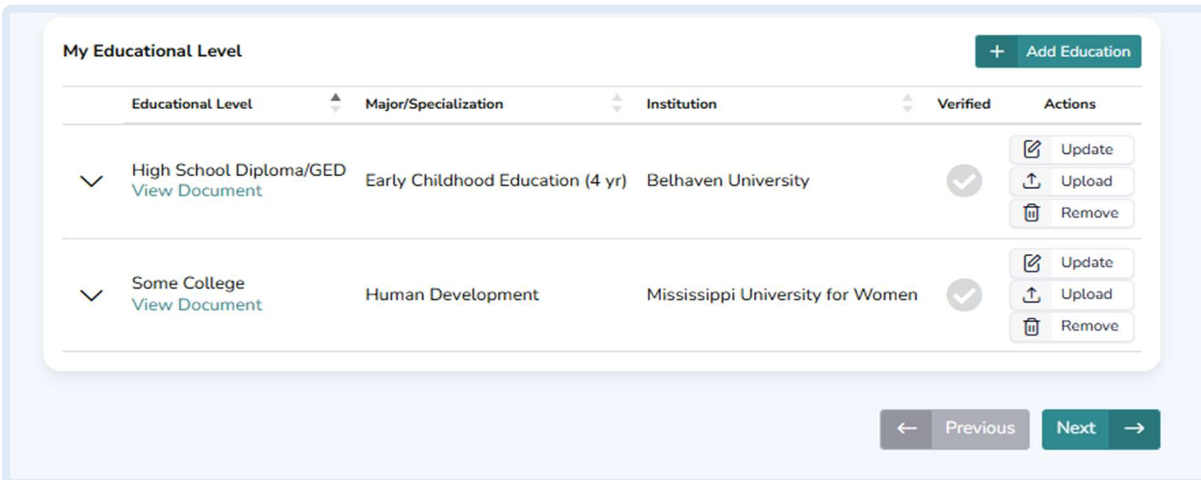


A box will pop up asking you to confirm that you want to remove that skill. Click the ***Remove*** button to delete the skill from your list.

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.

(4) My Education

My Education keeps records of the ***Degrees*** (i.e., Associate (AA), Bachelor's, Advanced Degrees, and/or Diplomas earned) you have completed. Here, you can also submit information about the degrees you have completed for verification.



With each item you submit for verification, you will also need to upload supporting documentation (e.g., degrees, transcripts).

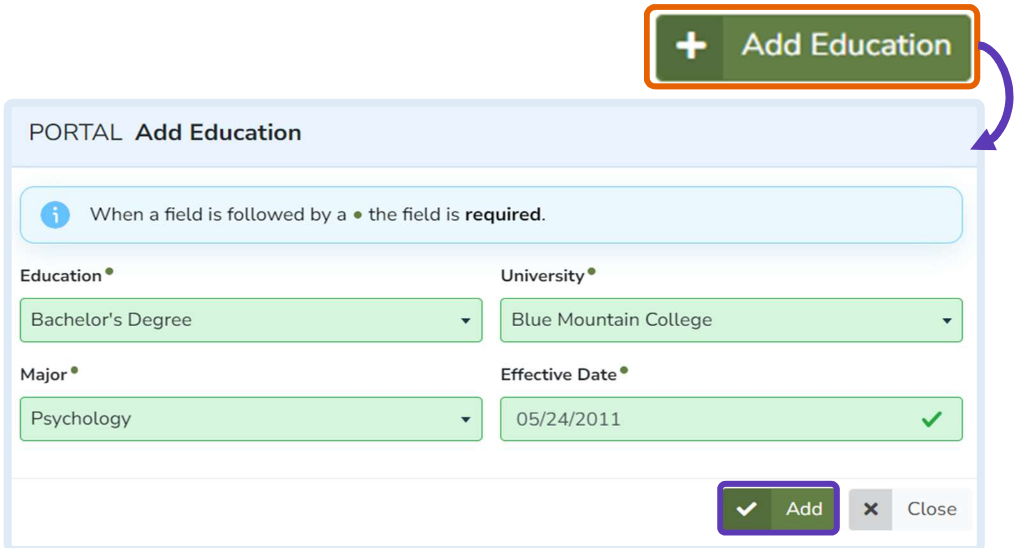
The next sections of this guide will provide you with instructions on how to upload a degree for verification.

Add Education

To get started, you will add information about where and when you completed the degree.

If you are adding a new degree or diploma, click the ***Add Education*** button in the **My Educational Level** section.

After you click ***Add Education***, a new window will open where you will add the required information. This includes:



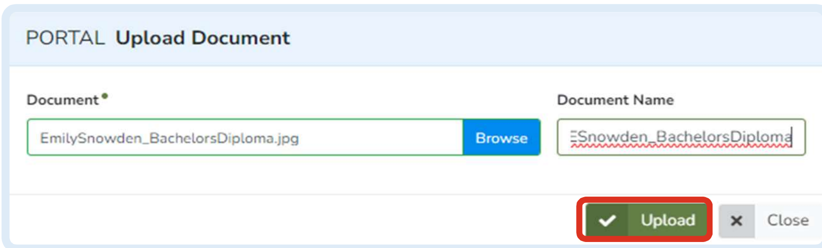
Education	*What kind of degree did you complete? Select from the list provided (e.g., Bachelor's Degree).*
University	*Where did you complete this degree? Select from the list provided. If your school is not in the list, select "Other" and type the name of the institution in the box provided.*
Major	*What field of study or specialization is this degree in? Select from the list provided. If your Major is not in the list, select "Other" and type the information in the box provided.*
Effective Date	*On what date were you awarded this degree? Select the date (including year, month, and day) on the calendar provided.*

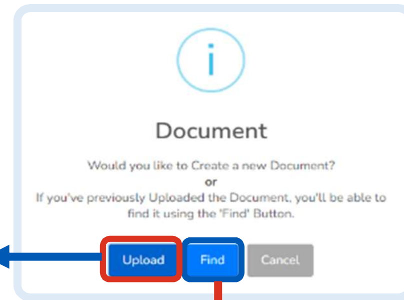
When you have finished entering the required information, click ***Add.*** The degree (or diploma) will now appear in the **My Educational Level** section.

Next, you will need to upload documentation as proof.

Upload Documentation

Click ***Upload*** next to the training (under *Actions*). A window will appear that will ask you to either **Upload** or **Find** a document—





If you are uploading this document for the first time, click ***Upload*** and add the file from your device.

If you previously uploaded this file in the lift-ED Portal, click ***Find*** and click the ***Add*** button next to the document.

Name the document using this format: Date_Name of Degree/Credential.

***NOTE:** *If you selected **Find**, you may need to go to the **My Portfolio** section of your Career Journey and click **Edit** next to the document to rename. See the **My Portfolio** section of this guide for instructions.*

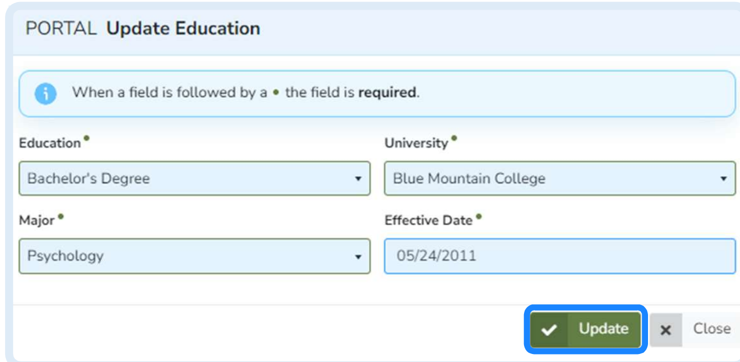
This document will now be available on the **My Education** page. Click ***View Document*** to review.

***NOTE:** *You will need to submit this information through the **Review and Submit** section of the Career Journey for it to be submitted for review and verification. See the **Review and Submit** section of this guide for more information.*

Update a Degree

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

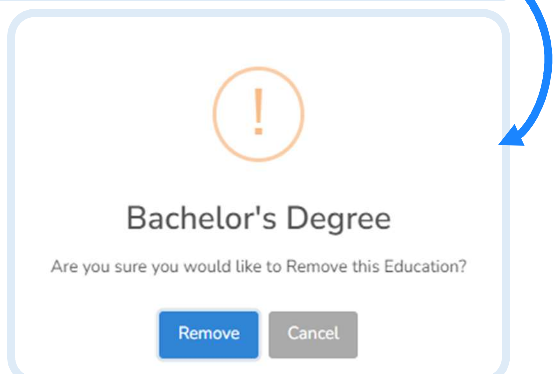
Make any changes needed then click the ***Update*** button to save.



Remove a Degree

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.

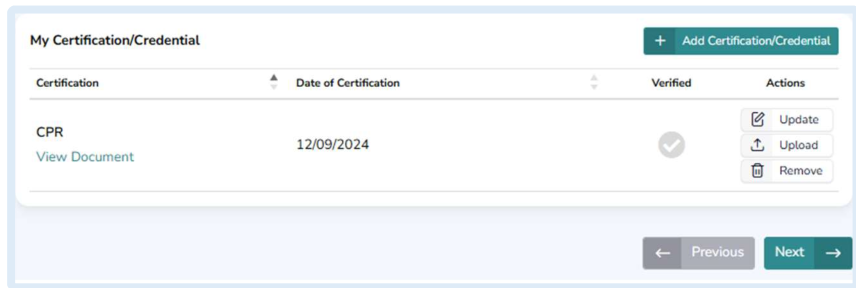
Click ***Remove*** to finish deleting the degree.



(5) My Certification

My Certification keeps records of the certifications and credentials you have. This includes ***Certifications & Credentials*** like CDAs and Director's Credentials. Here, you can submit information about the certifications and credentials you have completed for verification.

With each item you submit for verification, you will also need to upload supporting documentation (e.g., certificates).



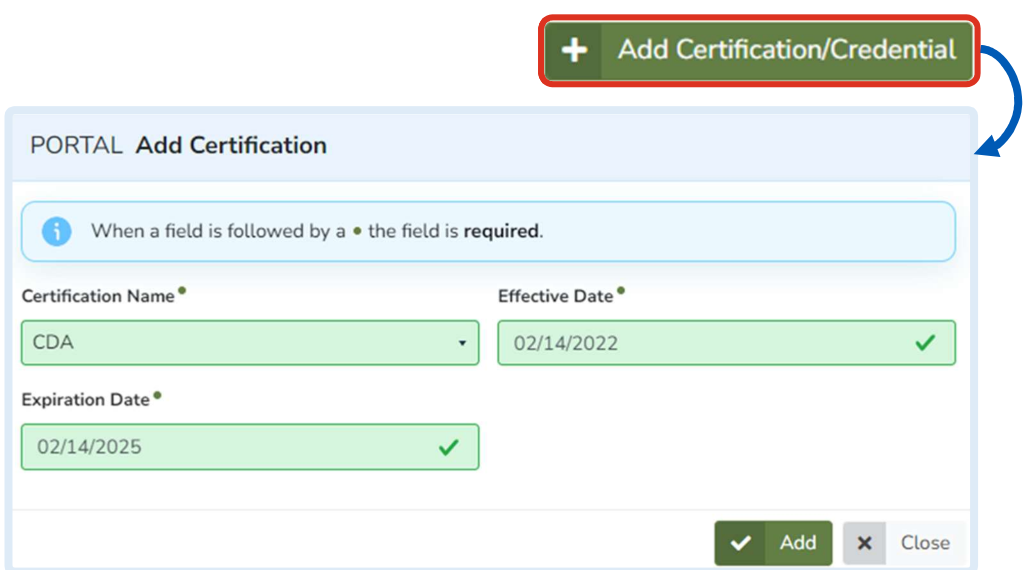
The next sections of this guide will provide you with instructions on how to upload a certification or credential for verification.

Add a Certification or Credential

To get started, you will add information about where and when you completed the certification or credential.

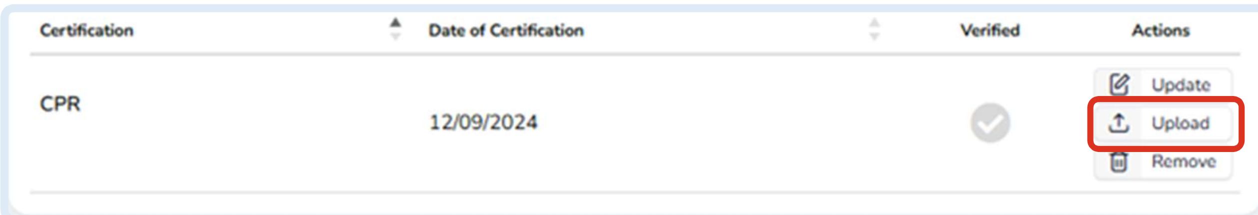
If you are adding a new certification or credential, click ***Add Certification/Credential*** button in the **My Certification/Credential** section.

After you click ***Add Certification/Credential***, a new window will open where you will add the required information. This includes:



Certification Name	*What kind of certification or credential did you complete? Choose from the list provided.*
Effective Date	*On what date were you awarded this degree? Select the date (including year, month, and day) on the calendar provided.*
Expiration Date	*When does this certification or credential expire? Select from the date from the calendar provided.*

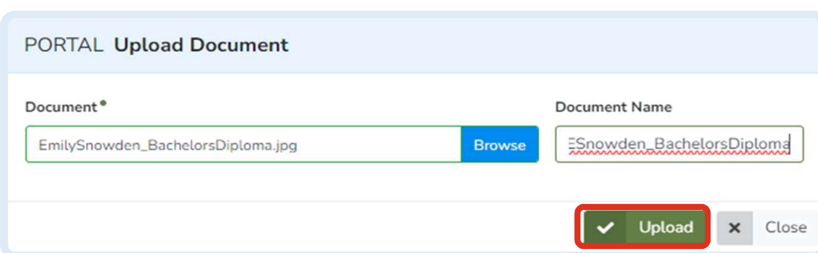
When you have finished entering the required information, click ***Add.*** The certification or credential will now appear in the **My Certification/Credential** section.

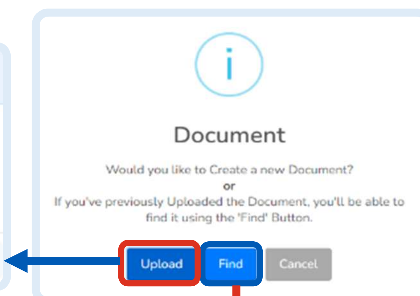


Next, you will need to upload documentation as proof.

Upload Documentation

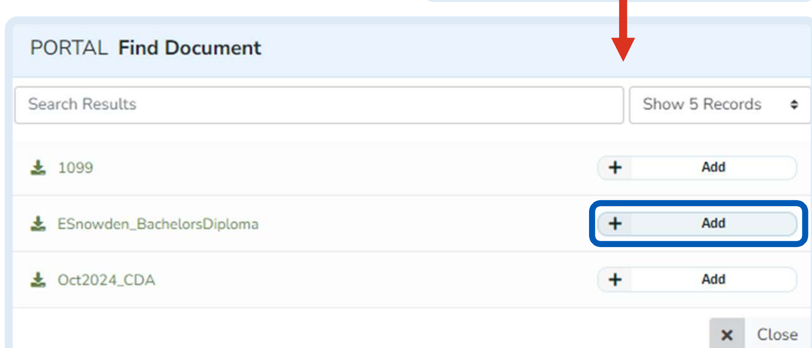
Click ***Upload*** next to the training (under *Actions*). A window will appear that will ask you to either **Upload** or **Find** a document—





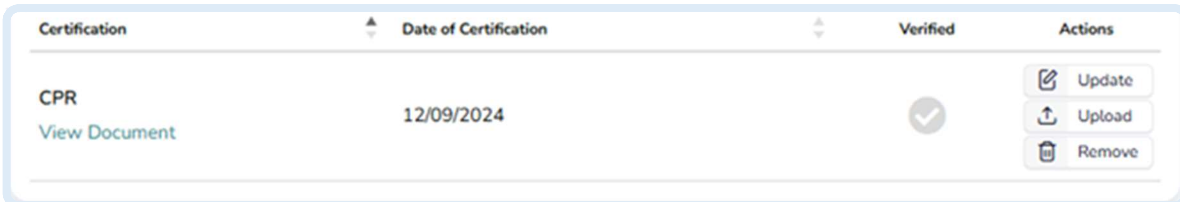
If you are uploading this document for the first time, click ***Upload*** and add the file from your device.

If you previously uploaded this file in the lift-ED Portal, click ***Find*** and click the ***Add*** button next to the document.



Name the document using this format: Date_Name of Degree/Credential.

***NOTE:** *If you selected **Find**, you may need to go to the **My Portfolio** section of your Career Journey and click **Edit** next to the document to rename. See the **My Portfolio** section of this guide for instructions.*

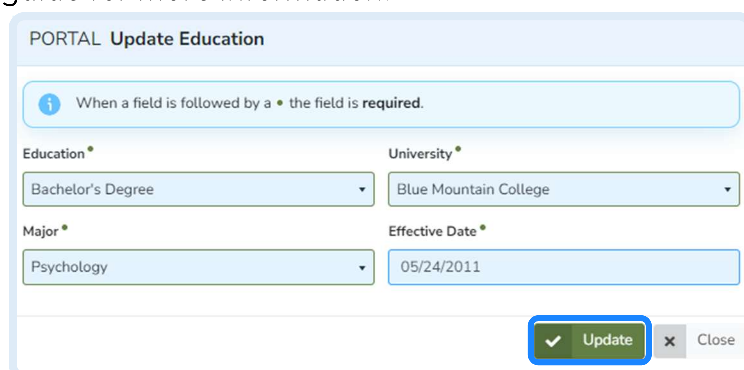


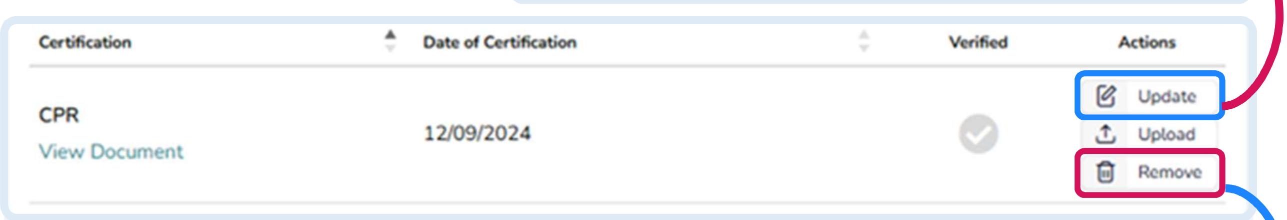
This document will now be available on the **My Education** page. Click ***View Document*** to review.

***NOTE:** *You will need to submit this information through the **Review and Submit** section of the Career Journey for it to be submitted for review and verification. See the **Review and Submit** section of this guide for more information.*

Update a Certification or Credential

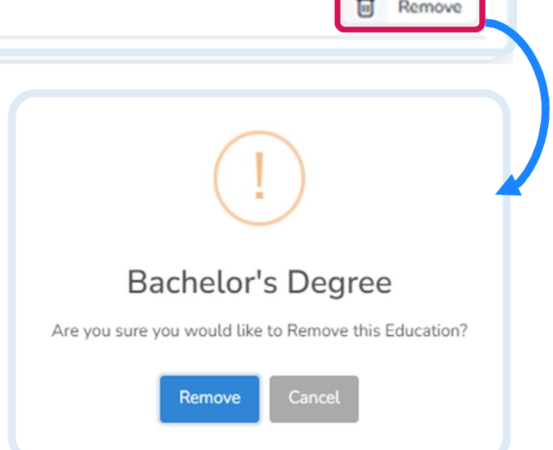
Update an item in **My Certification**(s) by clicking the ***Update*** button next to the item you want to





update.

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

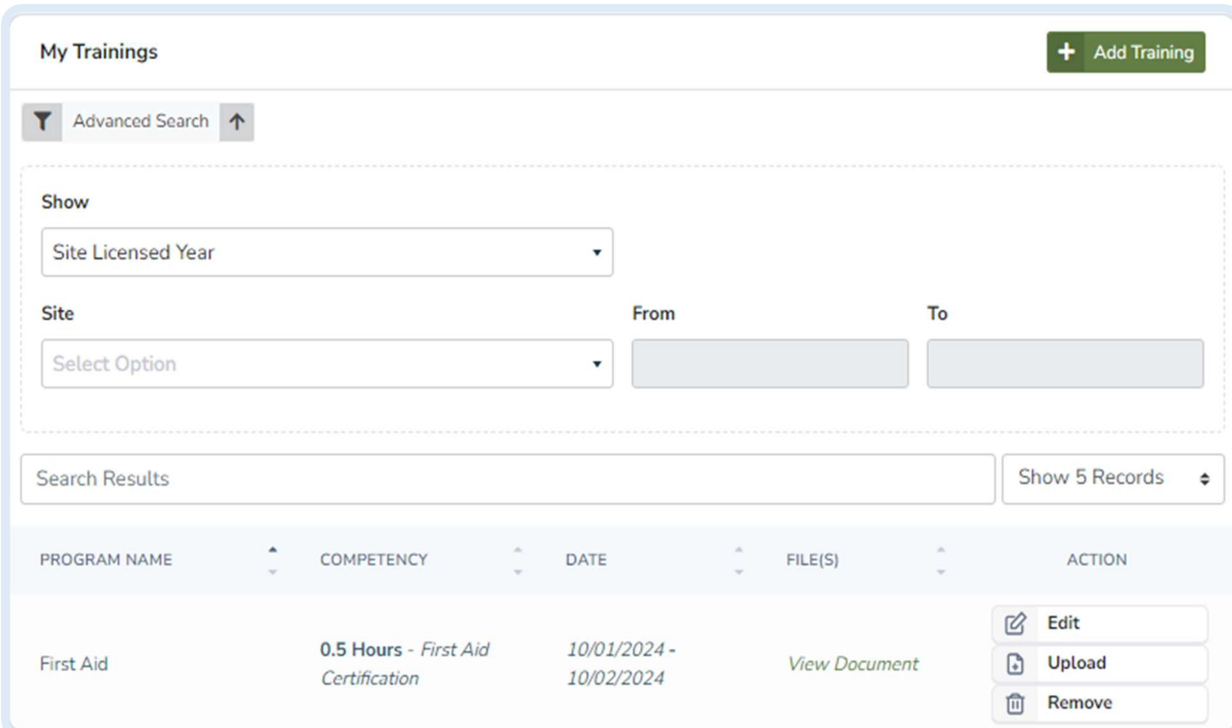


Remove a Certification or Credential

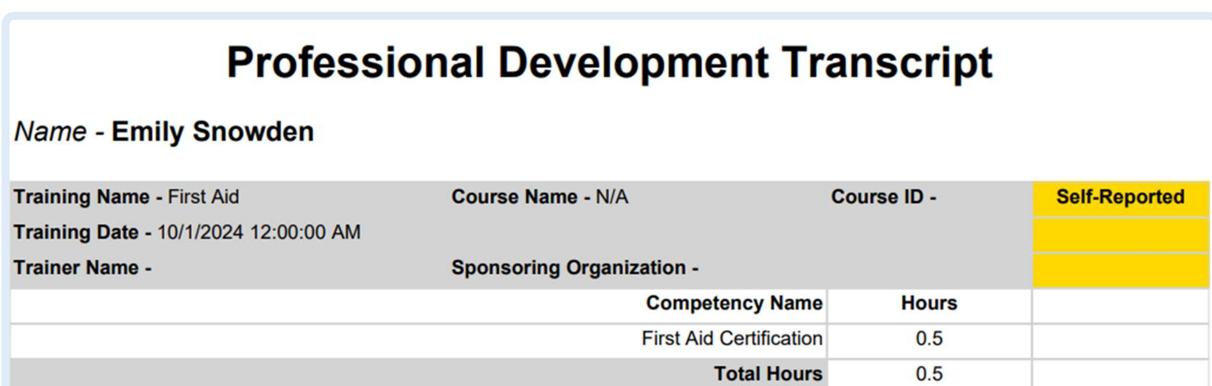
Remove an item in **My Certification**(s) by clicking the ***Remove*** button next to the item you want to delete. This will bring up a box asking you to confirm the deletion. Click ***Remove*** to finish deleting the degree, certification, or credential.

(6) My Professional Development

In **My Professional Development**, submit information about professional development/trainings that you have completed outside of lift-ED for verification. For each training you enter, you will need to provide documentation as proof (e.g., Sign In sheet, certificate, etc.).



Any submitted trainings that are approved will show on your lift-ED Training Transcript as *Verified*. If a training you submit does not have approval, it will show on your transcript as *Self-Reported*.



Professional Development Transcript

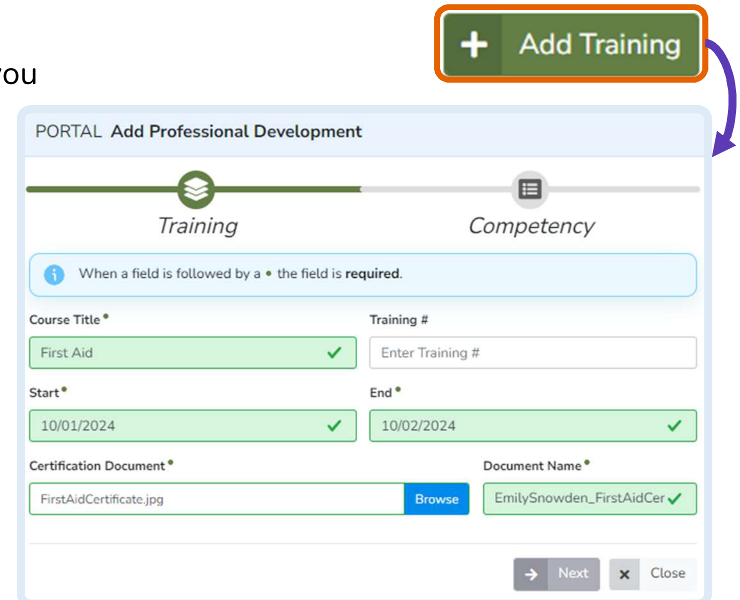
Name - **Emily Snowden**

Training Name - First Aid	**Course Name -** N/A	**Course ID -**	**Self-Reported**
Training Date - 10/1/2024 12:00:00 AM			
Trainer Name -	**Sponsoring Organization -**		
	Competency Name	**Hours**	
	First Aid Certification	0.5	
	Total Hours	0.5	

***NOTE:** *All of your lift-ED Trainings are available in the **My Registered PDOs** section See the **My Registered PDOs** section of this guide for more information.*

Add an Outside/In-House Training

To submit a training that you completed outside of lift-ED for verification, click the ***Add Training*** button.

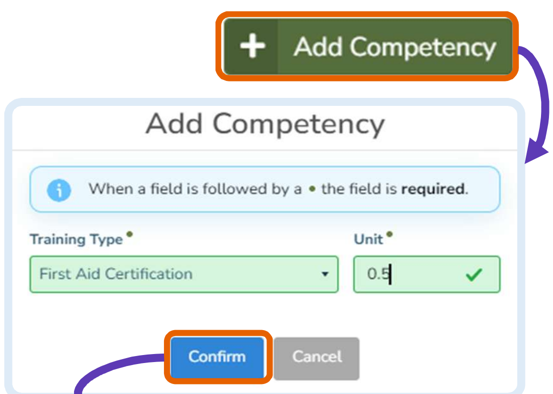


This will open a new screen where you will enter the **Course Title, Start,** and **End** dates.

Next, under **Certification Document** click ***Browse*** and upload documentation that shows you attended and completed the training (e.g., Sign In sheet, certificate, etc.).

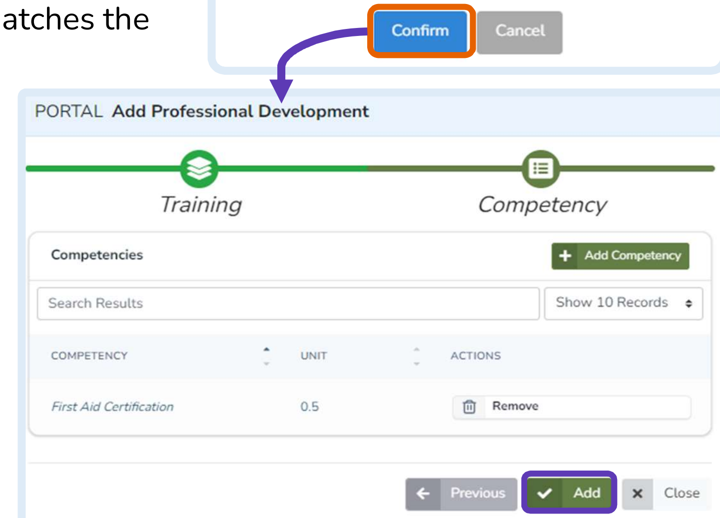
Finally, type in the **Document Name** using this format: Date_Name of Training.

When you have entered the required information, click ***Next***.



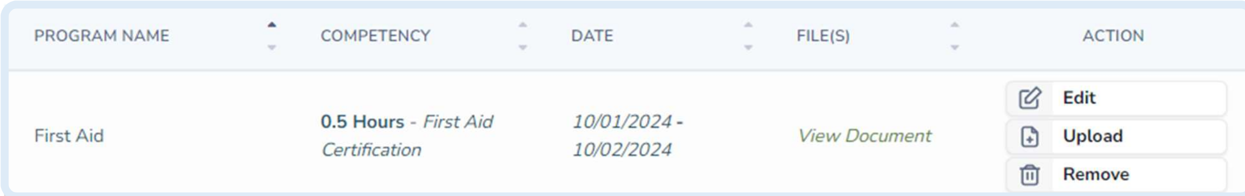
On the next screen, you will add any competencies related to this training by clicking the ***Add Competency*** button.

Choose the competency that best matches the type of training you attended from the list then type in the number of PD hours earned under **Units**. When you have finished, click ***Confirm***.



Review the information then click ***Add*** to finish entering information about the training.

The training will now appear in your Professional Development list. Review the file you added by clicking ***View Document*** under the **File(s)** column.



PROGRAM NAME	COMPETENCY	DATE	FILE(S)	ACTION
First Aid	**0.5 Hours** - *First Aid Certification*	*10/01/2024 - 10/02/2024*	*View Document*	Edit Upload Remove

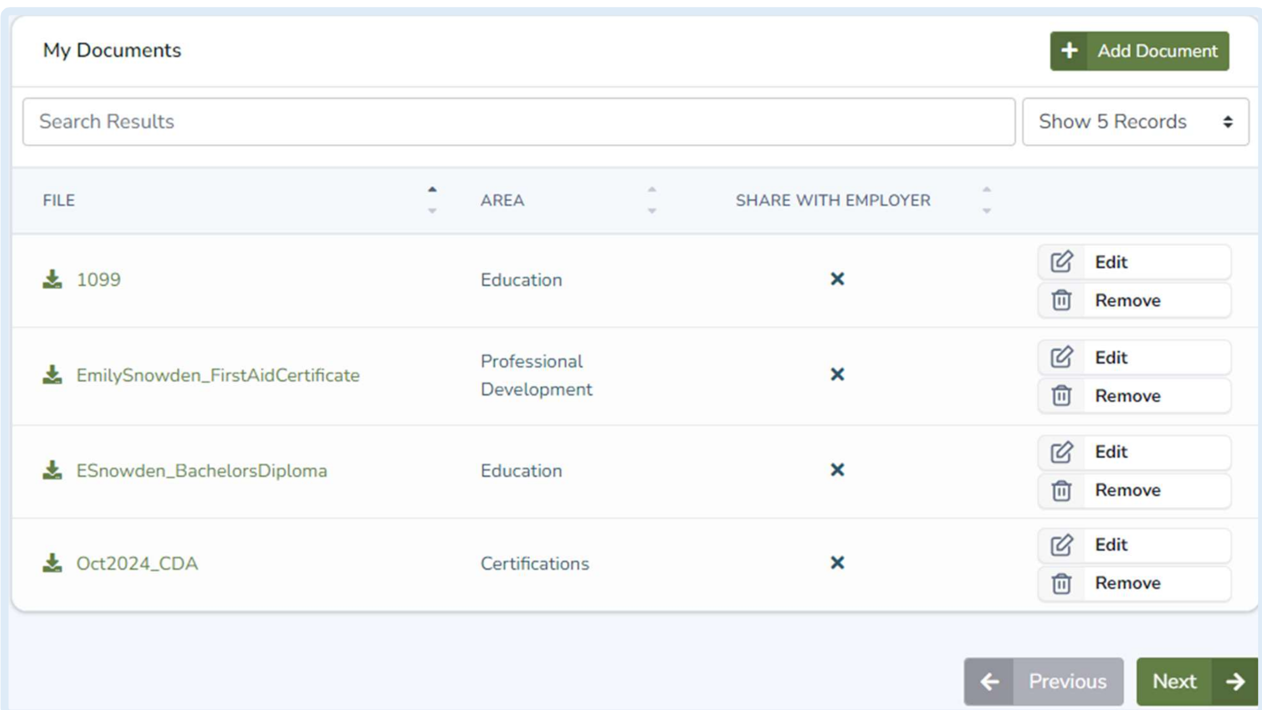
***NOTE:** *You will need to submit this information through the **Review and Submit** section of the Career Journey for it to be submitted for review and verification. See the **Review and Submit** section of this guide for more information.*

Click ***Next*** to save and continue.

(7) My Portfolio

My Portfolio is your personal online document library. This will include any document or file that you uploaded elsewhere in lift-ED. See **Area** to keep track of where the file was originally uploaded.

Here, documents and files from your device can be added, edited, saved, or deleted.



My Documents

+ Add Document

Search Results

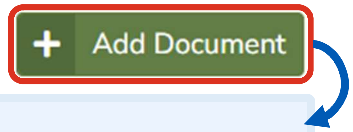
Show 5 Records

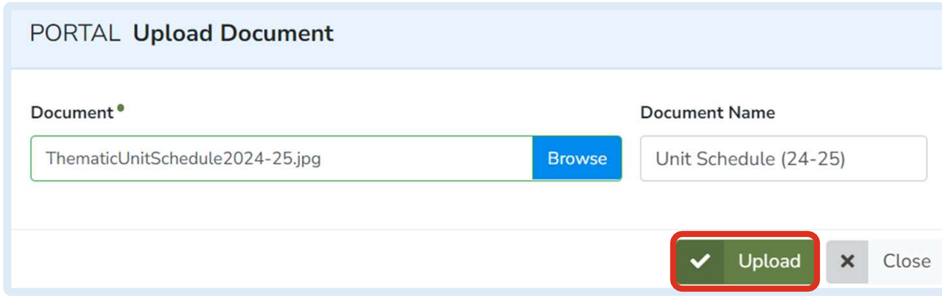
FILE	AREA	SHARE WITH EMPLOYER	
1099	Education	×	Edit Remove
EmilySnowden_FirstAidCertificate	Professional Development	×	Edit Remove
ESnowden_BachelorsDiploma	Education	×	Edit Remove
Oct2024_CDA	Certifications	×	Edit Remove

Previous Next

Add to Portfolio

Add a document to **My Portfolio** by clicking the ***Add Document*** button.

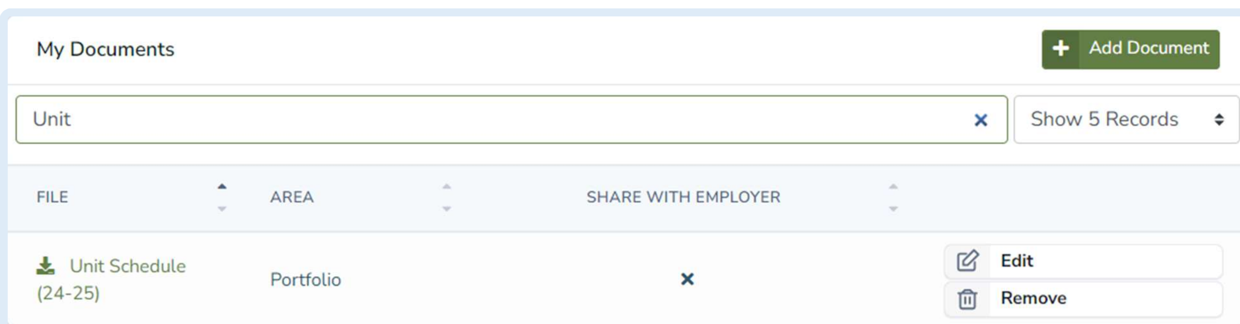




A window will appear that will ask you to either **Upload** or **Find** a document—click ***Upload*** and add the file from your device.

Type a name in for the file in **Document Name** (if you'd like).

When you have finished adding the file, click ***Upload*** to finish adding it to your *Portfolio*. The document will now appear in the **My Portfolio** list.



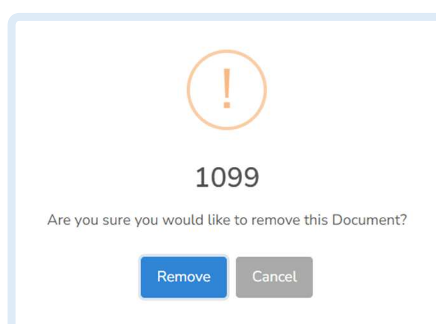
Update a Document from My Portfolio

Edit an item in **My Portfolio** by clicking the ***Edit*** button next to the item you want to update. Make any changes needed, then click the ***Update*** button to save.

Remove a Document from My Portfolio

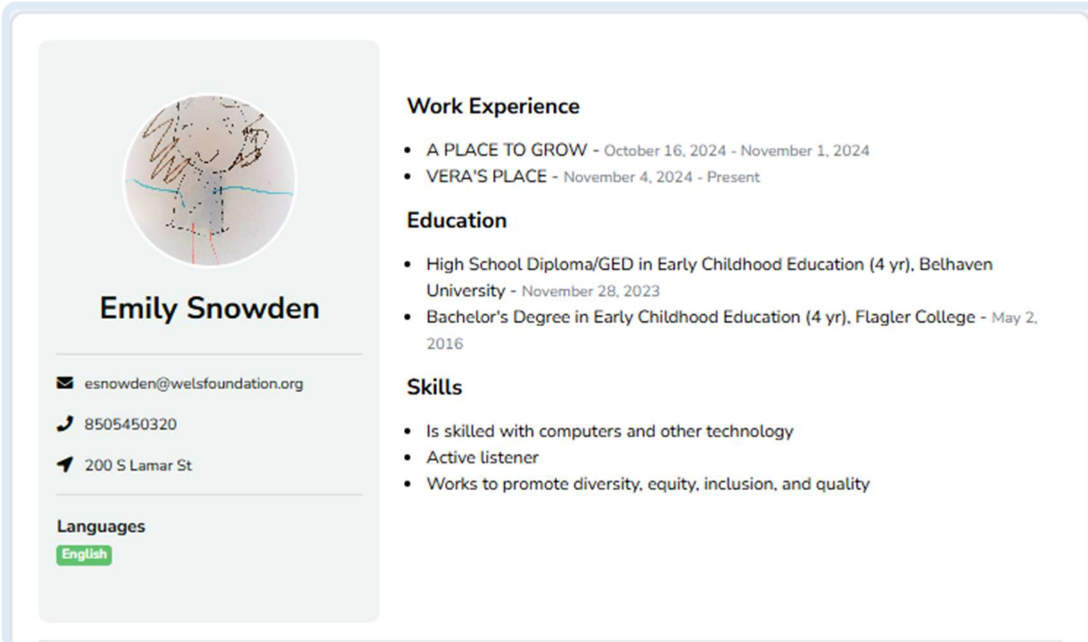
Remove an item from **My Portfolio** by clicking the ***Remove*** button next to the document you want to delete.

A box will pop up asking you to confirm the deletion. Click ***Remove*** to finish deleting the file.

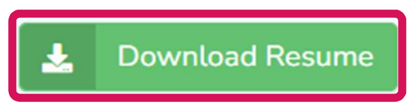


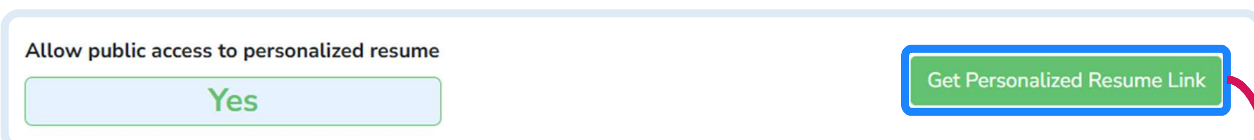
(8) My Resume

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

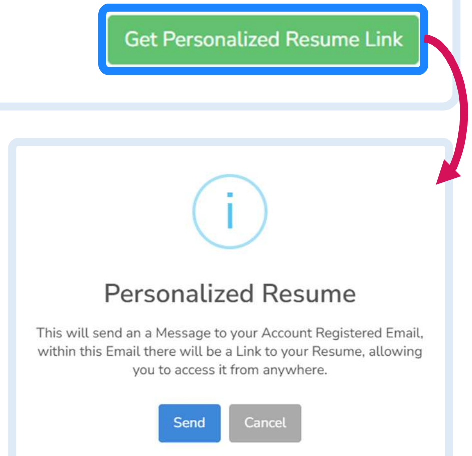


Your resume can be saved to your device as a word document by clicking ***Download Resume***. As a word document, you can edit, save, and print your resume on your device after downloading.





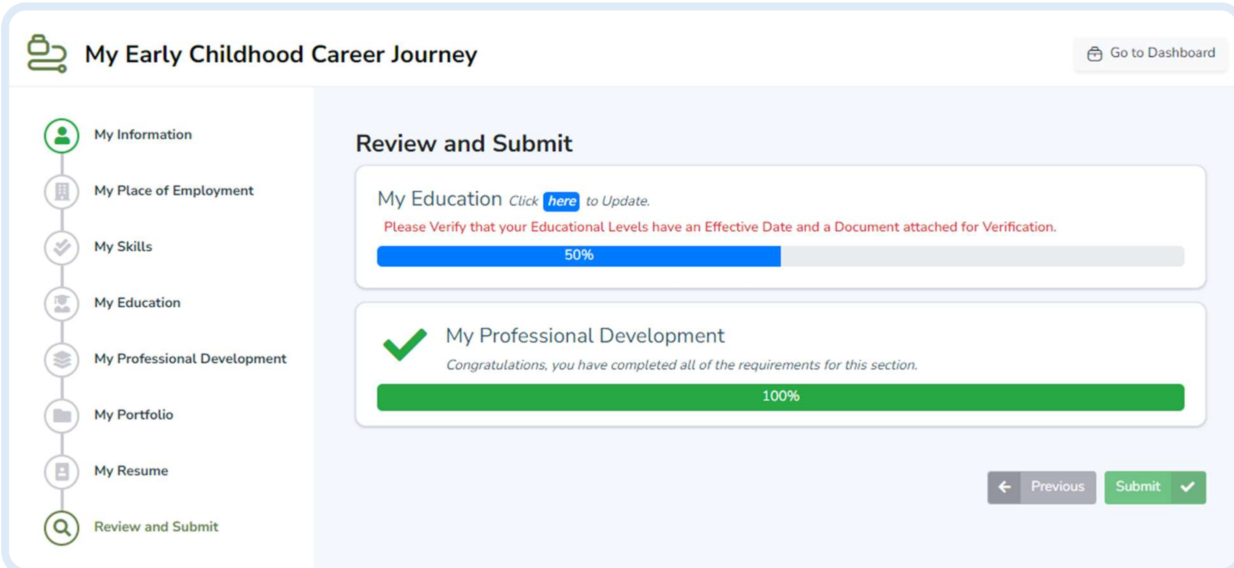
You can also generate a link to your online resume. To do so, click the button under **Allow public access to personalize resume** to change from *"No"* to *"Yes."* Then, click ***Get Personalized Resume Link***. A new window will open with a message letting you know this information will be sent to the email address you provided at sign up (this is also your username). Click ***Send*** to finish sending your personalized resume link via email.



Click ***Next*** to review and submit any information you updated in your *Career Journey* (i.e., Education or Professional Development).

Review and Submit

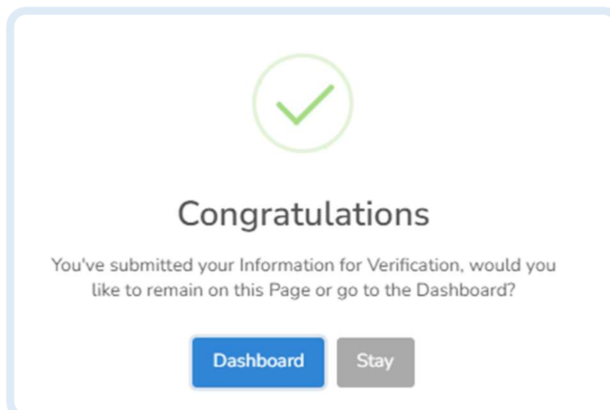
The **Review and Submit** page will list any areas where you are missing information in red. Return to any sections that are missing information and update as needed.

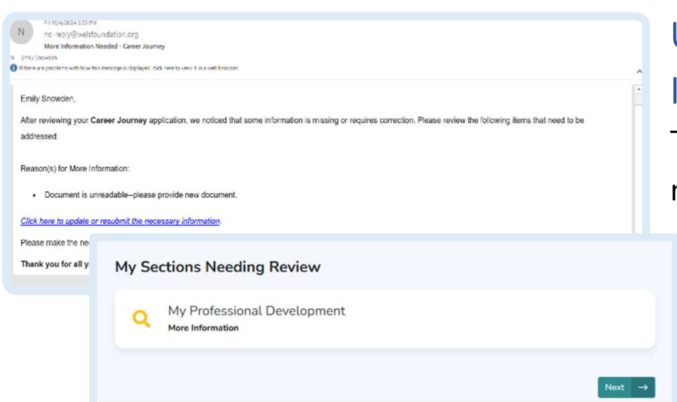


When each section shows as complete, you will be able to ***Submit*** the information you provided to the licensing team for verification.

A message will pop up confirming that you successfully submitted your information.

Choose whether to stay on this page or return to your *Professional Portal Dashboard.*

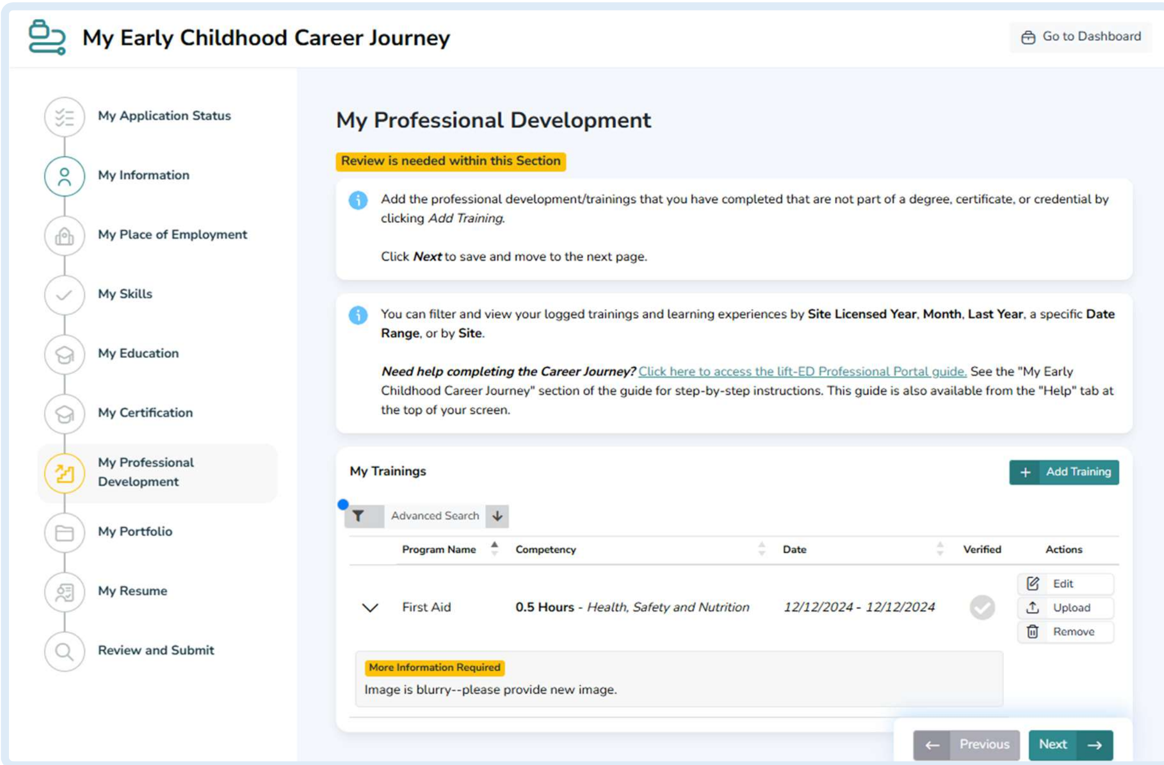




Update and Resubmit with "More Information"

The licensing team may send you a message letting you know that more information is needed to verify the degree, certification, or credential you submitted. In these instances, you will receive an email message letting you know.

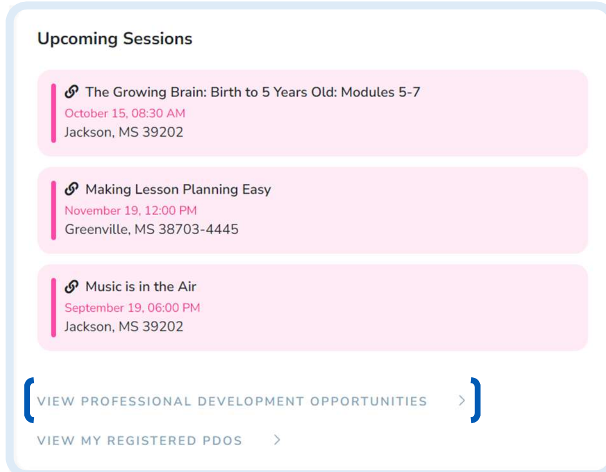
If you receive this message, log in to your lift-ED account and update the information and/or documentation in that section (Education or Professional Development).



When you are finished updating your information, don’t forget to review and submit your information again. Once your updated information has been resubmitted, it will go back in the queue for the licensing team to verify.

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.

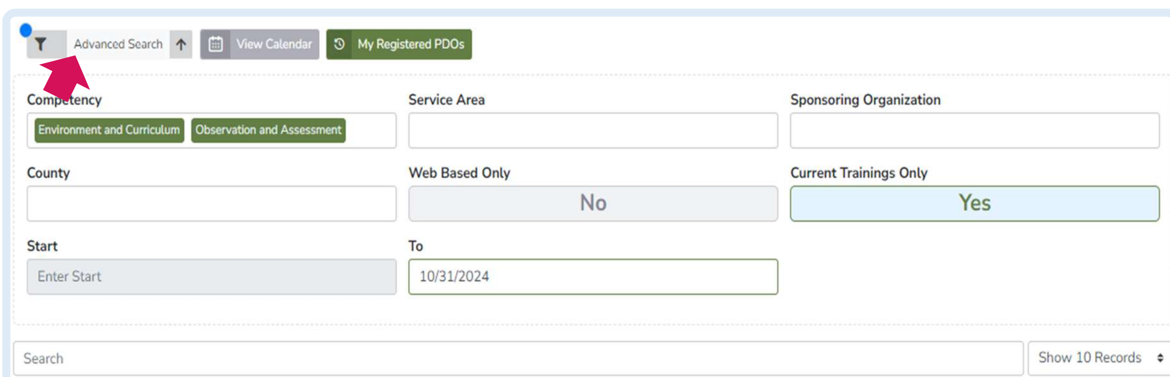


Explore and Register for PDOs

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.

Search for a Training



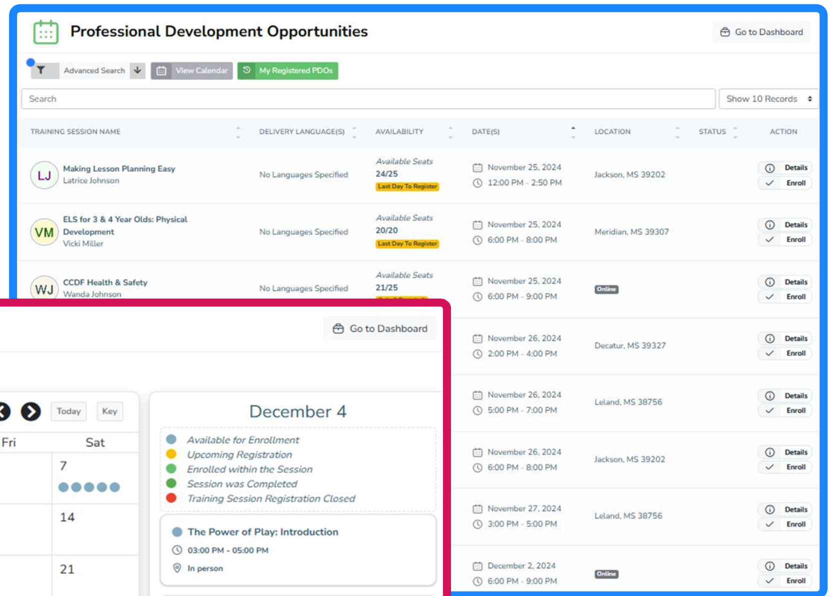
Use the **Advanced Search** options at the top of your screen to filter the trainings you see in the **Professional Development Opportunities** page. Or, find a specific PDO by typing in the *Search* bar provided.

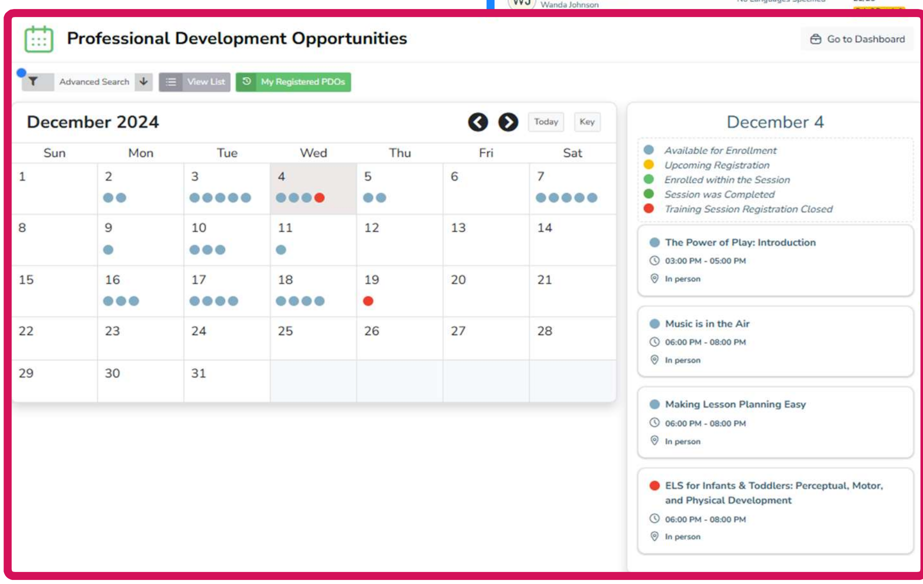
The *Professional Development Opportunities* you see will update on the screen.

List View vs Calendar View

You have two options for how you review **Professional Development Opportunities**:

Calendar View and **List View**.

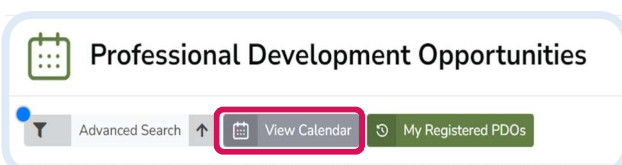


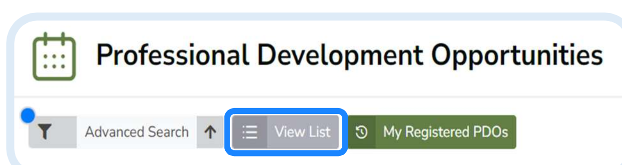


Keep in mind, both views will provide you with the same information in a different way!

Choose the option that is best for you.

Change how you view the *PDOs* using the ***View*** button at the top of the page.

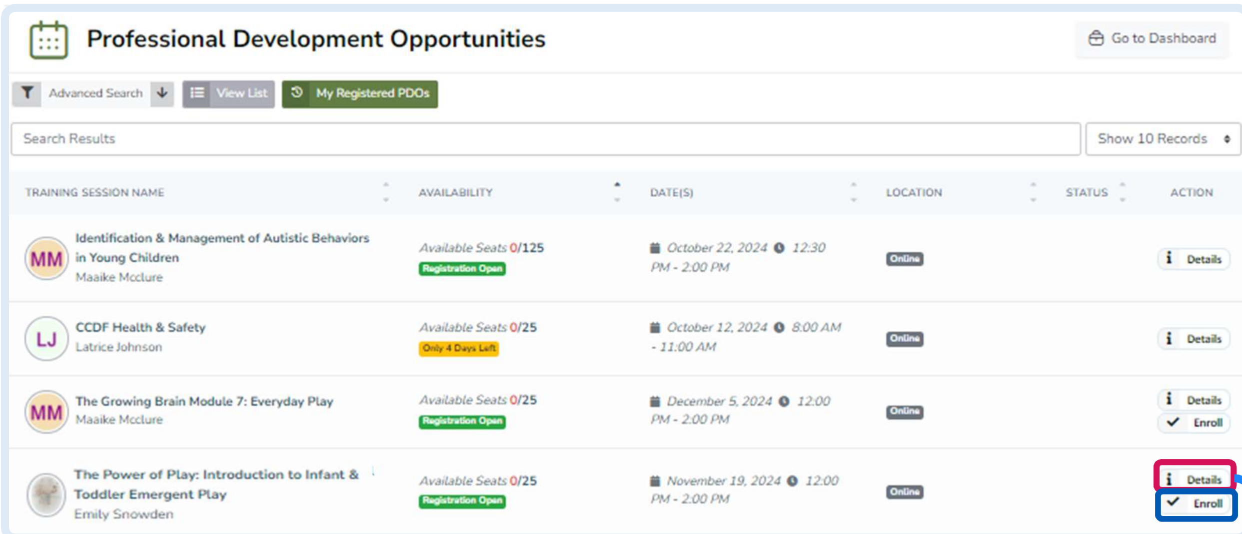




The next sections of this guide will provide you with information about how to view and enroll in trainings in each view.

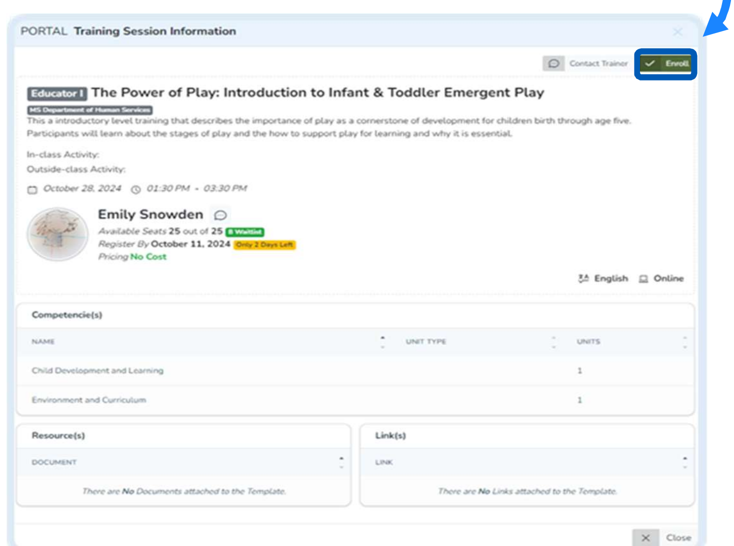
List View

Click **List View** to switch your view from the calendar to a list format. Explore all professional development opportunities in the list. Reorganize the items you see in the list by selecting from the available categories in the list columns.



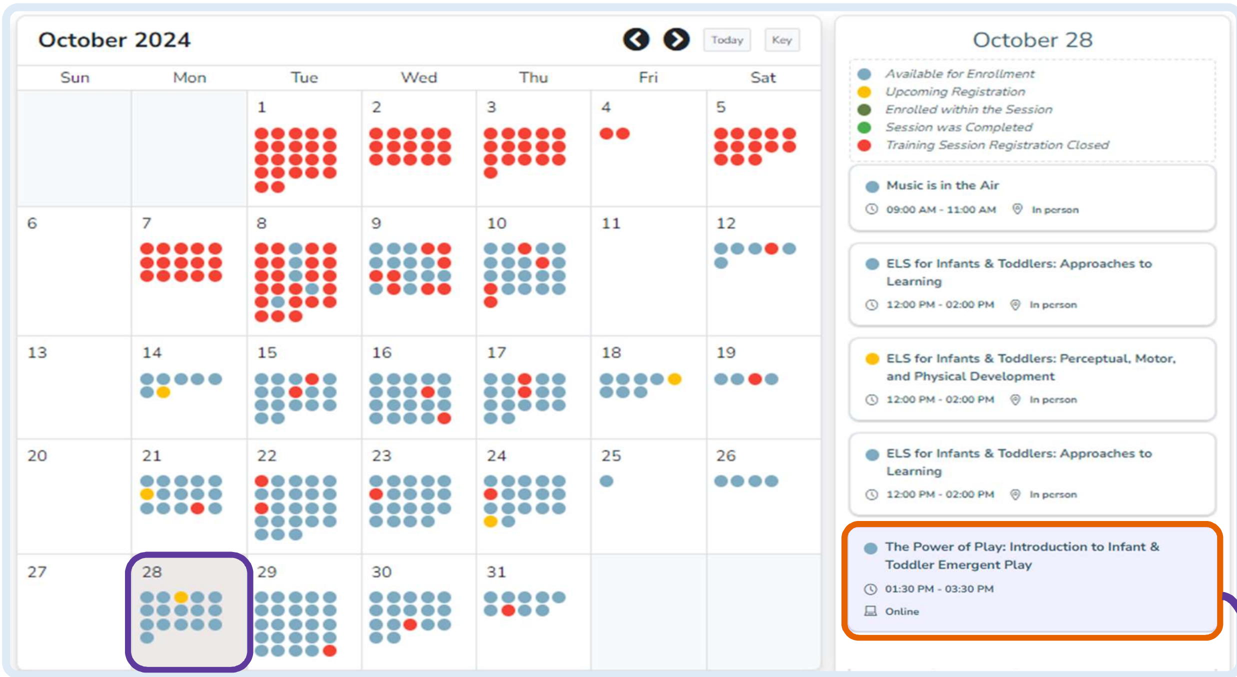
For more information about a training session or series in the list, click the ***Details*** button. This will open a new window with the **Training Session Information**.

To enroll in an open training session or series from the list, click the ***Enroll*** button on the right side of the screen. You can also ***Enroll*** from the Training Session Information window.



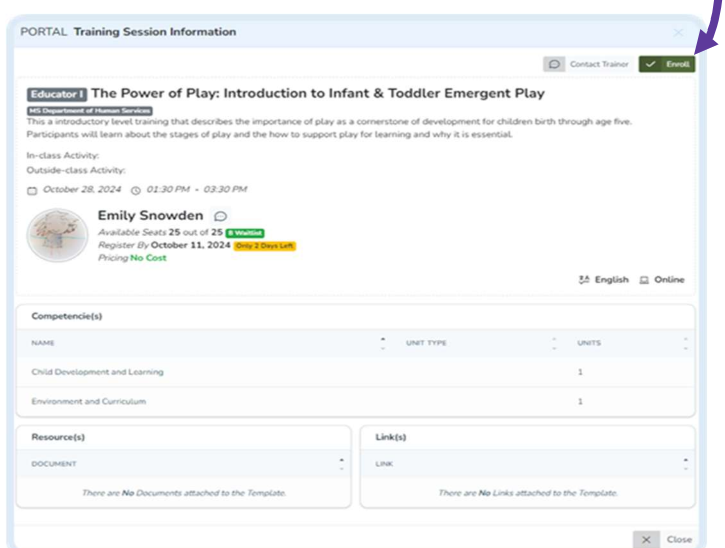
Calendar View

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



Explore professional development opportunities by month. This information is available on the right side of your screen.

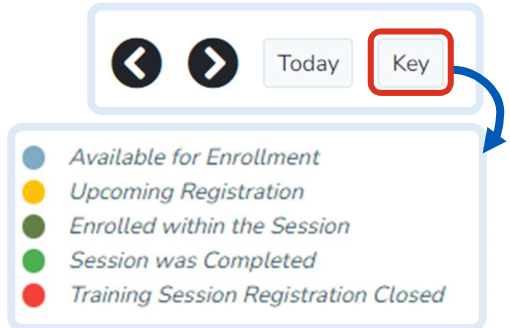
Click on a training and a new window will open with the **Training Session Information** for that specific session or series.



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

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

Upcoming Registration: *You will soon be able to enroll in this Professional Development Opportunity.*



Enrolled within the Session: *This is a professional development opportunity that you are already enrolled in.*

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.*

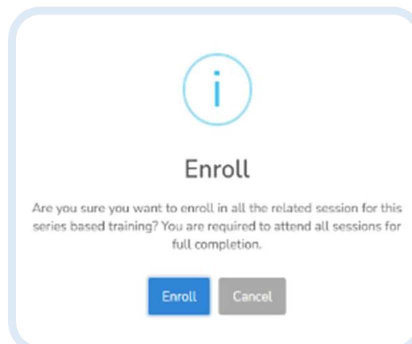
Click ***Key*** in the top right corner of the Calendar to keep this information available on your screen up as you explore available PDOs in the Calendar.

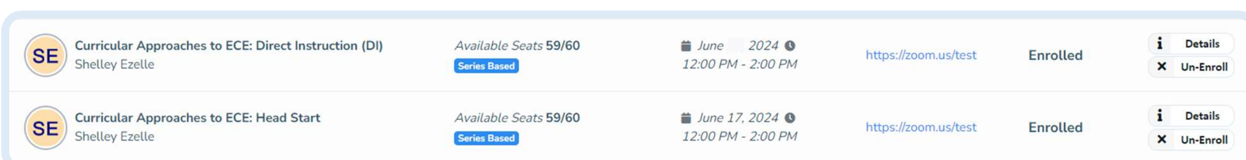
To enroll in a session or series from the Calendar, open the **Training Session Details** and click the ***Enroll*** button on the top right side of the screen.

Training Series vs Session

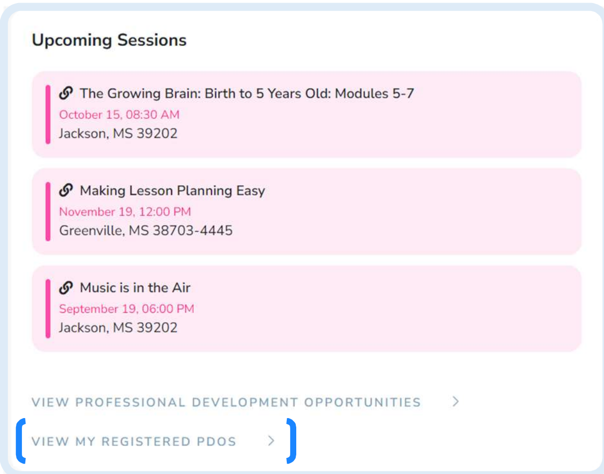
While a *Training Session* is a one-time meeting, a *Training Series* consists of multiple training sessions over time.

If you enroll in a session labeled as a *Training Series* (Series Based), you will automatically be enrolled in each session in the series and expected to participate in each session as scheduled.





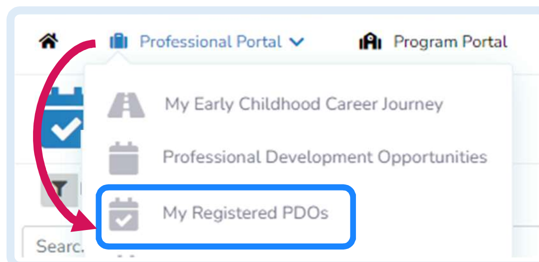
View Upcoming Sessions



Keep an eye on the Professional Development Opportunities you have coming up from your Professional Portal Dashboard. This list is available under **Upcoming Sessions**.

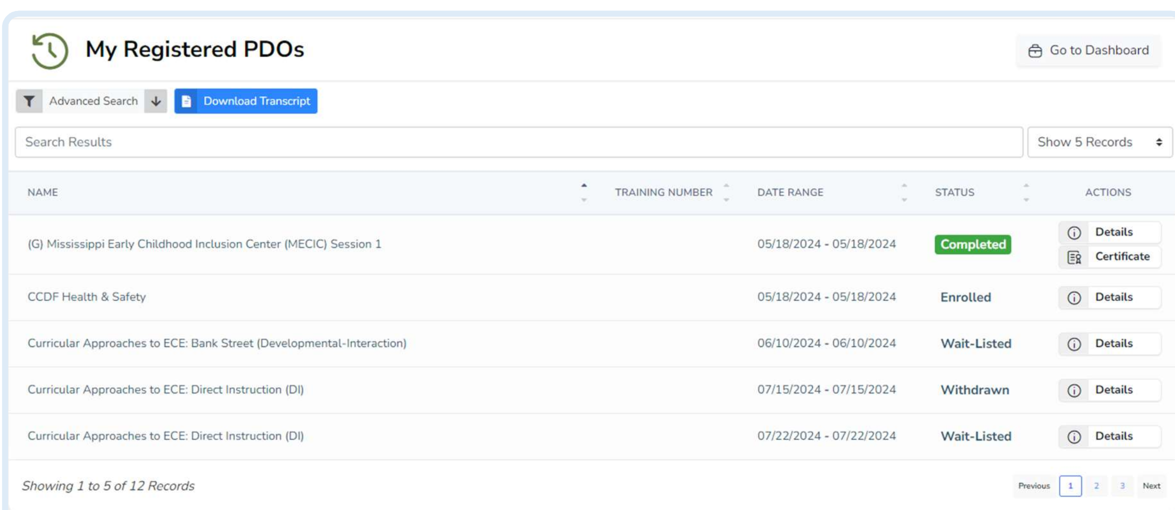
You can also view your past and upcoming sessions in the ***My Registered PDOs*** section.

My Registered PDOs



In the **My Registered PDOs** section of the Professional Portal, you can view a list of all the trainings (PDOs) you have completed in the LIFT-ED Portal. This includes any trainings that you self-reported in the *My Professional Development* section of your *Career Journey*.

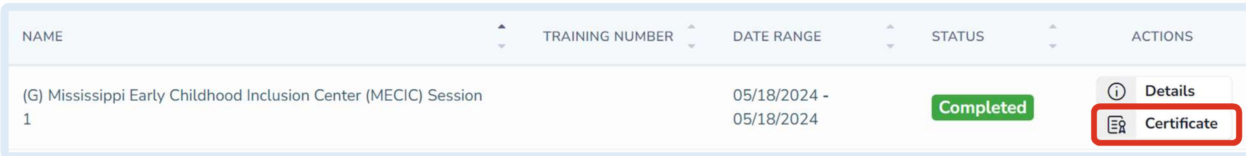
Each of these trainings will appear in the list, along with information about your **Status**. You can also access the **Training Details** screen for each training listed by selecting ***Details***.



Search for a specific training in this list by typing in the search bar. Or, you can use the **Advanced Search** options to filter what you see in the list.

Download a Certificate

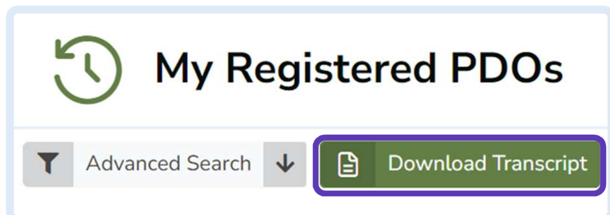
If you were issued a certificate after completing a training, click ***Certificate*** next to the training to download a PDF of the Certificate.



***NOTE:** *Not all Sponsoring Organizations (Training Institutions) award Certificates. Please remember your Training Transcript will always include all trainings (including those without Certificates) along with information about when you completed the training, including your verification status.*

Download your Transcript

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



This will generate a PDF version of your Transcript that will download directly to your device.

***NOTE**: *If you are having issues finding the document, try checking the "Downloads" folder on your device to find the PDF of your Transcript.*

Email Notifications about your Registered PDOs

You will receive email messages to the email address you provided with information about courses you have registered for. Reasons for these email messages include:

- **Confirmation of your enrollment in a training**;
- **Reminders for upcoming PDOs**;
  These messages are typically sent one week prior and again day of the training.
- **Go/No Go Date updates**;
  If minimum enrollment has not been reached by a specific date, the training will be cancelled and you will receive a message.
- **Updates about your enrollment status** (an ***Enrollment Status Key*** is provided below).

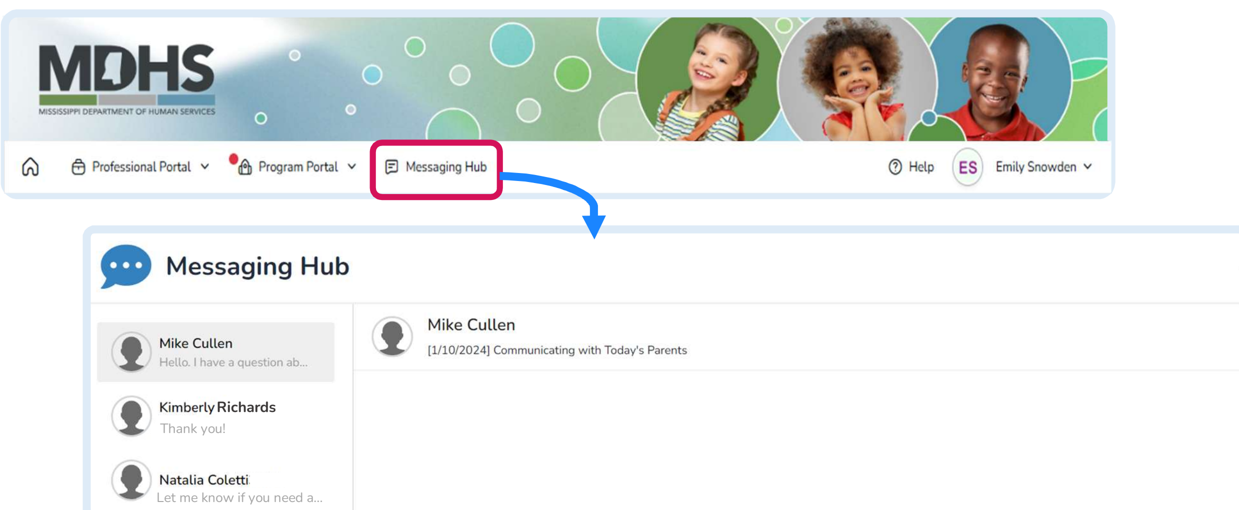
Cancelled	*This training session was cancelled.*
Completed	*You successfully completed this training session.*

Enrolled	*You successfully registered for this training session **or** the trainer enrolled you from the Waiting List.*
Incomplete	*You did not complete this training session.*
No Show	*You did not attend this training session.*
Wait-Listed	*There are no available seats and you have been added to the Waiting List.*
Withdrawn	*You have unenrolled from the training session.*

Messaging Hub

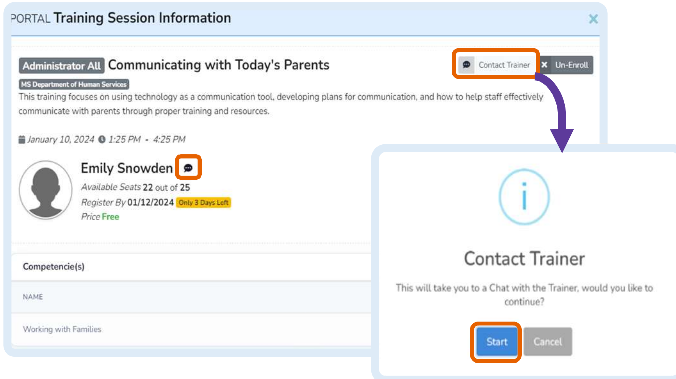
The **Messaging Hub** is a feature that allows educators and trainers to directly communicate through the MDHS lift-ED site.

Access this feature by selecting ***Messaging Hub*** from the menu available at the top of your screen.



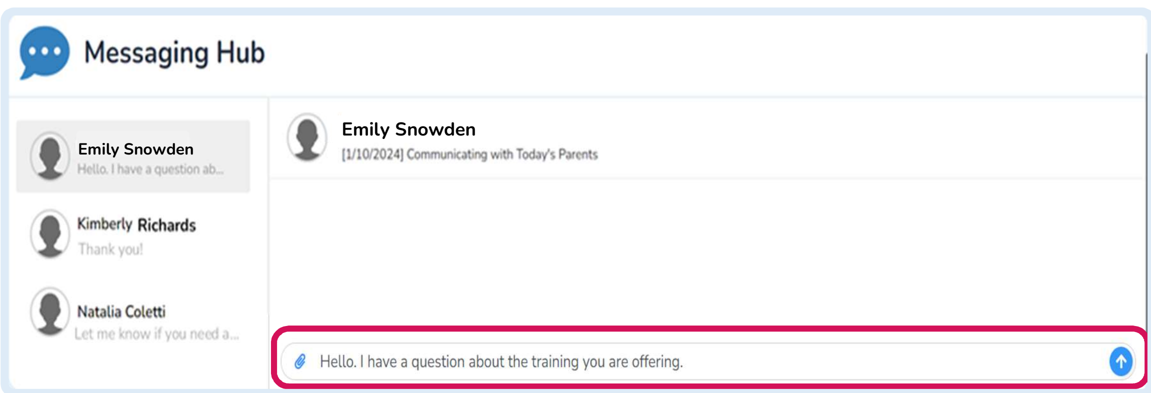
Start a New Chat in the Messaging Hub

Select the Training Session you want to communicate about in the **Professional Development Opportunities** page *or* find a course in which you are already enrolled in **My Registered PDOs** and click ***Details***.

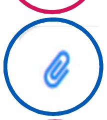


From the **Training Session Information** screen, click the ***Contact Trainer*** button to start a new chat with this individual.

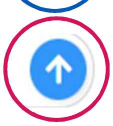
A new window will appear asking you to confirm that you want to continue with this new chat. Click ***Start***. This will open a new window where you can chat with the Trainer in the Messaging Hub.



Type your message into the space provided.



Include any attachments by clicking the "paper clip" icon on the left side of the text box. Select the file from your device and click ***Open*** to finish adding the attachment.



When you have completed your message, click the blue arrow to send.

Once your message is sent, the recipient will receive a notification letting them know they have messages to review. You will be able to see any responses in the chat in your **Messaging Hub**.

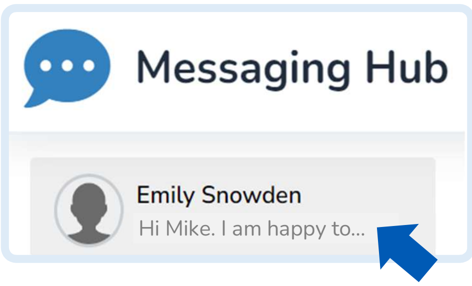
Continue on to the next section for instructions on how to read a new message.

Read a New Message

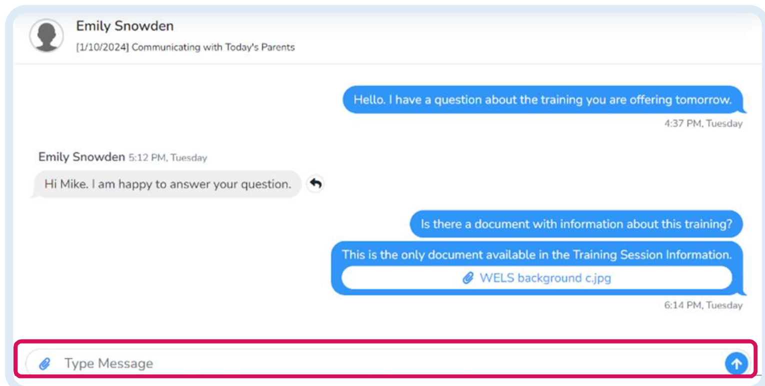
When you receive a new message in the Hub, you will see a red dot on the **Messaging Hub** link. Click ***Messaging Hub*** to open this section and review the new message(s).

Your most recent message will appear at the top of the list with a preview of the new message.

Select the chat from the list and review the new message.



Continue on to the next section for instructions on how to respond a message.

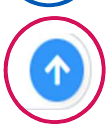


Send a Response

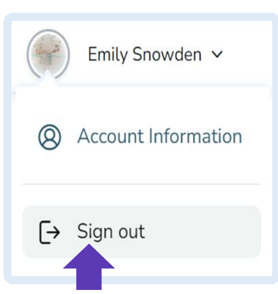
From the **Messaging Hub**, select an existing conversation from the list on the left side of the screen. This will open the selected chat.

Continue the chat by typing your message into the box provided.

Include any attachments by clicking the "paper clip" icon on the left side of the text box. Select the file from your device and click ***Open*** to finish adding the attachment.



When you have completed your message, click the blue arrow to send.



Sign Out

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

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