

VPK Readiness Rate Website Log in Technical Assistance December 2015

Beginning with the 2014-15 VPK Provider Kindergarten readiness rate cycle the Office of Early Learning (OEL) has enhanced the log in security for the VPK Readiness Rate website (www.vpk.fldoe.org). These changes allow for greater security for each provider's secure home page on the website. The purpose of this document is to provide technical assistance and responses to frequently asked questions to those assisting providers and directly to providers.

On December 23, 2015 OEL mailed an individual letter to each private provider. A picture of the sample letter is shown on the last pages of this document (Picture 6).

Each letter contains three important pieces of information for accessing the readiness rate website

- nine-digit registration ID
- four- or five-digit provider ID
- provider's zip code

When the provider clicks on the link to log in from the readiness rate home page (Picture 1) the login box will appear (Picture 2). Notice that the second paragraph reads that if this is the first time the provider is accessing the website since December 2015, the provider must register in order to proceed. **In order to register the provider will need to click on the link just below that statement.**

Picture 1. Homepage of Readiness Rate Website



Picture 2. Login page

Login

Please login below to access secure content on the VPK Provider Kindergarten Readiness Rate website by typing in your Provider ID and password. The passwords are case sensitive.

For Providers: If you are accessing the website for the first time since December 2015, you must register in order to proceed.

Click [here](#) for Provider Registration.

If you have forgotten your password, click on the [Forgot Your Password ?] link in the navigation bar to the left or under the [Log In] button below.

All the fields marked with asterisk (*) are mandatory

* Provider ID:

* Password:

[Forgot Your Password ?](#)

When the provider clicks on the link for registration, the box below will appear (Picture 3). From the letter, the provider will type in the information requested. **All three pieces of information must be typed exactly as it appears in the letter.**

Picture 3. Registration page

Register

Please complete the following form to register to use this site. Once your provider information has been verified in the system, the Registration Confirmation page will display and you will be prompted to create a new password for your account.

All fields are required.

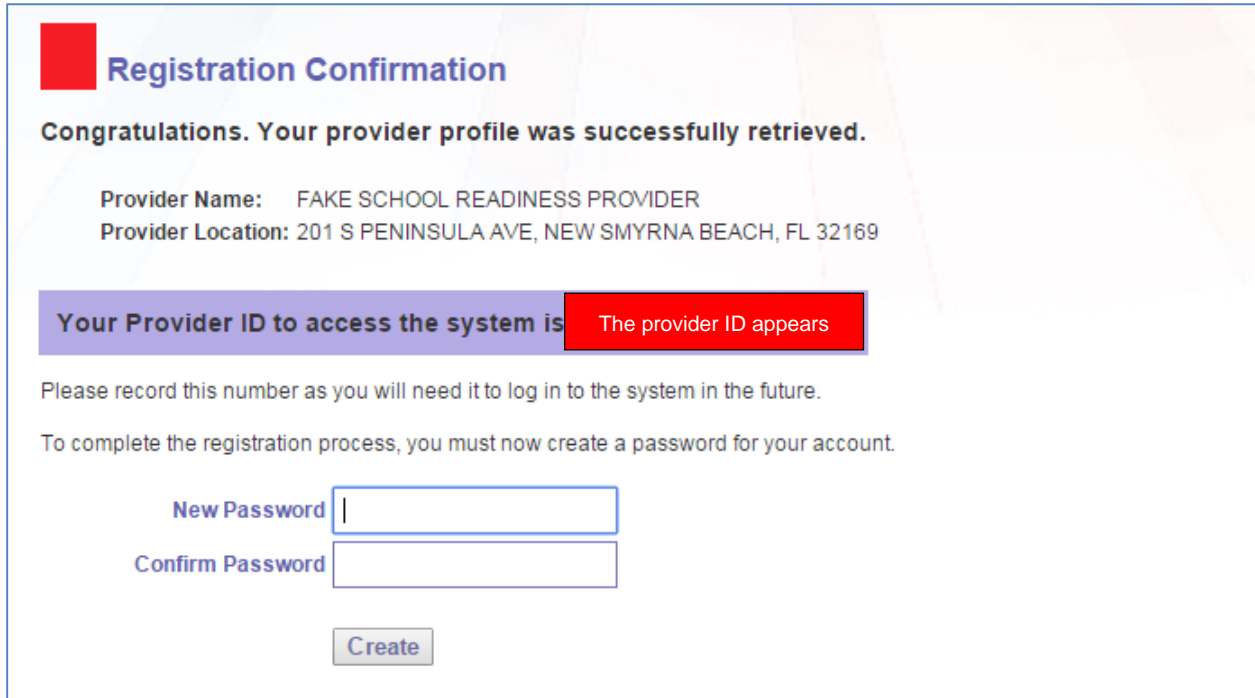
What is your nine-digit Registration ID?

What is your four- or five-digit Provider ID?

What is the five-digit ZIP code of your child care program/center?

[Cancel](#)

After entering the correct information and clicking on the “Register” button, the provider will be presented with following screen (Picture 4) which will display the four- or five-digit provider ID **and prompt the provider to create a new password**. The four- or five-digit provider ID and new password should be kept in a secure place as it will be needed each time the provider logs in to the readiness rate website.

Picture 4. Registration confirmationA screenshot of a web registration confirmation page. The page has a light blue background with a faint map of Florida. At the top left, there is a red square icon followed by the heading "Registration Confirmation" in blue. Below the heading, a message reads "Congratulations. Your provider profile was successfully retrieved." Underneath, the provider's name and location are listed: "Provider Name: FAKE SCHOOL READINESS PROVIDER" and "Provider Location: 201 S PENINSULA AVE, NEW SMYRNA BEACH, FL 32169". A purple box contains the text "Your Provider ID to access the system is" followed by a red box containing "The provider ID appears". Below this, instructions state: "Please record this number as you will need it to log in to the system in the future." and "To complete the registration process, you must now create a password for your account." There are two input fields: "New Password" and "Confirm Password". A "Create" button is located below the fields.

Registration Confirmation

Congratulations. Your provider profile was successfully retrieved.

Provider Name: FAKE SCHOOL READINESS PROVIDER
Provider Location: 201 S PENINSULA AVE, NEW SMYRNA BEACH, FL 32169

Your Provider ID to access the system is **The provider ID appears**

Please record this number as you will need it to log in to the system in the future.

To complete the registration process, you must now create a password for your account.

New Password

Confirm Password

Frequently Asked Questions

1. What if I don't have a letter?

If a provider does not receive a letter, they only need the three pieces of information listed on the first page of this document (nine-digit registration ID, the four- or five-digit provider ID and the provider's zip code).

2. Where can I get my nine-digit registration ID?

The registration ID is the same as the provider ID in the Electronic Funding System (EFS). This is the payment system the coalition uses for reimbursement of VPK hours. The early learning coalition has access to this ID.

3. Where can I get my four- or five-digit provider ID?

This is the same ID that the provider used to log in to the Bright Beginnings website where the results of the VPK Assessment are entered. The person who is the administrator for the provider on the Bright Beginnings website has access to this number.

4. What zip code should I use?

Provider should use the 5-digit zip code of their physical building location.

5. After logging in what if I forget my password or provider ID?

For either a forgotten password or a forgotten four- or five-digit provider ID, providers should click on the link on the home page just below the log in area as indicated in the screen below (Picture 5).

Picture 5. "Forgot Your Password" functionality



6. What if I have a question related to readiness rate website login that is not answered in this document?

If after reviewing this document a provider is still have difficulties accessing the website, the provider should send an email to vpk.questions@oel.myflorida.com stating the issue.

The subject of the email should be “problems accessing the RR website”.

The body of the email the provider should describe the issue. **The email should include the name of the center, the four- or five-digit provider ID, and the complete address of the center.**

Picture 6. Sample Letter



Pam Stewart
Commissioner of Education

December 23, 2015

Nine-Digit Registration ID: SAMPLE
Four- or five-digit Provider ID: SAMPLE

SAMPLE PROVIDER NAME
SAMPLE PROVIDER ADDRESS

Dear Voluntary Prekindergarten (VPK) Education Program Provider:

The purpose of this letter is to provide you important information about the upcoming 2014-15 VPK Provider Readiness Rate process and about changes to the secure login functions for the VPK Provider Kindergarten Readiness Rate website, <https://vpk.fldoe.org>.

The anticipated date that preliminary VPK readiness rates will be available on the VPK website is Jan. 5, 2016. Updates about the release will be posted on the website's bulletin board as appropriate.

Upon the release of the 2014-15 VPK preliminary readiness rates, you should complete the following:

1. **Child Verification:** Review the online list of children who attended your program and ensure that the data is accurate. If you find an error, you may correct names, gender or date of birth for the children who attended your 2014-15 VPK program.
2. **Hours Attended:** Review the hours attended for the children in your program. You can make changes to hours of attendance **only** when the change results in the hours of attendance being greater or less than 70 percent of the program hours. For school year programs (540 hours), 70 percent is 378 hours of attendance. For summer programs (300 hours), it is 210 hours of attendance. **All changes to the hours of attendance require condition approval.**

Important Change

The process to log in and access your secure home page on the VPK Readiness Rate website has been enhanced to be more secure. In order to access the site, you will need to register using the nine-digit registration ID and the provider ID printed at the top of this letter. You will also use the zip code shown in the address at the top of this letter. Please use these three pieces of information to access the site by clicking on the registration link located on the log in page.

The VPK Accountability Announcements box on the home page shows each step in the readiness rate process along with target dates. Additionally, the list of steps and target dates are on the reverse side of this letter. Please feel free to contact us at 1-866-447-1159 or vpkquestions@oel.myflorida.com for additional information or assistance.

(Over)

RODNEY J. MACKINNON
EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

250 MARRIOTT DRIVE • TALLAHASSEE, FL 32399 • 850-717-8550 • Toll Free 866-357-3239 • www.FloridaEarlyLearning.com

OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

Picture 6 (continued): Sample Letter

VPK Provider
December 23, 2015
Page 2 of 2

PROJECTED 2014-15 VPK READINESS RATE TIMELINE

(Dates shown are target dates and subject to change)

Jan. 5, 2016 – Preliminary readiness rate posted

Jan. 5, 2016, through Jan. 31, 2016 – Provider verification/dispute period

Jan. 5, 2016, through Feb. 13, 2016 – Coalition approval period

Mar. 1, 2016 – Final readiness rate posted

Acknowledgement of low performing (probationary) status due within 21 days of posting the final 2014-15 VPK Readiness Rates

Sincerely,



Rodney J. MacKinnon
Executive Director

RM/tm

cc: Executive Directors, Early Learning Coalitions
VPK Contacts, School Districts
Tara Huls, Director, VPK

Sample Only