

How to Place a VPK Assessment Kit Order

Only users assigned as a VPK Administrator will have the ability to place an order.

- If you are a **VPK Administrator**, login to the VPK Assessment Online Reporting System.

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Early Learning
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BRIGHT BEGINNINGS

VPK Assessment Online Reporting System LOG IN

GOLD™ LOG IN

STANDARDS CUSTOMIZING INSTRUCTION VPK ASSESSMENT PARENT RESOURCES CONTACT US FEEDBACK

Home

Building a Strong Foundation for Florida's Children:
Early Success in Literacy & Mathematics

- Click on Log In, which is present on the top right of the home page & it will direct you where you can enter your VPK Administrator username and password.

Log In

****Please READ Below****

ALL New and Existing Users (VPK Administrators) Must Register to Access the VPK Assessment Online Reporting System Each Program Year (School-Year or Summer).

****If You Have Not Registered to Access the Online Reporting System for the Current Program Year, Click on the Link Below****

[Initial Registration Wizard](#)

If You Already Completed the Registration Process for the Current Program Year, Login Below

All the fields marked with asterisk (*) are required and requested information must be entered.

User Name: *

Password: *

Log In

[Forgot Username and/or Password? Click HERE](#)

- Enter your username and password then click on **Log In**.
- After successfully logging in, the **VPK Administrator Home Page** will display a small panel which have few links like:
 - VPK Pre- and Post-Assessments Administration and Submission Deadlines for 2015-16.
 - VPK Assessment Online Reporting System
 - Account Profile
 - Change Password
 - Log Out

The screenshot shows the top navigation bar with buttons for STANDARDS, CUSTOMIZING INSTRUCTION, VPK ASSESSMENT, PARENT RESOURCES, CONTACT US, and FEEDBACK. Below this is a breadcrumb trail: Home > [VPK Administrator Home](#). The main heading is "VPK Administrator Home Page". A text block states: "As a VPK Administrator, you have access to the following sections. Please use the links below or the menu bar available on top of the screen to navigate through different sections of the VPK Administrator secured content." Below this is a box containing the following links: [VPK Pre- and Post- Assessments Administration and Submission Deadlines for 2015-16](#), [VPK Assessment Online Reporting System](#), [Account Profile](#), [Change Password](#), and [Log Out](#). A red arrow points to the "VPK Assessment Online Reporting System" link.

- Click on **VPK Assessment Online Reporting System**.
- By clicking on **VPK Assessment Online Reporting System** link, it will direct you to the **VPK Assessment Online Reporting System** page, where you will find the **Orders** tab in Orange.

The screenshot shows the VPK Assessment Online Reporting System interface. At the top, there is a navigation bar with tabs: OEL Home, Parents, Providers, Coalitions, OEL Resources, Statewide Initiatives, and About Us. Below this is a secondary navigation bar with links: Home, Standards, Customizing Instruction, VPK Assessment, Parent Resources, VPK Administrator, Contact Us, and Feedback. A welcome message reads: "Welcome, test test (Praveen.VATTELA@ArnAmy.com)". The main heading is "VPK Assessment Online Reporting System". A dropdown menu for "VPK Center" is set to "BrightStar Learning Center" with a checked box for "Set as My Default VPK Center". A yellow button labeled "VPK Assessment Online Reporting System LOG OUT" is visible. A breadcrumb trail shows: Home > VPK Assessment > Provider Profile. A horizontal menu contains tabs: Provider Profile, Center Staff, Classrooms, Orders, Children, Assessment Data, Assessment Reports, Customizing VPK Instruction, Parent Letter, and FAQs. The "Orders" tab is highlighted in orange. Below this is the "Provider Profile" section with a step indicator: "Step 1: Select a Year and Program" and a dropdown menu set to "2015-16 School-Year". A red arrow points to the "Orders" tab.

- To place an order, click on **Orders** tab & it will direct you to the Material Orders Page.

Material Orders Page:

VPK Assessment Online Reporting System

VPK Center: BrightStar Learning Center

Set as My Default VPK Center:

VPK Assessment Online Reporting System LOG OUT

Home > VPK Assessment > Orders

Provider Profile | Center Staff | **Classrooms** | **Orders** | Children | Assessment Data | Assessment Reports | Customizing VPK Instruction | Parent Letter | FAQs

Material Orders ←

Step 1: Select a Year and Program: 2015-16 School-Year

- Step 1: Select the Year and Program from the dropdown list for which you want to place an order.
NOTE: The Year and Program will default to the current year and program.

Home > VPK Assessment > Orders

Provider Profile | Center Staff | Classrooms | **Orders** | Children | Assessment Data | Assessment Reports | Customizing VPK Instruction | Parent Letter | FAQs

Material Orders

Step 1: Select a Year and Program: 2015-16 Summer ←

Classroom Name	VPK Assessment Kit	StandardKit Qty	Action
test-420	New Kit	0	
test-786	New Kit	1	
test-446	Please Select	0	Add To Order

Order History

Order No	Order Placed Date	Is Approved	Shipping Status	TrackingDetails	ReasonForDenial
+ 58	5/24/2016 11:50:47 AM	Not Yet Approved			
+ 57	5/23/2016 3:52:35 PM	Not Yet Approved			

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- Once the year is selected, the table will show all the **classrooms** that have been created for that year & program.
IMPORTANT NOTE: You must have created classrooms BEFORE placing a material order.

- The order table displays each classroom with two dropdown lists i.e., **VPK Assessment Kit, Standard for Four-Year-Olds (2011) manual**.
- Select either a New Kit or Replacement Kit for each classroom listed and if needed, up to two (2) Standards manuals for each classroom.
- Once you have made a selection from the dropdown list, click the **Add to Order** button which is found on right side of each classroom.

Material Orders

Please Select VPK Assessment Kit.

▶ Step 1: Select a Year and Program 2015-16 Summer ▼

Classroom Name	VPK Assessment Kit	StandardKit Qty	Action
test420	New Kit. ▼	0 ▼	
test786	New Kit. ▼	1 ▼	
test446	* Please Select ▼	0 ▼	Add To Order

Order History

	Order No	Order Placed Date	Is Approved	Shipping Status	TrackingDetails	ReasonForDenial
+	58	5/24/2016 11:50:47 AM	Not Yet Approved			
+	57	5/23/2016 3:52:35 PM	Not Yet Approved			

- Review the order details on **Order Summary** listed below the classrooms to ensure your order is correct.
- If order details are correct, select the **Shipping Address** (Physical Address or Mailing Address) to indicate where you want your materials to be delivered.
- The shipping address can be selected by clicking on the radio buttons displayed on top of each address.

Order Summary

Total Class Rooms Selected: 1

Classroom Name	VPK Assessment Kit	Standard Qty
test446	Replacement Kit	0

Physical Address

Mailing Address

Physical

Line 1:

Line 2:

City:

State:

Zip Code:

Mailing

Line 1:

Line 2:

City:

State:


Zip Code:

* Please verify the mailing address that your materials will be shipped to by clicking in the checkbox. If you need to update your mailing address, please email the Office of Early Learning at vpkassessment@oel.myflorida.com to request the change.

- Once selected, the shipping address will be highlighted in grey color.
- To confirm the shipping address for which your order will be shipped out, **you must click the check box below the shipping address to verify that the address** selected is where you want your materials to be delivered.

NOTE: If you do not verify your address, you will receive an error message directing you to do so by clicking in the check box before placing your order.

- Once the box is check, then you may place an order by clicking on the **Place Order** button.

Please verify your shipping address. 

Physical Address Mailing Address

Physical

Line 1:

Line 2:

City:

State:

Zip Code:

Mailing


Line 1:


Line 2:

City:

State:


Zip Code:

 * If you need to update your mailing address, please email the Office of Early Learning at vpkassessment@oel.myflorida.com to request the change.



- Once you click on the **Place Order** button, you will see a message displayed at the top of your screen in green stating the **Order Placed Successfully**.
- Once the order is placed successfully the **Order No.** is shown in the **Order History table** and the order details may be viewed by clicking on the expansion button that looks like a plus sign.



Material Orders

Order Placed Successfully 

Step 1: Select a Year and Program 2015-16 Summer

Classroom Name	VPK Assessment Kit	Standard Kit Qty	Action
test420	New Kit	0	
test786	New Kit	1	
test446	Please Select	0	Add To Order
test446	New Kit	0	
test446	Replacement Kit	0	

Order History

	Order No	Order Placed Date	Is Approved	Shipping Status	TrackingDetails	ReasonForDenial
	61	5/25/2016 11:17:44 AM	Not Yet Approved			
	60	5/25/2016 10:16:15 AM	Not Yet Approved			
	59	5/25/2016 10:14:39 AM	Not Yet Approved			
	58	5/24/2016 11:50:47 AM	Not Yet Approved			
	57	5/23/2016 3:52:35 PM	Not Yet Approved			

Once your order has been successfully placed, the Early Learning Coalition will review your material order and you will receive an email notification once your order has been either approved or denied. You may check the status of your order at any time by logging into Bright Beginnings, clicking on the Orders tab and reviewing your order history table.

If you have questions about how to place your material order, please contact the Florida VPK Assessment Help Desk at 1-844-545-4777 or via email at vpkassessment@fcr.org. Assistance is available in English or Spanish, Monday- Thursday from 8:00 am-5:00 pm EST and Friday from 8:00 am- 4:00 pm EST.