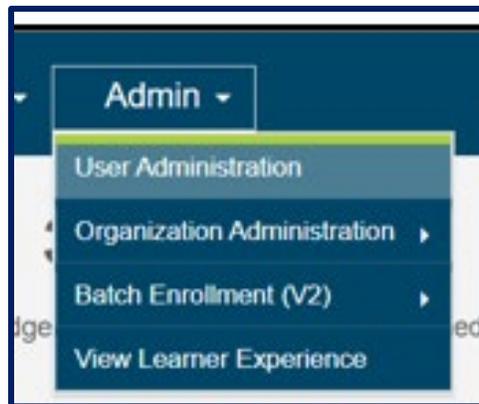


Indicating Hope Florida Participants in the Florida Ready to Work Portal

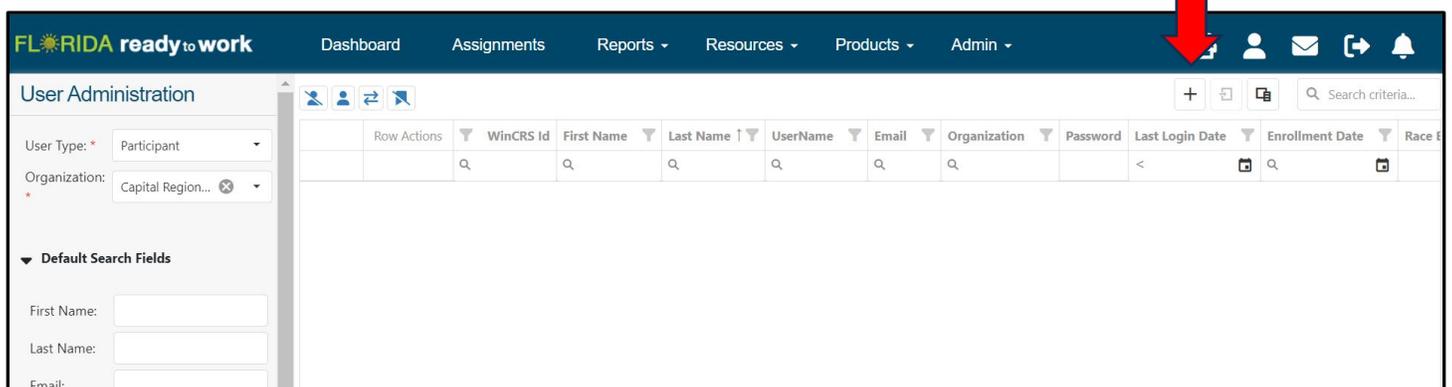
ENROLLING INDIVIDUAL PARTICIPANTS

STEP 1

- After logging into the system, under the Admin tab, select “User Administration.”

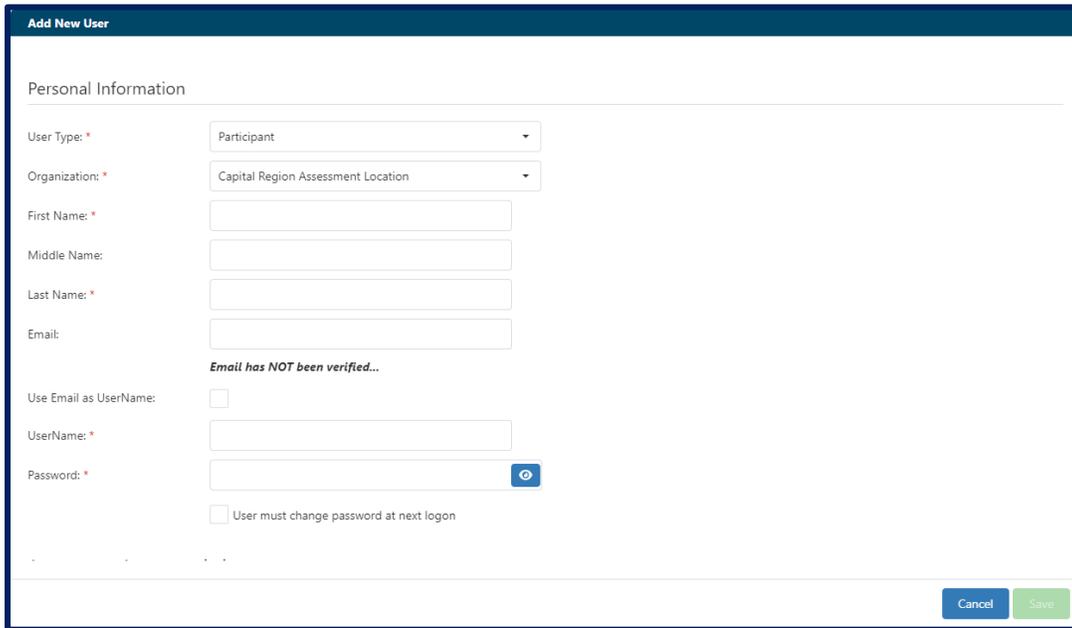


- Under User Type, select “Participant.”
- For Organization, select your CareerSource location.
- Click the “+” to “Add New User.”



STEP 2

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



The screenshot shows the 'Add New User' form with the 'Personal Information' section. The form includes the following fields and options:

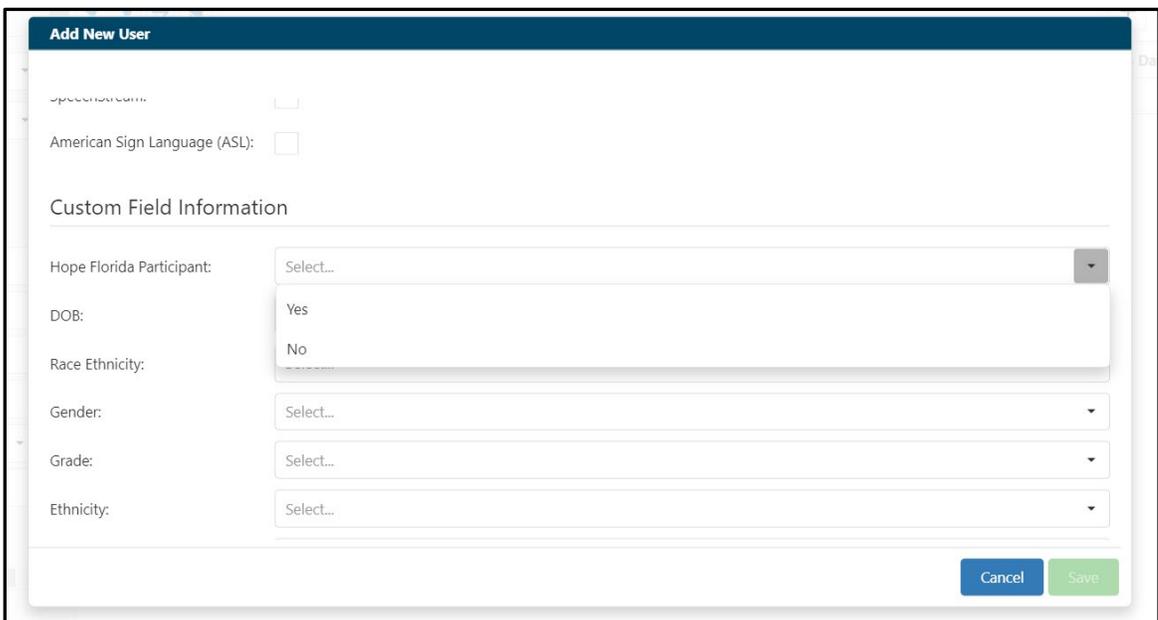
- User Type: * Participant (dropdown menu)
- Organization: * Capital Region Assessment Location (dropdown menu)
- First Name: * (text input)
- Middle Name: (text input)
- Last Name: * (text input)
- Email: (text input)
- Email has NOT been verified... (text)
- Use Email as UserName:
- UserName: * (text input)
- Password: * (password input with eye icon)
- User must change password at next logon:

Buttons: Cancel (blue), Save (green)

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.



The screenshot shows the 'Add New User' form with the 'Custom Field Information' section. The form includes the following fields and options:

- American Sign Language (ASL):
- Hope Florida Participant: Select... (dropdown menu)
- DOB: Yes (dropdown menu)
- Race Ethnicity: No (dropdown menu)
- Gender: Select... (dropdown menu)
- Grade: Select... (dropdown menu)
- Ethnicity: Select... (dropdown menu)

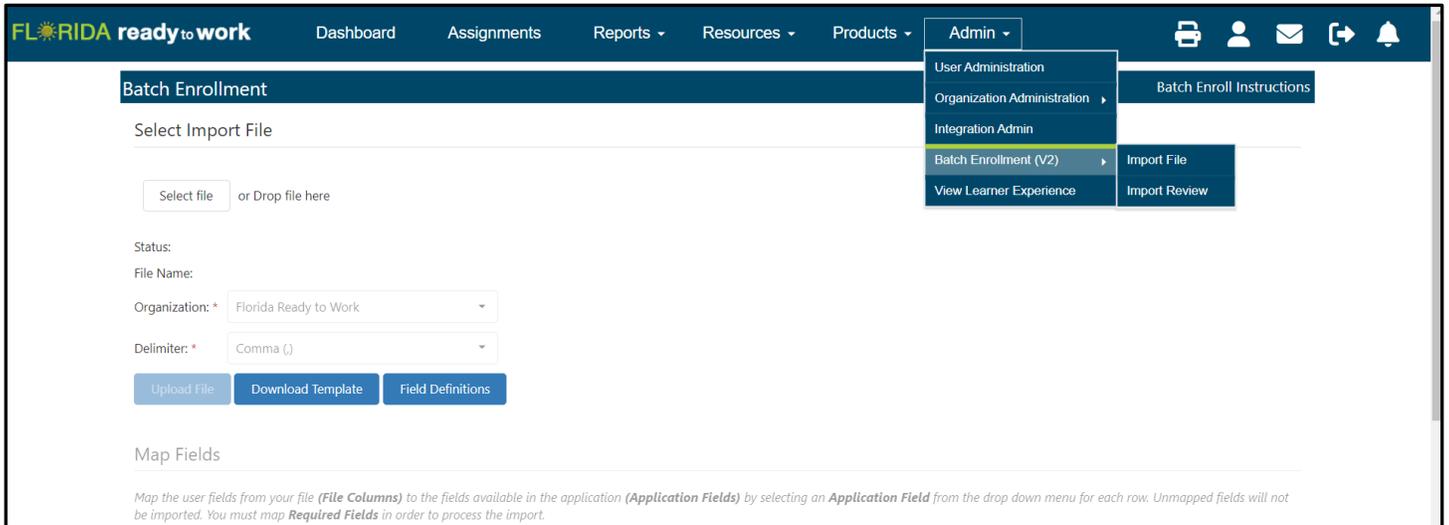
Buttons: Cancel (blue), Save (green)

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

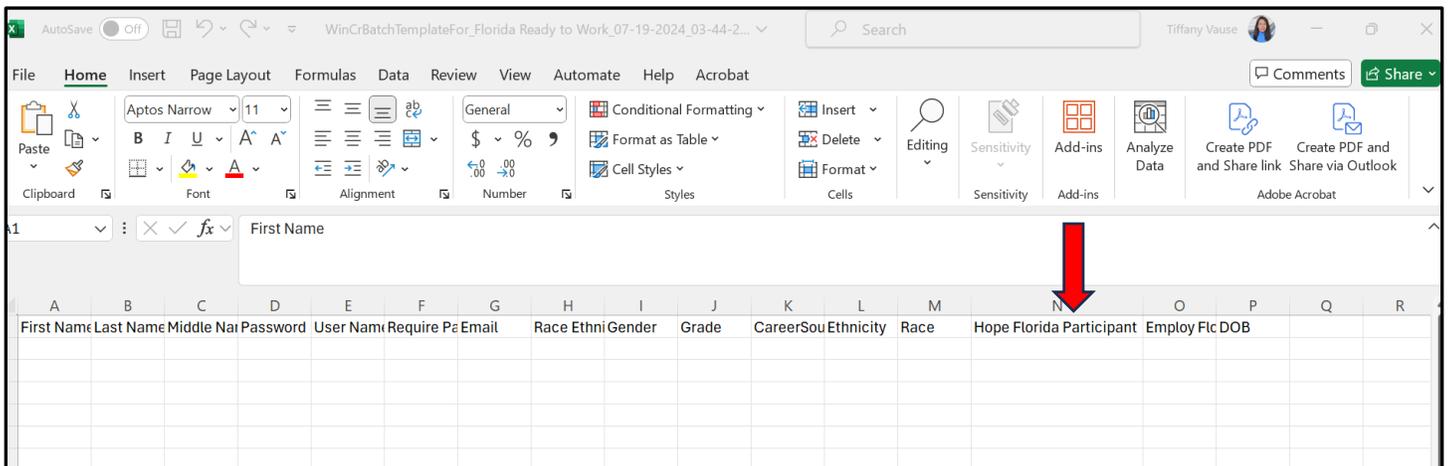
STEP 1

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



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.



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.”

The screenshot shows the 'Admin' dropdown menu with the following options: User Administration, Organization Administration (selected), Integration Admin, Batch Enrollment (V2), and View Learner Experience. The 'Organization Administration' sub-menu is open, showing 'Manage Organizations' and 'Class Management' (highlighted). The main interface shows the 'Class Assignment' tab for the class 'Hope Florida Participants 2024-2025'. The 'Class Roster Preview' table is empty.

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.”

The screenshot shows the 'Class Assignment Instructions' section with the following steps:

- Use the filters to narrow down the Learner Pool.
- Use the Column Chooser to add more data to the grid if needed.
- Add learners to the roster by selecting the checkboxes next to their names and then clicking Add To Roster.
- Remove learners from the roster by selecting their names and clicking Remove From Roster.
- Click the SAVE button to save your roster updates.

The 'Learner Pool' table is displayed with the following data:

<input type="checkbox"/>	First	Last	Email	UserName
<input type="checkbox"/>	A SHAWNTE	FOOTMAN	Ashawntehd@gmail.com	Ashawntehd@gmail.com
<input type="checkbox"/>	Aaliyah	Deveaux	aliyahdeveaux@gmail.com	aliyahdeveaux@gmail.com
<input type="checkbox"/>	Aamyria	Wright	aamyriaw09@icloud.com	aamyriaw09@icloud.com
<input type="checkbox"/>	AARON	HANNA	aaron.hanna.ah@gmail.com	aaron.hanna.ah@gmail.com
<input type="checkbox"/>	AARON	OLIFF	lancoeliff@gmail.com	lancoeliff@gmail.com
<input type="checkbox"/>	AARON	MCSWAIN	Mcswain570@gmail.com	mcswain570@gmail.com
<input type="checkbox"/>	AARON	GRAYSON		NOSIARG
<input type="checkbox"/>	ABASIONO	UDOFIAH	udofah123@gmail.com	udofah123@gmail.com
<input type="checkbox"/>	ABIGAIL	PHELPS	abigailpelps@myffamilies.com	abigailpelps@myffamilies.com
<input type="checkbox"/>	Abrilla	Couch	abrilla.lynn@gmail.com	abrilla.lynn@gmail.com
<input type="checkbox"/>	ADAM	DARNELL	darnelladam25@mail.com	darnelladam25@mail.com
<input type="checkbox"/>	ADAM	SWAIN	millatom9@gmail.com	millatom9@gmail.com
<input type="checkbox"/>	ADAM	NEIDER	ADAM.NEIDER336278@winrcsystem.com	ADAM.NEIDER336278@winrcsystem.com
<input type="checkbox"/>	ADELEKE	ONIGBANJO	AdelekeOnigbanjo@gmail.com	AdelekeOnigbanjo@gmail.com

The 'Hope Florida Participants 2024-2025' table is currently empty with the message 'No data'.

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 [here](#).

FOR MORE INFORMATION

Contact Customer Service
CustomerService@floridareadytowork.com
888.717.9461 Option 3