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?
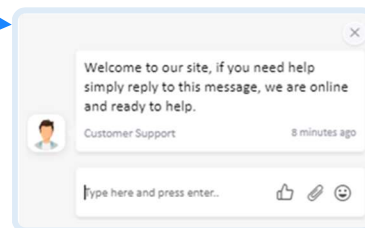
Do not hesitate to contact us!

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

Call us at:

(601) 345-3644

Welcome to our site, if you need help simply reply to this message, we are online and ready to help.

Customer Support   8 minutes ago

Type here and press enter..

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.

Fill in basic information about yourself, including:

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

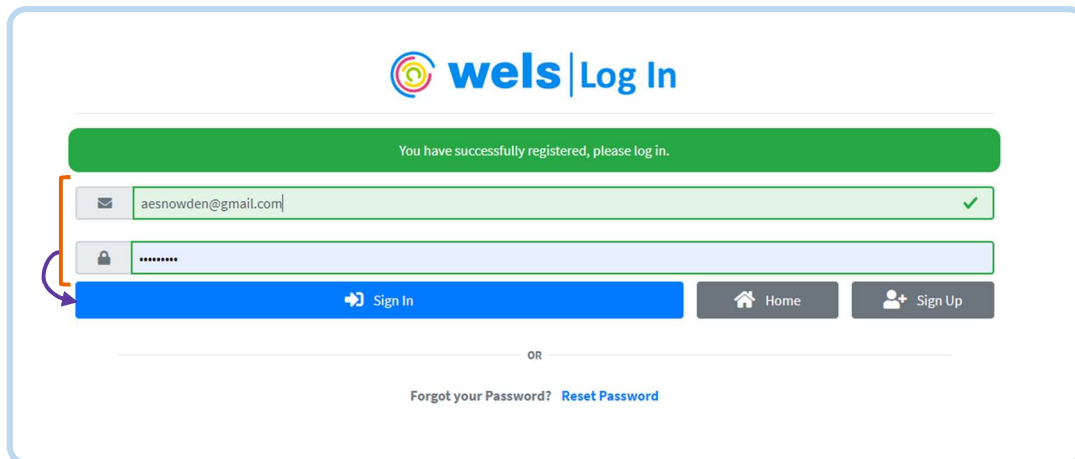When you are done, click **Sign Up**.

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

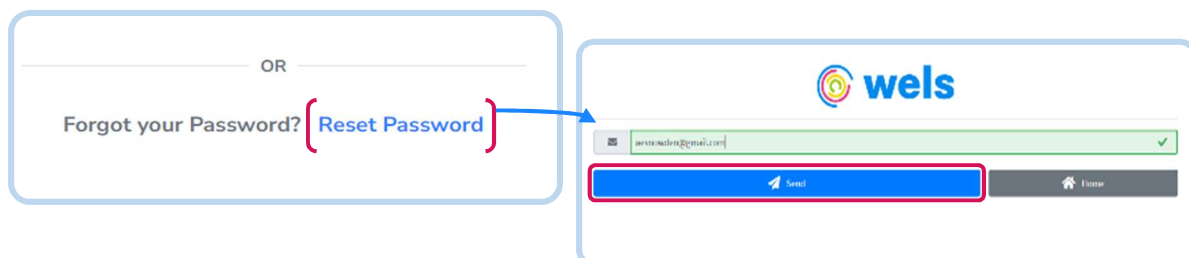*This information is required for verification purposes.

Sign In

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

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

Forgot Your Password?

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

Clicking this link will take you back to MDHS LIFT-ED where you will be prompted to create a new password. Make sure your new password has each of the following:
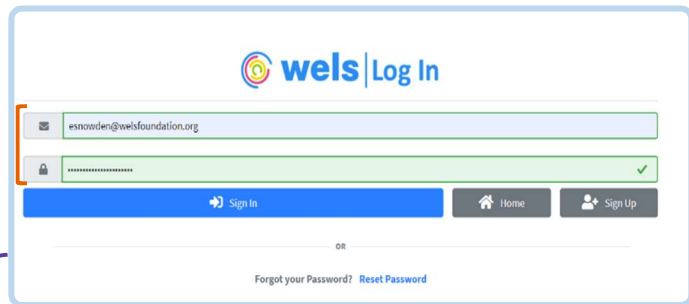
- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#$%^&*()+_{}?-]
- At least 6 characters

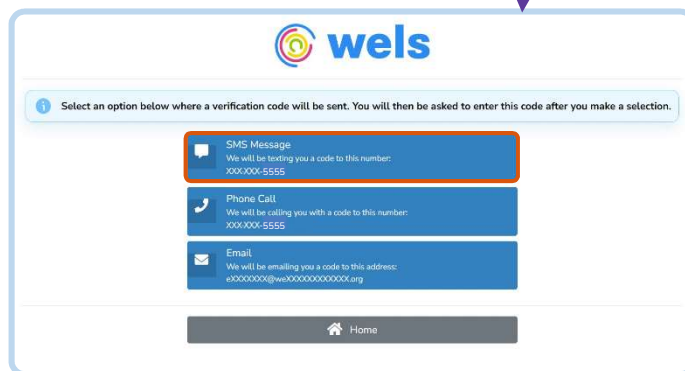When you are finished, click **Update** and use your new password to sign in to your account.

Two-Factor Authentication

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

Two-factor authentication ensures it is you signing in to your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the **Log In** page.
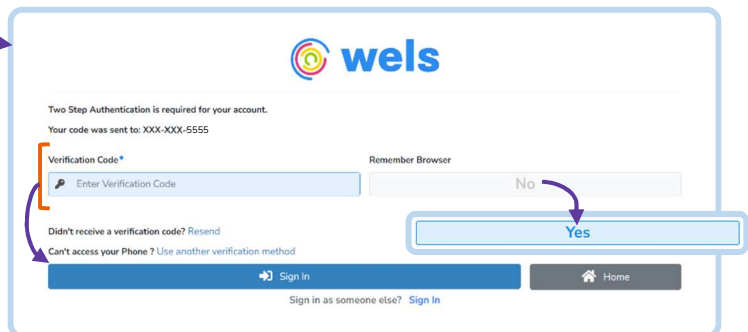
Once you have clicked **Sign In**, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code that was sent via email, text message, or call to the phone number you provided when you created your profile.

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.

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

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

Professional Portal Dashboard

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

The Professional Portal has your personalized early childhood profile.

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

From the Professional Portal Dashboard, you can also:

- 🔴 Keep track of the **Competencies** you've completed (by hour)
- 🔵 See your **Upcoming** (Professional Development) **Sessions**
- 🔴 **View Professional Development Opportunities** (PDOs)
- 🔵 **View** your **Registered PDOs**
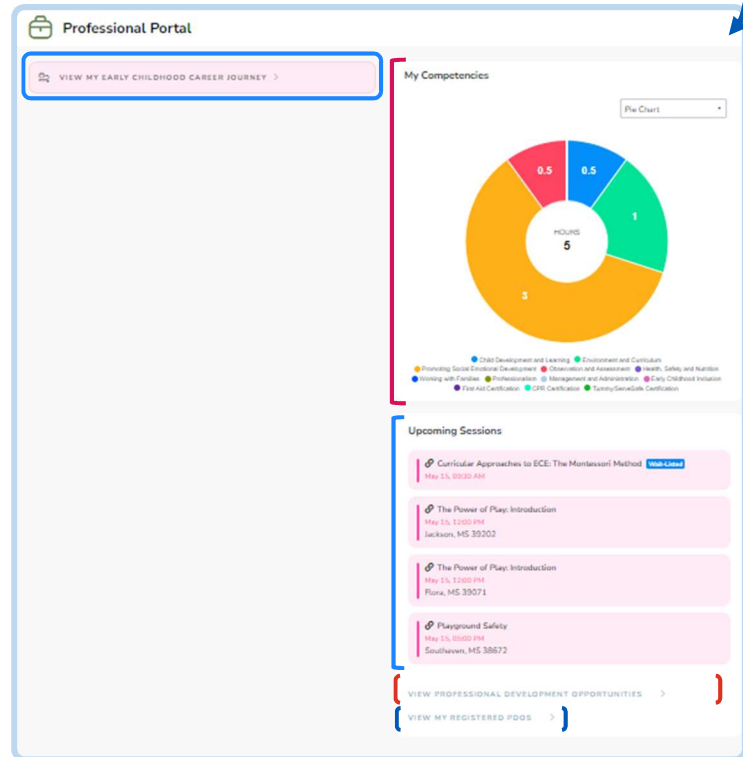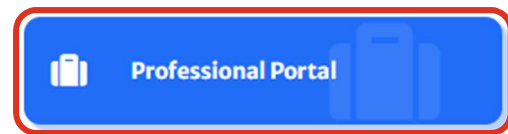
My Early Childhood Career Journey

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

(1)   My Information

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

You will be required to enter:

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

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

Validate Your Address

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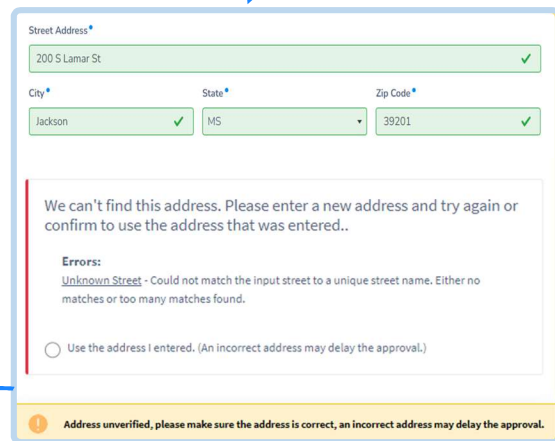

If there are any issues validating your address, you will receive a message informing you of the problem. Within this message, you will have the option to:

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

or

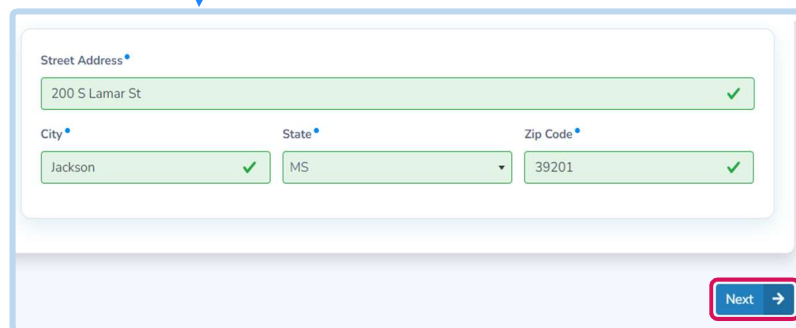- Use the address as entered.

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

(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.

(3)   My Skills

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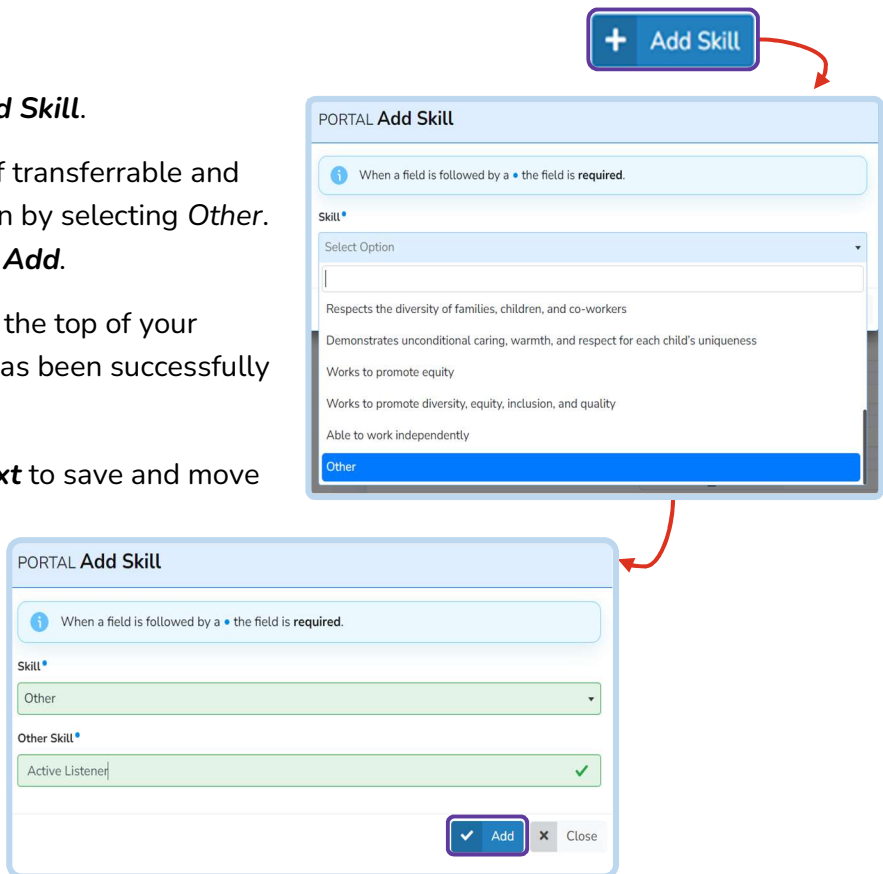
Add a Skill

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

Choose from the available list of transferrable and technical skills 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.
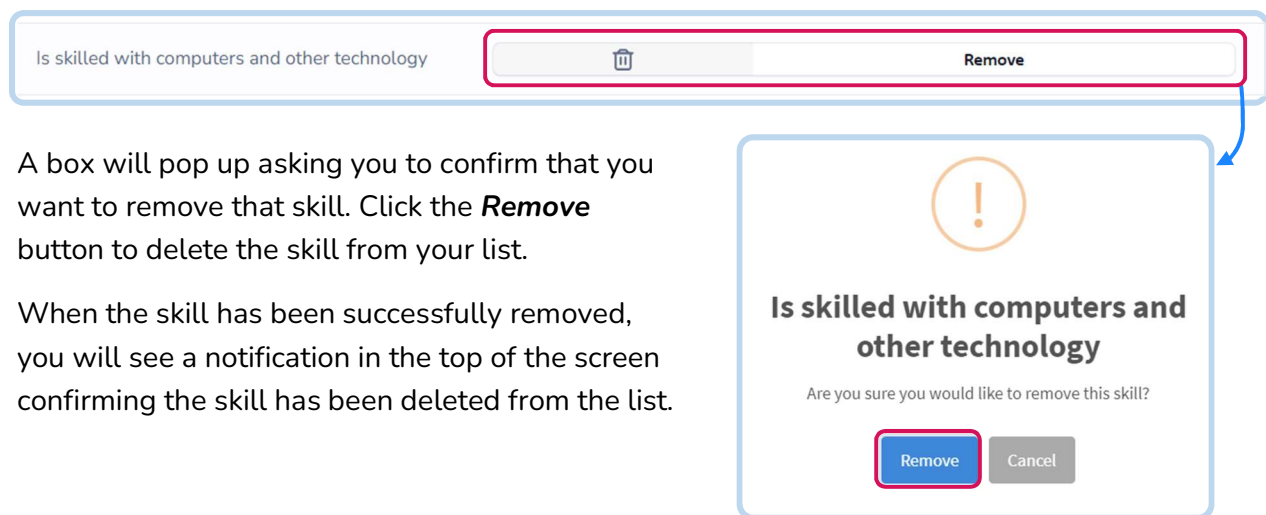
When you are finished, click *Next* to save and move to the next screen.

Remove a Skill

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

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

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

(4)   My Education

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).

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.

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

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.

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.

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.* *).*

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.**

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PROGRAM NAME	COMPETENCY	DATE	FILE(S)	ACTION
First Aid	**1 Hours** - *First Aid Certification*	*05/07/2024 - 05/08/2024*	*No Document Attached*	✎ Edit / 🗋 Upload / 🗑 Remove

b) Uploading Documentation

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

PORTAL **Upload Document**

Document *
Red Cross First Aid Certificate.png [Browse]

Document Name
May8_First Aid

✔ Upload ✕ Close

ℹ

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.

[Upload] [Find] [Cancel]

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.

PORTAL **Find Document**

Search Results | Show 5 Records ⬍

⬇ 1099 | + Add
⬇ CPR Certificate | + Add
⬇ May8_First Aid | + Add

✕ Close

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.

PROGRAM NAME	COMPETENCY	DATE	FILE(S)	ACTION
First Aid	**1 Hours** - *First Aid Certification*	*05/07/2024 - 05/08/2024*	*View Document*	✎ Edit / 🗋 Upload / 🗑 Remove

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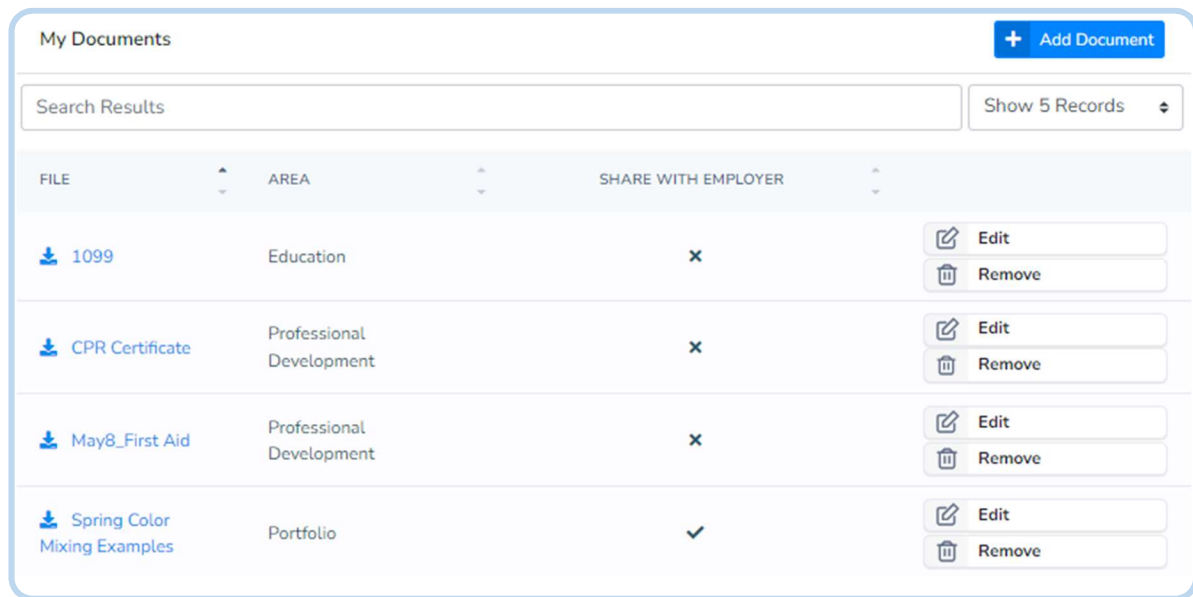
This document will now be available under **File(s)**. Click ***View Document*** to review.

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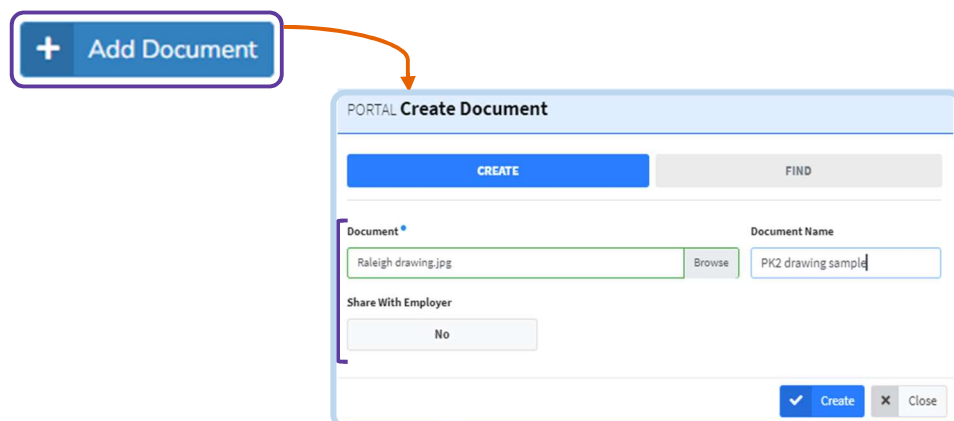
Here, documents and files from your device can be added, edited, saved, or deleted. Any documents you have uploaded to another tab will also be saved here.

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.

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

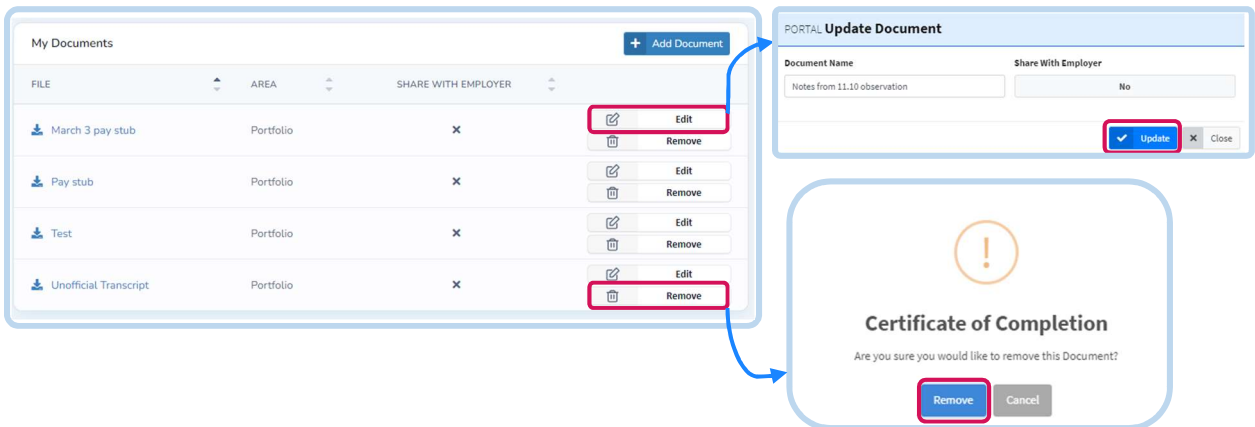Edit an item in **My Portfolio** by clicking the *Edit* button next to the item you want to update. Change the document name or whether or not it is shared with your employer, then click the *Update* button.

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.

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.

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.

Calendar

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

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

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

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

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

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

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

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

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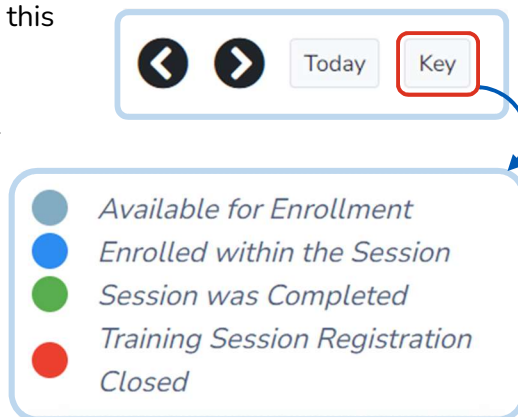
View Upcoming Sessions

Keep an eye on the Professional Development Opportunities you have enrolled in from your Professional Portal Dashboard. Your individualized list is available under **Upcoming Sessions**.
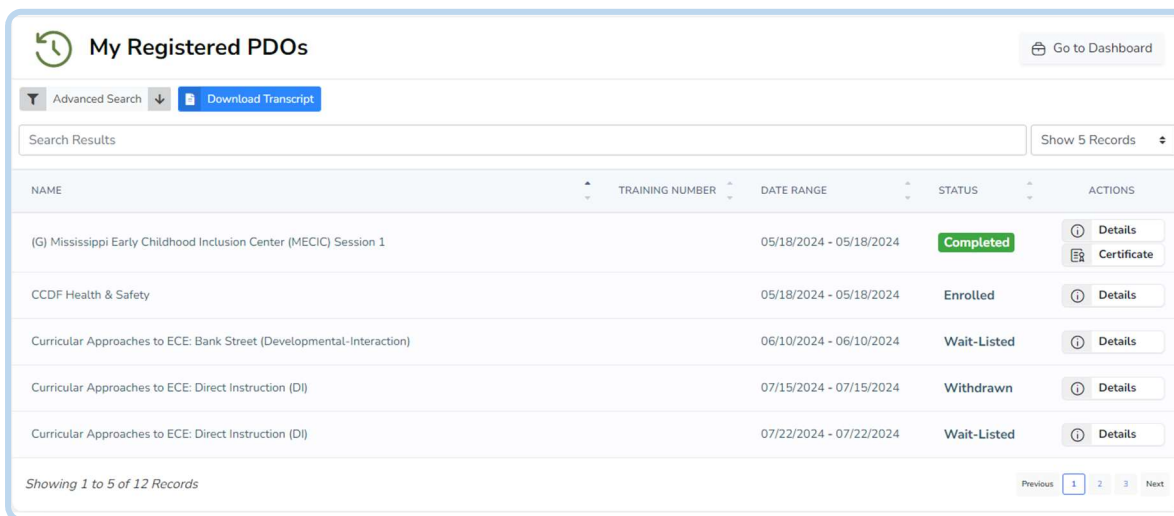
You can also view your past and upcoming sessions in the *My Registered PDOs* section.

My Registered PDOs

In the **My Registered PDOs** section of the Professional Portal, you can view a list of all the trainings (PDOs) you have completed in the LIFT-ED Portal. This includes any trainings that you self-reported in the *My Professional Development* section of your *Career Journey*.
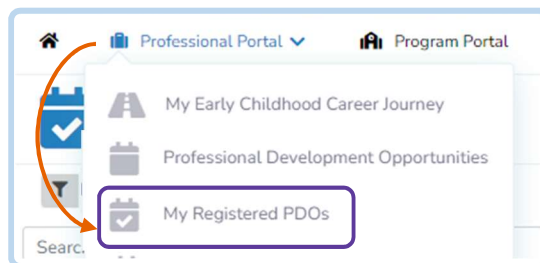
Each of these trainings will appear in the list, along with information about your **Status**. You can also access the **Training Details** screen for each training listed by selecting *Details*.
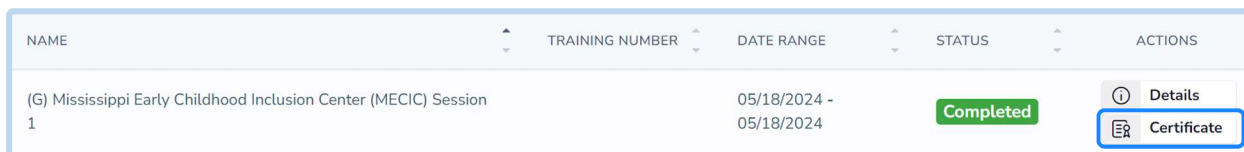
Search for a specific training in this list by typing in the search bar. Or, you can use the **Advanced Search** options to filter what you see in the list.

Download a Certificate

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

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

Download your Transcript

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

This will generate a PDF version of your Transcript that will download directly to your device.
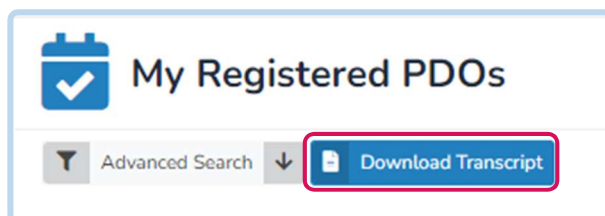
*NOTE: *If you are having issues finding the document, try checking the "Downloads" folder on your device to find the PDF of your Transcript.*

Email Notifications about your Registered PDOs

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

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

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

Messaging Hub

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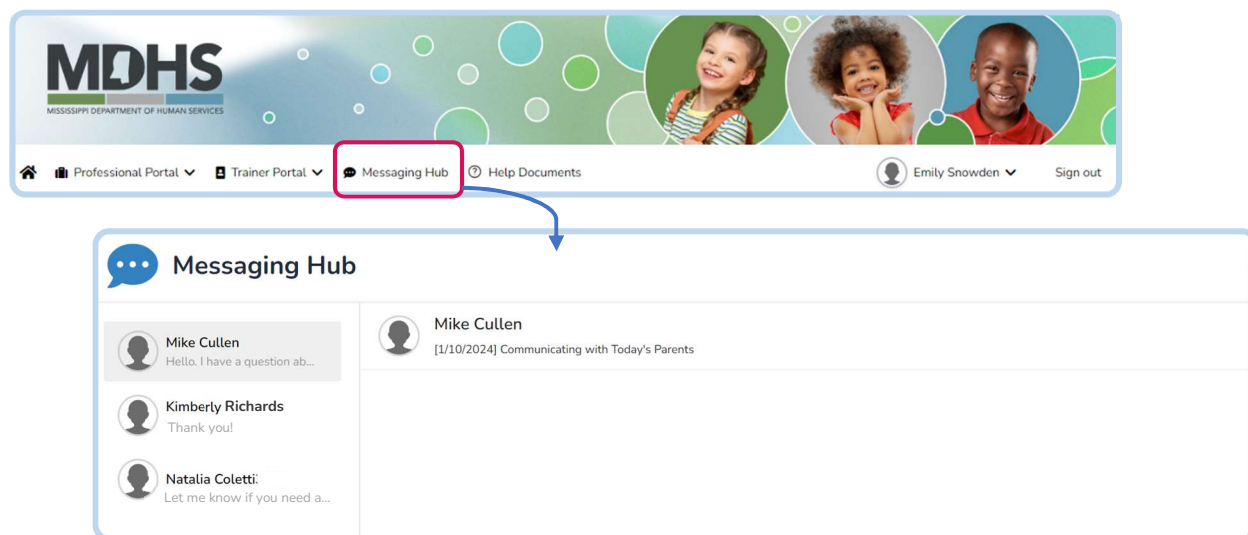
Start a New Chat in the Messaging Hub
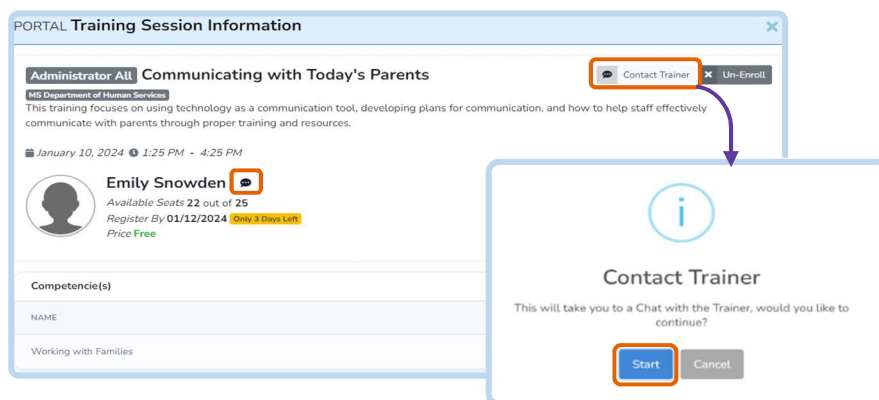
Select the Training Session you want to communicate about in the **Professional Development Opportunities** page *or* find a course in which you are already enrolled in **My Registered PDOs** and click **Details**.

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.
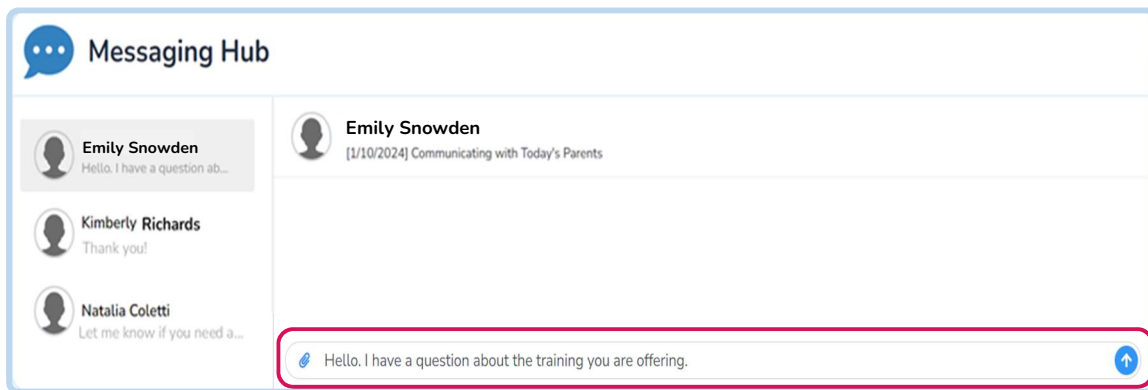
Type your message into the space provided.

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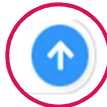
When you have completed your message, click the blue arrow to send.

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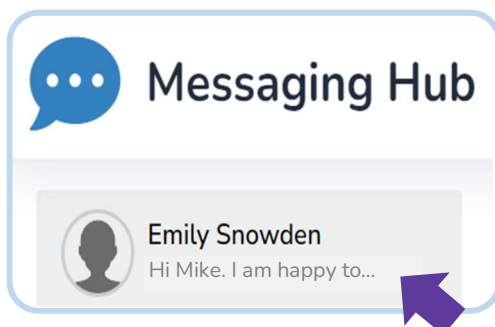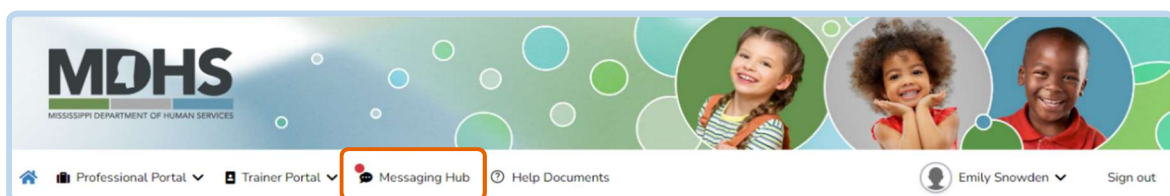
Your most recent message will appear at the top of the list with a preview of the new message.

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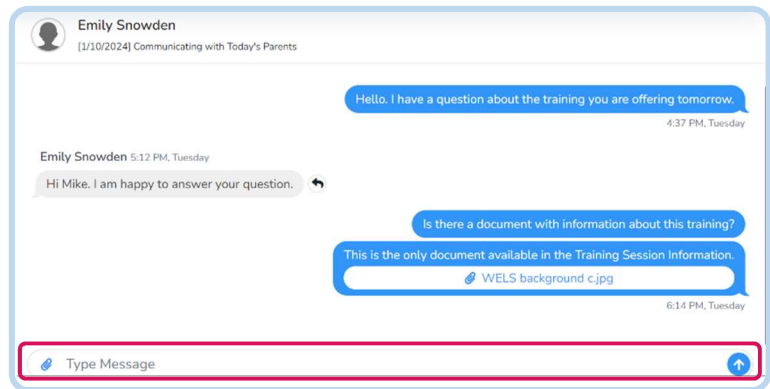
Continue the chat by typing your message into the box provided.

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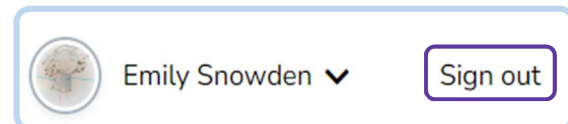
When you have completed your message, click the blue arrow to send.

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.