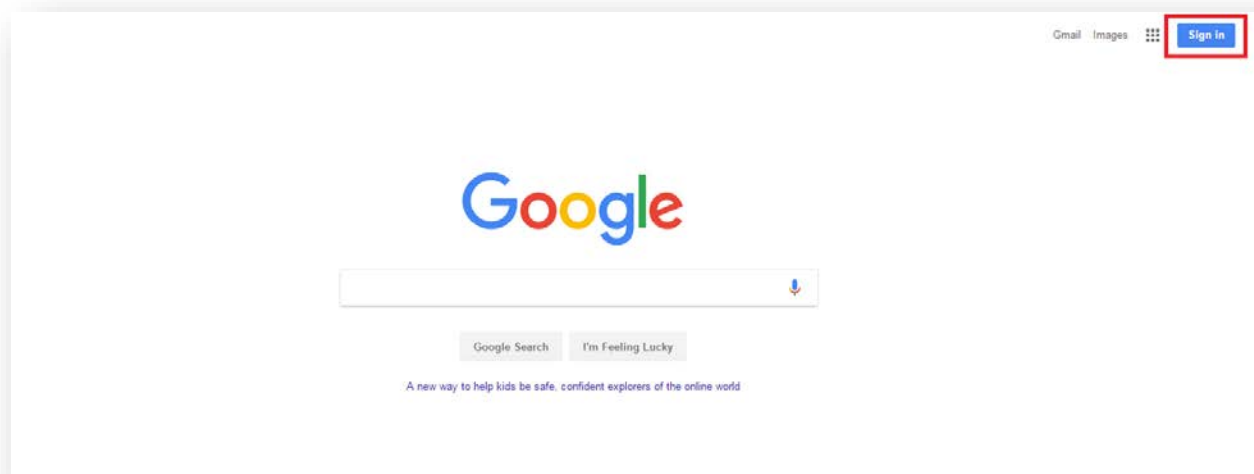


# Navigating Your Texas Workforce Registry Account

Thank you for joining the Texas Workforce Registry! Now that you have created your account, please refer to this guide if you need assistance logging in and entering information into your Workforce Registry account.

## Logging In to TECPDS

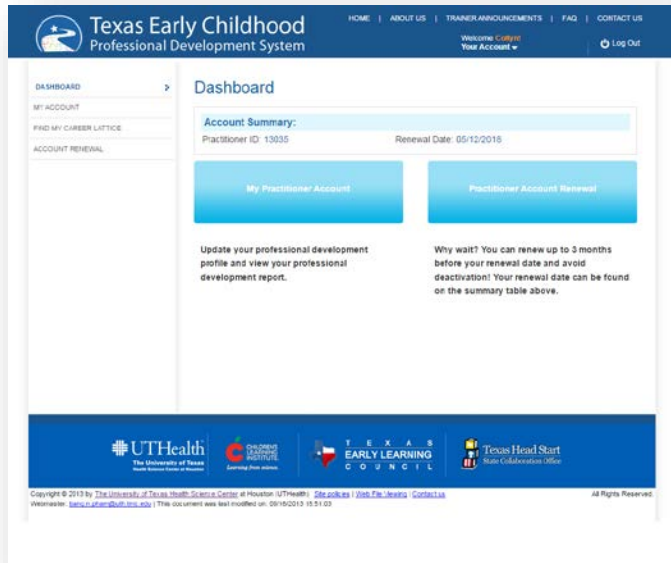
1. Go to [www.google.com](http://www.google.com) and **sign in to the same Google account that you used to create your Workforce Registry Account. This may be the same Google account you use for your CLI Engage account.** It is important to remember the log in information for your Google account because this is the **only** way that you will be able to access your account on TECPDS.



2. After signing in to the proper Google account (though the highlighted tab above), go to [www.tecpds.org](http://www.tecpds.org), and select the "Log In" button at the top right of the page.



3. If you have signed into the proper Google account you will be directed your dashboard.



**POTENTIAL ERROR:**

If you come across the page displayed below, you are not using the correct Google account to log in to TECPDS. Go back to Step 1 and attempt to log in again with another Google account. If you continue to have difficulties, please contact [tedps@uth.tmc.edu](mailto:tedps@uth.tmc.edu) for assistance.



## Before you Begin

1. Take some time to review the Orientation Webinar that was included in your email. It will guide you through the process, so that you can become more informed before you begin.
2. Take the time to scan all of your professional development documents into pdf. files. You will need electronic copies of any training certificates, credentials or trainings for verifying your professional development. <https://www.freepdfconvert.com/> is a free PDF converter and will convert any Word, Excel, or PowerPoint document into a PDF.

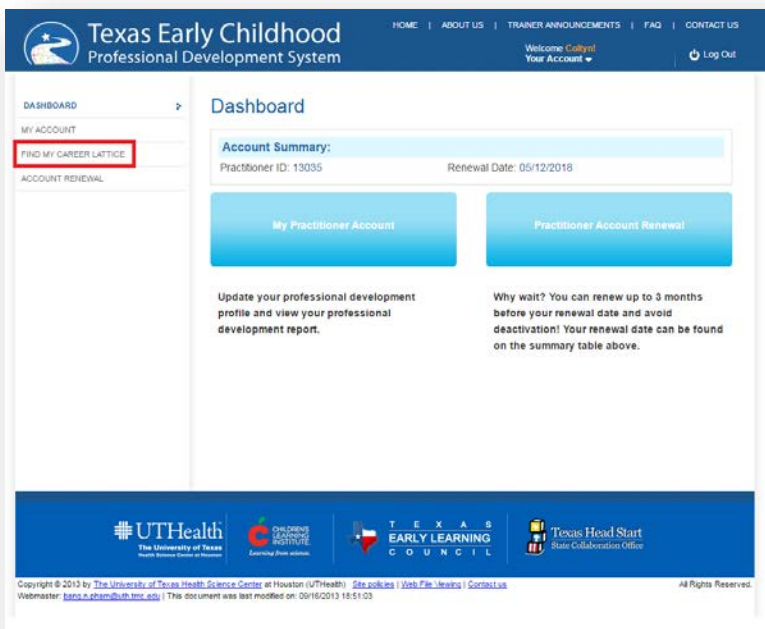
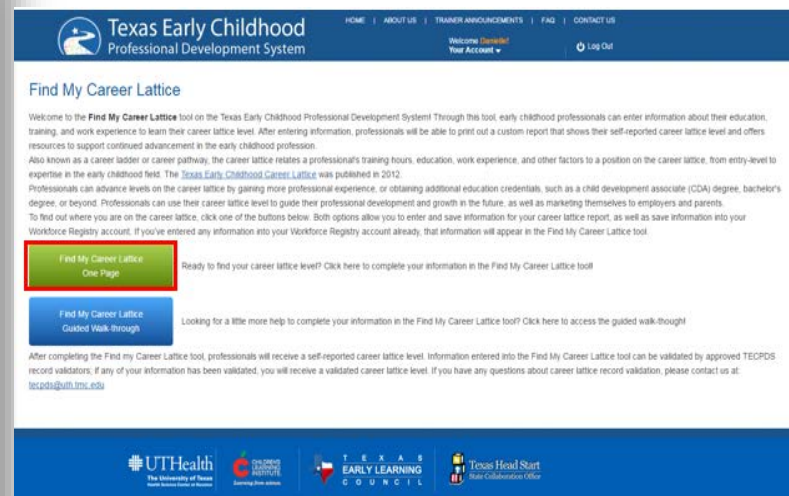
## You are Now Ready to Complete Your Account!

Now that you've logged in, let's complete your account by entering all of your professional development information. We recommend using one of the following options on how to complete your account:

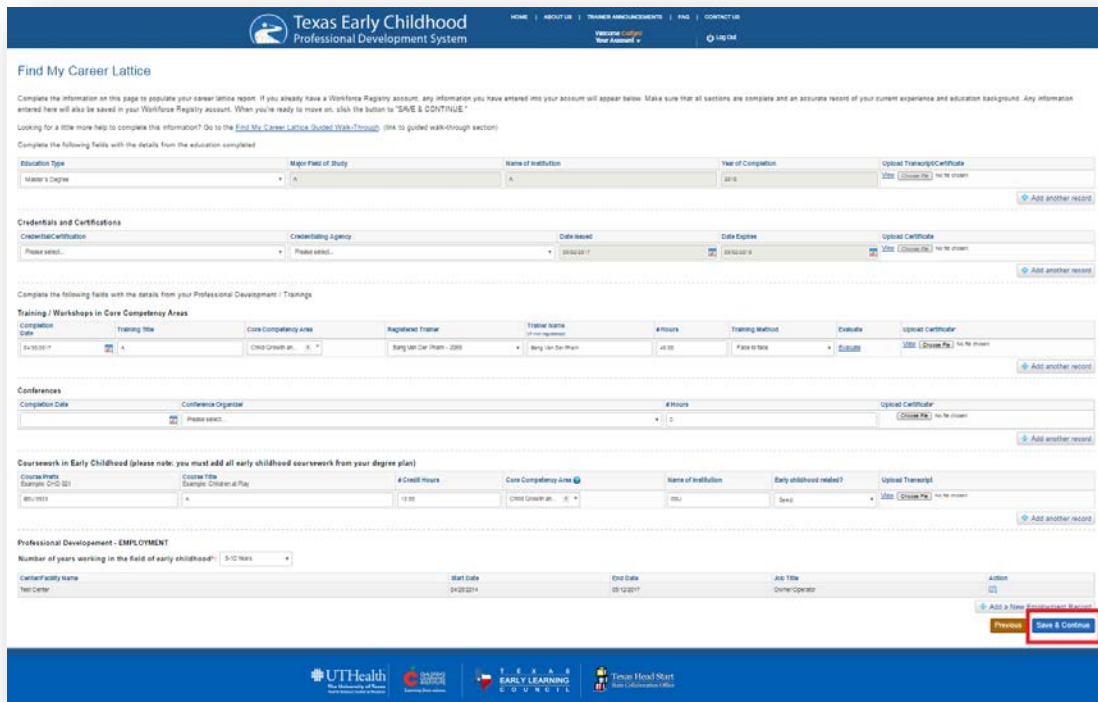
1. **One-Page Form** – Enter your information quickly on one webpage. Choose this option if you are familiar with uploading information into websites.
2. **Guided Walkthrough** – Enter your information with extra guidance on a series of webpages. Choose this option *if you need a little more help entering information into your account.*

### One-Page Form

1. On your dashboard, select the "Find My Career Lattice" option on the left side of the screen. Then click on the green "Find My Career Lattice – One Page" box.

- Fill in the information on the page by using the dropdown menus and uploading the corresponding documents. Once you have finished uploading your information, click "Save & Continue".



**Find My Career Lattice**

Complete the information on this page to populate your career lattice report. If you already have a Workforce Registry account, any information you have entered into your account will appear below. Make sure that all sections are complete and an accurate record of your current experience and education background. Any information entered here will also be saved in your Workforce Registry account. When you're ready to move on, click the button to "SAVE & CONTINUE."

Looking for a little more help to complete this information? Go to the [Find My Career Lattice Quick Walk-Through](#) (link to guided walk-through section)

Complete the following fields with the details from the education completed:

Education Type	Major Field of Study	Name of Institution	Year of Completion	Upload Transcript/Certificate
Master's Degree	A	A	2016	Yes <input type="checkbox"/> No <input type="checkbox"/> No file chosen

[Add another record](#)

**Credentials and Certifications**

Credential/Certification	Credentiaing Agency	Date Issued	Date Expires	Upload Certificate
Please select...	Please select...	08/02/17	8/30/19	Yes <input type="checkbox"/> No <input type="checkbox"/> No file chosen

[Add another record](#)

Complete the following fields with the details from your Professional Development / Training:

**Training / Workshops in Core Competency Areas**

Completion Date	Training Title	Core Competency Area	Registered Trainer	Trainer Name	# Hours	Training Method	Evaluate	Upload Certificate
11/10/17	A	Child Growth and...	Bang Van Dai (PhD) - 2088	Bang Van Dai Phan	4.00	Face to face	Submit	Yes <input type="checkbox"/> No <input type="checkbox"/> No file chosen

[Add another record](#)

**Conferences**

Completion Date	Conference Organizer	# Hours	Upload Certificate
Please select...	Please select...	0	Yes <input type="checkbox"/> No <input type="checkbox"/> No file chosen

[Add another record](#)

**Coursework in Early Childhood (please note: you must add all early childhood coursework from your degree plan)**

Course Photo	Course Title	# Credit Hours	Core Competency Area	Name of Institution	Early childhood related?	Upload Transcript
8611013	Change Children at Play	1.00	Child Growth and...	UTU	Send	Yes <input type="checkbox"/> No <input type="checkbox"/> No file chosen

[Add another record](#)

**Professional Development - EMPLOYMENT**

Number of years working in the field of early childhood: 5-10 Years

Center/Facility Name	Start Date	End Date	Job Title	Action
Test Center	04/01/2014	03/12/2017	Center Operator	<input type="checkbox"/>

[Add a New Record](#) [Previous](#) [Save & Continue](#)

## TIPS FOR ENTERING DOCUMENTS:

**Be advised:** If you qualify for validation of your records, all trainings/certifications/education **MUST** be accompanied by valid documentation. Entries without back up documentation cannot be validated. It is important to add the information as it is written on your certificate. Validation can only occur when the information matches what is on the certificate; and meets all criteria.

Always enter the full information contained on the certificates, such as:

- Full training title
- Add any orientation documents into the training section
- Add Personal Professional Development Plans into the orientation documents
- Correct dates and number of training hours
- All of the Core Competency Areas listed
- The name of the trainer. You can search for registered trainers in a drop down feature. If you cannot find your trainers name you may type in the name
- Select training type:
  - Instructor-Led Training**, such as **attendance** at seminars, workshops, conferences, early childhood classes, and other planned learning opportunities, provided by an individual/s; or
  - Self-Instructional Training**
    - Instructor-Led Training** – Training characterized by the communication and interaction that takes place between the student and the instructor. The training must include an

opportunity for the student to interact with the instructor to obtain clarifications and information beyond the scope of the training materials. Examples of this type of training include, web-based on-line facilitated learning, video-conferencing, or other group learning experiences.

- b. **Self-Instructional Training** – Training designed to be used by one individual working alone and at the individual’s own pace to complete lessons or modules. Lessons or modules commonly include questions with clear right and wrong answers. An example of this type of training is web-based training.
- c. **Self-Study Training** – Non-standardized training where an individual reads written materials, watches a training video, or listens to a recording to obtain certain knowledge that is required for annual training. Self-study training is limited to three hours of annual training per year.

6. If you have taken any college coursework both for a completed or in-progress degree, always add the early childhood courses into the coursework section, and check the box if they are early childhood related.

**TIPS FOR ENTERING DOCUMENTS:**

1. Take the time to scan all of your professional development documents into pdf. files. You will need electronic copies of any training certificates, credentials or trainings for verifying your professional development.
  2. Save documents with file names **only** containing letters and numbers
  3. You can **only** upload documents in the following formats:
    - i. Images files with .jpg, .jpeg, or .png extensions
    - ii. Word documents with .doc or .docx extensions
    - iii. PDF documents
    - iv. Excel files with .xls or .xlsx extensions
  4. The maximum size for one document is 1.5mb (megabyte)
  5. Save regularly!
3. Once you have uploaded all of your information, you will be given a printable career lattice report with a self-reported lattice level. You can print your lattice using the highlighted button below.



**Texas Early Childhood Professional Development System**

HOME | ABOUT US | TRAINER ANNOUNCEMENTS | FAQ | CONTACT US

Welcome Danielle! Your Account | Log Out

### Find My Career Lattice Report

Progress  100%

Congratulations! Based on the information you entered for your education, professional development, and work experience, the following career lattice report was created for you.

First Name: Danielle      Last Name: Jones      Completion Date: 01/31/2018

Entry	1	2	3	4 Self-reported	5 Verified	6	7	8	9
-------	---	---	---	--------------------	---------------	---	---	---	---

[Print My Career Lattice](#)



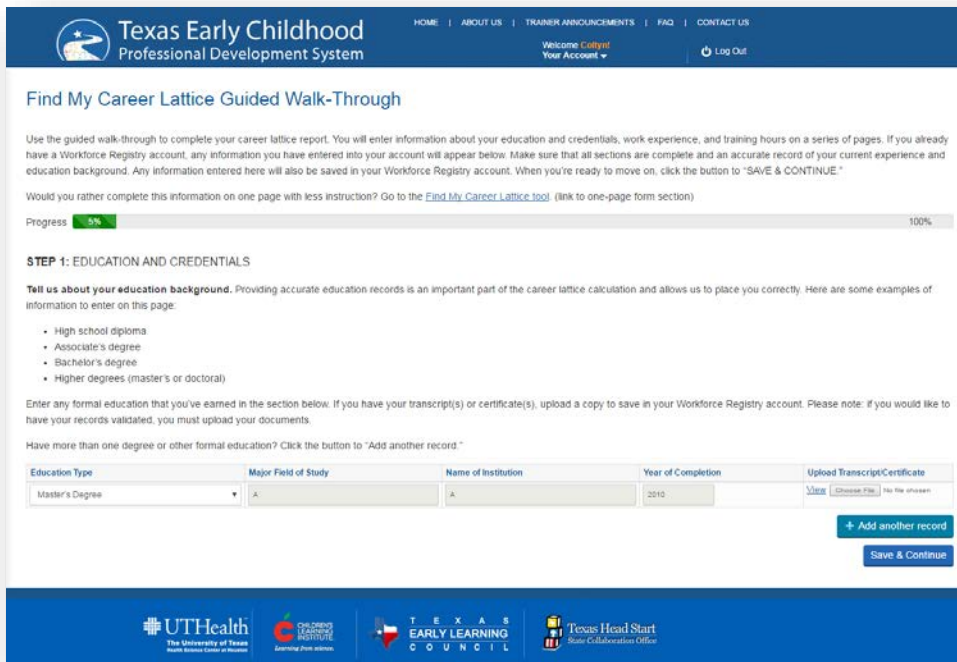
## Guided Walk-Through

1. On your dashboard, select the "Find My Career Lattice" option on the left side of the screen
2. Click on the blue "Find My Career Lattice Guided Walk-Through"



The screenshot shows the dashboard header with navigation links: HOME, ABOUT US, TRAINER ANNOUNCEMENTS, FAQ, CONTACT US. A user is logged in as Tracy. The main heading is "Find My Career Lattice". Below it is a welcome message and instructions. Two buttons are visible: a green "Find My Career Lattice One Page" button and a blue "Find My Career Lattice Guided Walk-through" button, which is highlighted with a red box. At the bottom of the page are logos for UTH Health, The University of Texas Health Science Center at Houston, The Center for Learning and Brain Sciences, TEXAS EARLY LEARNING COUNCIL, and Texas Head Start State Collaboration Office.

3. Use the tips on the pages to guide as you input your education, experience and training information. You can add more records by using the "Add another record" button. When finished, click "Save & Continue".



**Find My Career Lattice Guided Walk-Through**

Use the guided walk-through to complete your career lattice report. You will enter information about your education and credentials, work experience, and training hours on a series of pages. If you already have a Workforce Registry account, any information you have entered into your account will appear below. Make sure that all sections are complete and an accurate record of your current experience and education background. Any information entered here will also be saved in your Workforce Registry account. When you're ready to move on, click the button to "SAVE & CONTINUE."

Would you rather complete this information on one page with less instruction? Go to the [Find My Career Lattice tool](#). (link to one-page form section)

Progress **5%** 100%

**STEP 1: EDUCATION AND CREDENTIALS**

**Tell us about your education background.** Providing accurate education records is an important part of the career lattice calculation and allows us to place you correctly. Here are some examples of information to enter on this page:

- High school diploma
- Associate's degree
- Bachelor's degree
- Higher degrees (master's or doctoral)

Enter any formal education that you've earned in the section below. If you have your transcript(s) or certificate(s), upload a copy to save in your Workforce Registry account. Please note: if you would like to have your records validated, you must upload your documents.

Have more than one degree or other formal education? Click the button to "Add another record."

Education Type	Major Field of Study	Name of Institution	Year of Completion	Upload Transcripts/Certificate
Master's Degree	A	A	2010	<a href="#">View</a> <a href="#">Choose File</a> <small>No file chosen.</small>

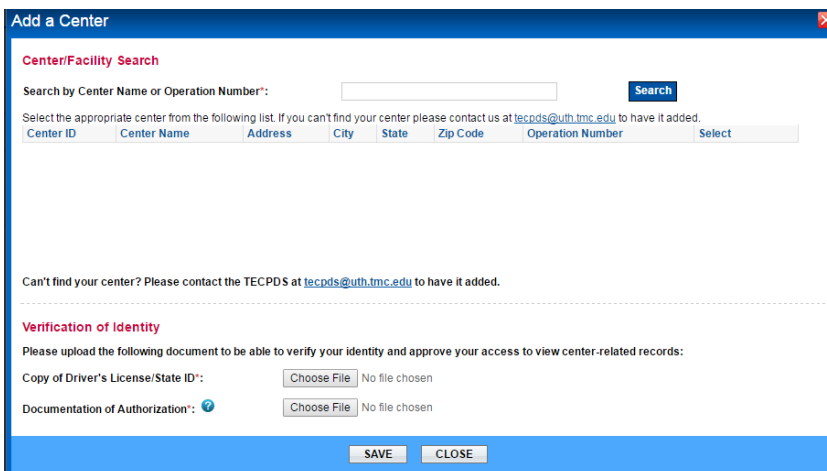
[+ Add another record](#)

[Save & Continue](#)

- Once you have uploaded all of your information, you will be given a printable career lattice report with a self-reported lattice level, as previously shown in the 1-page entry system.

## How to Connect with Your Center

**Administrators:** To connect with your center go to your dashboard and "My Center Profile". Use the green "Add a Center" button to start the process. Once you have found your center and added the "Verification of Identity" documents you can save your new center. TECPDS will be notified that you are requesting permission to be the Center Administrator and after you are approved you will be able to access your center's information.



**Add a Center**

**Center/Facility Search**

Search by Center Name or Operation Number:  [Search](#)

Select the appropriate center from the following list. If you can't find your center please contact us at [tecpds@uth.tmc.edu](mailto:tecpds@uth.tmc.edu) to have it added.

Center ID	Center Name	Address	City	State	Zip Code	Operation Number	Select
-----------	-------------	---------	------	-------	----------	------------------	--------

Can't find your center? Please contact the TECPDS at [tecpds@uth.tmc.edu](mailto:tecpds@uth.tmc.edu) to have it added.

**Verification of Identity**

Please upload the following document to be able to verify your identity and approve your access to view center-related records:

Copy of Driver's License/State ID:  No file chosen

Documentation of Authorization:  No file chosen

[SAVE](#) [CLOSE](#)

**Teachers:** To connect with your center go to your dashboard and "My Account" and select the "Manage Center Affiliations" action button. If you have added your center, you should see it on this

page. If you have not yet added your center you will need to do this now. Check the authorize button to connect to the center. To disconnect from the center just press the authorize button again. Once you have connected to the center, your director will be able to see, but not edit, your professional development records.



**Texas Early Childhood Professional Development System**

HOME | ABOUT US | TRAINER ANNOUNCEMENTS | FAQ | CONTACT US

Welcome **Danielle!**  
Your Account ▾

Log Out

DASHBOARD

**MY ACCOUNT**

FIND MY CAREER LATTICE

### My Practitioner Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Manage Center Affiliations	

## Next Steps

### Next Steps for TEACH:

Once you have entered all of your information and supporting documents, please print out a copy of your career lattice report and send it to [teach@texasaeyc.org](mailto:teach@texasaeyc.org)