

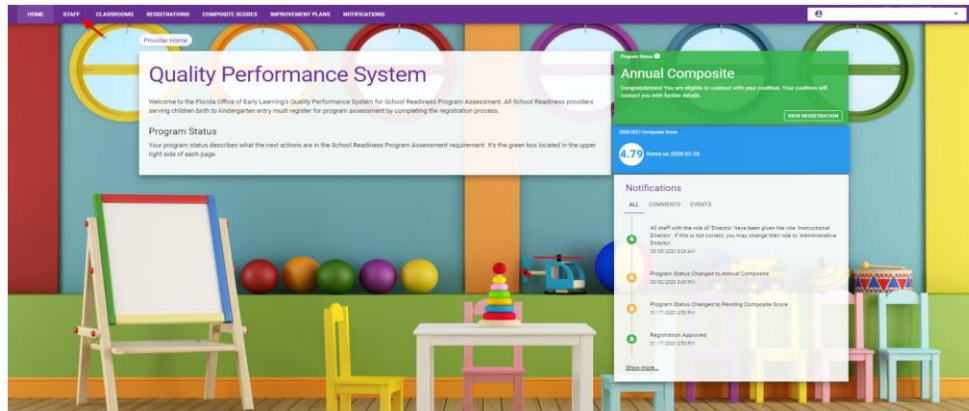
1. Go to: <https://qps.floridaearlylearning.com/>



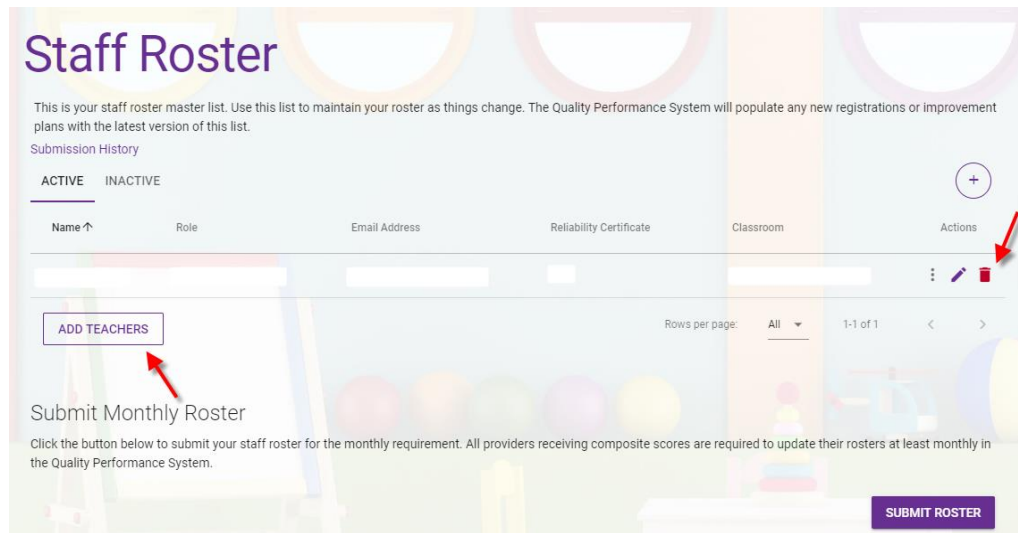
2. Click on login: When you activated your account you would have created a username and password. **If you do not remember your username or password click on Forgot username or Forgot password and follow the prompts. If you are still unable to login, please contact us at classinfo@elcmdm.org and we can help you reset it.**

The image shows the login page of the system. The title 'Login' is displayed in a large purple font. There are two input fields: 'Username' and 'Password'. Both fields have red error messages below them: 'Username is required' and 'Password is required'. To the left of the password field is a 'Remember Me' checkbox. To the right of the password field are two buttons: 'Forgot Username?' and 'Forgot Password?'. At the bottom right, there are two buttons: 'ACTIVATE ACCOUNT' and 'LOGIN'. The background features a stylized rocket ship and a large yellow sun.

3. Once you are logged in, click on 'Staff'



4. Review the list of teachers and **make sure that they are all correct**. If anyone is missing, click on 'ADD TEACHERS'. If anyone needs to be removed you will click on the *red trashcan* to change them to inactive.





5. You are also required to mark off the Highest Degree and Credential, and enter Specialization (if any) for all staff. Save after enter each one.


Edit Staff

Name ?

Role
Teacher ?

Date of Birth 

Hire Date 

Email Address 

Highest Degree ▼

Highest Credential ▼

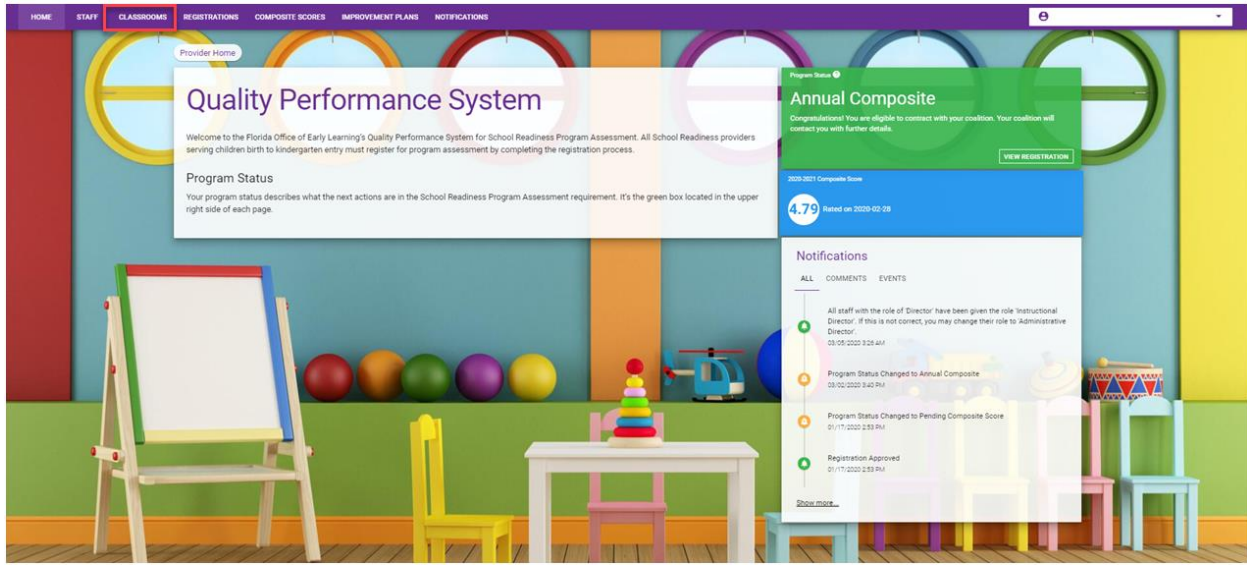
Specialization/College Credit Certifications ▼

Assigned Classroom × ▼

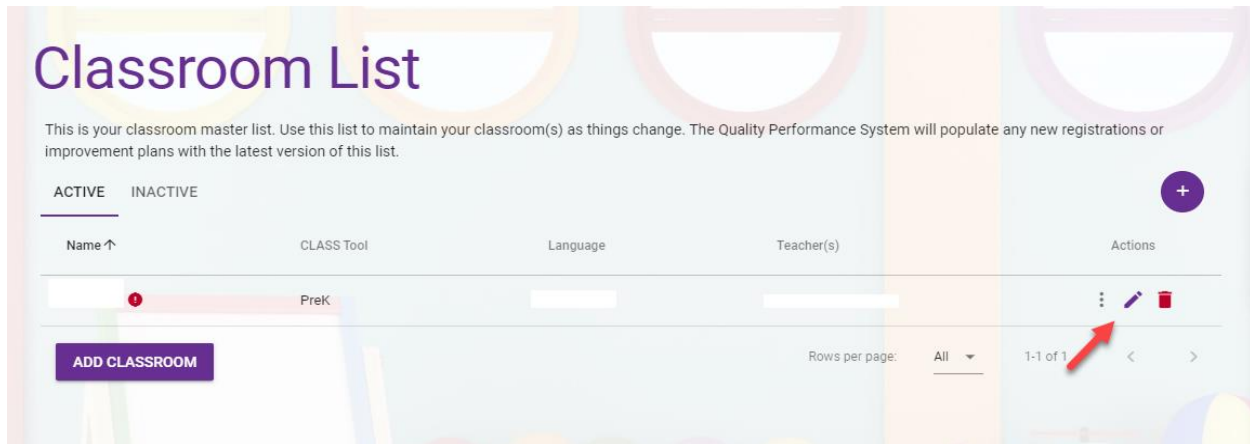
Certificates

SAVE CANCEL

6. After updating staff roster, click on 'Classrooms'



7. Your classrooms may have a red circle next to them, click on the purple pencil on the right and make sure that you have selected a Funding Source & that there is at least one teacher assigned to the classroom.



8. Once you have finished and verified that your staff and classrooms rosters are correct, click on staff tab again and then scroll down and click on 'SUBMIT ROSTER'

