

## 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.”

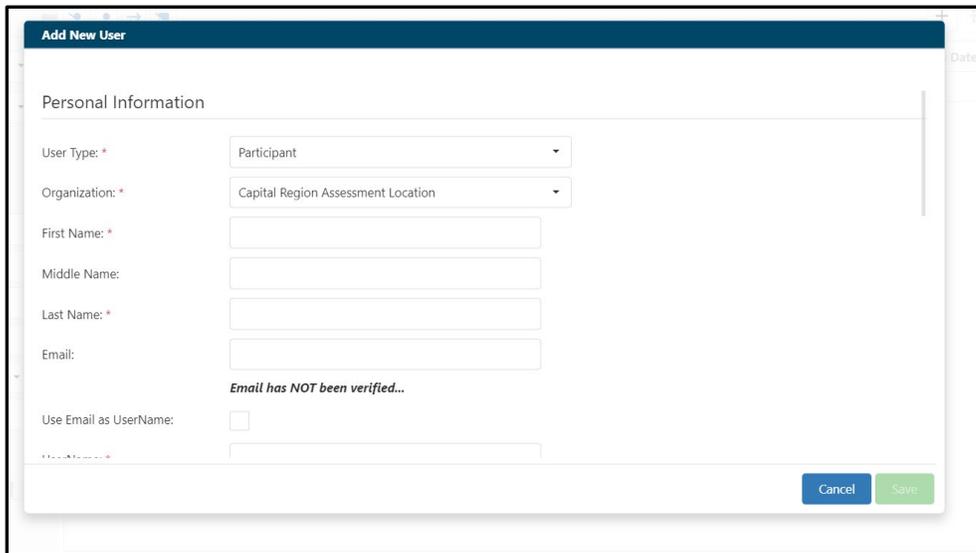
The screenshot shows the Florida Ready to Work Admin interface. The top navigation bar includes 'Dashboard', 'Reports', 'Resources', 'Products', and 'Admin'. The 'Admin' dropdown menu is open, highlighting 'User Administration'. The main dashboard area displays several key metrics: 825 Learners Enrolled, 7 Active Learners, 33.06 Hours Logged, and 0 Credentials Earned. Below these metrics, there are sections for 'SOFT SKILLS - TRAINING' and 'SOFT SKILLS - ASSESSMENT'. The 'SOFT SKILLS - ASSESSMENT' section shows a summary table with one row indicating 1 Assessment Completed and 1 eBadge Earned.

Click the “+” to “Add New User.”  
 Under User Type, select “Participant.”

The screenshot shows the 'User Administration' page. A red arrow points to the '+' icon in the top right corner of the table area. The page features a sidebar with 'User Type' set to 'Participant' and 'Organization' set to 'Capital Region...'. The main area contains a table with the following columns: Row Actions, WinCRS Id, First Name, Last Name, UserName, Email, Organization, Password, Last Login Date, Enrollment Date, and Race. The table is currently empty.

## 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:

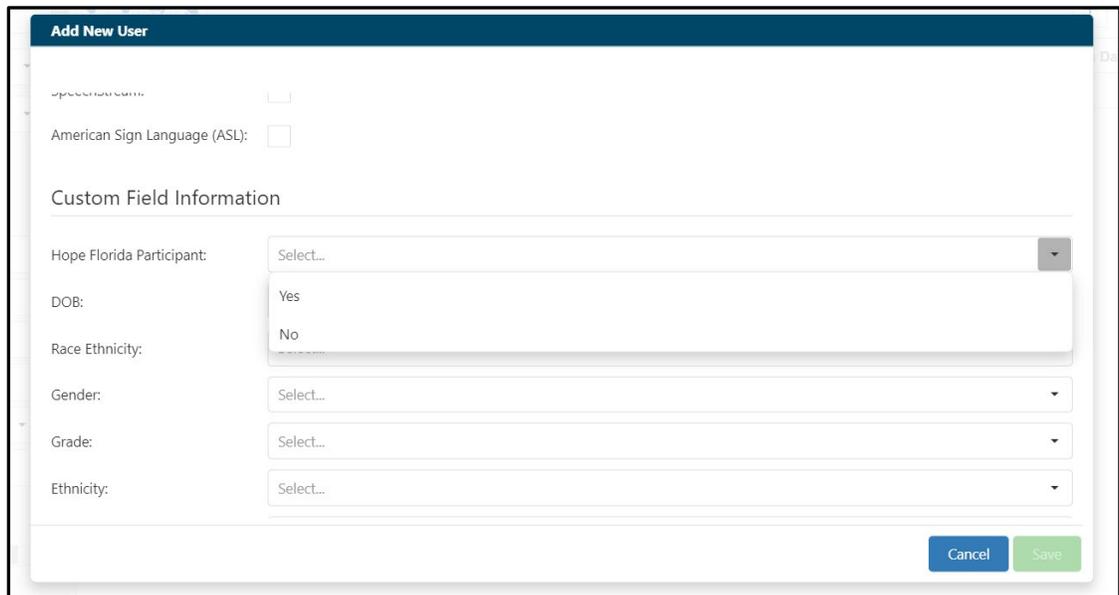
- User Type: \* (Dropdown menu: Participant)
- Organization: \* (Dropdown menu: Capital Region Assessment Location)
- First Name: \* (Text input field)
- Middle Name: (Text input field)
- Last Name: \* (Text input field)
- Email: (Text input field)
- Email has NOT been verified...*
- Use Email as UserName:

At the bottom right of the form are 'Cancel' and 'Save' buttons.

## 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:

- American Sign Language (ASL):
- Hope Florida Participant: (Dropdown menu: Select...)
- DOB: (Dropdown menu: Yes, No)
- Race Ethnicity: (Text input field)
- Gender: (Dropdown menu: Select...)
- Grade: (Dropdown menu: Select...)
- Ethnicity: (Dropdown menu: Select...)

At the bottom right of the form are 'Cancel' and 'Save' buttons.

**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 at [www.FloridaReadytoWork.com/Events](http://www.FloridaReadytoWork.com/Events).

## FOR MORE INFORMATION

Contact Customer Service  
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