



Mississippi Department of Human Services

# **LIFT-ED**

# **Professional**

# **Portal Guide**

*Version 3.0.187(401)*

WELS Systems Foundation



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## Overview

Welcome to Mississippi Department of Human Services' (MDHS) LIFT-ED! ❤️

The LIFT-ED Professional Portal is a professional development registry designed for early care and education professionals like you to have one place to explore and register for professional development opportunities. LIFT-ED also includes tools to help you share information about your journey in early childhood.

In the MDHS LIFT-ED Professional Portal, you can:

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

This guide provides you with step-by-step instructions for the features mentioned above.

### Need Help?

Do not hesitate to contact us!

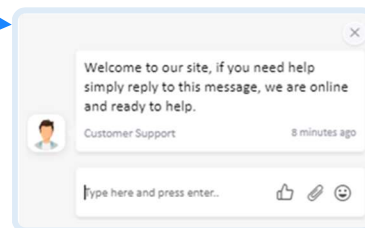
Use the **chat** in the Professional Portal. Just click the icon located in the bottom left corner of your screen.

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

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

**Call** us at:

**(601) 345-3644**



## Sign Up

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

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

The diagram illustrates the sign-up process. On the left, a screenshot of the LIFT-ED homepage shows the 'wels' logo at the top. Below the logo, there are two buttons: 'Sign In' and 'Sign Up'. The 'Sign Up' button is highlighted with a red rectangle, and a blue arrow points from it to the right. On the right, a screenshot of the 'Sign Up' form is shown. The form has a title 'Sign Up' at the top. Below the title, there are several input fields: 'Email Address', 'Password', 'First Name', 'Last Name', 'Date of Birth', and 'Mobile Phone'. A red rectangle highlights the 'Email Address' field, and a blue arrow points from the 'Sign Up' button on the homepage to this field. Below the 'Mobile Phone' field, there is a small text note: 'Enter your mobile number. You will receive a code via text for verification. Message and data rates may apply.' At the bottom of the form, there is a 'Sign Up' button and a 'Home' button.

Fill in basic information about yourself, including:

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

When you are done, click **Sign Up**.

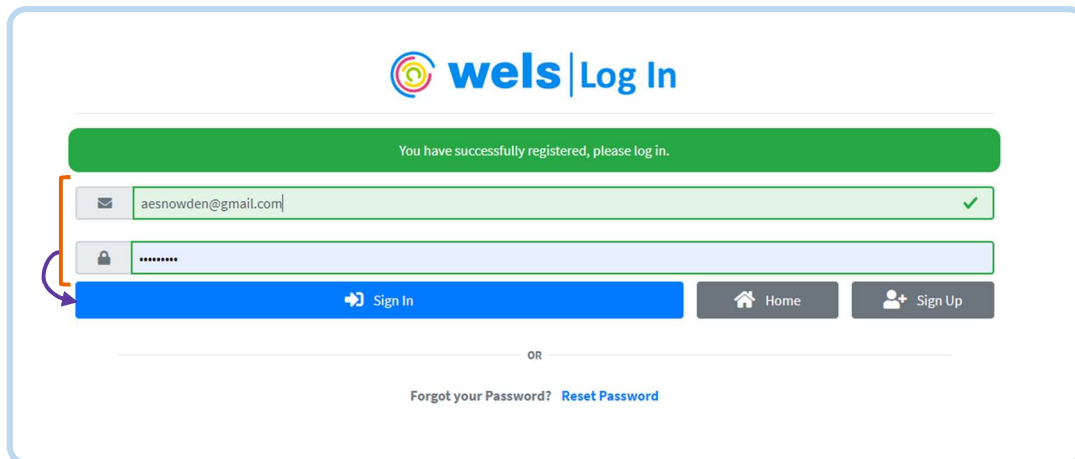
After you have signed up, you will receive an email confirming that your account has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

\*This information is required for verification purposes.

## Sign In

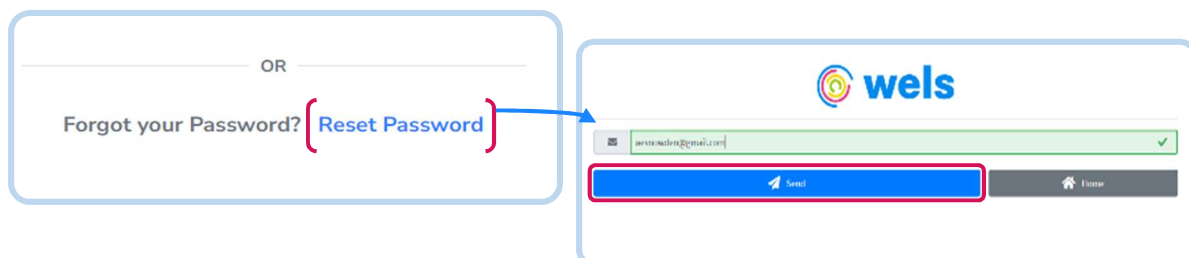
Access the Log In page by typing <https://portal.LIFT-ED.ms> in your browser. Click **Sign In**.

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



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

## Forgot Your Password?



The image shows two screenshots. The left screenshot is the "Forgot Your Password?" page, which has a horizontal line with "OR" in the center, followed by the text "Forgot your Password?" and a blue link "Reset Password" in red brackets. A blue arrow points from the "Reset Password" link to the right screenshot. The right screenshot is the "Reset Password" page, which has the WELS logo at the top. Below the logo is an input field for the email address, containing "aesnowden@gmail.com" with a green checkmark to its right. Below the input field is a blue "Send" button with a right-pointing arrow. To the right of the "Send" button is a grey "Home" button with a house icon.

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

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

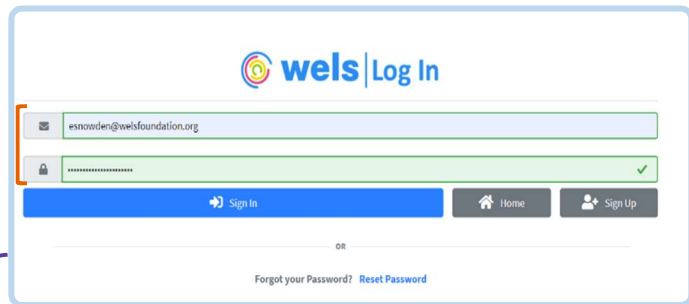
- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#\$%^&\*()+\_-{}?~]
- At least 6 characters

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

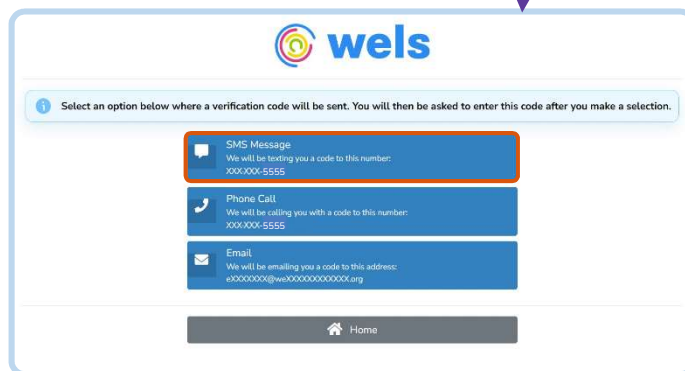
## Two-Factor Authentication

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

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

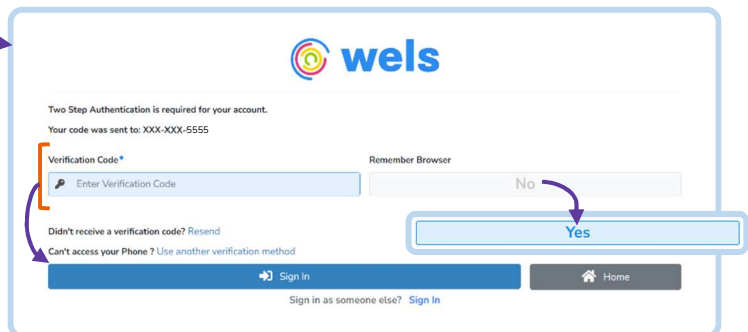
The image shows the WELS Log In page. At the top is the WELS logo and the text "Log In". Below this are two input fields: the first for an email address (containing "esnowden@welsfoundation.org") and the second for a password (containing a masked password and a green checkmark). Below the password field is a blue "Sign In" button. To the right of the "Sign In" button are two smaller buttons: "Home" and "Sign Up". Below the "Sign In" button is a link that says "Forgot your Password? Reset Password".

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

The image shows the WELS verification method selection screen. At the top is the WELS logo. Below the logo is a message: "Select an option below where a verification code will be sent. You will then be asked to enter this code after you make a selection." Below this message are three options: "SMS Message" (with a text icon), "Phone Call" (with a phone icon), and "Email" (with an email icon). Each option has a brief description and a placeholder for a code. At the bottom is a "Home" button.

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

Click and change to **Yes** under *Remember Browser* to save this information and bypass two-factor authentication when logging in from the browser you used to sign in when you went through the above process.

The image shows the WELS Two Step Authentication screen. At the top is the WELS logo. Below the logo is a message: "Two Step Authentication is required for your account. Your code was sent to: XXX-XXX-5555". Below this message is a "Verification Code" input field with a placeholder "Enter Verification Code". To the right of the input field is a "Remember Browser" checkbox with a "No" button. Below the input field is a "Yes" button. Below the "Yes" button is a "Sign In" button. To the right of the "Sign In" button is a "Home" button. Below the "Sign In" button is a link that says "Sign in as someone else? Sign In".

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

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

## Professional Portal Dashboard

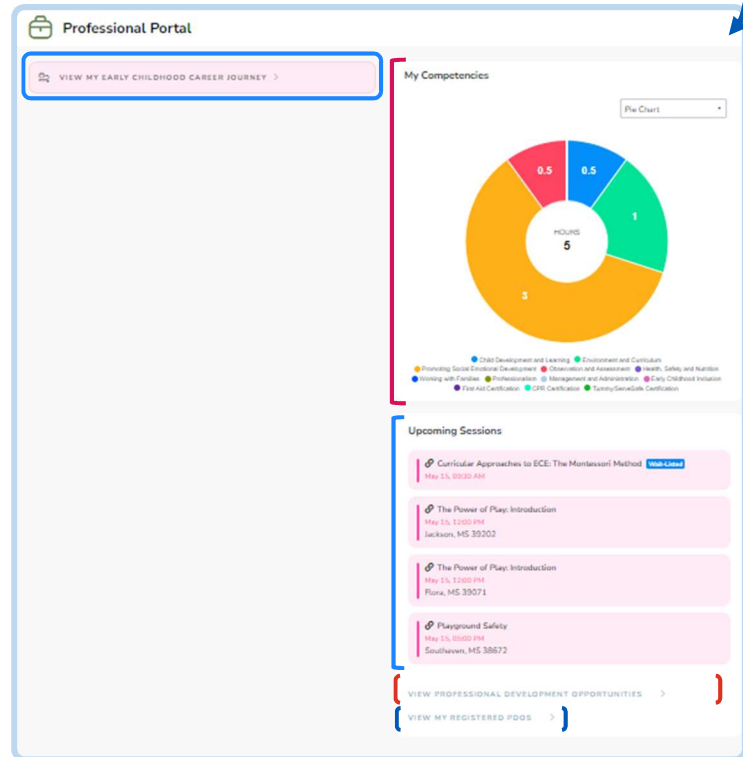
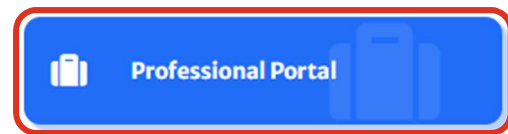
Once you log in, click on **Professional Portal**.

The Professional Portal has your personalized early childhood profile.

When you first enter the **Professional Portal**, you will see your Dashboard. This includes the **My Early Childhood Career Journey**, where your personal information is updated and stored.

From the Professional Portal Dashboard, you can also:

- Keep track of the **Competencies** you've completed (by hour)
- See your **Upcoming Sessions** (Professional Development)
- **View Professional Development Opportunities** (PDOs)
- **View your Registered PDOs**



## My Early Childhood Career Journey

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

### (1) My Information

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

You will be required to enter:

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

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

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

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

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

**My Spoken Languages**  
English Spanish

**Primary Language**  
English

**First Name**  
Emily

**Middle**  
Mary

**Last Name**  
Snowden

**Previous Last Name**  
Sapp

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

**Primary Email**  
esnowden@welsfound

**Secondary Email**  
Enter Secondary Email

**Pronouns**  
She/Her/Hers

**Gender Identity**  
Female

**Ethnicity**  
Not Hispanic or Latino

**Race**  
White

**Primary Phone**  
8505450320

**Street Address**  
401 Federal St Ste 2

**City**  
Dover

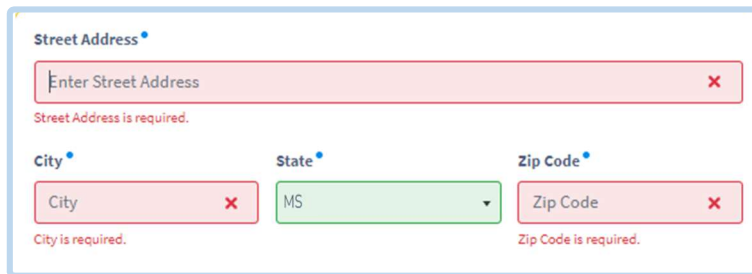
**State**  
DE

**Zip Code**  
19901

**Next**

## Validate Your Address

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



The form shows four fields: 'Street Address' (text input), 'City' (text input), 'State' (dropdown menu), and 'Zip Code' (text input). The 'Street Address' field has a red border and a red 'x' icon, with the message 'Street Address is required.' below it. The 'City' field has a red border and a red 'x' icon, with the message 'City is required.' below it. The 'State' field has a green border and a dropdown arrow, with the value 'MS' selected. The 'Zip Code' field has a red border and a red 'x' icon, with the message 'Zip Code is required.' below it.

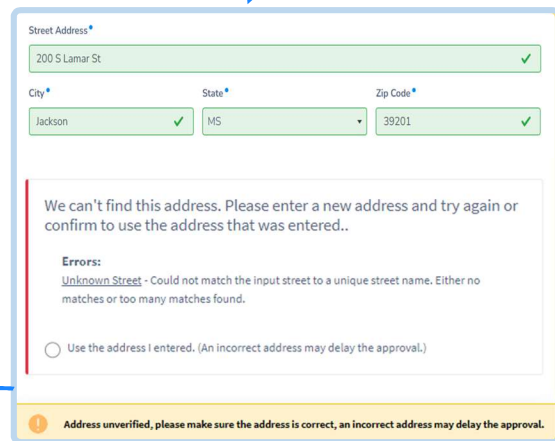
If there are any issues validating your address, you will receive a message informing you of the problem. Within this message, you will have the option to:

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

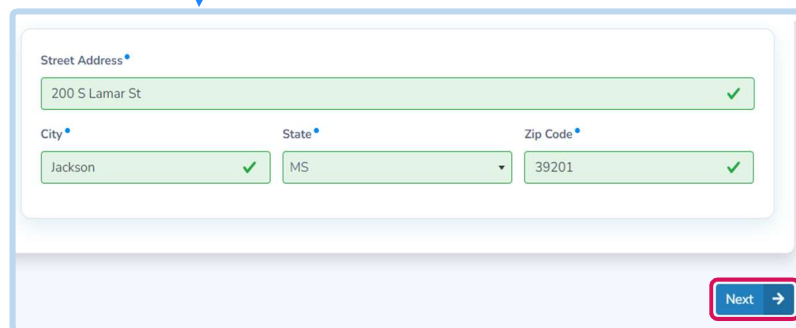
or

- Use the address as entered.

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



The form shows the same four fields as the previous one, but now they are all filled: 'Street Address' is '200 S Lamar St', 'City' is 'Jackson', 'State' is 'MS', and 'Zip Code' is '39201'. Each field has a green checkmark icon. Below the fields, there is a message box that says: 'We can't find this address. Please enter a new address and try again or confirm to use the address that was entered..'. Below this message, there is a section titled 'Errors:' with a link 'Unknown Street' and the text 'Could not match the input street to a unique street name. Either no matches or too many matches found.' Below this, there is a radio button and the text 'Use the address I entered. (An incorrect address may delay the approval.)'. At the bottom of the form, there is a yellow banner with a warning icon and the text 'Address unverified, please make sure the address is correct, an incorrect address may delay the approval.'






The form shows the same four fields as the previous one, but now they are all filled: 'Street Address' is '200 S Lamar St', 'City' is 'Jackson', 'State' is 'MS', and 'Zip Code' is '39201'. Each field has a green checkmark icon. At the bottom right of the form, there is a blue button with the text 'Next' and a right arrow icon.

## (2) My Place of Employment



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

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

### My Employment

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


### My Position(s)





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

## (3) My Skills

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

### My Skills



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

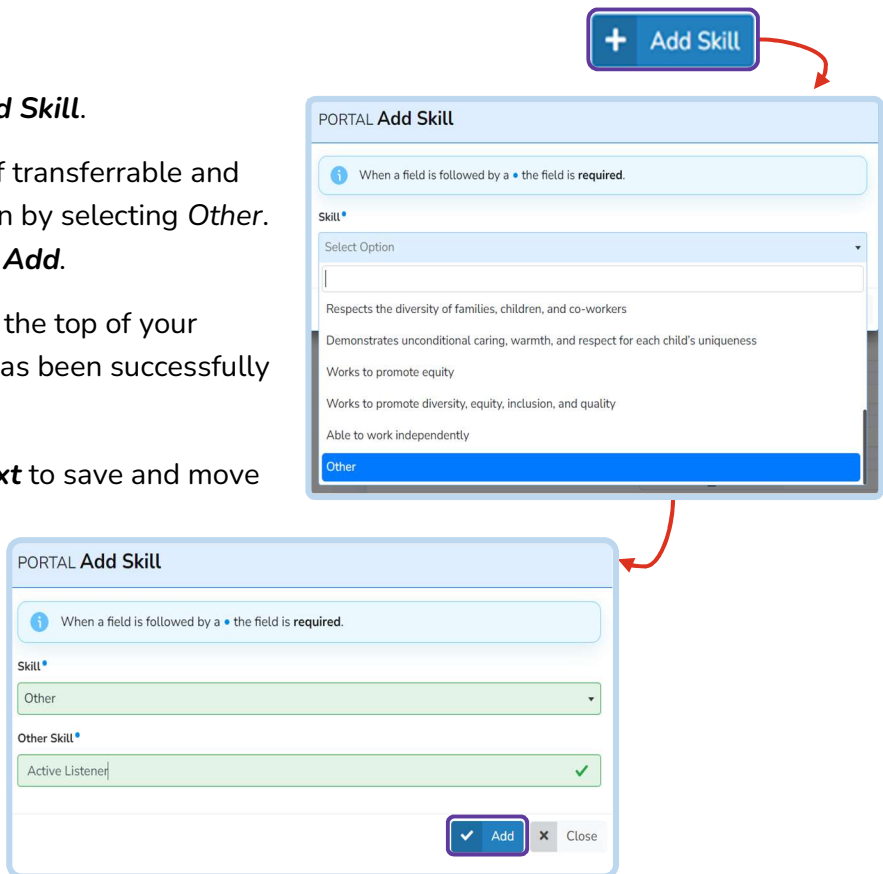
## Add a Skill

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

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

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

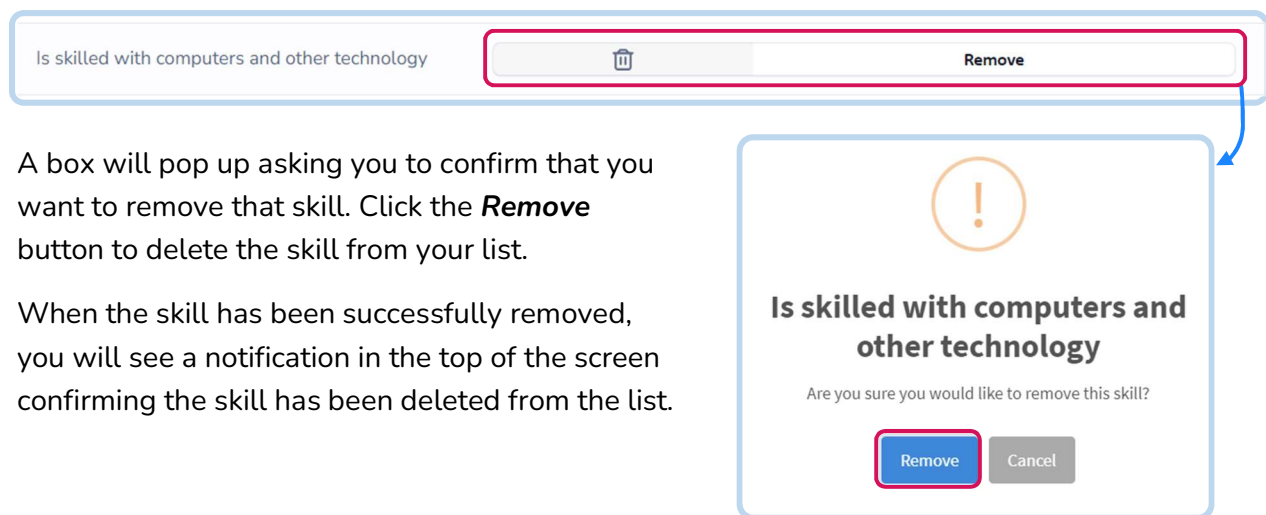
When you are finished, click **Next** to save and move to the next screen.



The image shows two screenshots of the 'PORTAL Add Skill' form. The top screenshot shows the 'Add Skill' button at the top right. The bottom screenshot shows the 'Skill' dropdown menu with 'Other' selected, and the 'Other Skill' field with 'Active Listener' entered. A red arrow points from the 'Add Skill' button in the top screenshot to the 'Add' button in the bottom screenshot.

## Remove a Skill

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



The image shows two screenshots of the skill removal process. The top screenshot shows a skill card for 'Is skilled with computers and other technology' with a 'Remove' button. The bottom screenshot shows a confirmation dialog asking 'Are you sure you would like to remove this skill?' with 'Remove' and 'Cancel' buttons. A blue arrow points from the 'Remove' button in the top screenshot to the 'Remove' button in the bottom screenshot.

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

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

#### (4) My Education

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

**My Educational Level**

+ Add Educational Level

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

**My Certification/Credential**

+ Add Certification/Credential

CERTIFICATION	DATE OF CERTIFICATION	FILE(S)
There are No Certification/Credential records.		

Previous

Next

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

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

PORTAL Add Education

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

Education\*

Some College

Major\*

Early Childhood Education/Child Development

University\*

Delaware Technical Community College

Effective Date\*

08/10/2018

Add

Close

PORTAL Add Certification/Credential

If your Certification is not within the list provided, select the **Other** option; this will allow you to enter a Custom Certification.

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

Certification Name\*

CPR

Effective Date\*

08/06/2021

Add

Close

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

10

**PORTAL Upload Document**

Document\*   Document Name

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

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

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

**My Educational Level**

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

**PORTAL Update Degree**

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

Educational Level\*  Major\*

University\*  Other University\*

Effective Date\*

**CDA Credential**

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

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

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

## (5) My Professional Development

In **My Professional Development**, input and save professional development/trainings that you have completed outside of the MDHS LIFT-ED Portal. For each training you enter, you will need to provide documentation as proof (e.g., Sign In sheet, certificate, etc.).

Type in the *Search* bar or use the **Advanced Search** options to find a specific training.

**\*NOTE:** All of your LIFT-ED Trainings are available in the **My Registered PDOs** section (see p. 19 of this guide for more information).

a)

PROGRAM NAME	COMPETENCY	DATE	FILE(S)	ACTION
First Aid	1 Hours - First Aid Certification	05/07/2024 - 05/08/2024	<a href="#">View Document</a>	<a href="#">Edit</a> <a href="#">Upload</a> <a href="#">Remove</a>

Entering Information about the Outside/In-House Training

To get started, click the **Add Training** button.

This will open a new screen where you will enter the **Course Title**, **Start**, and **End** dates. When you have entered the required information, click **Next**.

On the next screen, you will add any competencies related to this training by clicking the **Add Competency** button. Choose the competency that best matches the type of training you attended from the list then type in the number of PD hours earned under **Units**. When you have finished, click **Confirm**.

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

The training will now appear in your Professional Development list. **Next, you will need to upload documentation as proof.**

PORTAL Add Professional Development

Training Competency

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

Course Title\* Training #

First Aid Enter Training #

Start\* End\*

05/07/2024 05/08/2024

Next Close

Add Competency

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

Training Type\* Unit\*

First Aid Certification 1

Confirm Cancel

PORTAL Add Professional Development

Training Competency

Competencies

Search Results Show 10 Records

COMPETENCY	UNIT	ACTIONS
First Aid Certification	1	<a href="#">Remove</a>

Previous Add Close

PROGRAM NAME	COMPETENCY	DATE	FILE(S)	ACTION
First Aid	1 Hours - First Aid Certification	05/07/2024 - 05/08/2024	No Document Attached	<div> <div>Edit</div> <div>Upload</div> <div>Remove</div> </div>

## b) Uploading Documentation

Click **Upload** next to the training (under Action).

A window will appear that will ask you to either **Upload** or **Find** a document—

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

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

Name the document using this format: Date\_Name of Training.

PORTAL Upload Document

Document

Document Name

Document

Would you like to Create a new Document?  
or  
If you've previously Uploaded the Document, you'll be able to find it using the 'Find' button.

PORTAL Find Document

Search Results

1099	<input type="button" value="Add"/>
CPR Certificate	<input type="button" value="Add"/>
May8_First Aid	<input checked="" type="button" value="Add"/>

PROGRAM NAME	COMPETENCY	DATE	FILE(S)	ACTION
First Aid	1 Hours - First Aid Certification	05/07/2024 - 05/08/2024	View Document	<div> <div>Edit</div> <div>Upload</div> <div>Remove</div> </div>

**\*NOTE:** If you selected **Find**, you may need to go to the **My Portfolio** section of your Career Journey and click **Edit** next to the document to rename (see p. 15 of this guide for instructions).

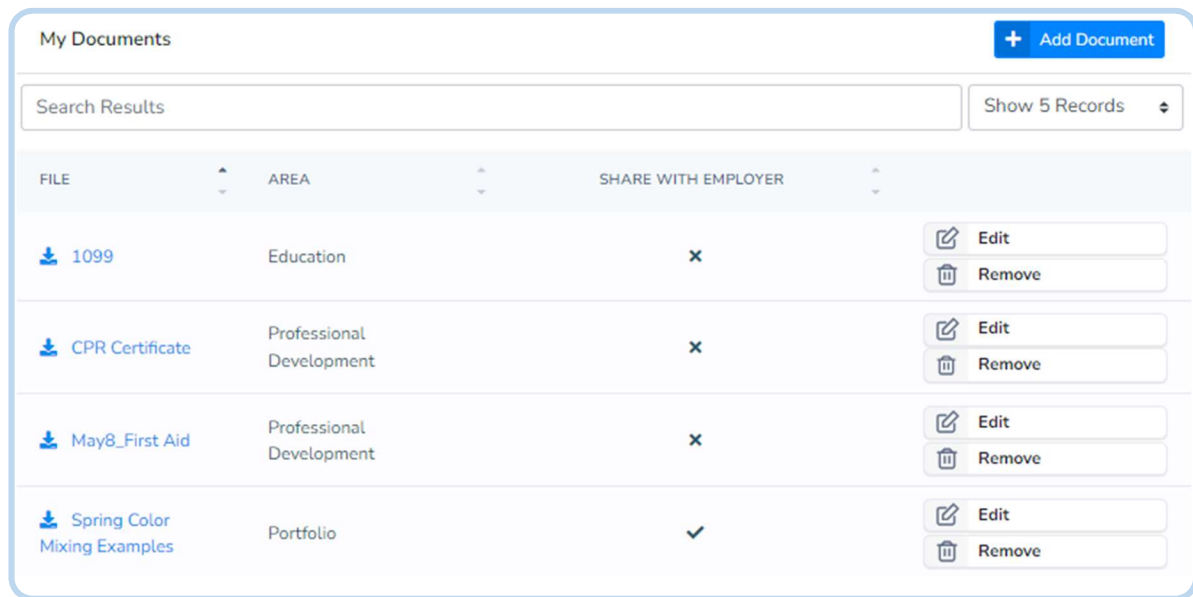
This document will now be available under **File(s)**. Click **View Document** to review.

Click **Next** to save and continue.

## (6) My Portfolio

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

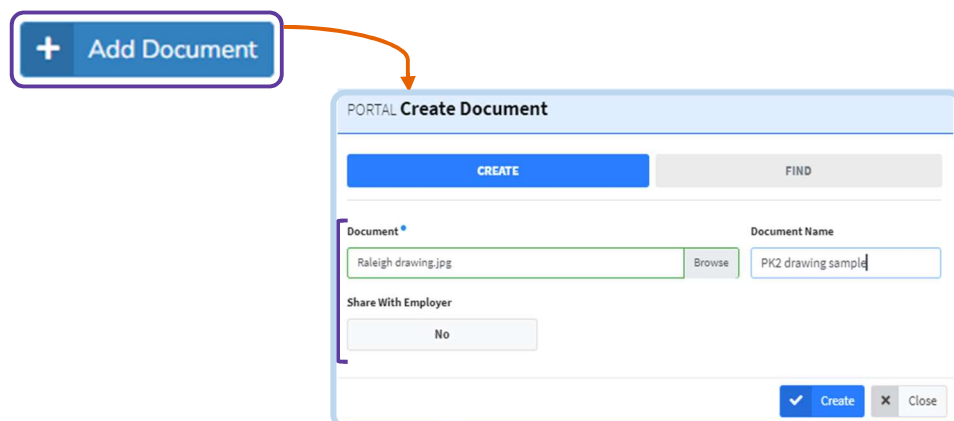
Here, documents and files from your device can be added, edited, saved, or deleted. Any documents you have uploaded to another tab will also be saved here.



FILE	AREA	SHARE WITH EMPLOYER	
1099	Education	×	Edit Remove
CPR Certificate	Professional Development	×	Edit Remove
May8_First Aid	Professional Development	×	Edit Remove
Spring Color Mixing Examples	Portfolio	✓	Edit Remove

## Add to Portfolio

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

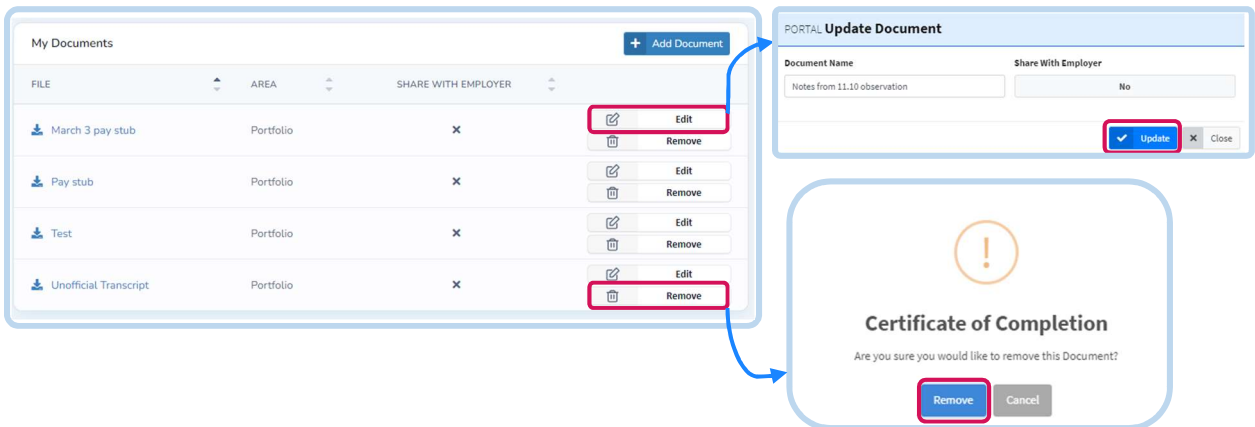


The diagram shows a blue button with a plus icon and the text "Add Document". An orange arrow points from this button to a "PORTAL Create Document" form. The form has a "CREATE" button and a "FIND" button. Below these are two input fields: "Document" (containing "Raleigh drawing.jpg" with a "Browse" button) and "Document Name" (containing "PK2 drawing sample"). There is a "Share With Employer" section with a "No" button. At the bottom right are "Create" and "Close" buttons.

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

## Update or Remove a Document from Portfolio

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



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

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

## (7) My Resume

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

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

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

Click **Finish** to return to your Dashboard.

My Resume


Download ResumeGet Personalized Resume Link

Allow public access to personalized resume

NO

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

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



Harper Williams

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(305) 555-5555

401 Federal St

About Me

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

Languages

English

Spanish

Objective

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

Work Experience

Curriculum Coordinator

Early Learning Center | Anytown, USA

June 2021 - Present

Educational Program Specialist

Early Beginnings Learning Center | Smallville, USA

August 2019 - May 2021

Education

Bachelor Degree in Early Childhood Education

Early Education University | Anytown, USA

Graduated in June 2019

Master of Education in Curriculum and Instruction

University of Learningville | Anytown, USA

Graduated in May 2018

Skills

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

Certifications

Certified Early Childhood Curriculum Specialist (CECCS)

Early Childhood Education Association

Issued: September 2020

PreviousFinish

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## Professional Development Opportunities (PDOs)

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

### Explore and Register for PDOs

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

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

The image shows two screenshots from the LIFT-ED Professional Portal. The top screenshot is a callout box titled "Upcoming Sessions" with a list of three sessions: "Addressing Challenging Behaviors (Toddlers)" on October 6, 3:20 PM; "Addressing Challenging Behaviors" on October 6, 3:30 PM; and "Emotional Support for Infants and Toddlers" on October 28, 8:00 AM. Below the list is a button that says "VIEW PROFESSIONAL DEVELOPMENT OPPORTUNITIES >". An arrow points from this button to the main screenshot below.

The main screenshot is titled "Professional Development Opportunities" and features a "Back to Dashboard" button. It includes tabs for "Advanced Search", "Calendar View", and "My Registered PDOs". A search bar is present with a "Show 10 Records" dropdown. Below is a table of training sessions:

TRAINING SESSION NAME	AVAILABILITY	LOCATION	STATUS	ACTION
Addressing Challenging Behaviors with Infants and Toddlers 1 user	Available Seats 13/15 Registration Open November 11, 2023 - December 7, 2023 / 2 Sessions	Hattiesburg, MS 39402		<a href="#">Details</a> <a href="#">Enroll</a>
After School Regulations Caroline Pratt	Available Seats 25/25 Registration Closed October 4, 2023 9:00 AM - 11:00 AM	Online		<a href="#">Details</a>
After School Regulations Billie	Available Seats 60/60 Registration Open December 6, 2023 9:00 AM - 12:00 PM	Online		
After School Regulations 1 user	Available Seats 60/60 Registration Open November 1, 2023 5:30 PM - 8:30 PM	Online		
After School Regulations 1 user	Available Seats 25/25 Registration Closed October 9, 2023 - October 10, 2023 / 3 Sessions	Online		

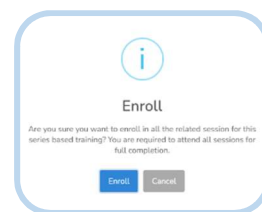
An arrow points from the "Details" link in the second row to a second screenshot titled "PORTAL: Training Session Information". This screenshot shows details for the "Addressing Challenging Behaviors with Infants and Toddlers" session, including a description, a list of users (1 user), and a "Details" button.

**Enroll** in some sessions directly from the PDOs list by clicking the button under **Action**.

Click **Details** to find out more information about the selected Training Session. From this screen, you are also able enroll in PDOs with **Registration Open**.

## Enroll in a Training Series

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



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

## Calendar

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

**Calendar View**

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

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

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

The screenshot shows the "Professional Development Opportunities" interface. On the left, a sidebar lists sessions: "Directors Orientation" (09:00 AM - 12:00 PM) and "Playground Safety" (01:00 PM - 04:00 PM). The "Directors Orientation" session is highlighted with a red box and a "View" button. The main area displays a calendar for October 2023. The date October 6th is selected and highlighted with a purple box. A blue arrow points from the "View" button in the sidebar to the "View" button in the calendar. Below the calendar, a "PORTAL Training Session Information" window is open for the "Directors Orientation" session. It shows the service area, intended audience, and a list of competencies, resources, and links.

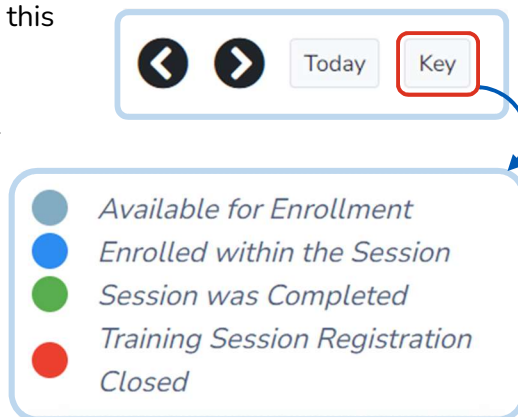
**Available for Enrollment:** You are able to enroll in this Professional Development Opportunity.

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

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

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

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



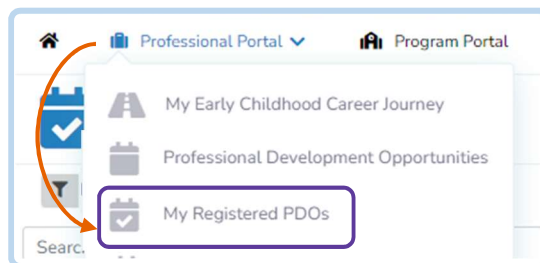
## View Upcoming Sessions

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

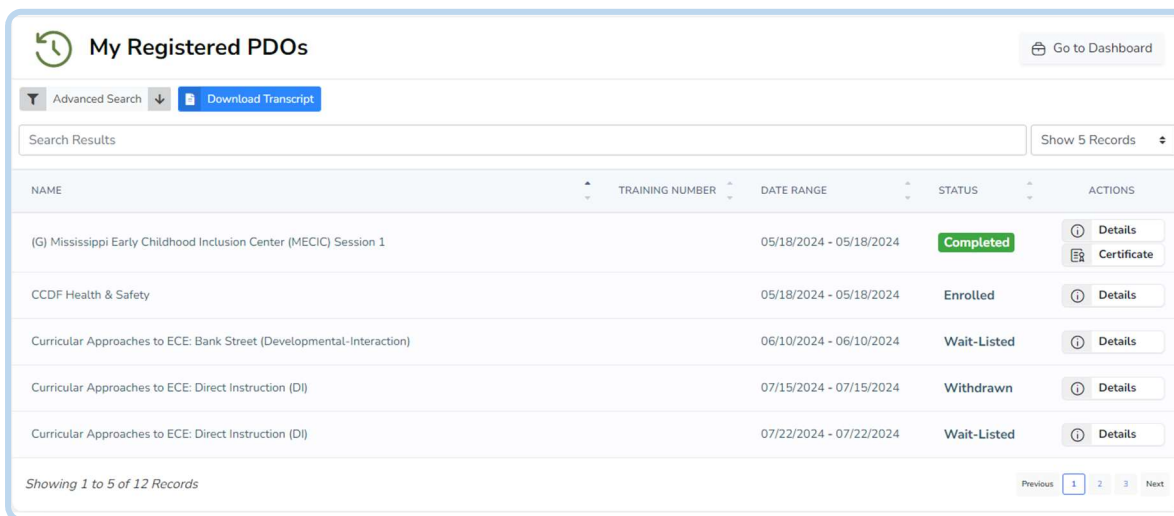
You can also view your past and upcoming sessions in the **My Registered PDOs** section.

## My Registered PDOs

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



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



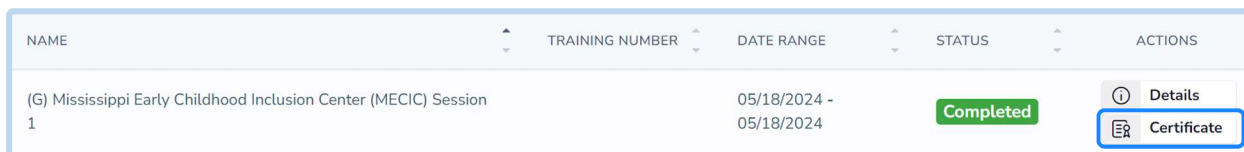
NAME	TRAINING NUMBER	DATE RANGE	STATUS	ACTIONS
(G) Mississippi Early Childhood Inclusion Center (MECIC) Session 1		05/18/2024 - 05/18/2024	Completed	Details Certificate
CCDF Health & Safety		05/18/2024 - 05/18/2024	Enrolled	Details
Curricular Approaches to ECE: Bank Street (Developmental-Interaction)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

Showing 1 to 5 of 12 Records

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

## Download a Certificate

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



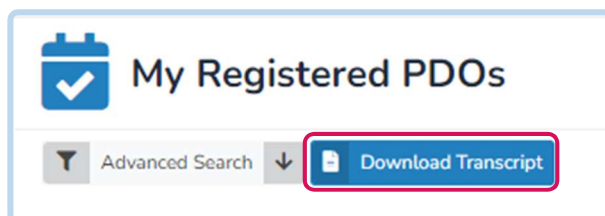
NAME	TRAINING NUMBER	DATE RANGE	STATUS	ACTIONS
(G) Mississippi Early Childhood Inclusion Center (MECIC) Session 1		05/18/2024 - 05/18/2024	Completed	Details Certificate

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

## Download your Transcript

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

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



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

## Email Notifications about your Registered PDOs

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

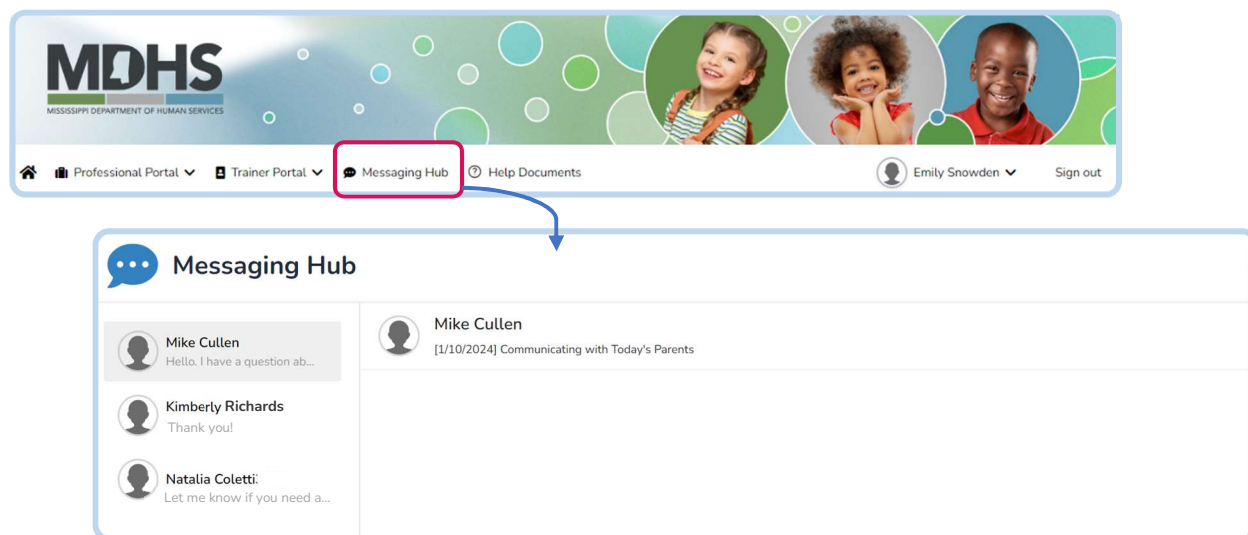
- **Confirmation of your enrollment in a training;**
- **Reminders for upcoming PDOs;**  
*These messages are typically sent one week prior and again day of the training.*
- **Go/No Go Date updates;**  
*If minimum enrollment has not been reached by a specific date, the training will be cancelled and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

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

## Messaging Hub

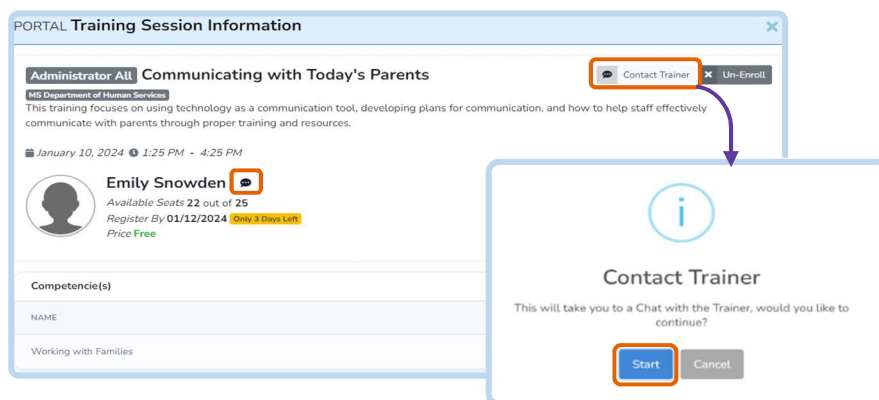
The **Messaging Hub** is a new feature that allows educators and trainers to directly communicate through the MDHS LIFT-ED site.

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



### Start a New Chat in the Messaging Hub

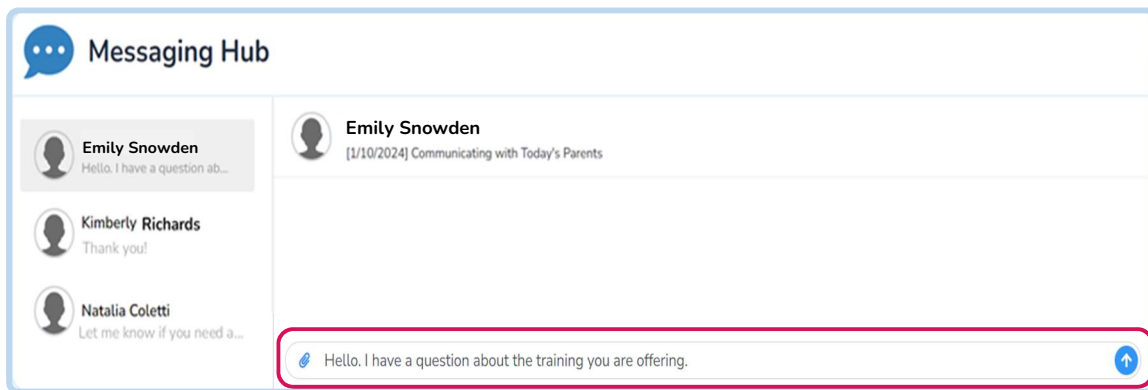
Select the Training Session you want to communicate about in the **Professional Development Opportunities** page or find a course in which you are already enrolled in **My Registered PDOs** and click **Details**.



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

A new window will appear asking you to confirm that you want to continue with this new chat. Click **Start**.

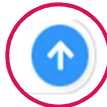
This will open a new window where you can chat with the Trainer in the Messaging Hub.



Type your message into the space provided.



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



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

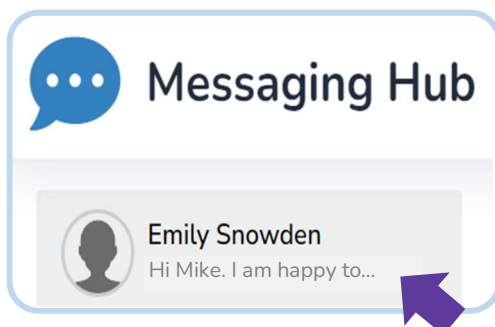
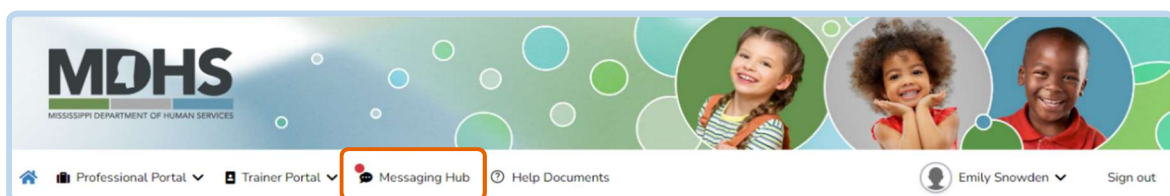
Once your message is sent, the recipient will receive a notification letting them know they have messages to review.

You will be able to see any responses in the chat in your **Messaging Hub**.

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

## Read a New Message

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



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

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

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

## Send a Response

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



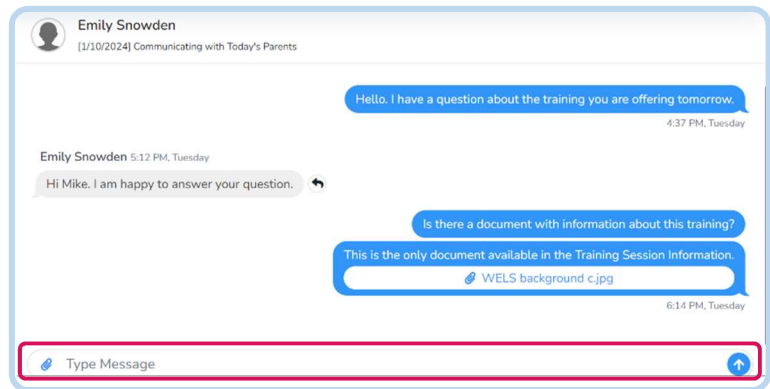
Continue the chat by typing your message into the box provided.



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

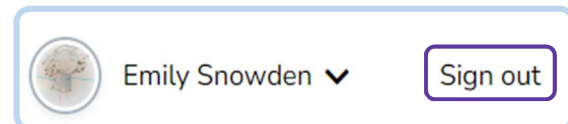


When you have completed your message, click the blue arrow to send.



## Sign Out

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



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