

# Indicating Hope Florida Participants in the Florida Ready to Work Portal

# **ENROLLING INDIVIDUAL PARTICIPANTS**

## STEP 1

• After logging into the system, under the Admin tab, select "User Administration."



- Under User Type, select "Participant."
- For Organization, select your CareerSource location.
- Click the "+" to "Add New User."

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Organization: Capital Region 🕲 🔹		Q	٩	Q	Q	Q	Q		< [	<b>)</b> Q	G	3
First Name:												
Last Name:												
Email:												

### **STEP 2**

Complete participant's required contact information. Be sure to scroll down!

Add New User		
Personal Information	n	
User Type: *	Participant -	
Organization: *	Capital Region Assessment Location 🔹	
First Name: *		
Middle Name:		
Last Name: *		
Email:		
	Email has NOT been verified	
Use Email as UserName:		
UserName: *		
Password: *	0	
	User must change password at next logon	
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#### STEP 3

Under Hope Florida Participant, be sure to select **Yes** or **No** to indicate whether or not the participant is a part of Hope Florida.

\*Please note all other 'Custom Field Information' categories are optional.

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American Sign Language (ASL		
Custom Field Informa	ion	
Hope Florida Participant:	Select	•
DOB:	Yes	
Race Ethnicity:	No	
Gender:	Select	*
Grade:	Select	
Ethnicity:	Select	-

NOTE: If the participant is already enrolled, you can always go back into the system and add the Hope Florida Participant designation.

# **CONDUCTING A BATCH ENROLLMENT**

### STEP 1

- After logging into the system, under Admin, select "Batch Enrollment."
- Select "Import File."
- Select "Download Template."

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Select Impo	rt File					Integration Admin		_		
						Batch Enrollment (V2)	Import File			
Select file	or Drop file here					View Learner Experience	Import Review			
Status: File Name: Organization: *	Florida Ready to Work	×								
Delimiter: *	Comma (,)	~								
Upload File	Download Template	Field Definitions								
Map Fields										
Map the user fiel be imported. You	ds from your file (File Colum must map Required Fields (	<b>ins)</b> to the fields availat in order to process the ir	ble in the application (Appli mport.	ication Fields) by selecting	an Application Fiel	<b>ld</b> from the drop down menu for ea	ch row. Unmapped ;	fields will not		

### **STEP 2**

- Open the template.
- Complete the spreadsheet with participants you wish to batch enroll into Florida Ready to Work.
- When conducting a batch enrollment, please indicate "Yes" or "No" under Hope Florida Participant for each participant.

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Then upload the spreadsheet as directed in the Florida Ready to Work portal.

## **ENROLLING PARTICIPANTS IN A FLORIDA READY TO WORK CLASS**

For Hope Florida participants that may already be completing the Florida Ready to Work program, please enroll them into the Hope Florida Participants 2024-2025 class.

#### **STEP 1**

- After logging into the system, under Admin, select "Organization Administration."
- Select "Class Management."
- Under Classes, select "Hope Florida Participants 2024-2025."

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Organization Capital Region As •			Integration Admin	Class Management
Display Archived Classes	Class Name Hope Florida Participants 202	24-2025	Batch Enrollment (V2)	
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Dynamic Futures				
Hope Florida Participants 2024-2025	Facilitators         Select a value			<b>v</b>
My Caseload				Cancel Save Changes
SNAP				
WRC	<b>Class Roster Preview</b>			Q Search
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### **STEP 2**

- Assign participants by selecting the "Class Assignment" tab.
- Select the learners that you wish to identify as Hope Florida Participants by selecting the green check mark next to each learner to add them the roster.
- Once the learners are selected, click "Add to Roster."

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	Aamyria Wright			/right	aamyriaw09@icloud.com		aamyriaw09@	amyriaw09@icloud.com												
	AARON HANNA aaron.hanna.ah@gmail.com     AARON OLIFF lanceolff@gmail.com						aaron.hanna.a	aaron.hanna.ah@gmail.com lanceoliff@gmail.com												
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	AARON MCSWAIN Mcswainr570@gmail.com							mcswainr570@gmail.com												
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	Abrilla Couch abrilla.lynn@gmail.com						abrilla.lynn@g	gmail.com												
	ADAM DARNELL darnelladam25@mail.com					darnelladam2	darnelladam25@mail.com													
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Florida Ready to Work - Identifying Hope Florida Participants - July 2024

**REMINDER!** Florida Ready to Work offers weekly webinars on how to use the portal and implement the program, along with monthly implementation webinars just for CareerSource Florida network partners. **Register** <u>here</u>.

FOR MORE INFORMATION

Contact Customer Service <u>CustomerService@floridareadytowork.com</u> 888.717.9461 Option 3