



Professional Portal Guide

Version 3.1.210(1212)



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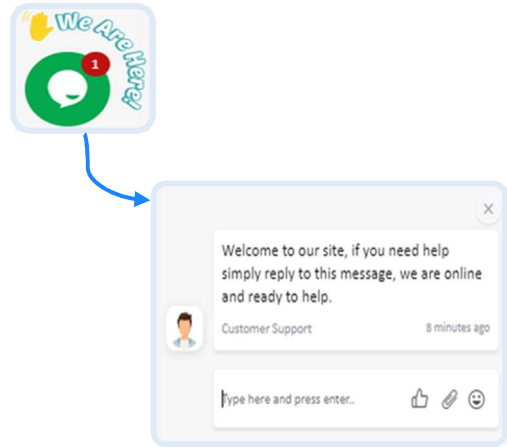
Sign Out..... 35

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.*

The image shows two screenshots of the WELS website's sign-up process. The top screenshot displays the WELS logo and two buttons: "Sign In" and "Sign Up". The "Sign Up" button is highlighted with an orange border, and a purple arrow points from it to the second screenshot. The second screenshot is the "Sign Up" form, which includes the following fields and information:

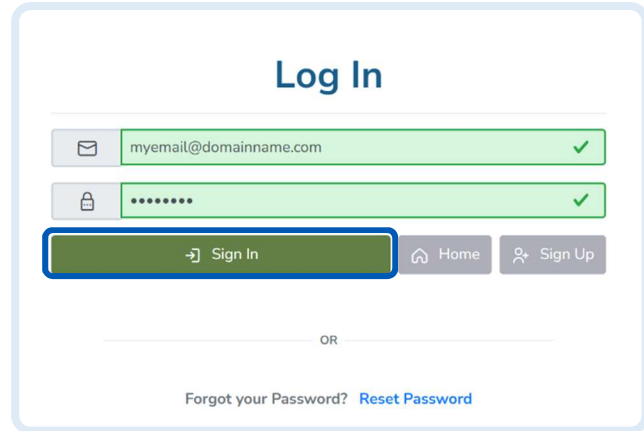
- Email Address:** myemail@domainname.com
- Password:** masked with dots. A note below the field states: "Password must be at least 6 characters, contain a lowercase character, contain an uppercase character, contain at least one digit and contain at least one non letter or digit character."
- First Name:** Emily
- Last Name:** Snowden
- Date of Birth:** 08/28/1988
- Mobile Phone:** (555) 555-5555. A note below the field states: "Enter your mobile number. You will receive a code via text for verification. Message and data rates may apply."

At the bottom of the form, there is a "Sign Up" button (highlighted with an orange border and a purple arrow), a "Home" button, and a link for "Already Registered? Sign In".

Sign In

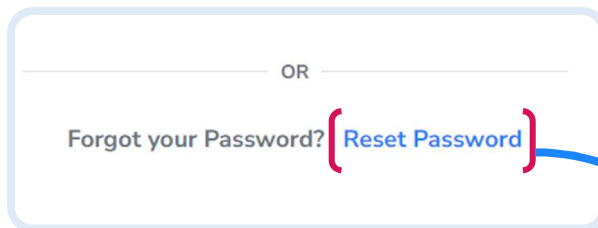
Access the Log In page by typing <https://portal.lift-ED.ms> in your browser. Click **Sign In**.

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



Forgot Your Password?

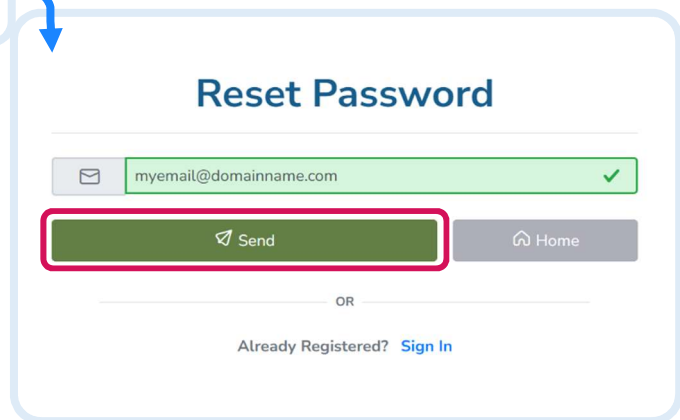
From the Log In page, click the **Reset Password** link. Enter the email address you used to sign up and click **Send**. You will receive an email with a link to reset your password.



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.

The image displays three sequential screenshots of the WELS website's login process, illustrating the two-factor authentication (2FA) steps. The first screenshot shows the 'Log In' page with the 'Sign In' button highlighted. The second screenshot shows the 'wels' logo and a selection screen for verification methods (SMS Message, Phone Call, Email), with 'Phone Call' highlighted. The third screenshot shows the 'wels' logo and a verification screen with a 'Verification Code' box containing '67789', a 'Remember Browser' section with 'Yes' highlighted, and a 'Sign In' button.

Professional Portal Dashboard

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

The Professional Portal has your personalized early childhood profile.



A screenshot of the Professional Portal dashboard. At the top left is a header with a briefcase icon and the text "Professional Portal". Below this are three navigation buttons: "VIEW MY EARLY CHILDHOOD CAREER JOURNEY >", "VIEW PROFESSIONAL DEVELOPMENT OPPORTUNITIES >", and "VIEW MY REGISTERED PDOs >". The main content area is split into two columns. The left column, titled "Upcoming Sessions", lists four sessions with dates and locations: "Playground Safety" (Oct 2, 01:00 PM, Grenada, MS 38901), "Child Care Regulations, Part 2" (Oct 2, 01:00 PM, Clarksdale, MS 38614-7010), "ELS for Infants & Toddlers: Social Emotional Development" (Oct 2, 04:00 PM, Vancleave, MS 39565), and "ELS for Infants & Toddlers: Perceptual, Motor, and Physical Development" (Oct 2, 05:30 PM, Columbus, MS 39702). The right column, titled "My Competencies", features a donut chart showing a total of 5 hours. The chart is divided into five segments: a large orange segment (3 hours), a green segment (1 hour), a blue segment (0.5 hours), a red segment (0.5 hours), and a small purple segment (0.5 hours). A legend below the chart lists various competencies with corresponding colored dots: Child Development and Learning (blue), Environment and Curriculum (green), Promoting Social Emotional Development (orange), Observation and Assessment (red), Health, Safety and Nutrition (purple), Working with Families (blue), Professionalism (green), Management and Administration (light blue), Early Childhood Inclusion (pink), First Aid Certification (purple), CPR Certification (teal), and Tummy/SeveSafe Certification (green). A "Pie Chart" dropdown menu is located at the top right of the chart area.

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.

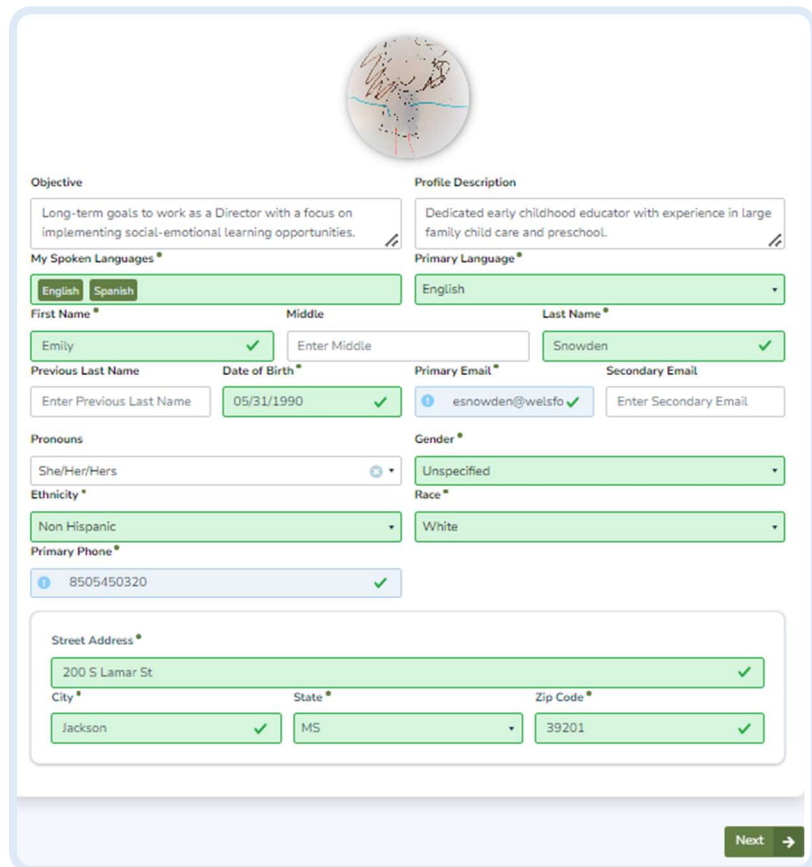
(1) My Information

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.



The screenshot shows a web form for entering personal information. At the top right, there is a globe icon. The form is divided into several sections:

- Objective:** A text area containing "Long-term goals to work as a Director with a focus on implementing social-emotional learning opportunities."
- Profile Description:** A text area containing "Dedicated early childhood educator with experience in large family child care and preschool."
- My Spoken Languages:** A dropdown menu with "English" and "Spanish" selected.
- Primary Language:** A dropdown menu with "English" selected.
- First Name:** "Emily" (with a green checkmark).
- Middle:** "Enter Middle" (placeholder text).
- Last Name:** "Snowden" (with a green checkmark).
- Previous Last Name:** "Enter Previous Last Name" (placeholder text).
- Date of Birth:** "05/31/1990" (with a green checkmark).
- Primary Email:** "esnowden@welsfo" (with a green checkmark).
- Secondary Email:** "Enter Secondary Email" (placeholder text).
- Pronouns:** "She/Her/Hers" (with a dropdown arrow).
- Gender:** "Unspecified" (with a dropdown arrow).
- Ethnicity:** "Non Hispanic" (with a dropdown arrow).
- Race:** "White" (with a dropdown arrow).
- Primary Phone:** "8505450320" (with a green checkmark).
- Street Address:** "200 S Lamar St" (with a green checkmark).
- City:** "Jackson" (with a green checkmark).
- State:** "MS" (with a dropdown arrow).
- Zip Code:** "39201" (with a green checkmark).

At the bottom right of the form, there is a green button labeled "Next" with a right-pointing arrow.

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.

The screenshot shows a form with three input fields: "Street Address" (200 S Lamar St), "City" (Jackson), "State" (MS), and "Zip Code" (39201). Each field has a green checkmark. Below the fields is a red-bordered box containing an error message: "We can't find this address. Please enter a new address and try again or confirm to use the address that was entered..". Underneath the error message is a section titled "Errors:" with a link to "Unknown Street" and a description: "Could not match the input street to a unique street name. Either no matches or too many matches found." At the bottom of the error box is a radio button and the text "Use the address I entered. (An incorrect address may delay the approval.)". Below the error box is a yellow banner with an exclamation mark icon and the text: "Address unverified, please make sure the address is correct, an incorrect address may delay the approval."

This screenshot shows the same address validation form as above, but with the "Next" button highlighted in a red box. The "Next" button is located at the bottom right of the form and contains the text "Next" followed by a right-pointing arrow.

(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)**.

The screenshot shows two sections: 'My Employment' and 'My Position(s)'. The 'My Employment' section has a search bar with 'Search Results' and a 'Show 5 Records' dropdown. Below is a table with columns: PLACE OF EMPLOYMENT, LICENSE NUMBER, and STATUS. A row shows 'Yellow Submarine', '25CFPFA-0465', and 'Current'. The 'My Position(s)' section also has a search bar and 'Show 5 Records' dropdown. Below is a table with columns: POSITION(S), AGE GROUP (SELECT ALL THAT APPLY), EFFECTIVE DATE, and END DATE. A row shows 'Director', 'No Age Group(s) Selected', and '08/12/2024'. At the bottom right are 'Previous' and 'Next' buttons.

If your employment information is not available in this section, 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.

The screenshot shows the 'My Skills' section with a '+ Add Skill' button in the top right. Below is a search bar with 'Search Results' and a 'Show 5 Records' dropdown. A table lists skills with a 'Remove' button next to each. The skills listed are 'Accepts challenges', 'Active listener', and 'Is skilled with computers and other technology'. At the bottom right are 'Previous' and 'Next' buttons.

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.

PORTAL Add Skill

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

Skill *

Other

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 listened

Add Close

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.

Is skilled with computers and other technology

Remove

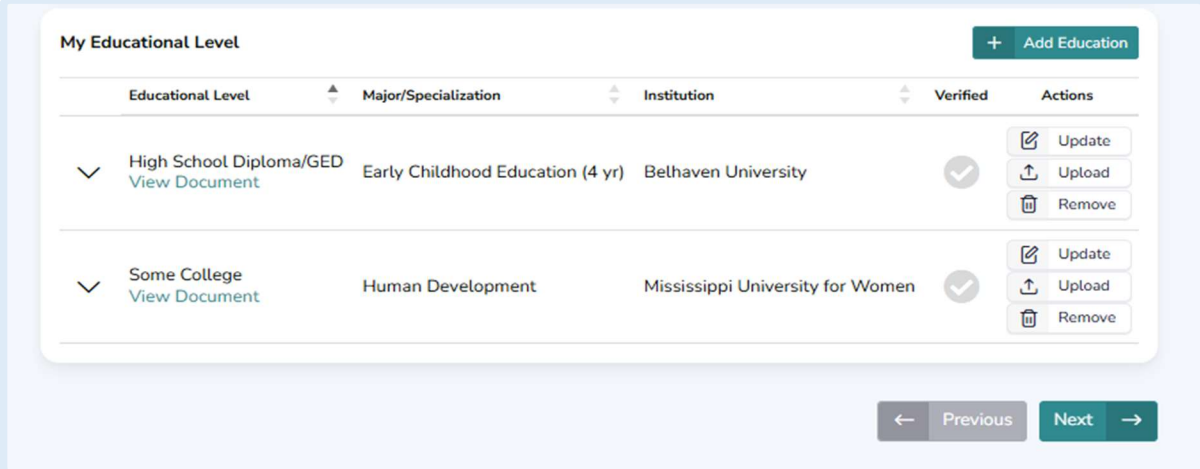
Is skilled with computers and other technology

Are you sure you would like to remove this skill?

Remove Cancel

(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.



My Educational Level					+ Add Education	
Educational Level	Major/Specialization	Institution	Verified	Actions		
High School Diploma/GED View Document	Early Childhood Education (4 yr)	Belhaven University	✓	Update	Upload	
Some College View Document	Human Development	Mississippi University for Women	✓	Update	Upload	
				Remove	Remove	

← Previous Next →

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:

PORTAL Add Education

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

Education • Bachelor's Degree

University • Blue Mountain College

Major • Psychology

Effective Date • 05/24/2011 ✓

✓ Add ✕ Close

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—

The image shows a sequence of three screenshots illustrating the document upload process. The first screenshot, titled 'PORTAL Upload Document', shows a form with a 'Document*' field containing 'EmilySnowden_BachelorsDiploma.jpg' and a 'Document Name' field containing 'ESnowden_BachelorsDiploma'. A red box highlights the 'Upload' button. The second screenshot, titled 'Document', asks 'Would you like to Create a new Document? or If you've previously Uploaded the Document, you'll be able to find it using the 'Find' Button.' It features 'Upload', 'Find', and 'Cancel' buttons, with a red box around 'Find' and a blue arrow pointing to the 'Upload' button in the first screenshot. The third screenshot, titled 'PORTAL Find Document', shows a search results table with three entries: '1099', 'ESnowden_BachelorsDiploma', and 'Oct2024_CDA'. The 'Add' button for 'ESnowden_BachelorsDiploma' is highlighted with a blue box, and a red arrow points from the 'Find' button in the second screenshot to this 'Add' button.

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.

Certification	Date of Certification	Verified	Actions
CPR View Document	12/09/2024	<input checked="" type="checkbox"/>	Update Upload Remove

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.

PORTAL Update Education

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

Education • Bachelor's Degree University • Blue Mountain College

Major • Psychology Effective Date • 05/24/2011

Update Close

High School Diploma/GED View Document Early Childhood Education (4 yr) Belhaven University

Update Upload Remove

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.

Bachelor's Degree

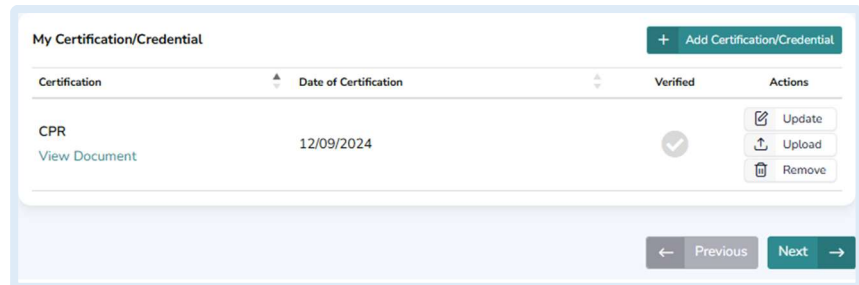
Are you sure you would like to Remove this Education?

Remove Cancel

(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).



Certification	Date of Certification	Verified	Actions
CPR View Document	12/09/2024	<input checked="" type="checkbox"/>	Update Upload Remove

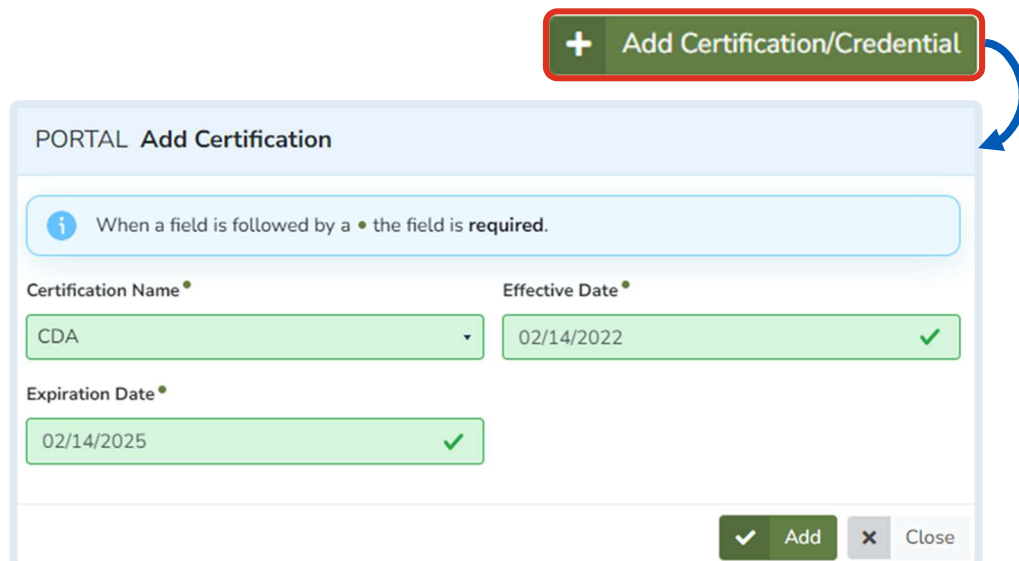
The next sections of this guide will provide you with instructions on how to upload a certification or credential for verification.

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:



+ Add Certification/Credential

PORTAL Add Certification

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

Certification Name • Effective Date •

CDA 02/14/2022 ✓

Expiration Date •

02/14/2025 ✓

✓ Add ✕ Close

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.

Certification	Date of Certification	Verified	Actions
CPR	12/09/2024	✓	<input type="button" value="Update"/> <input type="button" value="Upload"/> <input type="button" value="Remove"/>

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.

Certification	Date of Certification	Verified	Actions
CPR View Document	12/09/2024	<input checked="" type="checkbox"/>	Update Upload Remove

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

PORTAL Update Education

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

Education *	University *
<input type="text" value="Bachelor's Degree"/>	<input type="text" value="Blue Mountain College"/>
Major *	Effective Date *
<input type="text" value="Psychology"/>	<input type="text" value="05/24/2011"/>


Certification	Date of Certification	Verified	Actions
CPR View Document	12/09/2024	<input checked="" type="checkbox"/>	Update Upload Remove

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



Bachelor's Degree

Are you sure you would like to Remove this Education?

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.).

My Trainings
+ Add Training

Y
Advanced Search
↑

Show

Site Licensed Year
▼

Site

Select Option

▼

From

To

Search Results

Show 5 Records
↕

PROGRAM NAME	COMPETENCY	DATE	FILE(S)	ACTION
First Aid	0.5 Hours - First Aid Certification	10/01/2024 - 10/02/2024	View Document	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; gap: 5px;"> ✎ Edit </div> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; gap: 5px;"> 📄 Upload </div> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; gap: 5px;"> 🗑️ Remove </div> </div>

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.

A screenshot of the "PORTAL Add Professional Development" form, Training tab. The form has a progress bar at the top with "Training" selected. A message says "When a field is followed by a * the field is required." The form contains the following fields: "Course Title *" with "First Aid" and a green checkmark; "Training #" with "Enter Training #"; "Start *" with "10/01/2024" and a green checkmark; "End *" with "10/02/2024" and a green checkmark; "Certification Document *" with "FirstAidCertificate.jpg" and a "Browse" button; and "Document Name *" with "EmilySnowden_FirstAidCer" and a green checkmark. At the bottom right are "Next" and "Close" buttons.A screenshot of the "Add Competency" form. It has a message: "When a field is followed by a * the field is required." The form contains: "Training Type *" with a dropdown menu showing "First Aid Certification"; and "Unit *" with "0.5" and a green checkmark. At the bottom are "Confirm" and "Cancel" buttons.A screenshot of the "PORTAL Add Professional Development" form, Competency tab. The form has a progress bar at the top with "Competency" selected. A message says "When a field is followed by a * the field is required." Below the progress bar is a "Competencies" section with a "+ Add Competency" button. There is a "Search Results" field and a "Show 10 Records" dropdown. A table lists the added competency: "First Aid Certification" with "0.5" units and a "Remove" button. At the bottom right are "Previous", "Add", and "Close" buttons.

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	<input type="button" value="Edit"/> <input type="button" value="Upload"/> <input type="button" value="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.

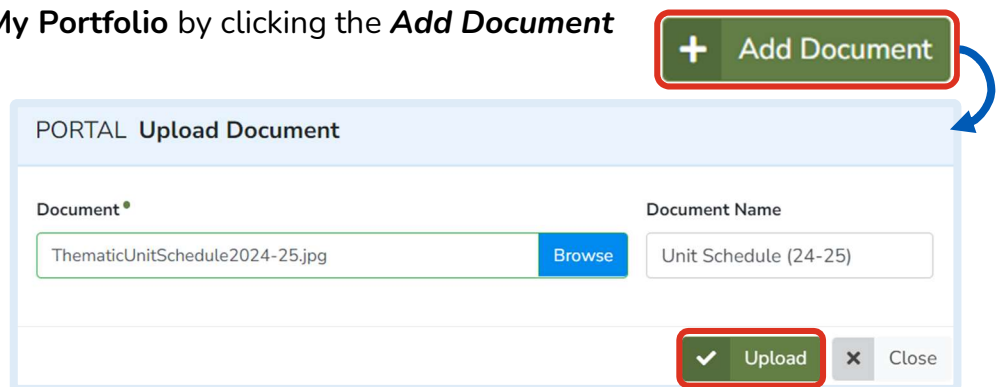
Here, documents and files from your device can be added, edited, saved, or deleted.

My Documents				<input type="button" value="+ Add Document"/>
Search Results			Show 5 Records	
FILE	AREA	SHARE WITH EMPLOYER		
1099	Education	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
EmilySnowden_FirstAidCertificate	Professional Development	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
ESnowden_BachelorsDiploma	Education	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Oct2024_CDA	Certifications	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

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.



PORTAL Upload Document

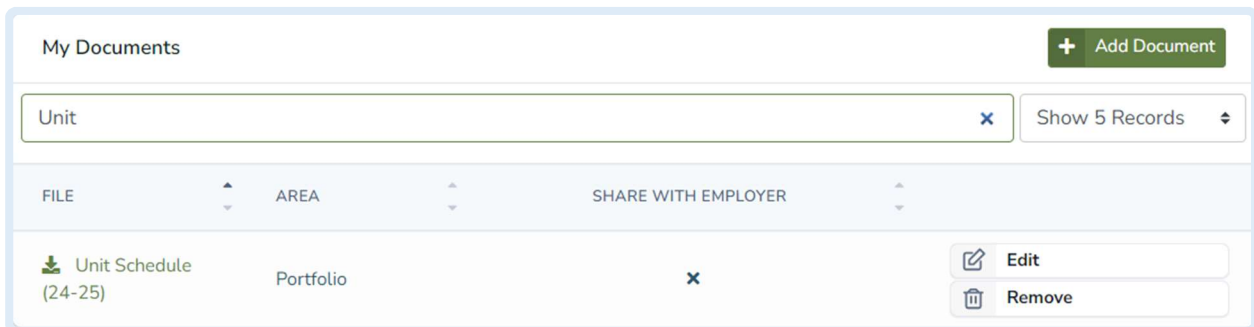
Document ^{*} ThematicUnitSchedule2024-25.jpg Browse

Document Name Unit Schedule (24-25)

✓ Upload ✕ Close

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.



My Documents + Add Document

Unit ✕ Show 5 Records ▾

FILE	AREA	SHARE WITH EMPLOYER
Unit Schedule (24-25)	Portfolio	✕

Edit Remove

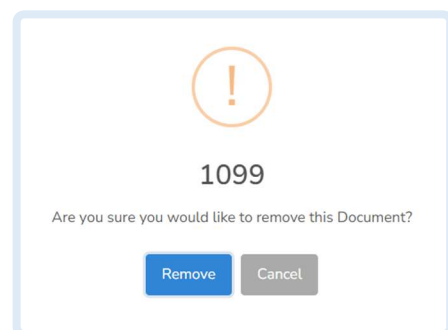
Update a Document from My Portfolio

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.



!

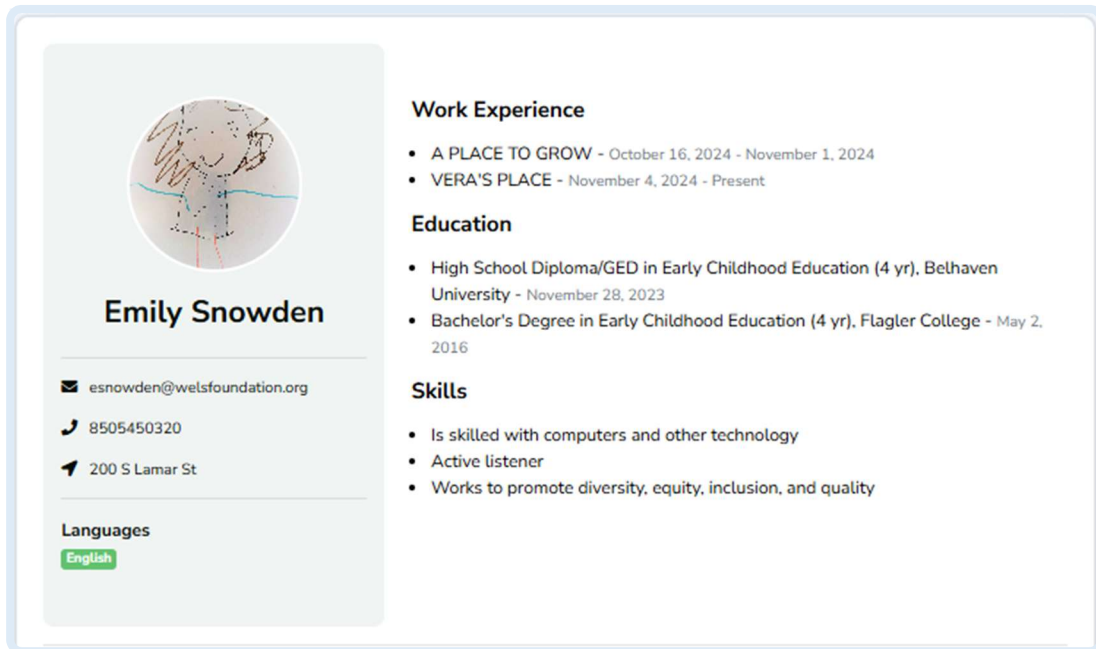
1099

Are you sure you would like to remove this Document?

Remove Cancel

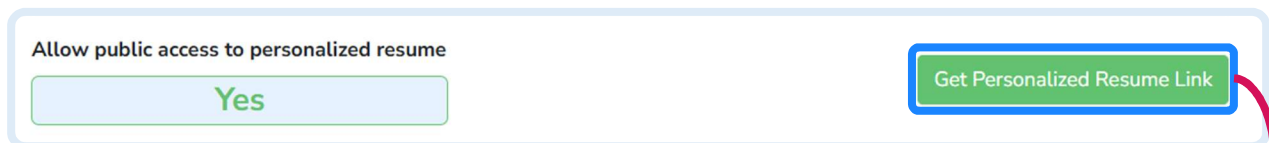
(8) My Resume

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



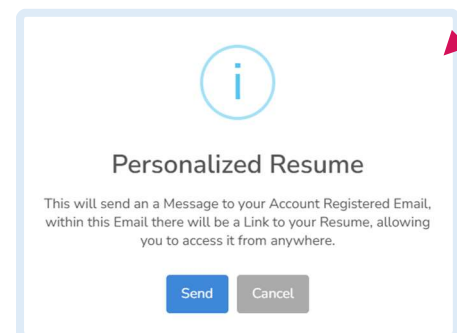
The screenshot shows a professional resume for Emily Snowden. On the left, there is a circular profile picture of a globe with a person's silhouette. Below the picture, the name "Emily Snowden" is displayed. Underneath the name, contact information is listed: an email address "esnowden@welsfoundation.org", a phone number "8505450320", and a street address "200 S Lamar St". A "Languages" section shows "English" with a green checkmark. On the right side of the resume, there are three sections: "Work Experience" with two entries: "A PLACE TO GROW - October 16, 2024 - November 1, 2024" and "VERA'S PLACE - November 4, 2024 - Present"; "Education" with two entries: "High School Diploma/GED in Early Childhood Education (4 yr), Belhaven University - November 28, 2023" and "Bachelor's Degree in Early Childhood Education (4 yr), Flagler College - May 2, 2016"; and "Skills" with three entries: "Is skilled with computers and other technology", "Active listener", and "Works to promote diversity, equity, inclusion, and quality".

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.



The screenshot shows a dialog box with the title "Allow public access to personalized resume". There are two buttons: a light blue button with the text "Yes" and a green button with the text "Get Personalized Resume Link". A red arrow points from the "Get Personalized Resume Link" button to the next screenshot.

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.

My Early Childhood Career Journey Go to Dashboard

My Information
My Place of Employment
My Skills
My Education
My Professional Development
My Portfolio
My Resume
Review and Submit

Review and Submit

My Education [Click here](#) to Update.
Please Verify that your Educational Levels have an Effective Date and a Document attached for Verification.

50%

My Professional Development
Congratulations, you have completed all of the requirements for this section.

100%

Previous Submit

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*.

Congratulations

You've submitted your Information for Verification, would you like to remain on this Page or go to the Dashboard?

Dashboard Stay

Emily Swowden,
After reviewing your Career Journey application, we noticed that some information is missing or requires correction. Please review the following items that need to be addressed.

Reason(s) for More Information:

- Document is unreadable—please provide new document.

[Click here to update or resubmit the necessary information.](#)

Please make the ne
Thank you for all y

My Sections Needing Review

My Professional Development
More Information

Next

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).

My Early Childhood Career Journey Go to Dashboard

My Professional Development

Review is needed within this Section

1 Add the professional development/trainings that you have completed that are not part of a degree, certificate, or credential by clicking *Add Training*.

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

1 You can filter and view your logged trainings and learning experiences by **Site Licensed Year**, **Month**, **Last Year**, a specific **Date Range**, or by **Site**.

Need help completing the Career Journey? [Click here to access the lift-ED Professional Portal guide](#). See the "My Early Childhood Career Journey" section of the guide for step-by-step instructions. This guide is also available from the "Help" tab at the top of your screen.

My Trainings + Add Training

Advanced Search

Program Name	Competency	Date	Verified	Actions
First Aid	0.5 Hours - Health, Safety and Nutrition	12/12/2024 - 12/12/2024	✓	Edit Upload Remove

More Information Required
Image is blurry--please provide new image.

← Previous Next →

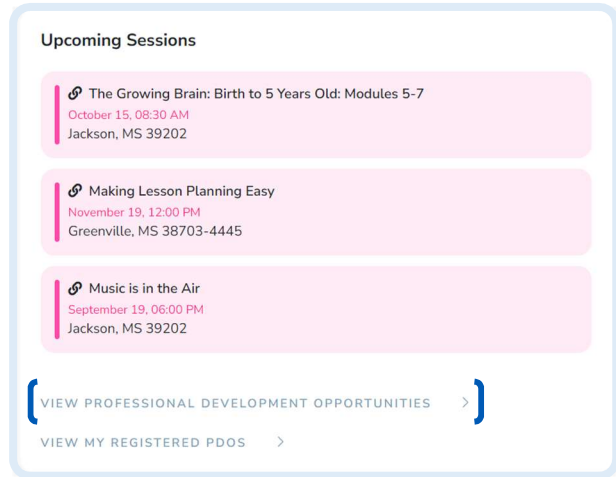
When you are finished updating your information, don't forget to review and submit your information again. Once your updated information has been resubmitted, it will go back in the queue for the licensing team to verify.

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

The screenshot shows the "Advanced Search" interface. At the top, there are three buttons: "Advanced Search" (with a red arrow pointing to it), "View Calendar", and "My Registered PDOs". Below these are several filter sections: "Competency" with two selected tags, "Service Area" and "Sponsoring Organization" with empty input fields, "County" with an empty input field, "Web Based Only" with a "No" button, "Current Trainings Only" with a "Yes" button, "Start" with an "Enter Start" button, and "To" with a date input field containing "10/31/2024". At the bottom, there is a "Search" input field and a "Show 10 Records" dropdown menu.

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**.

The screenshot shows the 'Professional Development Opportunities' page in List View. At the top, there is a navigation bar with 'Advanced Search', 'View Calendar', and 'My Registered PDOs'. Below this is a search bar and a 'Show 10 Records' dropdown. The main content is a table with columns: TRAINING SESSION NAME, DELIVERY LANGUAGE(S), AVAILABILITY, DATES, LOCATION, STATUS, and ACTION. The table lists three sessions: 'Making Lesson Planning Easy' by Latrice Johnson, 'ELS for 3 & 4 Year Olds: Physical Development' by Vicki Miller, and 'CCDF Health & Safety' by Wanda Johnson. Each row includes details like available seats, dates, times, and locations, along with 'Details' and 'Enroll' buttons.

The screenshot shows the 'Professional Development Opportunities' page in Calendar View. The top navigation bar is the same as in List View. Below it is a calendar for December 2024. The calendar shows dates from 1 to 31, with colored dots indicating the status of sessions. A legend on the right explains the colors: blue for 'Available for Enrollment', yellow for 'Upcoming Registration', green for 'Enrolled within the Session', light green for 'Session was Completed', and red for 'Training Session Registration Closed'. Below the legend, there are four session cards: 'The Power of Play: Introduction', 'Music is in the Air', 'Making Lesson Planning Easy', and 'ELS for Infants & Toddlers: Perceptual, Motor, and Physical Development'. Each card shows the date, time, and delivery mode.

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.

This close-up shows the 'View Calendar' button in the navigation bar, which is highlighted with a red box. The button is located between the 'Advanced Search' and 'My Registered PDOs' buttons.

This close-up shows the 'View List' button in the navigation bar, which is highlighted with a blue box. The button is located between the 'Advanced Search' and 'My Registered PDOs' buttons.

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.

TRAINING SESSION NAME	AVAILABILITY	DATE(S)	LOCATION	STATUS	ACTION
Identification & Management of Autistic Behaviors in Young Children Maaike McClure	Available Seats 0/125 Registration Open	October 22, 2024 12:30 PM - 2:00 PM	Online		Details
CCDF Health & Safety Latrice Johnson	Available Seats 0/25 Only 4 Days Left	October 12, 2024 8:00 AM - 11:00 AM	Online		Details
The Growing Brain Module 7: Everyday Play Maaike McClure	Available Seats 0/25 Registration Open	December 5, 2024 12:00 PM - 2:00 PM	Online		Details Enroll
The Power of Play: Introduction to Infant & Toddler Emergent Play Emily Snowden	Available Seats 0/25 Registration Open	November 19, 2024 12:00 PM - 2:00 PM	Online		Details Enroll

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.

PORTAL Training Session Information

Educator 1: The Power of Play: Introduction to Infant & Toddler Emergent Play
MS Department of Human Services
This is an introductory level training that describes the importance of play as a cornerstone of development for children birth through age five. Participants will learn about the stages of play and the how to support play for learning and why it is essential.

In-class Activity:
Outside-class Activity:
October 28, 2024 01:30 PM - 03:30 PM

Emily Snowden
Available Seats: 25 out of 25
Register By: October 11, 2024
Pricing: No Cost

English Online

Competency(s)		
NAME	UNIT TYPE	UNITS
Child Development and Learning		1
Environment and Curriculum		1

Resource(s)		Link(s)	
DOCUMENT		LINK	
There are No Documents attached to the Template.		There are No Links attached to the Template.	

Contact Trainer [Enroll](#)

Close

Calendar View

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

October 2024

October 28

- Available for Enrollment
- Upcoming Registration
- Enrolled within the Session
- Session was Completed
- Training Session Registration Closed

Music is in the Air
09:00 AM - 11:00 AM In person

ELS for Infants & Toddlers: Approaches to Learning
12:00 PM - 02:00 PM In person

ELS for Infants & Toddlers: Perceptual, Motor, and Physical Development
12:00 PM - 02:00 PM In person

ELS for Infants & Toddlers: Approaches to Learning
12:00 PM - 02:00 PM In person

The Power of Play: Introduction to Infant & Toddler Emergent Play
01:30 PM - 03:30 PM
Online

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.

PORTAL Training Session Information

Contact Trainer Enroll

Educator: The Power of Play: Introduction to Infant & Toddler Emergent Play

This is an introductory level training that describes the importance of play as a cornerstone of development for children birth through age five. Participants will learn about the stages of play and the how to support play for learning and why it is essential.

In-class Activity:
Outside-class Activity:

October 28, 2024 01:30 PM - 03:30 PM

Emily Snowden Available Seats 25 out of 25 Register by October 11, 2024 Pricing No Cost

English Online

Competencie(s)	NAME	UNIT TYPE	UNITS
Child Development and Learning			1
Environment and Curriculum			1

Resource(s) Link(s)

DOCUMENT LINK

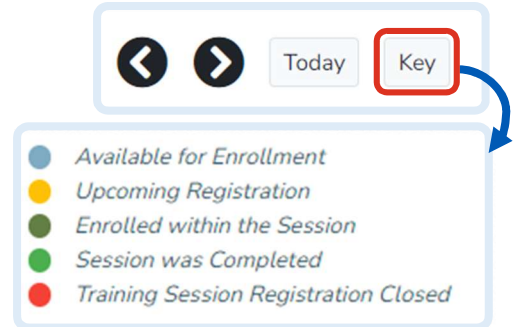
There are No Documents attached to the Template. There are No Links attached to the Template.

Close

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.



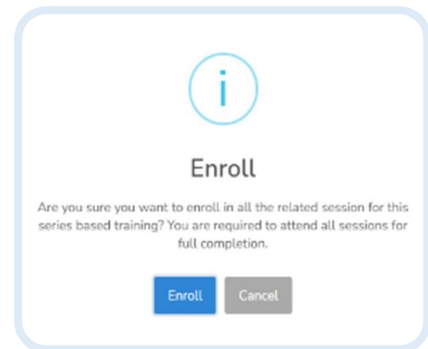
Click **Key** in the top right corner of the Calendar to keep this information available on your screen up as you explore available PDOs in the Calendar.

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.



 Curricular Approaches to ECE: Direct Instruction (DI) Shelley Ezelle	Available Seats 59/60 Series Based	June 2024 12:00 PM - 2:00 PM	https://zoom.us/test	Enrolled	 Details  Un-Enroll
 Curricular Approaches to ECE: Head Start Shelley Ezelle	Available Seats 59/60 Series Based	June 17, 2024 12:00 PM - 2:00 PM	https://zoom.us/test	Enrolled	 Details  Un-Enroll

Upcoming Sessions

- The Growing Brain: Birth to 5 Years Old: Modules 5-7
October 15, 08:30 AM
Jackson, MS 39202
- Making Lesson Planning Easy
November 19, 12:00 PM
Greenville, MS 38703-4445
- Music is in the Air
September 19, 06:00 PM
Jackson, MS 39202

VIEW PROFESSIONAL DEVELOPMENT OPPORTUNITIES >

VIEW MY REGISTERED PDOs >

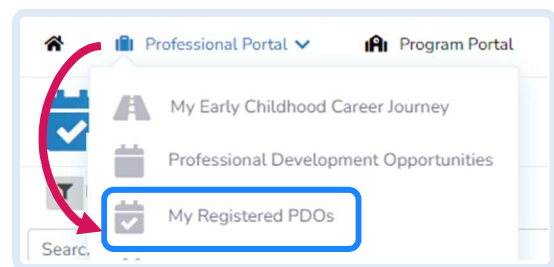
View Upcoming Sessions

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**.

My Registered PDOs Go to Dashboard

Advanced Search Download Transcript

Search Results Show 5 Records

NAME	TRAINING NUMBER	DATE RANGE	STATUS	ACTIONS
(G) Mississippi Early Childhood Inclusion Center (MECIC) Session 1		05/18/2024 - 05/18/2024	Completed	Details Certificate
CCDF Health & Safety		05/18/2024 - 05/18/2024	Enrolled	Details
Curricular Approaches to ECE: Bank Street (Developmental-Interaction)		06/10/2024 - 06/10/2024	Wait-Listed	Details
Curricular Approaches to ECE: Direct Instruction (DI)		07/15/2024 - 07/15/2024	Withdrawn	Details
Curricular Approaches to ECE: Direct Instruction (DI)		07/22/2024 - 07/22/2024	Wait-Listed	Details

Showing 1 to 5 of 12 Records Previous 1 2 3 Next

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

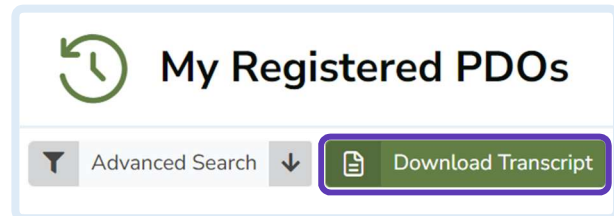
If you were issued a certificate after completing a training, click **Certificate** next to the training to download a PDF of the Certificate.

NAME	TRAINING NUMBER	DATE RANGE	STATUS	ACTIONS
(G) Mississippi Early Childhood Inclusion Center (MECIC) Session 1		05/18/2024 - 05/18/2024	Completed	Details 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.

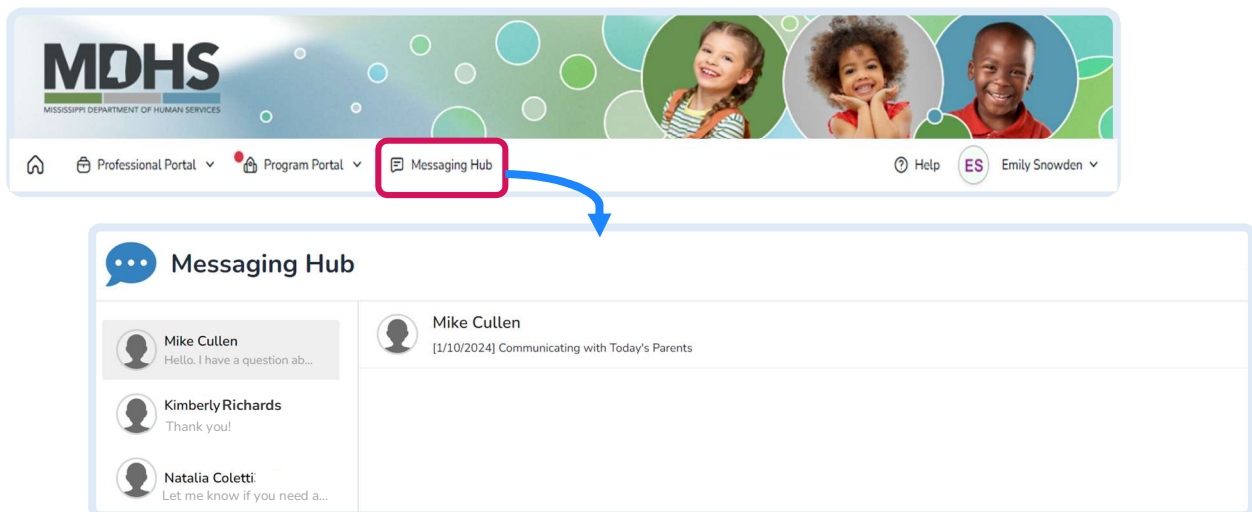
Completed | You successfully completed this training session.

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

Messaging Hub

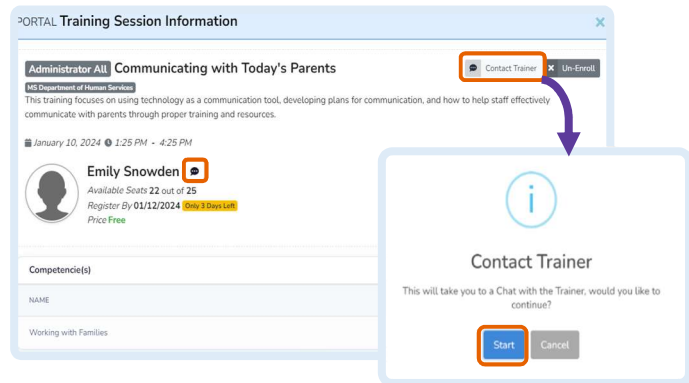
The **Messaging Hub** is a feature that allows educators and trainers to directly communicate through the MDHS lift-ED site.

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



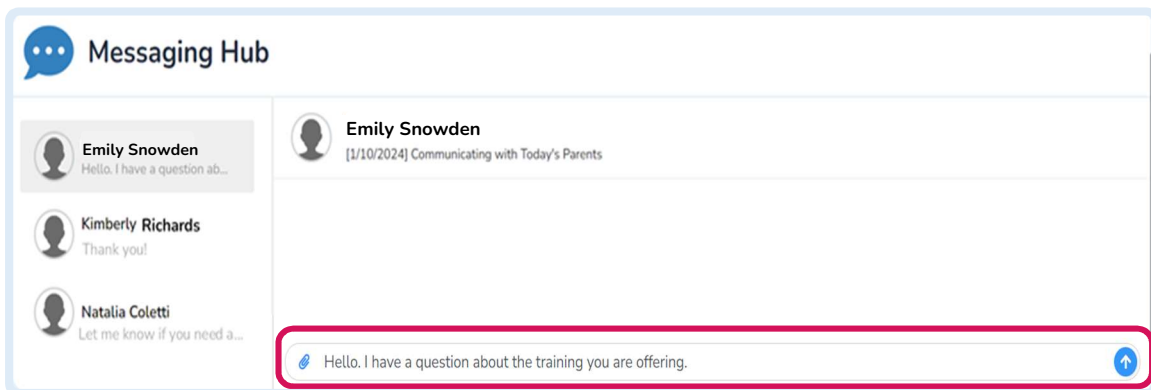
Start a New Chat in the Messaging Hub

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.

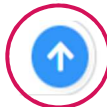
A new window will appear asking you to confirm that you want to continue with this new chat. Click **Start**. This will open a new window where you can chat with the Trainer in the Messaging Hub.



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**.

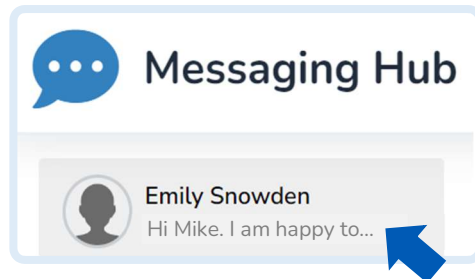
Continue on to the next section for instructions on how to read a new message.

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.

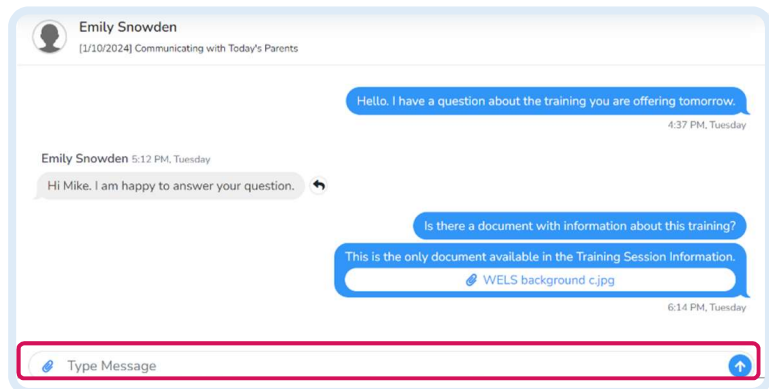
Select the chat from the list and review the new message.



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

Send a Response

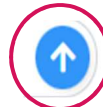
From the **Messaging Hub**, select an existing conversation from the list on the left side of the screen. This will open the selected chat.



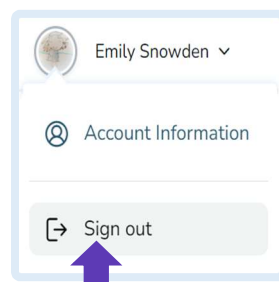
Continue the chat by typing your message into the box provided.



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.