Educator Dashboard User Guide

This user guide will provide an overview of the functionality contained within the Educator Dashboard.

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DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you are new to Early Learning, new to K-12 or non-state employee or unemployed K-12, then you will need to Register an EdAccess Account.

If you already have an EdAccess Account, Login to EdAccess Account.

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to Educator Dashboard.

DEEDS 3.0 is a newly integrated certification system for the Delaware Department of Education. The EdAccess system is used to store educator data and credential public and charter school teachers, administrators, and prior education educators and staff and early childhood and special education professionals.

The Educator Dashboard consists of a number of sections, namely Header, Contact Information, Bulletin Board, Menu Icons, Quick Link Buttons and Footer. The sections and their contents will be described in this user guide.

Header

The header information appears at the top of the Educator Dashboard and contains elements that are both active and inactive. A brief description of the two types follows.
Inactive Items: These items include titles, logos, and headers that are not clickable. These elements are informational in nature and do not offer any action. Inactive items in the header include objects such as the Delaware Department of Education logo, DEEDS 3.0 logo and Delaware Department of Education header text. To confirm that an item is inactive, move the mouse over the item and the pointer does not appear as a hand.

Active Items: These items are available to provide functionality within the system and are clickable. The only active item in the header is the Home button. To confirm that an item is active, move the mouse over the item and the pointer changes to a hand to indicate that the item can be selected.

Home

Arguably the most important button on the Educator Dashboard is the Home button.

Figure EDB-HOM-01: Educator Dashboard Home Button

This button appears to the left of the Educator Dashboard header text and looks like a house within a green circle. The Home button will always bring the user back “home” to this page. If navigating through pages, and not sure how to get back, simply click the Home button to get back to the dashboard.

Contact Information

Licensure & Certification
Delaware Department of Education
Attn: Licensure & Certification
Collette Education Resource Center
35 Commerce Way, Suite 1
Dover, DE 19904
302-857-3388
dde@doe.k12.de.us

DEEDS Early Learning
Delaware Department of Education
Attn: DEEDS Early Learning
John G. Townsend Building
401 Federal Street, Suite #2
Dover, DE 19901-3639
302-738-4236
dedeadrlerning@doe.k12.de.us

Figure EDB-CTI-01: Delaware Department of Education Contact Information

Contact information is listed on the left side of the Educator Dashboard. There are two sections: Licensure & Certification and DEEDS Early Learning, as these are the two major categories of educators that the DEEDS system supports. The contact information includes address information, telephone number and email address.
Bulletin Board

DEEDS 3.0 is the newly integrated certification system for the Delaware Department of Education. This enhanced system is used to store educator data and credential public and charter school teachers, administrators, adult and prison education educators and staff and early childhood and school-age professionals.

Figure EDB-BB-01: Educator Dashboard Bulletin Board

The Bulletin Board section appears in the middle of the Educator Dashboard. The bulletin board is for announcements and general information that is important to all educators.

Menu Icons

![Menu Icons](image)

Figure EDB-MI-01: Educator Dashboard Menu Icons

The icons that appear in the upper right-hand corner of the dashboard directly under the header are referred to as menu icons, as they look like icons, but behave like menus. There are four (4) menu icons: Apply for Early Learning, Apply for K-12, What can I do Today and Help. These menu icons represent the high-level categories of functionality contained within DEEDS for the educator.

To see the options associated with a menu icon option, click on the menu icon. A dropdown list of options, or sub-menu options, will appear below the menu icon. A sub-menu option must be selected in order to initiate any action for performing the selected function.

An overview of each of the menus and sub-menus follows along with links to specific user guides, if applicable.

Apply for Early Learning

The Apply for Early Learning menu icon presents all the options related to early learning applications. Click the Apply for Early Learning menu icon.
A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The **Apply for Early Learning** sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

**Early Learning Certificate**

The **Apply for Early Learning / Early Learning Certificate** sub-menu is used to apply for an Early Childhood or School Age Qualification certificate.

Click the **Apply for Early Learning** menu icon. A list of sub-menu options is displayed.

Move the mouse over the **Early Learning Certificate** menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

Select **Early Learning Certificate** from the dropdown menu options.

Educator is redirected to **Certificate Group** selection page:

A dropdown list is presented to specify the Certificate Group being applied for. Click the down arrow of the **Certificate Group** dropdown list.
Select the option that is being used as basis for movement to the next educational stop on the career lattice. The *Create New Application* button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for an *Early Learning Certificate*.

**Career Lattice Update**

The *Apply for Early Learning / Career Lattice Update* sub-menu is used when you are able to provide additional training or education to advance to the next step level on the Career Lattice. This application is not required if also applying for a qualification certificate.

Click *Apply for Early Learning* menu icon. A list of sub-menu options is displayed.

Move the mouse over the *Career Lattice Update* menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

Select *Career Lattice Update* from the dropdown menu options.

Educator is redirected to *Career Lattice Update Requirements* selection page:

A dropdown list is presented to specify the additional education that has been achieved to support the movement from one educational step to the next on the career lattice. Click the down arrow of the *Apply for Career Lattice Review using* dropdown list.
Select the option that is being used as basis for movement to the next educational stop on the career lattice. The Create New Application button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for a Career Lattice Update.

**Specialty Training**

The Apply for Early Learning / Specialty Training sub-menu is used to apply for an Office of Child Care Licensing specialty that will be added to a qualification certificate.

Click Apply for Early Learning menu icon. A list of sub-menu options is displayed.

Move the mouse over the Specialty Training menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

Select Specialty Training from the dropdown menu options.

Educator is redirected to the Specialty Training Type selection page:

Two dropdown lists are presented to specify the specialty training type category and the manner in which the training was achieved. Click the down arrow of the Specialty Training Type dropdown list.
Select the option that represents the area that the specialty training was achieved. Options include: Administration, Infant/Toddler and School Age. Once the Specialty Training Type selection has been made, click the down arrow of the Apply for Specialized Training Using dropdown list.

Select the manner in which the specialized training was attained. Options include: PD Training and Coursework. Once both options have been selected, the Create New Application button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for an Office of Child Care Licensing specialty.

**STARS Credentials**

Use this link when applying for professional credentials that recognize a level of achievement and expertise that reflects current research and best practice.

The Apply for Early Learning / STARS Credentials sub-menu is used to apply for professional credentials that recognize a level of achievement and expertise that reflects current research and best practice.

Click Apply for Early Learning menu icon. A list of sub-menu options is displayed.

Move the mouse over the STARS Credentials menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.
Select **STARS Credentials** from the dropdown menu options.

Educator is redirected to the **STARS Credential** selection page:

A dropdown list is presented to specify the **STARS Credential** that is being applied for. Click the down arrow of the **Select the STARS Credential** dropdown list.

A list of STARS Credential options are displayed. Select the option that represents the STARS Credential being applied for. The **Create New Application** button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for a STARS Credential.

**Apply for K-12**

The **Apply for K-12** menu icon presents all the options related to K-12 applications. Click the **Apply for K-12** menu icon.
A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The **Apply for K-12** sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

**Licensure and Certification**

The **Apply for K-12 / Licensure and Certification** sub-menu is used to apply for licensure and certification.

Click **Apply for K-12** menu icon. A list of sub-menu options is displayed.

Move the mouse over the **Licensure and Certification** menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

Select **Licensure and Certification** from the dropdown menu options.

Educator is redirected to **Application Type** selection page:
Select **Apply for an Educator License and/or Certificate** radio button.

When the **Apply for an Educator License and/or Certificate** option is selected, the following arrows are added across the top: **Certificate Selection**, **License Questions**, **License Results**, **Certificate Questions**, **Certificate Results** and **Application Data**. These arrows represent the progression of steps required to define the Licensure and Certification application.

Note that steps (3) **License Questions** and (4) **License Results** are included in the process because every educator is required to have a **License** before getting a Certificate. An educator is required to have one License, but can have more than one Certificate. The **License Questions** and **License Results** arrows will always be shown; however, these steps will be skipped if the educator has already obtained a License or has applied for one.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

Click the **Next** button to continue.

Educator is redirected to **Certificate Selection** page:
For a K-12 Certificate, the **Certificate Selection** step is broken into three parts: **Area, Sub-Area** and **Certificate**. For each of these steps the educator will need to select from a dropdown list of options based on selection in the previous step. An example of the step-by-step process for **Certificate Selection** follows.

A dropdown list is presented to specify the **Area** of the K-12 certificate. Click the down arrow of the **Choose the area you wish to apply for using the dropdown list** dropdown list.

![Figure EDB-LC-05: K-12 Licensure and Certification Area Options](image)

List of options is presented for selection of the **Area** for the K-12 Certificate. Select the desired area of expertise from the **Choose the area you wish to apply for** dropdown list.

![Figure EDB-LC-06: K-12 Licensure and Certification Area Selection](image)

Click the **Next** button to continue.

![Figure EDB-LC-07: K-12 Licensure and Certification Sub-Area Selection Step](image)

A dropdown list is presented to specify the **Certificate Sub-Area** of the K-12 certificate. Click the down arrow of the **Choose the certificate sub-area from the dropdown list** dropdown list.

![Figure EDB-LC-08: K-12 Licensure and Certification Sub-Area Options](image)
List of options is presented for selection of the **Sub-Area** for the K-12 Certificate. The options presented are based on the **Area** selected in the previous step. Select an option from the **Choose the certificate sub-area** dropdown list.

Click the **Next** button to continue.

A dropdown list is presented to specify the K-12 **Certificate**. Click the down arrow of the **Choose Certificate** dropdown list.

List of options is presented for selection of the K-12 **Certificate**. The options presented are based on the **Area** and **Sub-Area** selected in the previous two steps. Select desired K-12 Certificate from the **Choose Certificate** dropdown list.

Click the **Next** button to continue.

User is presented with **Requirement Options for Licensure** and **Requirement Options for the Certificate** selected.
Once the K-12 Certificate has been specified, **Requirements Options** are displayed. The **Requirement Options for Licensure** will only appear if this is the first Certificate being applied for. Once an educator has obtained a License or successfully applied for a License, the **Requirement Options for Licensure** will not appear in the K-12 Certificate Application process. The **Requirement Options for Licensure** are always the same and are not specific to the Certificate selected. However, the **Requirement Options for the Certificate** are specific to the Certificate that is being applied for.

The **Create New Application** button is enabled to continue the application process. Refer to the K-12 Certificates User Guide for a detailed description of how to apply for **K-12 Licensure and Certification**.

**Paraeducator Permit**

The **Apply for K-12 / Paraeducator Permit** sub-menu is used to apply for a Paraeducator Permit. There are three Paraeducator Permit types in Delaware:

- Service Paraeducator Permit
- Instructional Paraeducator Permit
- Title I Paraeducator Permit

An educator can be issued any or all of the permit types, depending on the individual qualifications.

Click **Apply for K-12** menu icon. List of options is displayed.

Select **Paraeducator Permit** from the dropdown menu options.
Educator is redirected to *Paraeducator Permit Application* page. Educator is redirected to *Application Type Selection* page.

Select *Apply for Paraeducator Permit and/or Certificate* radio button.

When the *Apply for Paraeducator Permit and/or Certificate* option is selected, a *Paraeducator Permit Application* arrow is inserted at the top. Click the *Next* button to continue.

**Paraeducator Permit Requirements**
Note the arrows that appear above the Requirements section, as these represent the progression of steps required in the Paraeducator Permit application process. The (1) Application Type step is skipped since the Application Type of Paraeducator Permit has already been selected. The (2) Paraeducator Permit Application arrow is highlighted blue to indicate that the educator is currently on this step. Paraeducator Permit Requirements are presented for review.

The Create New Application button is enabled to continue the application process. Refer to the Paraeducator Permit User Guide for a detailed description of how to apply for a Paraeducator Permit.

Other Permits

The Apply for K-12 / Other Permits sub-menu is used to apply for one of the following permits:

- Adult Basic Education, Level 1 Permit
- Adult Basic Education, Level 2 Permit
- James H. Groves Adult High School, Level 1 Permit
- James H. Groves Adult High School, Level 2 Permit
- James H. Groves Adult High School, Level 3 (Administration) Permit
- Interpreter Tutor for the Deaf/Hard of Hearing Permit
- Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit

Click Apply for K-12 menu icon. List of options is displayed.

Select Other Permits from the dropdown menu options.

Figure EDB-OP-01: Other Permits Menu Selection

Educator is redirected to Application Type selection page:

Figure EDB-OP-02: Other Permits Application Type Options
Note the arrows that appear above the Application Type Selection section, as these represent the progression of steps required in the application process. The Application Type arrow is highlighted blue to indicate that the educator is currently on this step.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. Click the red Cancel Application button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

The Apply for a Interpreter Tutor for the Deaf/Hard of Hearing Permit and Apply for a Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit radio buttons direct the educator directly to the application start step.

The last two options: Apply for an Upgrade to an Adult Basic Education, Level 2 Permit and Apply for an Upgrade to a James H. Grove Adult High School, Level 2 Permit are only enabled if the educator has obtained a corresponding Level 1 Permit first.

The Apply for an Adult Education Permit radio button requires an extra step, as it represents all of the following permits:

- Adult Basic Education, Level 1 Permit
- James H. Groves Adult High School, Level 1 Permit
- James H. Groves Adult High School, Level 3 (Administrator) Permit.

Click the radio button associated with the permit that is being applied for.

When a radio button option is selected, a second arrow is inserted after (1) Application Type and the text of the newly inserted arrow reflects the permit type selected. In this example, the Apply for an Adult Education Permit radio button is selected and a new arrow (2) Adult Education Permit Application is added.

Click the Next button to continue.
Permit application Instructions are presented to the educator. If the **Apply for an Adult Education Permit** option was selected, then an additional level of selection is required. If any other permit option is selected, then no selection is required. If present, click the down arrow of the **Select an Adult Education Permit to Apply For** dropdown list.

![Figure EDB-OP-05: Adult Education Application Type Options](image)

**Adult Education Permit options** are presented in the dropdown list. Select the desired permit.

![Figure EDB-OP-06: Adult Education Application Type Selection](image)

Once the permit has been specified, the **Create New Application** button is enabled to continue the application process. The remainder of the application process steps are detailed in the individual user guides.

For a detailed description of how to apply for any **Adult Basic Education Permit**, refer to the Adult Basic Education Permit User Guide.

For a detailed description of how to apply for any **James H. Groves Adult High School Permit**, refer to the Groves Adult High School Permit User Guide.

For a detailed description of how to apply for an **Interpreter Tutor for the Deaf/Hard of Hearing Permit**, refer to the Interpreter Tutor Permit User Guide.

For a detailed description of how to apply for a **Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit**, refer to the Resident Advisor User Guide.

**Graduate Salary Increment**

The **Apply for K-12 / Graduate Salary Increment** sub-menu is used to apply for a salary increment. Some educators who have obtained additional credentials and meet the eligibility requirements for a salary increment may apply. The details of these requirements are outlined on the **Graduate Level Salary Increments** page of the Licensure & Certification website.

Click **Apply for K-12** menu icon. List of options is displayed.

Select **Graduate Salary Increment** from the dropdown menu options.
Educator is redirected to **Salary Increment Application** page.

Note the arrows that appear above the **Requirements** section, as these represent the progression of steps required in the application process. The **Salary Increment Application** arrow is highlighted blue to indicate that the educator is currently on this step.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

**Salary Increment Instructions** are presented along with a dropdown control to specify the credentials used to support the salary increment application request. Click the down arrow of the **Apply for Salary Increment Using** dropdown list.

List of options is presented for selection of the credential being used to apply for a salary increment. Select an option from the **Apply for Salary Increment Using** dropdown list.
Once the salary increment basis has been specified, the Create New Application button is enabled to continue the application process. Refer to the Salary Increments User Guide for a detailed description of how to apply for a Graduate Salary Increment.

**Salary Stipends**

The Apply for K-12/ Salary Stipends sub-menu is used to apply for a salary stipend. Some educators who hold national certifications may apply for and earn a salary stipend. The details of these requirements are outlined on the National Certification & Stipends page of the Licensure & Certification website.

Click Apply for K-12 menu icon. List of options is displayed.

Select Salary Stipends from the dropdown menu options.

Educator is redirected to Salary Stipends Application page.

Note the arrows that appear above the Requirements section, as these represent the progression of steps required in the application process. The Salary Stipend Application arrow is highlighted blue to indicate that the educator is currently on this step.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. Click the red Cancel button.
Application button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

Salary Stipends Instructions are presented along with a dropdown control to specify the certification being used to support the salary stipend application request. Click the down arrow of the Apply for Salary Stipend Using dropdown list.

List of options is presented for selection of the certification being used to apply for a salary stipend. Select an option from the Apply for Salary Stipend Using dropdown list.

Once the salary stipend certification has been specified, the Create New Application button is enabled to continue the application process. Refer to the Salary Stipends User Guide for a detailed description of how to apply for a Salary Stipend.

STS Certificates

The Apply for K-12/STS Certificates sub-menu is used to apply for a Skilled and Technical Sciences (STS) certificate.

Click Apply for K-12 menu icon. List of options is displayed.

Select STS Certificates from the dropdown menu options.
Educator is redirected to **Certificate Selection** page.

![Figure EDB-STS-02: STS Certificate Cluster Selection Step](image)

Note the arrows that appear above the **Cluster** section, as these represent the progression of steps required in the application process. The **Certificate Selection** arrow is highlighted blue to indicate that the educator is currently on this step.

Steps (3) **License Questions** and (4) **License Results** are included in the process because every educator is required to have a **License** before getting a Certificate. An educator is required to have one License, but can more than one Certificate. The **License Questions** and **License Results** arrows will always be shown; however, these steps will be skipped if the educator has already obtained a License or has applied for one. An educator’s first license is referred to as an Initial License and is described in detail in the **Initial License Overview**.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

For an STS Certificate, the **Certificate Selection** step is broken into three parts: **Cluster**, **Pathway** and **Program of Study**. For each of these steps the educator will need to select from a dropdown list of options based on selection in the previous step. An example of the step-by-step process for **Certificate Selection** follows.

A dropdown list is presented to specify the high-level category or cluster of the STS certificate. Click the down arrow of the **Choose an STS Cluster from the following list** dropdown list.

![Figure EDB-STS-03: STS Certificate Cluster Options](image)

List of options is presented for selection of the **Cluster** for the STS certificate. Select an option from the **Choose an STS Cluster from the following list** dropdown list.
Click the **Next** button to continue.

**Figure EDB-STS-05: STS Certificate Pathway Selection Step**

A dropdown list is presented to specify the *Pathway* of the STS certificate. Click the down arrow of the *Choose an STS Pathway from the following list* dropdown list.

**Figure EDB-STS-06: STS Certificate Pathway Options**

List of options is presented for selection of the *Pathway* for the certificate. The options presented are based on the *Cluster* selected in the previous step. Select an option from the *Choose an STS Pathway from the following list* dropdown list.

**Figure EDB-STS-07: STS Certificate Pathway Selection**

Click the **Next** button to continue.

**Figure EDB-STS-08: STS Certificate Program of Study Selection Step**

A dropdown list is presented to specify the *Program of Study* for the STS certificate. The options presented are based on the *Pathway* selected in the previous step. Click the down arrow of the *Choose an STS Program of Study from the following list* dropdown list.
List of options is presented for selection of the **Program of Study** for the certificate. The options presented are based on the **Pathway** selected in the previous step. Select an option from the **Choose an STS Program of Study from the following list** dropdown list.

Click the **Next** button to continue.

Once the STS certificate type has been specified, **Requirements Options** are displayed and the **Create New Application** button is enabled to continue the application process. Refer to the STS Certificates User Guide for a detailed description of how to apply for an **STS Certificate**.

**Support Personnel**

The **Apply for K-12/ Support Personnel** sub-menu is used to apply for a Support Personnel certificate. There are three Support Personnel Certificate types in Delaware:

- Professional Secretary Certificate
- Certified Secretary Certificate
- Bachelor’s Degree Certificate

Click **Apply for K-12** menu icon. List of options is displayed.

Select **Support Personnel** from the dropdown menu option
Educator is redirected to **Application Type** page.

Figure EDB-AS-02: Support Personnel Application Type Selection Options

Note the arrows that appear above the **Application Type Selection** section, as these represent the progression of steps required in the application process. The **Application Type** arrow is highlighted blue to indicate that the educator is currently on this step.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

**Application Type** selections are presented in the form of three radio buttons. Select the Support Personnel Certificate that is being applied for.

When one of the radio buttons is selected, the **Next** button is enabled. Click **Next** to continue.
Requirements are displayed to notify the educator of eligibility requirements for the Support Personnel Certificate selected. If qualifications are met, click the Create Application button to continue the application process. Refer to the Support Personnel User Guide for a detailed description of how to apply for a Support Personnel Certificate.

What can I do Today?

The What can I do Today? menu icon presents the most used functions for easy access. Click the What can I do Today? menu icon.

Figure EDB-DO-01: What Can I Do Today? Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The What can I do Today? sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

Edit My File

The What can I do Today? / Edit My File sub-menu allows the educator to edit personal information.

Click the What can I do Today? menu icon. List of options is displayed.

Select Edit My File from the dropdown menu options.

Figure EDB-EF-01: Edit My File Menu Selection
Educator is redirected to the educator file, which is comprised of the information that has been stored in DEEDS for the educator. Since there is a vast amount of information stored for each educator in the system, the data is broken into categories. These data categories appear as tabs across the top of the page. These data tabs are further divided into three major groupings and are color coded to easily distinguish their purpose. The educator data groupings and corresponding colors are:

- Data shared by K-12 and Early Learning - green
- Data specific to K-12 Educators only - blue
- Data specific to Early Learning Educators only – orange

Within each major grouping, the tabs are also sorted in alphabetic order for ease of use. The following sections will detail each of these categories, or Educator Data Tabs.

The selection defaults to the **Personal Info** tab.

**Personal Info**

![Personal Info Tab](image)

The tabs displayed across the top of the page are referred to as Educator Tabs, as each tab contains information specific to the educator. The **Personal Info** tab is selected, and is displayed with a blue border around the tab name to indicate that it is selected.

The **Personal Info** tab contains educator information and is broken into the following sections: **Personal Info, Address Contact Details, Aliases, Identity Documents** and **Military**. The sections each contain a blue header with the name of the section. Depending on the configuration of the page, it may be necessary to scroll down to see all the sections.

The **Personal Info** section displays high level identification data for the educator. The required fields are designated with a red * and include **First Name, Last Name**, Social Security Number (SSN) and Date of Birth (DOB). These details were first provided when the educator registered with DEEDS. The Age field is auto-calculated based on the DOB and is read-only.

![Personal Info Section](image)
The **Address Contact Details** section contains contact information such as home address, email address and telephone numbers. It is important to keep this information current, as this is the way that DDOE communicates with the educator. To update the information, simply make changes as necessary and click the **Save/Update** button to save the data.

The **Aliases** section displays aliases associated with the selected educator. If there are any aliases for the educator, they will be listed in the **Aliases** table; otherwise, the table will be blank. Aliases may include other names used by the educator, such as maiden or married name(s).

Click the **Add Aliases** button to add a new Alias.

Required fields are designated with a red * and include **First Name**, **Last Name** and **Type**. Fill in the information and click **Save** to save the data or **Cancel** to dismiss changes; either option will exit edit mode. If an Alias is added, it will appear in the Aliases table.

The **Identity Documents** section contains documents used to verify the educator’s identity. If there are any identity documents that have been added for the educator, they will be listed in the **Identity Documents** table; otherwise, the table will be blank.
To add an identity document, click the **Document Type** dropdown list to see a list of options.

Select the desired **Document Type** from the list. Uploaded files must be in pdf or image format. Add the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: *Drop file here to upload or click here to browse and select file to upload.*
- Click inside the box designated with the text: *Drop file here to upload or click here to browse and select file to upload.*
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click *Open*.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the **Click here to complete Upload** button.

New document appears in the **Identity Documents** table.
The **Military** section contains information related to the educator’s military service. The section is designed to gather information about military service. One question appears in the section: *Have you ever served in the military?*

If the answer is no, then click the **No** radio button and click **Save & Next** to save the data. If the answer is yes, then click the **Yes** radio button.

Educator is prompted with another question: *Are you currently in active service?* The **No** radio button is selected by default. Click the **Yes** radio button if you are currently in active service. Click **Add Military Service Information** button to add military service details.

Select the **Branch(es) of Service** that apply and fill in the **Dates of Service From** date field.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is current and valid prior to adding new military documents. Select the type of document to be uploaded from the **Document Type** dropdown list. When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded.
There may be instances where Military documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be used.

To Associate a document, click the Associate Existing Documents button. An Associate Documents popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the Select Documents to Associate button to save the information or the Cancel button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the Military document has not been associated, then follow the next steps to upload the document.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
- Click inside the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click Open.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click Save button to upload document and save military documentation.

New military data is displayed in the Military Service table.

Note that there is a minus icon in each of the section header bars. By clicking the minus icon, the section can be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. When all the sections are collapsed, the view appears as:

To expand any section, click the plus icon. In this way the Personal Info tab view can be customized by the educator.

Correspondence
The **Correspondence** tab displays all correspondence that has been sent to the educator by the system. Click the **Correspondence** tab.

The **Correspondence** table lists all emails that have been sent through the system. For example, when an educator registers with DEEDS, a **DDOE Licensee Registration** email is sent to the user. This email appears at the bottom of the list, as this was the first correspondence with the educator. The emails are sorted in descending chronological order, with the most recent entries at the top.

The information on this tab is read-only and data cannot be added, edited or deleted. However, the **Correspondence** data can be viewed by clicking the eye icon in the **Action** column. Click the eye icon of the **DDOE Licensee Registration** email.

The email contents are displayed, detailing the **To** email address, the **Subject** and the **Email** contents. If the notification is large, it may be necessary to scroll down to view the entire contents. Click the **Cancel** button to close the email view.

**Coursework**

The **Coursework** tab displays coursework data that has been added for the educator.
Click the **Coursework** tab.

If any **Coursework** data has been added for the educator, it will be listed in the **Coursework** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

**Credentials**

The **Credentials** tab is used to view and print the educator’s credentials.

Click the **Credentials** tab.

The information on the **Credentials** tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of **Pending** and the progression can be monitored here through to completion, ultimately showing a status of **Issued**. If the educator has any pending or issued credentials, they will be listed in the **Credentials** table; otherwise, the table will be blank.

The **Credentials** tab consists of three major sections **Print Credentials, K-12** and **Early Learning**. There are also subsections within each of the latter two sections and the structure for the **Credentials** information follows:

- **Print Credentials**
• K-12
  o K-12 Licenses
  o DPAS
  o Paraeducator Permits
  o Other Permits
  o Administrative Certificates
• Early Learning
  o Certificates
  o Career Lattice
  o Specialized Training
  o STARS Credentials

The **Print Credentials** section at the top allows the educator to select a specific credential that has been earned, and print the associated certificate.

![Figure EDB-TCR-02: Credentials Tab – Print Credentials Section](image1)

Click the down arrow to the right of the **Select a License** dropdown list.

![Figure EDB-TCR-03: Credentials Tab – Print License Options](image2)

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued an Advanced License. Select the desired credential from the list. Click the down arrow to the right of the **Select a Document Type** dropdown list.

![Figure EDB-TCR-04: Credentials Tab – Print Document Type Options](image3)

The list of options displayed is limited to the certificates that can be printed for the credential selected in the **Select a License** list. Select the desired print option from the list.

![Figure EDB-TCR-05: Credentials Tab – Print License Selections](image4)
When both options have been specified, the Generate button is enabled. Click the Generate button. A pdf version of the certificate, suitable for framing, is downloaded to the Downloads folder of the educator’s computer.

During the credential selection process described above, a number appeared in the Select a License dropdown list next to the license name, in this example: Advanced License – 234723.

This number associated with the license is the identification number of the credential issued to the educator. Note that the K-12 Licenses table lists 234723 in the Credential No column, which corresponds with the credential selected for printing.

To reset the dropdown lists, click the Reset button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

Note the minus icon (indicated with a red arrow above) in the upper right-hand corner of each section and subsection. This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

Simply click the plus icon (indicated with red arrows above) to expand the desired section. Likewise, the detailed information within a subsection can be collapsed. For the K-12 Certificates section, the expanded section appears as:
Figure EDB-TCR-09: Credentials Tab – K-12 Section

Note that there is a minus icon (indicated with a red arrow above) in the **K-12 Certificates** header bar. By clicking the minus icon, the **K-12 Certificates** subsection can be collapsed, so the view appears as:

Figure EDB-TCR-10: Credentials Tab – K-12 Section with K-12 Certificates Sub-Section Collapsed

This allows the user to customize their view if only interested in seeing certain sections. The information on this tab is read-only and data cannot be added, edited or deleted.

**Documents**

The **Documents** tab contains all documents that have been uploaded for the educator.

Click the **Documents** tab.

Figure EDB-TDC-01: Educator Documents Tab

The top section of the **Documents** tab is comprised of a document table. If any documents have been uploaded for the educator, they will appear here; otherwise, the table will be blank. The documents are pdf or image files that have been uploaded as required or supporting documentation. Existing documents on this page can be downloaded, if desired.

The bottom section of the tab is for uploading documents. New documents may be added using the document upload section directly below the **Documents** table.
Click the down arrow to the right of the **Document Type** dropdown list.

![Figure EDB-TDC-02: Documents Tab – Document Type Options](image)

A comprehensive list of document types is displayed. It will be necessary to scroll down to view the complete list of document types. Select the desired **Document Type** from the list.

![Figure EDB-TDC-03: Documents Tab – Document Type Selected](image)

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: *Drop file here to upload or click here to browse and select file to upload.*
- Click inside the area designated with the text: *Drop file here to upload or click here to browse and select file to upload.*
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.

Once the **Document type** has been selected and the corresponding file is selected, the **Click here to complete Upload** button is enabled. The file name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

![Figure EDB-TDC-04: Documents Tab – Document Selected](image)

Click the **Click here to complete Upload** button to upload the document or click the **Cancel** button to dismiss the changes without saving. If the **Cancel** button is clicked, the document upload section is reset, removing the data and cancelling the operation. If the **Click here to complete Upload** button is clicked, the new document is added to the **Documents** table.

![Figure EDB-TDC-05: Documents Tab – Documents Table](image)
The new document will appear at the top of the table, as records are sorted in descending chronological order, with the most recent entries at the top.

To download a document, click the **Download** link in the **Link** column of the record for the desired document. A pdf version of the selected document is downloaded to the **Downloads** folder of the educator’s computer. Documents that can be deleted by the educator will have a trash can icon (shown with a red arrow above) in the **Action** column of the **Documents Table**.

**Experience**

The **Experience** tab displays experience data that has been added for the educator. This experience may include teaching or non-teaching experience.

The following forms may be used to verify **Experience**:

- **Form E - Verification of Teaching Experience**
- **Form T - Verification of Student Teaching Program**
- **Form E/NT - Verification of Non-Teaching Experience**
- **Form C - Verification of School Counseling Clinical Experience**

Click the **Experience** tab.

![Figure EDB-TEX-01: Educator Experience Tab](image-url)

The Experience tab consists of two major sections: **Licensure and Certification** and **Early Learning**. Each section contains instructions, guidance and an **Experience** table. If **Experience** has been added for the educator it will appear here; otherwise, the table will be blank.

To add new **Experience** data, click the **Add Experience** button.
An entry form is inserted in the *Experience* section for addition of a new experience record.

Complete the required fields specific to work *Experience*. The required fields are designated with a red * and include: *Work Type*, *Place*, *City*, *State*, *Begin Date* and *End Date*. The date fields require **MM/DD/YYYY** format. When the cursor is in a date field, a calendar is presented for selection or entry of the specific date. Dropdown lists are provided for specification of *Work Type*, *School Type* and *State*.

Click *Save* button to save new experience information or click *Cancel* button to dismiss any changes. Either option will exit edit mode. If data is saved, a new record is added to the *Experience* table at the bottom of the tab. If data is not entered for required fields, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Click *Save* button to save new experience information or click *Cancel* button to dismiss any changes. Either option will exit edit mode. If data is saved, a new record is added to the *Experience* table at the bottom of the tab. If data is not entered for required fields, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner.

To edit existing information, click the pencil icon in the *Actions* column.

An entry form is inserted in the *Experience* section, populated with the current record data. Make changes as required and click *Save* button to save changes or click *Cancel* button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the *Actions* column of the *Experience* table. A confirmation message box is displayed: *Are you sure you want to delete this record?* Click *OK* button to confirm deletion of the record, or click *Cancel* button to deny deletion of the record.
Nat./Pro. Certificates

The **Nat./Pro. Certificates** tab displays National or Professional Certificates data that has been added for the educator.

Click the **Nat./Pro. Certificates** tab.

![Figure EDB-TNP-01: Educator Nat/Pro Certificates Tab](image)

National or Professional Certificates are uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system for the educator, it will appear here; otherwise, the table will be blank.

To add a new national or professional certificate, click **Add New Nat/Pro Certification** button.

![Figure EDB-TNP-02: Educator Nat/Pro Certificates Tab – Add New Record Form](image)

A new **Nat./Pro. Certificate** entry form is inserted in the **Nat./Pro. Certificate** section for addition of national or professional data. The top section is for entering information specific to the National or Professional Certificate and the bottom section is for uploading supporting documentation.

Complete the top section by entering the certificate information in the entry fields. The required fields are designated with a red * and include: **Type**, **Content Area**, **State**, **Effective Date**, **Expiration Date**, **Status**, **Document Type** and **Document**. The date fields require **MM/DD/YYYY** format. When the cursor is in a date field, a calendar is presented for selection/specification of the specific date requested. Dropdown lists are provided for specification of **Type**, **Content Area** and **State**.
Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is current and valid prior to adding new certificate information.

Select Nat./Pro. Certificate from the Document Type dropdown list. When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded.

There may be instances where National/Professional Certification documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be used.

To Associate a document, click the Associate Existing Documents button. An Associate Documents popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the Select Documents to Associate button to save the information or the Cancel button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the National/Professional Certificate document has not been associated, then follow the next steps to upload the certification document.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
- Click inside the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click Open.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click Save Nat/Pro Certificate button to upload document and save certification data.

![National/Professional Certificate](image)

New National/Professional Certificate information entered is displayed in the window.

The newly added certification document can be downloaded to the educator computer by clicking the Download link in the Document column of the National/Professional Certificates table.
Other

The **Other** tab contains data that does not fit nicely in any of the other tab categories.

Click the **Other** tab.

Figure EDB-TOT-01: Educator Other Tab

If any **Other** data has been added for the educator, it will be listed in the **Other** table; otherwise, the table will be blank.

To add additional data, click the **Add Other** button.

Figure EDB-TOT-02: Educator Other Tab - Add Other Form

**Other** entry form is presented for entering information specific to the **Other** document that is being uploaded. The top section is for entering information specific to the data and the bottom section is for uploading related document.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Type, Description, State, Received Month/Year, Document Type** and **Document**. Dropdown lists are provided for **Type, State** and **Document Type**, offering valid options for selection.

Complete the required fields in the bottom section. Click the down arrow of the **Document Type** dropdown list in the bottom section. The **Document Type** dropdown list options include specific document types. Select the desired document type from the list. The next step is to upload
documentation in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be used.

To Associate a document, click the Associate Existing Documents button. An Associate Documents popup window is displayed for selection of the Other document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the Select Documents to Associate button to save the information or the Cancel button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the desired document has not been associated, then follow the next steps to upload the document.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click Open.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the **Save** button to save the changes.
The newly added document listing will appear in the Other table.

**Student Teaching**

The Student Teaching tab displays student teaching that has been added for the educator.

Click the Student Teaching tab.

The Student Teaching tab consists of two major sections: K-12 and Early Learning. Each section contains instructions, guidance and a Student Teaching table. If any student teaching data has been added for the educator, it will appear in the Student Teaching table; otherwise, the table will be blank.

To add a new student teaching record, click the Add Student Teaching button.

An entry form is inserted in the Student Teaching section, below the instructions, for addition of a new student teaching record.

Complete the required fields specific to Student Teaching. The required fields are designated with a red * and include: Subject, Cooperating Teachers and District. The Cooperating Teachers is a free form entry field, allowing the user to enter information without rules. The District control is a dropdown list, offering valid options for selection of the school district.

Click the Save button to save new Student Teaching data or click the Cancel button to dismiss any changes. Either option will exit edit mode. Validation is performed with the Save operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.
If data is saved, a new student teaching record is added to the **Student Teaching** table at the bottom of the section.

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Completing Teacher</th>
<th>Subject</th>
<th>District</th>
<th>Institution</th>
<th>Grade</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thomas Washington</td>
<td>Geometry</td>
<td>BROADDWAY SCHOOL DISTRICT</td>
<td>Seventh</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Janie Smith</td>
<td>Calculus</td>
<td>CHRISTIAN SCHOOL DISTRICT</td>
<td>Seventh</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure EDB-TST-03: Educator Student Teaching Tab – Student Teaching Table

**Transcripts**

The **Transcripts** tab contains education data that has been added for the educator.

Click the **Transcripts** tab.

If any transcripts data has been added for the educator, it will be listed in the **Education** table; otherwise, the table will be blank. Official transcripts are to be submitted through the HR office or sent directly to the Department of Education. However, the educator may also add **Education** data directly into the system.

To add new Education data, click the **Add Education** button.
**Education** entry form is presented for entering education information. The top section is specific to education data specifics and the bottom section is for uploading documentation to support the education.

Complete the required fields specific to **Education** in the top section. Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the **Education** information in the entry fields. The required fields are designated with a red * and include: **Institution**, **City**, **State**, **Degree** and **Start Date**. Dropdown lists are provided for **State**, **Degree** and **Document Type**, offering valid options from which to choose. **Start Date** needs to be entered in **YYYY** format.

The next step is to upload education related data in the form of a pdf or image document. Click the down arrow of the **Document Type** dropdown list in the bottom section and select the desired document type. Provision of documentation can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where the **Education** documents, such as transcripts or diplomas, have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used.

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. If necessary, refer to the **Associate Document** section for a detailed description of the how to associate a document.
If the education document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open.**

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click **Save** button to upload document and save **Education** data.

New education information entered is displayed at the bottom of the window.

![Figure EDB-TXS-03: Educator Transcripts Tab Education Table](image)

To edit existing **Education** information, click the pencil icon in the **Actions** column.

![Figure EDB-TXS-04: Educator Transcripts Tab – Edit Existing Education Record](image)

An entry form is inserted in the **Transcripts** section, populated with the current record data. Make changes as required and click **Save** button to save changes or click **Cancel** button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the **Actions** column of the **Education** table. A confirmation message box is displayed: **Are you sure you want to delete this record?** Click **OK** button to confirm deletion of the record, or click **Cancel** button to deny deletion of the record.
DIEEC (EL)

The **DIEEC (EL)** tab is specific to Early Learning and is used to view educator data associated with the DIEEC (Delaware Institute for Excellence in Early Childhood).

Click the **DIEEC (EL)** tab.

If DIEEC data has been added for the educator, then it will appear in the table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

PD Training (EL)

The **PD Training (EL)** tab is specific to Early Learning and contains personal development training that has been performed by the educator.

Click the **PD Training** tab.

If any personal development training has been completed by the educator, it will be listed in the **PD Training** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Class Schedule

The **Class Schedule** tab is used to view the educator’s current class schedule.

Click the **Class Schedule** tab.

If **Class Schedule** information has been added to DEEDS, then it will appear here; otherwise, the tab will be empty. The information on this tab is read-only and data cannot be added, edited or deleted.
Clock Hours (K-12)

The **Clock Hours** tab is used for entering clock hours that have been completed in support of certain credentials.

Click the **Clock Hours** tab.

![Figure EDB-TCH-01: Educator Clock Hours Tab]

In order to maintain certain credentials, educators must participate in professional development activities that are measured in clock hours. This is the tab where the clock hours will be entered by the educator. As a general rule, educators are encouraged to keep their clock hours current in the DEEDS system throughout the term of the license or permit. In this way the educator’s data is always up to date and everything is complete and ready to go at renewal application time.

If **Clock Hours** data has been added to the system, it will be listed in the **Clock Hours** table. If no **Clock Hours** data has been added to the system, then the **Clock Hours** table will be blank and a warning of **No record found** will be displayed in a red banner across the top of the section as shown below. The red banner can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Note the clock hour tallies above the **Clock Hours** table. The clock hours that have been accumulated are divided into multiple categories: **Verified Total Hours, Unverified Total Hours, Total Hours** and **Accepted Hours**. The **Verified Total Hours** are the total clock hours that have been verified by the HR office or DDOE L&C team. Conversely, the **Unverified Total Hours** are the total clock hours that have been entered in the system, but not yet verified. The **Total Hours** value is the sum of **Verified Total Hours** and **Unverified Total Hours**. The **Accepted Hours** are the total clock hours that have been accepted by the HR office or DDOE L&C team.

To add new **Clock Hours** data, click the **Add Clock Hours** button.
Clock Hours form is presented for entering clock hours. The top section is for entering information specific to characterization of the clock hours and the bottom section is for uploading supporting documentation for the clock hours earned.

Complete the required fields in the top section. The required fields are designated with a red * and include: Category/Option, Title/Description, Begin Date, Completed Date and Hours. A dropdown list is provided for selection of the predefined Category/Option options. Begin Date and Completed Date need to be entered in MM/DD/YYYY format.

When entering clock hours data, one of the most important things to note is the date range for the clock hours, which are entered in the Begin Date and Completed Date fields. For renewals and upgrades, the clock hours must be earned within the terms of the educator’s current license or permit, so the dates are important.

Click the down arrow of the Document Type dropdown list in the bottom section and select Clock Hours as the document type from the list. The next step is to upload documentation in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where clock hours documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.

If the Clock Hours document is not associated, then follow the next steps to upload the document.
Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the **Save** button to upload the document and save **Clock Hours** data.

New **Clock Hours** information entered is displayed in the clock hours summary and associated table at the bottom of the **Clock Hours** section. Note that the **Unverified Total Hours** and **Total Hours** values have been updated to reflect the new data entered.

![Figure EDB-TCH-03: Educator Clock Hours Tab Summary and Table](image)

The uploaded document can be viewed by clicking on the **Clock Hours** link in the **Documents** column of the Clock Hours table.

**Emergency/COE**

The **Emergency/COE** tab contains all information related to Emergency or COE (Certificate of Eligibility) recommendations for the educator. This includes Emergency Certificate Recommendations, Emergency Extensions, Emergency Upgrades and 91-Day Applications.

Click the **Emergency/COE** tab.

![Figure EDB-TEM-01: Educator Emergency/Certificate of Eligibility Tab](image)

If any emergency certificate recommendations exist for the educator, they will be listed in the **Emergency Certificate Recommendations** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, an **Emergency Certificate Recommendation** has been raised by the district and issued to the educator, showing **Issued** in the **Status** column. Additionally, an **Emergency Upgrade Recommendation** has been raised by the
district and accepted by the educator, but the application is not yet approved. Note that the **Status** is 
**Accepted** to indicate that the application has been accepted by the educator.

When the emergency certificate application has been approved and the emergency certificate is issued, then the details in the **Emergency Certificate Recommendations** table will appear as:

![Figure EDB-TEM-02: Educator Emergency/Certificate of Eligibility Tab Table](image)

Note that the **Status** is **Issued** is listed for both the **Emergency Certificate Recommendation** and the **Emergency Upgrade Recommendation**.

**Employment History**

The **Employment History** tab is used to view the educator’s employment information.

Click the **Employment History** tab.

![Figure EDB-TEH-01: Educator Employment History Tab](image)

The **Employment History** tab is comprised of a table containing employment data for the educator. If employment records have been added for the educator, they will appear here; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

**Evaluations**

The **Evaluations** tab is used to view performance evaluations associated with the educator.

Click the **Evaluations** tab.

![Figure EDB-TEV-01: Educator Evaluations Tab](image)

If any performance evaluation data has been added for the educator, it will be listed in the **Evaluations** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.
Financial

The Financial tab contains transaction information related to payments made by the educator.

Click the Financial tab.

![Figure EDB-TFN-01: Educator Financial Tab](image)

The Financial table shows details of payments made, along with the Date, Amount and Transaction details. If the educator has applied for, or been issued a license, then there will be an entry here for the mandatory one-time payment of $100. The Date will align with when the license application was first submitted and payment was required. The data is informational in nature and cannot be added, edited or deleted.

Mentoring

The Mentoring tab contains data related to the educator’s mentoring program, including assignment and progress.

Click the Mentoring tab.

![Figure EDB-TME-01: Educator Mentoring Tab](image)

If the educator has been enrolled in a mentoring program, details will be listed in the Mentoring table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. All mentoring management is done through the LEA Mentoring Center menu options.

If there is an entry in the Mentoring table, the progress can be viewed by clicking the View Progress button in the Actions column.
The educator’s progress in the assigned mentoring program is displayed. The mentoring progress information is divided into two tabs: Progress and Evaluations. The Progress tab is selected by default, and appears green to indicate that it has been selected.

The Progress tab is broken into four sections: Year 1, Year 2, Year 3 and Year 4, which correspond to the four years of a mentoring program. If the educator has qualified for a reduced number of years in the mentoring program, then this information is shown in the Verified Years Experience column. In the example above, the mentee has been awarded one year of experience and is therefore only required to complete three years in a mentoring program, so Year 1 is skipped.

Click the Evaluations tab.

The Evaluations tab appears green to indicate that it has been selected. The Evaluations form is broken into three sections: Program Withdrawal, Summative Evaluations and Final Evaluations. Each section contains a single checkbox, to indicate the educator’s progress. The progress indicators within the three sections are self-explanatory, based on their labels.
OOS Credentials

The **OOS Credentials** tab displays Out of State credentials data that has been added for the educator. These credentials may include licenses, certificates or permits that the educator has earned outside the state of Delaware.

Click the **OOS Credentials** tab.

![Figure EDB-TOS-01: Educator Out of State (OOS) Credentials Tab](image)

If any non-Delaware credentials have been added for the educator, they will appear in the **OOS Credentials** table at the bottom of this tab.

To add a new out of state credential, click the **Add OOS Credential** button.

![Figure EDB-TOS-02: Educator OOS Credentials Tab – Add New Record Form](image)

An entry form is inserted in the **OOS Credentials** section for addition of non-Delaware credentials that have been earned by the educator. The top section is for entering information specific to the out-of-state credential and the bottom section is for uploading supporting documentation.

Complete the required fields specific to OOS credentials. The required fields are designated with a red * and include: **Application Type, State, Category, Effective Date, Subject, Content Area** and **Level**. Dropdown lists are provided for selection of **Application Type, State, Category** and **Subject**. The date fields require **MM/DD/YYYY** format. When the cursor is in a date field, a calendar is presented for selection/specification of the specific date requested.
The Level control allows the user to select multiple levels. Click on Level and a Select Level box is presented to check the level(s) that apply to the credential. Note that multiple levels may be selected using this control. Once the appropriate selections are made, click on the Level box again to dismiss the Select Level box. The Level box is shaded light blue to indicate that data has been entered.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Select OOS Credential from the Document Type dropdown list. When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded.

There may be instances where OOS Credential documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be used.

To Associate a document, click the Associate Existing Documents button. An Associate Documents popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the Select Documents to Associate button to save the information or the Cancel button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the OOS Credential document is not associated, then follow the next steps to upload the document.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
- Click inside the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click Open.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click Save button to save new OOS Credentials data or click Cancel button to dismiss any changes. Either option will exit edit mode. If data is not entered for required fields on Save, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner. If data is saved successfully, a new OOS credential record is added to the OOS Credentials table at the bottom of the tab.
To edit existing information, click the pencil icon in the Actions column. An entry form is inserted in the OOS Credentials section, populated with the current record data. Make changes as required and click Save button to save changes or click Cancel button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete the record, click the trashcan icon in the Actions column of the OOS Credentials table. A confirmation message box is displayed: Are you sure you want to delete this record? Click OK button to confirm deletion of the record, or click Cancel button to deny deletion of the record.

Graduate Salary Increments

The Graduate Salary Increments tab displays salary increments that have been applied for or issued to the educator.

Click the Salary Increments tab.

![Figure EDB-TSI-01: Educator Salary Increments Tab](image)

If salary increment data exists for the educator, it will be listed in the Salary Increments table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, a Salary Increment has been applied for, but not yet approved. Note that the Status is In Progress to indicate that the application has not been approved and the salary increment has not been issued.

When the salary increment has been approved and issued, then the details in the Salary Increments table will appear as:

![Figure EDB-TSI-02: Educator Salary Increments Tab – Increment Approved](image)

Note that the Status has changed to Approved to indicate that the application has been approved and the salary increment has been issued to the educator.

Stipends

The Stipends tab displays salary stipends that have been applied for or issued to the educator.

Click the Stipends tab.
If salary stipend data exists for the educator, it will be listed in the Stipends table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, a Salary Stipend has been applied for, but not yet approved. Note that In Progress is shown in the Status column and the Stipend Amount field is blank to indicate that the salary stipend has not been issued.

When the salary stipend application has been approved and the stipend issued, then the details in the Stipends table will appear as:

Note that Approved is shown in the Status column and the Stipend Amount has been populated to indicate that the application has been approved and the salary increment has been issued to the educator.

Tests

The Tests tab displays all test and examination data for the educator.

Click the Tests tab.
Print Credentials

The **What can I do Today? / Print Credential** sub-menu allows the educator to select a specific credential that has been earned, and print the associated certificate.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **Print Credential** from the dropdown menu options.

Educator is redirected to the educator file, and the **Credentials** tab is pre-selected.

The **Print Credentials** section at the top allows the educator to select a specific credential that has been earned, and print the associated certificate.

Click the down arrow to the right of the **Select a License** dropdown list.

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued an Advanced License. Select the desired credential from the list. Click the down arrow to the right of the **Select a Document Type** dropdown list.
The list of options displayed is limited to the certificates that can be printed for the credential selected in the **Select a License** list. Select the desired print option from the list.

When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate, suitable for framing, is downloaded to the **Downloads** folder of the educator’s computer. Go to the Downloads folder and locate the newly generated credential file. Open the pdf file to view contents:

![Print Credentials - License Wall Certificate](image)

To reset the dropdown lists, click the **Reset** button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

The dropdown lists are reset so that the section appears as it did upon entry.

**View My Applications**

The **What can I do Today? / View My Applications** sub-menu displays all of the applications that are associated with the educator. This is the place that applications are monitored for progress and is the primary communication channel for all applications.
Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View My Applications** from the dropdown menu options.

![View My Applications Menu Selection](image)

Educator is redirected to the **View My Applications** page, comprised of an **Application Tracker** for each application created.

![Application Tracker](image)

Each **Application Tracker** is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize**. These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The **Application Tracker** is provided as a way of monitoring the status of the application as it progresses.

The **View My Applications** page will show the last three (3) applications that have been submitted. In the event that there are more than three, click the **More** button to see more applications.

In addition to the stage banners, the Application Tracker contains a table of information related to the application. At a minimum, the table includes **Application Type**, **Date Submitted** and **View PDF** data.
A few Application Trackers will now be examined to highlight differences.

In the above example, the Application Tracker shows at a glance that the Application has been submitted (status = Completed) and the current state is In Progress. The application is currently in the Intake queue, waiting to be reviewed and approved. The last three banners are gray to indicate that these stages have not been started.

The table to the right of the banners reveals that the application is for a Salary Stipend as listed in the Application Type column. There is a View Application link in the View PDF column to download the application that was submitted. When the View Application link is clicked, a pdf version of the application is downloaded to the educator’s computer. A red Withdraw button is also provided so that the application can be withdrawn at any time during the application review process.

Like the previous example, the Application Tracker shows that the Application is In Progress. However, there are some distinct differences with this Application Tracker that are worth noting. The tracker not only shows the Application details, but includes a separate table for the Certificate Requirements. The first requirement has a red x in both the Received and Accepted columns to indicate that the required documentation has not been Received nor Accepted. The second requirement has a green √ in both the Received and Accepted columns to indicate that the required documentation has been Received and Accepted.
In the above example, the Application Tracker shows that the Application has been successfully completed. All of the individual banners are green and all of the requirements are marked as Received and Accepted, as evidenced by the green √ in the corresponding columns.

In this example, a deficiency has been raised that needs to be responded to by the educator. The color of the Intake banner has changed to red and the status has changed to Deficient. Additionally, there is an Action Required stamp below the Application Tracker as an alert that action is required. There is also a Deficiency Details table below the Application Tracker for details regarding the deficiency raised. A brief description of the deficiency is listed in the Deficiency Name column and a brief description of the required action is listed in the Notes column. The date that the deficiency was raised is shown in the Date column.

View My Credentials

The What can I do Today? / View My Credentials sub-menu is used to view the credentials that the educator has been issued or has applied for.

Click the What can I do Today? menu icon. List of options is displayed.

Select View My Credentials from the dropdown menu options.

Educator is redirected to the Credentials tab of the educator file.
This is exactly the same location as described in the Credentials Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system. Click the minus icon (indicated with a red arrow above) to collapse that Print and Download Credentials section, so that guidance can be focused on the credential details sections.

The information on the Credentials tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of Pending and the progression can be monitored here through to completion, ultimately showing a status of Issued. If the educator has any pending or issued credentials, they will be listed in the Credentials table; otherwise, the table will be blank.

Apart from the Print Credentials section, the Credentials tab consists of two other major sections: K-12 and Early Learning. User will need to scroll down to see all the Credentials sections. There are also subsections within each of these major sections and the structure for the Credentials information follows:

- K-12
  - K-12 Licenses
    - K-12 Certificates
Paraeducator Permits
  - Paraeducator Certificates
  - Other Permits
  - Administrative Certificates

Early Learning
  - Certificates
  - Career Lattice
  - Specialized Training
  - STARS Credentials

*Note the minus icon in the upper right-hand corner of each section and subsection (indicated with a red arrow above). This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:*

![Figure EDB-MVC-04: View My Credentials – All Sections Collapsed](image)

Simply click the plus icon (indicated with red arrows above) to expand and view the desired section again.

A few *Credentials* sections will now be examined to highlight differences. The first section to be viewed in detail is the **K-12 Licenses** section:

![Figure EDB-MVC-05: View My Credentials – K-12 Licenses Section](image)

If an educator has applied for or been issued a **K-12 License** and **Certificate**, then it will appear here. The top of the **K-12 Licenses** section is for the License data. In order to obtain a **Certificate**, an educator must have a **License**. An educator may have multiple licenses, but only one will be active. The **License** table lists the license type in the **Credential Definition** column and displays dates associated with the license. Probably the most important piece of data is the **Expiration Date**, as this is the time that the license will need to be extended, upgraded or renewed, depending on the license type.

The **K-12 Certificates** table at the bottom of the **K-12 Licenses** section displays the **Certificates** that the educator has either obtained or applied for. In the above example, the educator has been **Issued** two
certificates. The certificates are always listed in descending chronological order, so that the most recent credential appears at the top of the list. The first certificate issued (second row of the table), is an Emergency Certificate. Note that the Emergency Certificate has an Expiration Date, and will need to be either extended or upgraded before expiration. The second certificate issued (first row of the table), is a Standard Certificate. Note that there is no Expiration Date, as Standard Certificates do not expire.

The next section to be viewed in detail is the Paraeducator Permits section:

If an educator has applied for or been issued a Paraeducator Permit, then it will appear here. The top of the Paraeducator Permits section is for the Permit data. The Permits table lists the Permit type in the Credential Definition column and displays dates associated with the permit. Probably the most important piece of data is the Expiration Date, as this is when the permit will need to be renewed. In the above example, a Paraeducator Permit has been Issued, as evidenced by the Credential Status data listed in the second row. The top row of data reveals that the educator has applied for a Renewal and the Credential Status is Pending Renewal.

The Paraeducator Certificates table at the bottom of the Paraeducator Permits section displays the Certificates that the educator has either obtained or applied for. In the above example, the educator has been Issued all three certificates: Paraeducator Service, Paraeducator Instructional and Paraeducator Title I. Note that there is no data in the Expires column, as Paraeducator Certificates do not expire.

The next section to be viewed in detail is the Other Permits section. The Other Permits section will include credentials for the following permit types: Adult Basic Education (Level 1-2), James H. Groves Adult High School (Level 1-3), Interpreter Tutor for the Deaf/Hard of Hearing and Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing.

If an educator has applied for or been issued a permit of the types listed above, then it will appear here. The Other Permits table lists the Permit type in the Credential Definition column and displays dates associated with the permit. Probably the most important piece of data is the Expiration Date, as this is when the permit will need to be renewed. It is important to note that some permits do not expire and will therefore have no Expiration Date listed. The permits are always listed in descending chronological order.
order, so that the most recent credential appears at the top of the list. The first permit issued (second row of the table), is of type Adult Basic Education (ABE) Level 1 and the Credential Status is Previous, as this has been replaced by the Adult Basic Education (ABE) Level 2 permit listed in the first row. In this scenario, the educator has upgraded from ABE Level 1 to ABE Level 2. The Credential Status for ABE Level 1 is Previous while the Credential Status for ABE Level 2 is Issued. Note that there is an Expiration Date for each of the Adult Basic Education permits. Refer to the Renewal User Guide for a detailed overview of permit renewal requirements.

The information on this tab is read-only and data cannot be added, edited or deleted.

View My Documents

The What can I do Today? / View My Documents sub-menu is used to view the documents that have been uploaded for the educator as supporting documentation.

Click the What can I do Today? menu icon. List of options is displayed.

Select View My Documents from the dropdown menu options.

![Figure EDB-MVD-01: View My Documents Menu Selection](image)

Educator is redirected to the Documents tab of the educator file.

![Figure EDB-MVD-02: View My Documents Page](image)
This is exactly the same location as described in the Documents Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The top section of the Documents tab is comprised of a document table. If any documents have been uploaded for the educator, they will appear here; otherwise, the table will be blank. The documents are files that have been uploaded as required or supporting documentation. Note the entry in the first row: College Transcript (HR & DOE Only). This is included to indicate that this document type cannot be uploaded by the educator. The second and fourth row show entries that correspond to applications that have been submitted by the educator. These also are not editable, as indicated by an absence of icons in the corresponding Action columns.

Existing documents on this page can be downloaded, if desired. To download a document, click the Download link in the Link column of the record for the desired document. A pdf version of the selected document is downloaded to the Downloads folder of the educator’s computer.

New documents may be added using the document upload section directly below the Documents table. Click the down arrow to the right of the Document Type dropdown list.

Figure EDB-MVD-03: View My Documents – Document Type Options

A comprehensive list of document types is displayed. The list of document types will be limited to those that can be uploaded by the educator. It may be necessary to scroll down to view the complete list of document types. Select the desired Document Type from the list. Optionally, a document description can be added in the File Description entry field.

Figure EDB-MVD-04: View My Documents – Document Type Selection

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
- Click inside the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click Open.

As soon as the file is selected, the Click here to complete Upload button is enabled. The file name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.
Click the **Click here to complete Upload** button to upload the document or click **Cancel** to dismiss the changes without saving. If the **Cancel** button is clicked, the document upload section is reset, removing the data and cancelling the operation. If the **Click here to complete Upload** button is clicked, the new document is added to the **Documents** table.

To download a document, click the **Download** link in the **Link** column of the record for the desired document. A pdf version of the selected document is downloaded to the **Downloads** folder of the educator’s computer. Documents that can be deleted will have a trashcan icon in the corresponding **Action** column of the table.

**View My Emails**

The **What can I do Today? / View My Emails** sub-menu is used to view the emails that have been sent to the educator by the DEEDS system.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View My Emails** from the dropdown menu options.

Educator is redirected to the **Correspondence** tab of the educator file.
This is exactly the same location as described in the **Correspondence** Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The **Correspondence** table lists all emails that have been sent through the system. For example, when an educator registers with DEEDS, a **DDOE Licensee Registration** email is sent to the user. This email appears at the bottom of the list, as this was the first correspondence with the educator. The emails are sorted in descending chronological order, with the most recent entries at the top.

The information on this tab is read-only and data cannot be added, edited or deleted. However, the **Correspondence** data can be viewed by clicking the eye icon in the **Action** column. The email contents are displayed, detailing the **To** email address, the **Subject** and the **Email** contents. If the email is large, it may be necessary to scroll down to view the entire contents. Click the **Cancel** button to close the email view.

**View Payment Receipt**

The **What can I do Today? / View Payment Receipt** sub-menu is used to view receipts for any payments made via the DEEDS system.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View Payment Receipt** from the dropdown menu options.

Educator is redirected to the **Financial** tab of the educator file.
This is exactly the same location as described in the Financial Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The Financial table shows details of payments made, along with the Date, Amount and Transaction details. If the educator has applied for, or been issued a license, then there will be an entry here for the mandatory one-time payment of $100. The Date will align with when the license application was first submitted and payment was required. The data is informational in nature and cannot be added, edited or deleted.

**Early Learning Website**

The What can I do Today? / Early Learning Website sub-menu provides a direct link to the Early Learning website.

Click the What can I do Today? menu icon. List of options is displayed.

Select Early Learning Website from the dropdown menu options.

Educator is redirected to the home page of the Early Learning Website.

**K-12 Website**

The What can I do Today? / K-12 Website sub-menu provides a direct link to the K-12 Licensure and Certification website.

Click the What can I do Today? menu icon. List of options is displayed.

Select K-12 Website from the dropdown menu options.
Figure EDB-MKW-01: K-12 Website Menu Selection

Educator is redirected to the home page of the **K-12 Licensure and Certification Website**.

**Help**

The *Help* menu icon presents links to help information. Click the *Help* menu icon.

Figure EDB-MHP-01: Help Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The *Help* sub-menu options are detailed in the following sections.

**Early Learning Website**

The *Help / Early Learning Website* sub-menu provides a direct link to the Early Childhood website.

Click the *Help* menu icon. List of options is displayed.

Select *Early Learning Website* from the dropdown menu options.

Figure EDB-HEW-01: Help Early Childhood Website Menu Selection
Educator is redirected to the home page of the **Early Learning Website**. The Early Learning website offers helpful information related to Early Learning Certification.

**K-12 Website**

The **Help / K-12 Website** sub-menu provides a direct link to the K-12 Licensure and Certification website.

Click the **Help** menu icon. List of options is displayed.

Select **K-12 Website** from the dropdown menu options.

![Help K-12 Website Menu Selection](image)

Educator is redirected to the home page of the **K-12 Licensure and Certification** website. The K-12 Licensure and Certification website offers helpful guidance related to K-12 licensing and certification.

**Application Tracker**

The **Help / Application Tracker** sub-menu provides a link to the Application Trackers.

Click the **Help** menu icon. List of options is displayed.

Select **Application Tracker** from the dropdown menu options.

![Help Application Tracker Menu Selection](image)

Educator is redirected to the **View My Applications** page.

![Application Tracker Page](image)
This is exactly the same location as described in the View My Applications page. In most cases, there is more than one route to any specific functionality in the system.

Quick Link Buttons

The Quick Link Buttons appear in the upper right-hand corner of the page directly below the menu icons and appear as:

![Quick Link Buttons Image]

These buttons represent the most used functions within the system and are present on the Educator Dashboard for easy access. Each of the functions is also duplicated in sub-menus under the menu icons, but they are made readily available to the educator by being placed directly on the dashboard.

In the event that there is an action to be completed by the educator, additional quick link buttons may be added to the dashboard directly above the normal buttons. These reminder buttons that require immediate attention appear in red to indicate their importance.

If a deficiency has been raised during the review and approval process, then the educator is alerted by a Respond to Deficiency button on the dashboard. This Respond to Deficiency button is an immediate indicator that a deficiency has been raised and action is required by the educator in order to move forward with the application process. The Respond to Deficiency button appears in red to indicate that action is required. Clicking the Respond to Deficiency button will direct the educator to the View My Applications page for additional details regarding the deficiency raised.

![Respond to Deficiency Image]

Another example of a dynamic quick link button, is for an emergency recommendation. If an Emergency Recommendation has been raised on behalf of the educator, then the educator will need to review and accept the recommendation. If an emergency recommendation has been submitted, then the educator
is alerted by a View My Recommendation button on the dashboard. This View My Recommendation button is an immediate indicator that action is required by the educator in order to move forward with the application process. The View My Recommendation button appears in red to indicate that action is required. Clicking the Respond to Deficiency button will direct the educator to the View My Applications page for additional details regarding the emergency application submitted.

Figure EDB-QL-03: View My Recommendation Quick Link Button

View/Update My File

The View/Update My File page is provided to allow the educator to view and update personal data. The View/Update My File button takes the educator directly to the educator file.

Figure EDB-QVF-01: View/Update My File Quick Link Button

Click the View/Update My File button.

Figure EDB-QVF-02

Educator is redirected to the educator file, which is comprised of the information that has been stored in DEEDS for the educator. This is exactly the same location as described in the What Can I Do Today? / Edit My File sub-menu option described in the corresponding section above. In most cases, there is more than one route to any specific functionality in the system.

Because the information is so large and diverse, the data is divided into categories which appear as tabs at the top of the page. These tabs are referred to as Educator Tabs. These data categories appear as tabs across the top of the page. These data tabs are further divided into three major groupings and are color coded to easily distinguish their purpose. The educator data groupings and corresponding colors are:
• Data shared by K-12 and Early Learning - green
• Data specific to K-12 Educators only - blue
• Data specific to Early Learning Educators only – orange

Within each major grouping, the tabs are also sorted in alphabetic order for ease of use.

To change the data view, click on the tab which is labelled according to its contents. The selection defaults to the Personal Info tab. The other Educator Tabs provided are: Correspondence, Coursework, Credentials, Documents, Experience, Nat./Pro. Certificates, Other, Student Teaching, Transcripts, DIEEC (EL), PD Training (EL), Class Schedule, Clock Hours, Emergency/COE, Employment History, Evaluations, Financial, Mentoring, OOS Credentials, Graduate Salary Increments, Stipends and Tests. A reference link is provided to each of the associated sections where the functionality is described in detail.

View My Applications

The View My Applications page displays all of the applications that are associated with the educator. This is the place that applications are monitored for progress and is the primary communication channel for all applications. The View My Applications button takes the educator directly to the View My Applications page.

Click the View My Applications button.

Educator is redirected to the View My Applications page, comprised of an Application Tracker for each application created. This is exactly the same location as described in the What Can I Do Today? / View My Applications sub-menu option described in the corresponding section above. In most cases, there is more than one route to any specific functionality in the system.

Each Application Tracker is comprised of five banners: Application, Intake, Quality Review, Analyst Review, and Finalize. These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The Application Tracker is provided as a way of monitoring the status of the application as it progresses.
The **View My Applications** page will show the last three (3) applications that have been submitted. In the event that there are more than three, click the **More** button to see more applications.

In addition to the stage banners, the Application Tracker contains a table of information related to the application. At a minimum, the table includes **Application Type, Date Submitted** and **View PDF** data.

A few **Application Trackers** will now be examined to highlight differences.

![Application Tracker Example 1](image1)

In the above example, the **Application Tracker** shows at a glance that the **Application** has been submitted (status = **Completed**) and the current state is **In Progress**. The application is currently in the **Analyst Review** queue, waiting to be reviewed and approved. The application has successfully completed the **Intake** and **Quality Review** stages, as evidenced by the green banners with a status of **Completed**.

The table to the right of the banners reveals that the application is for a **Salary Increment** as listed in the **Application Type** column. There is a **View Application** link in the **View PDF** column to download the application that was submitted. When the **View Application** link is clicked, a pdf version of the application is downloaded to the educator’s computer. A red **Withdraw** button is also provided so that the application can be withdrawn at any time during the application review process.

![Application Tracker Example 2](image2)

Like the previous example, the **Application Tracker** shows that the **Application is In Progress**. However, there are some distinct differences with this **Application Tracker** that are worth noting. The tracker not only shows the **Application** details, but includes a separate table for the **Certificate Requirements**. The first requirement has a red x in both the **Received** and **Accepted** columns to indicate that the required documentation has not been **Received** nor **Accepted**. The second requirement has a green √ in both the **Received** and **Accepted** columns to indicate that the required documentation has been **Received** and **Accepted**. Although the application is still in the **Intake** queue, the green √s in the **Requirements** table reveals that some progress has been made.
In the above example, the **Application Tracker** shows that the Application has been successfully completed. All of the individual banners are green and all of the requirements are marked as **Received** and **Accepted**, as evidenced by the green √ in the corresponding columns.

In this example, a deficiency has been raised that needs to be responded to by the educator. The color of the **Intake** banner has changed to red and the status has changed to **Deficient**. Additionally, there is an **Action Required** stamp below the **Application Tracker** as an alert that action is required. There is also a **Deficiency Details** table below the **Application Tracker** for details regarding the deficiency raised. A brief description of the deficiency is listed in the **Deficiency Name** column and a brief description of the required action is listed in the **Notes** column. The date that the deficiency was raised is shown in the **Date** column.

**View My Credentials**

The **View My Credentials** page is used to view the credentials that the educator has been issued or has applied for. The **View My Credentials** button takes the educator directly to the **Credentials** tab of the educator file.

Click the **View My Credentials** button.

Educator is redirected to the **Credentials** tab of the educator file.
This is exactly the same location as described in the **Credentials** Educator Tab and the **What Can I Do Today? / View My Credentials** sections above. In most cases, there is more than one route to any specific functionality in the system. The **Print Credentials** section has been collapsed (hidden) to focus on the credential details sections.

The information on the **Credentials** tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of Pending and the progression can be monitored here through to completion, ultimately showing a status of Issued. If the educator has any pending or issued credentials, they will be listed in the **Credentials** table; otherwise, the table will be blank.

Apart from the **Print Credentials** section, the **Credentials** tab consists of two other major sections: **K-12** and **Early Learning**. There are also subsections within each of these major sections and the structure for the **Credentials** information follows:

- **K-12**
  - K-12 Licenses
    - K-12 Certificates
  - DPAS
  - Paraeducator Permits
    - Paraeducator Certificates
  - Other Permits
  - Administrative Certificates
- **Early Learning**
  - Certificates
  - Career Lattice
  - Specialized Training
  - STARS Credentials

Note the minus icon in the upper right-hand corner of each section and subsection (indicated with a red arrow above). This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:
Simply click the plus icon (indicated with red arrows above) to expand and view the desired section again.

A few Credentials sections will now be examined to highlight differences. The first section to be viewed in detail is the K-12 Licenses section:

If an educator has applied for or been issued a K-12 License and Certificate, then it will appear here. The top of the K-12 Licenses section is for the License data. In order to obtain a Certificate, an educator must have a License. An educator may have multiple licenses, but only one will be active. The License table lists the license type in the Credential Definition column and displays dates associated with the license. Probably the most important piece of data is the Expiration Date, as this is the time that the license will need to be extended, upgraded or renewed, depending on the license type.

The K-12 Certificates table at the bottom of the K-12 Licenses section displays the Certificates that the educator has either obtained or applied for. In the above example, the educator has been Issued one certificate. If more than one certificate exists, then they will be listed in descending chronological order, so that the most recent credential appears at the top of the list. The certificate issued is a Standard Certificate. Note that there is no Expiration Date, as Standard Certificates do not expire.

The next section to be viewed in detail is the Paraeducator Permits section:
If an educator has applied for or been issued a Paraeducator Permit, then it will appear here. The top of the Paraeducator Permits section is for the Permit data. The Permits table lists the Permit type in the Credential Definition column and displays dates associated with the permit. Probably the most important piece of data is the Expiration Date, as this is when the permit will need to be renewed. In the above example, a Paraeducator Permit has been Issued, as evidenced by the Credential Status data listed in the second row. The top row of data reveals that the educator has applied for a Renewal and the Credential Status is Pending Renewal.

The Paraeducator Certificates table at the bottom of the Paraeducator Permits section displays the Certificates that the educator has either obtained or applied for. In the above example, the educator has been Issued all three certificates: Paraeducator Service, Paraeducator Instructional and Paraeducator Title I. Note that there is no data in the Expires column, as Paraeducator Certificates do not expire.

The next section to be viewed in detail is the Other Permits section. The Other Permits section will include credentials for the following permit types: Adult Basic Education (Level 1-2), James H. Groves Adult High School (Level 1-3), Interpreter Tutor for the Deaf/Hard of Hearing and Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing.

The permits are always listed in descending chronological order, so that the most recent credential appears at the top of the list. The first permit issued (second row of the table), is of type James H. Groves Adult High School Level 1 and the Credential Status is Issued. The second permit issued (first row of the table), is of type James H. Groves Adult High School Level 3 (Administrator) and the Credential Status is also Issued. Since both permits have a status of Issued, this indicates that there is no dependency between Level 1 and Level 3 for this permit type. Note that there is an Expiration Date for each of the Adult High School permits. Refer to the Renewal User Guide for a detailed overview of permit renewal requirements.

The information on this tab is read-only and data cannot be added, edited or deleted.

Print My Credentials

The Print My Credentials page is used to print the credentials that the educator has been issued. The Print My Credentials button takes the educator directly to the Credentials tab of the educator file.
Click the **Print My Credentials** button.

Educator is redirected to the **Credentials** tab of the educator file.

![Credentials](image)

The **Print Credentials** section appears at the top of the Credentials tab. The **K-12** and **Early Learning** sections below have been collapsed to focus on the **Print Credentials** section. This is exactly the same location as described in the **Credentials** Educator Tab and the **What Can I Do Today? / Print My Credentials** sections above. In most cases, there is more than one route to any specific functionality in the system.

![Print Credentials](image)

Click the down arrow to the right of the **Select a License** dropdown list.

![License Options](image)

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued both an **Initial License** and an **Interpreter Tutor for the Deaf/Hard of Hearing Permit**. Select the desired credential from the list. Click the down arrow to the right of the **Select a Document Type** dropdown list.

![Document Type Options](image)

The list of options displayed is limited to the certificates that can be printed for the credential selected in the **Select a License** list. Select the desired print option from the list.
When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate is downloaded to the **Downloads** folder of the educator’s computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:

A wall certificate of the selected credential, suitable for framing, has been downloaded to the educator computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the license name, in this example: **Interpreter Tutor for the Deaf/Hard of Hearing Permit –234695**.

This number associated with the license is the identification number of the credential issued to the educator. Note that the **Other Permits** table lists 234695 in the **Credential No** column, which corresponds with the credential selected for printing.
To reset the dropdown lists, click the *Reset* button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

![Figure EDB-QVP-09: Print My Credentials - Reset Form](image)

**Footer**

The footer information appears at the bottom of the Educator Dashboard and contains copyright and ownership information.

**General Instructions**

This section contains detailed instructions for functionality that is shared across screens. The individual application data sections contain high-level descriptions of the operations, but here the instructions are provided in more details, including screen shots, if applicable.

**Associate Document**

When a document needs to be provided, the document can either be uploaded or associated. There may be instances where documents have already been uploaded to the system for the educator. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to *Associate* the document, meaning that the pre-loaded document will be used. To Associate a document, click the *Associate Existing Documents* button.

![Figure EDB-GAD-01: Associate Document Window](image)

An *Associate Documents* popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Note that the *Select Documents to Associate* button is disabled because nothing has been selected.
Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. The field acts as a toggle and will check and uncheck each time it is clicked. As soon as a document is selected, the Select Documents to Associate button is enabled. If the desired document does not appear in the table of documents, simply click the Cancel button to dismiss the Associate Documents window and follow steps to Upload Document.

Figure EDB-GAD-02: Associate Document Selection

Click the Select Documents to Associate button to save the information or the Cancel button to exit the operation without saving data. Either will dismiss the Associate Documents popup window. If the Select Documents to Associate button is selected, then the document appears in the document upload area.

Upload Document

When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded. The following steps outline the way to upload a document.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
- Click inside the area designated with the text: Drop file here to upload or click here to browse and select file to upload.
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click Open.