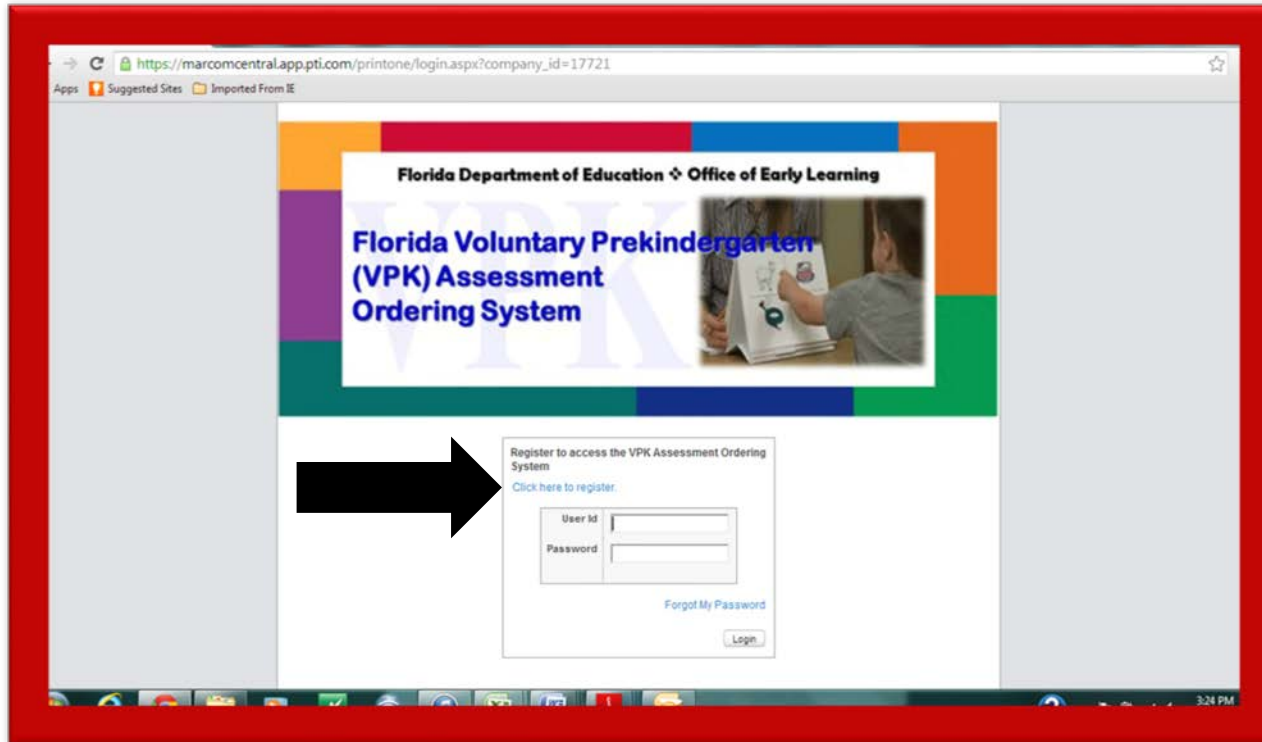


HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

Complete Registration to Access the VPK Assessment Ordering System

All first time users must register to access the VPK Assessment Ordering System

1. Go to <https://marcomcentral.app.pti.com/graphiccommunicationscorp/earlylearning>



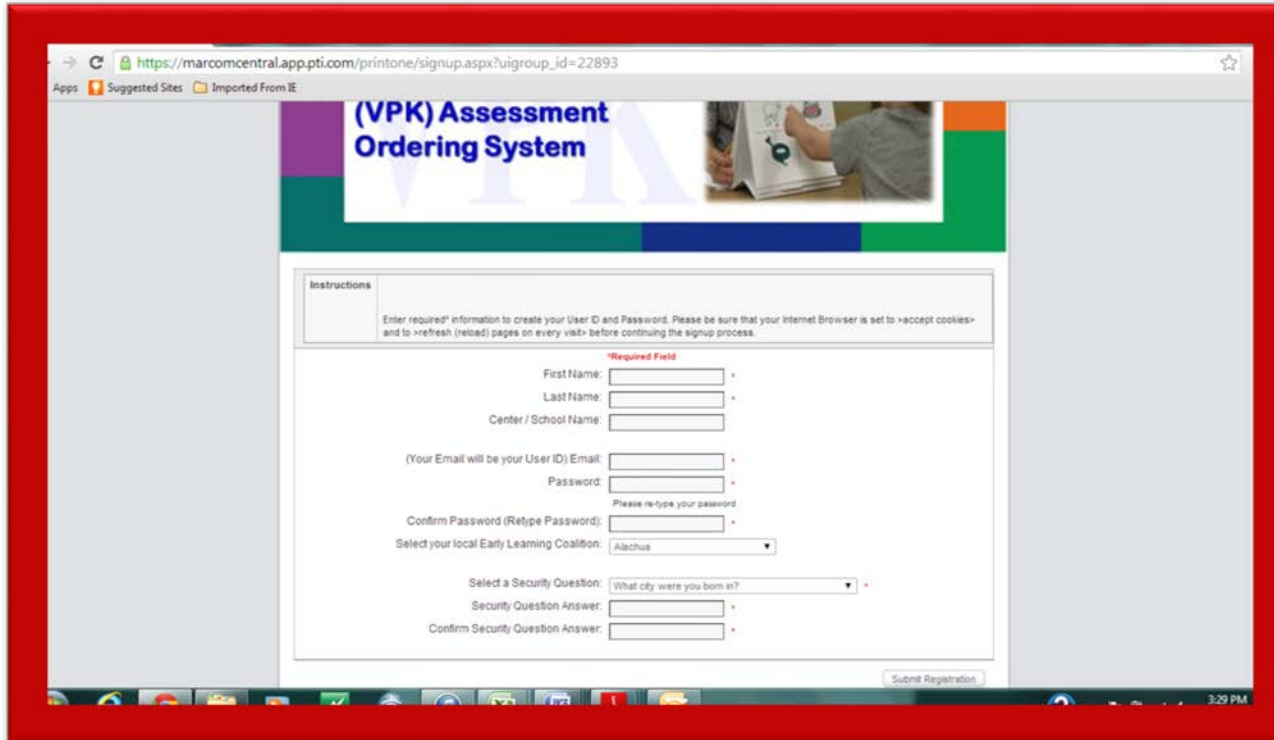
2. If you are trying to access the VPK Assessment Ordering System for the first-time, click on the "**Click Here to Register**" link.

If you have already registered to access the VPK Assessment Ordering System, enter your User ID (the email address entered during registration) and Password and click on the "**Login**" button.

How VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

3. Enter the required* information to create your User ID and Password:

- First Name*
- Last Name*
- Center/School Name*
- Email* (Your email will be your user ID)
- Confirm Password* (Re-type your Password)
- Select your Early Learning Coalition*
- Select a Security Question*
- Select Question Answer*
- Confirm Security Question Answer*

A screenshot of a web browser displaying the registration page for the (VPK) Assessment Ordering System. The browser's address bar shows the URL: https://marcomcentral.app.pti.com/printone/signup.aspx?uigroup_id=22893. The page features a header with the title "(VPK) Assessment Ordering System" and a small image of a child. Below the header is an "Instructions" box with text: "Enter required* information to create your User ID and Password. Please be sure that your Internet Browser is set to >accept cookies< and to >refresh (rebed) pages on every visit< before continuing the signup process." The main form contains several fields: "First Name:" (with a red asterisk and "Required Field" label), "Last Name:", "Center / School Name:", "(Your Email will be your User ID) Email:", "Password:", "Confirm Password (Retype Password):" (with a red asterisk and "Please re-type your password" label), "Select your local Early Learning Coalition:" (a dropdown menu showing "Alachua"), "Select a Security Question:" (a dropdown menu showing "What city were you born in?"), "Security Question Answer:", and "Confirm Security Question Answer:". A "Submit Registration" button is located at the bottom right of the form. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 3:29 PM.

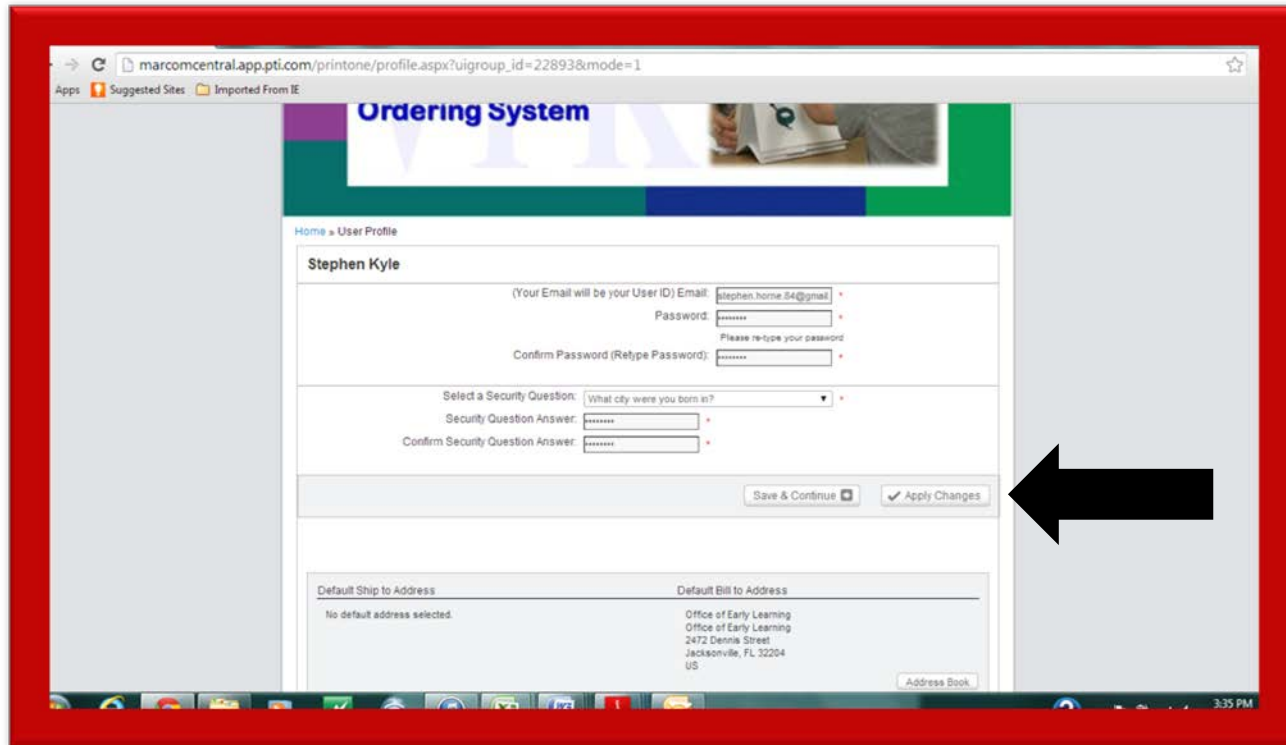
4. Click the "**Submit Registration**" button to complete the registration process.

HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

5. Review the User Profile information displayed on this page and make sure that it is correct. If the information presented is correct, click on the **"Save & Continue"** button.

If the User Profile information presented is incorrect, please make the desired updates and click on the **"Save & Continue"** button.

If the Shipping Address is incorrect, click on the **"Address Book"** button to make the desired updates.



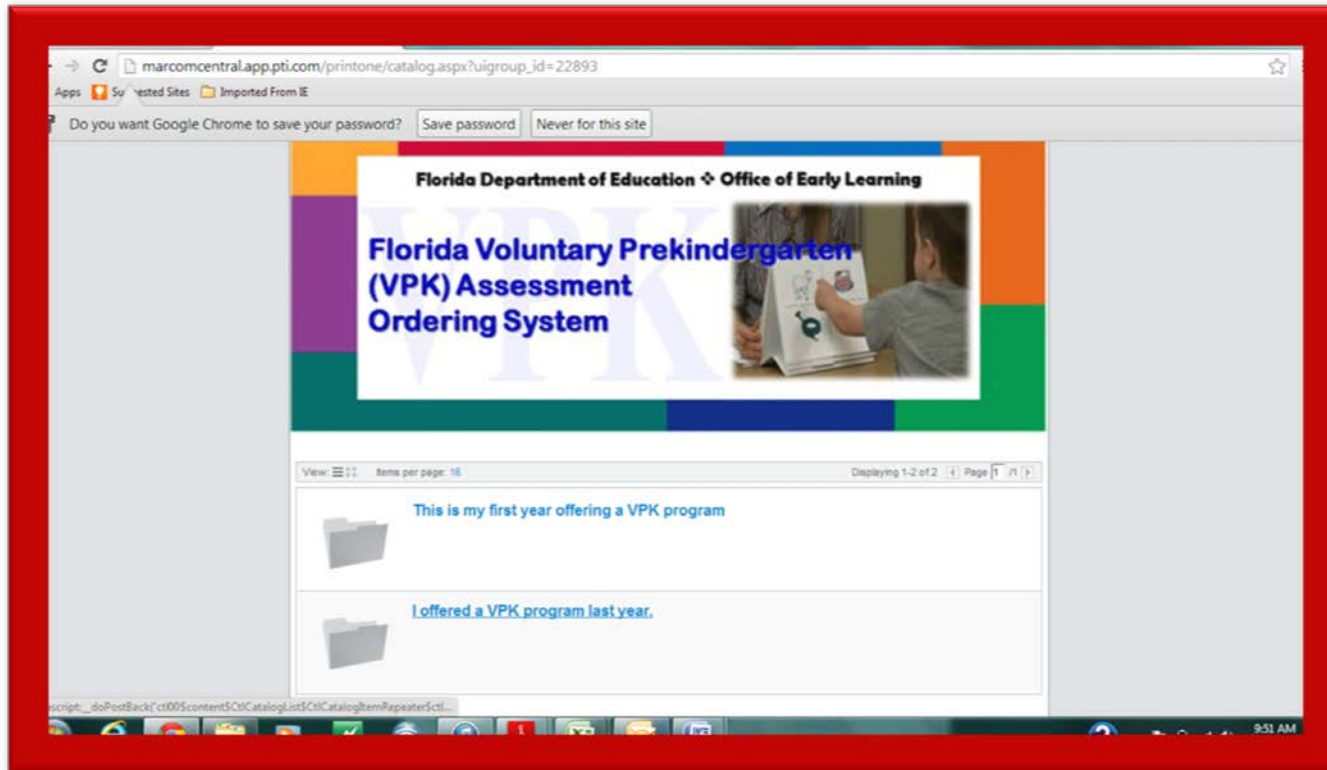
The screenshot displays a web browser window with the URL `marcomcentral.app.pti.com/printone/profile.aspx?uigroup_id=22893&mode=1`. The page title is "Ordering System" and the user profile is for "Stephen Kyle". The form includes the following fields:

- (Your Email will be your User ID) Email:
- Password:
- Confirm Password (Retype Password):
- Select a Security Question:
- Security Question Answer:
- Confirm Security Question Answer:

At the bottom of the form, there are two buttons: "Save & Continue" and "Apply Changes". A large black arrow points to the "Save & Continue" button. Below the form, there are sections for "Default Ship to Address" (No default address selected) and "Default Bill to Address" (Office of Early Learning, 2472 Dennis Street, Jacksonville, FL 32204, US). An "Address Book" button is located at the bottom right of the page.

HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

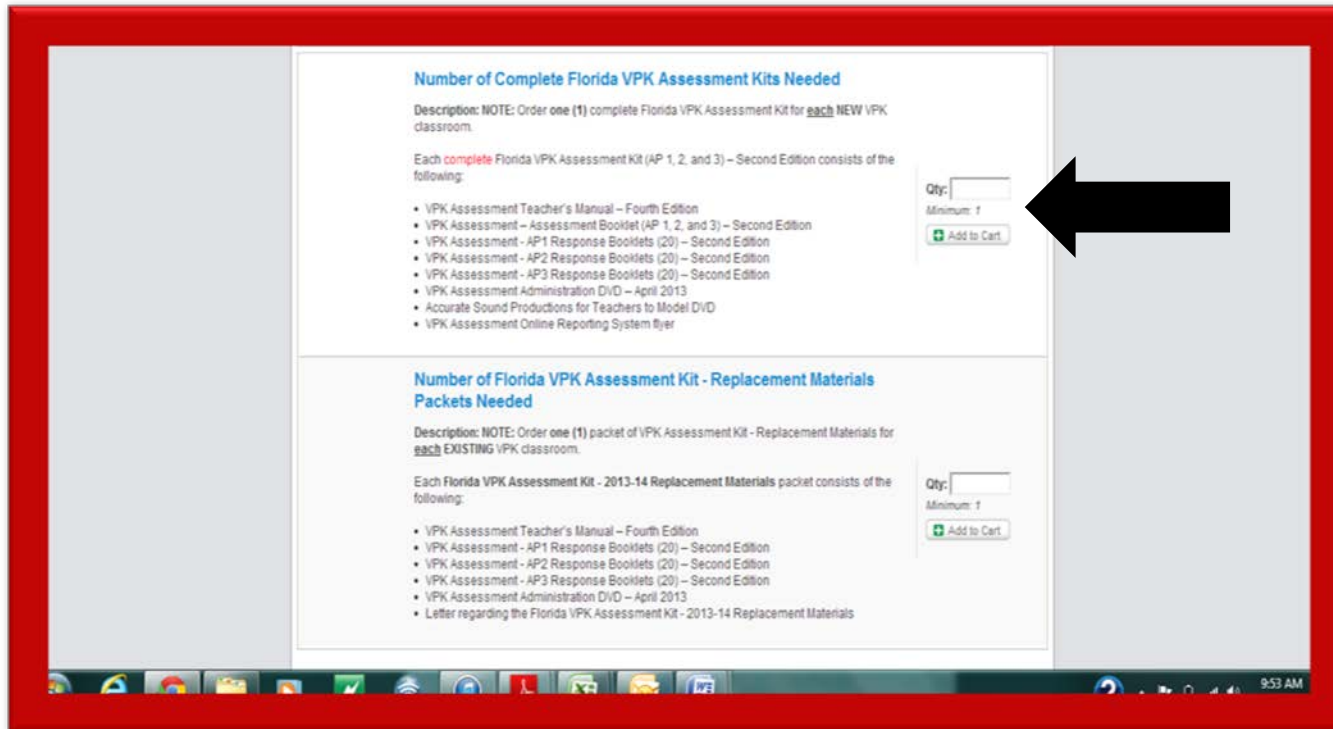
6. If you did not offer a VPK program (i.e. School-Year, Summer) last year, please select "This is my first year offering a VPK program."



7. If you offered a VPK program last year, please select "I offered a VPK program last year."

HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

8. If you selected, "This is my first year offering a VPK program" enter the number of **complete** Florida VPK Assessment Kits needed in the "Qty:" box. Then click on the "Add to Cart" button.

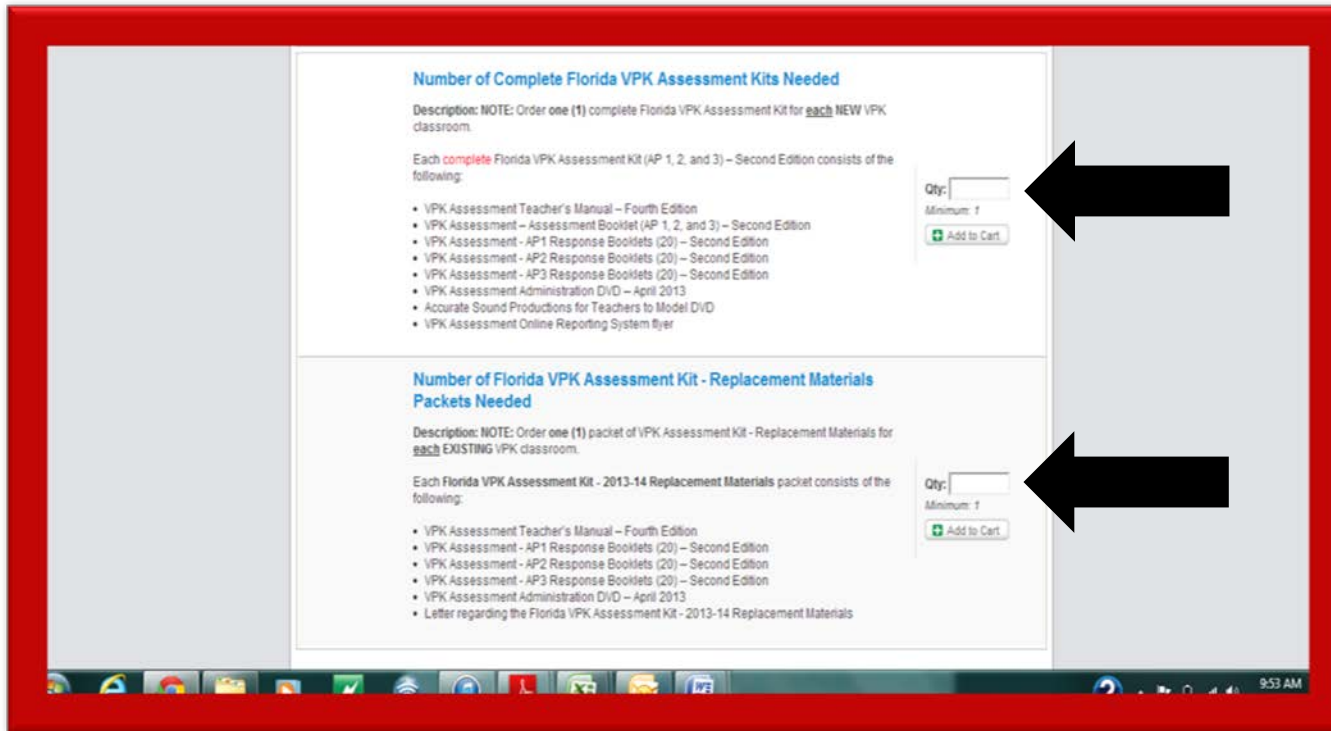


Each **complete** Florida VPK Assessment Kit (AP 1, 2, and 3) - Second Edition consists of the following;

- VPK Assessment Teacher's Manual - **Fourth Edition**
- VPK Assessment - Assessment Booklet (AP 1, 2, and 3) - **Second Edition**
- VPK Assessment - AP1 Response Booklets (20) - **Second Edition**
- VPK Assessment - AP2 Response Booklets (20) - **Second Edition**
- VPK Assessment - AP3 Response Booklets (20) - **Second Edition**
- VPK Assessment Administration DVD - **April 2013**
- Accurate Sound Productions for Teachers to Model DVD
- VPK Assessment Online Reporting System Flyer

HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

If you selected, "I offered a VPK program last year," enter the number of **Florida VPK Assessment Kit - Replacement Materials** packets (for existing VPK classrooms) and/or the number of **complete Florida VPK Assessment kits** needed (for new VPK classrooms) in the "Qty:" box. Then click on the "Add to Cart" button.



Each **Florida VPK Assessment Kit - Replacement Materials** packet consists of the following;

VPK Assessment Teacher's Manual - **Fourth Edition**

VPK Assessment - AP1 Response Booklets (20) - **Second Edition**

VPK Assessment - AP2 Response Booklets (20) - **Second Edition**

VPK Assessment - AP3 Response Booklets (20) - **Second Edition**

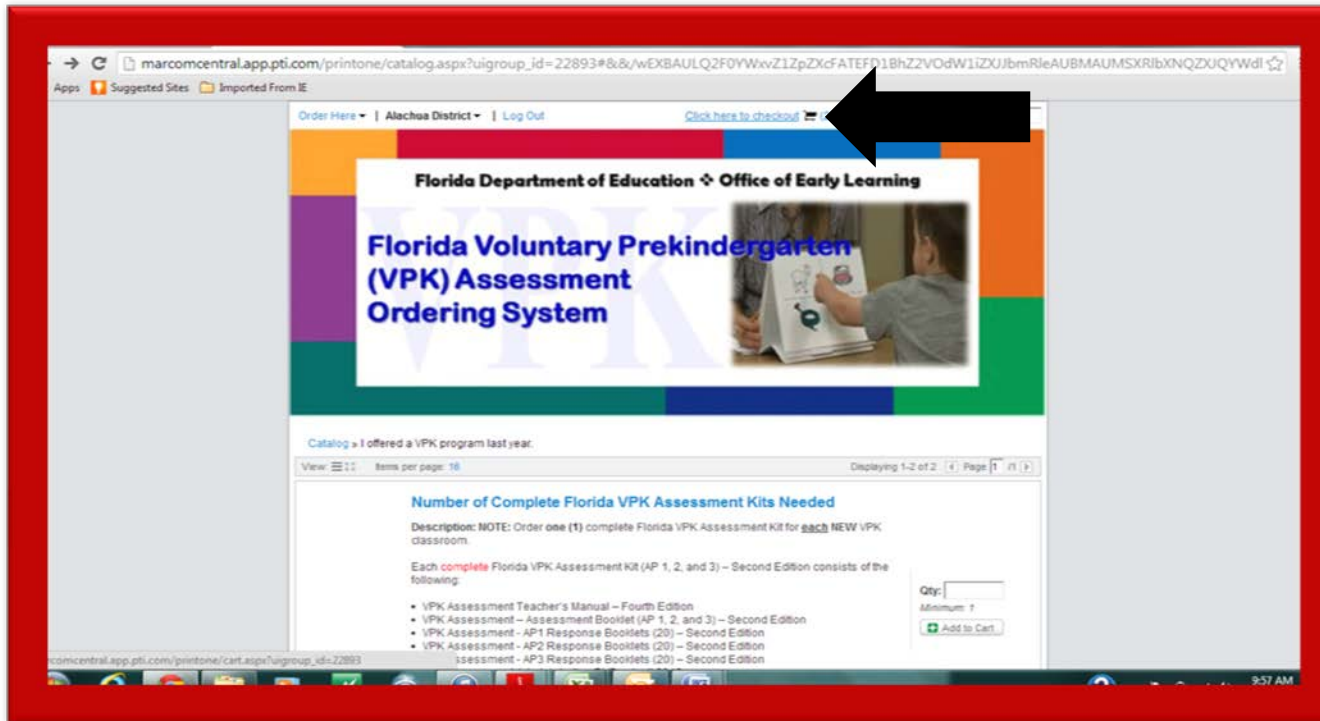
VPK Assessment Administration DVD - **April 2013**

Letter regarding the **Florida VPK Assessment Kit - Replacement Materials**

You will use the same **VPK Assessment Booklet - Second Edition** that you received last year.

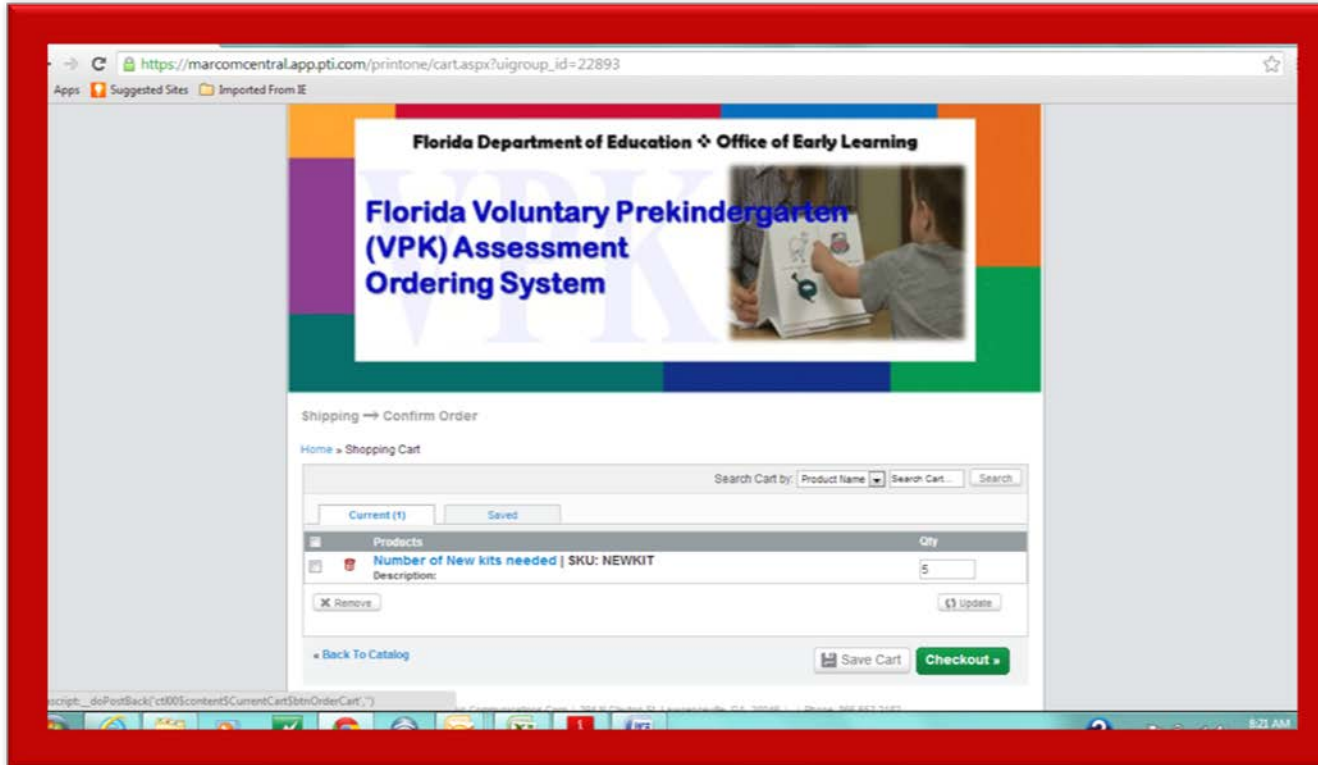
HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

9. Click on the "[Click Here to Checkout](#)" link in the top right-hand corner of the page.



HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

10. Check to make sure you have ordered what you need and click on the "Checkout" button.



HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

11. Enter your shipping address and click on the "Continue" button.

https://marcomcentral.app.pti.com/printone/shipping.aspx?uigroup_id=22893

Use an Existing Address: Attn: OR

Use a New Address (This order only):

Country: United States

Company:

Attn:

Addr1:

Addr2:

Addr3:

Addr4:

City:

State:

Zip:

*Required field

Choose Shipping Method: (All Products)

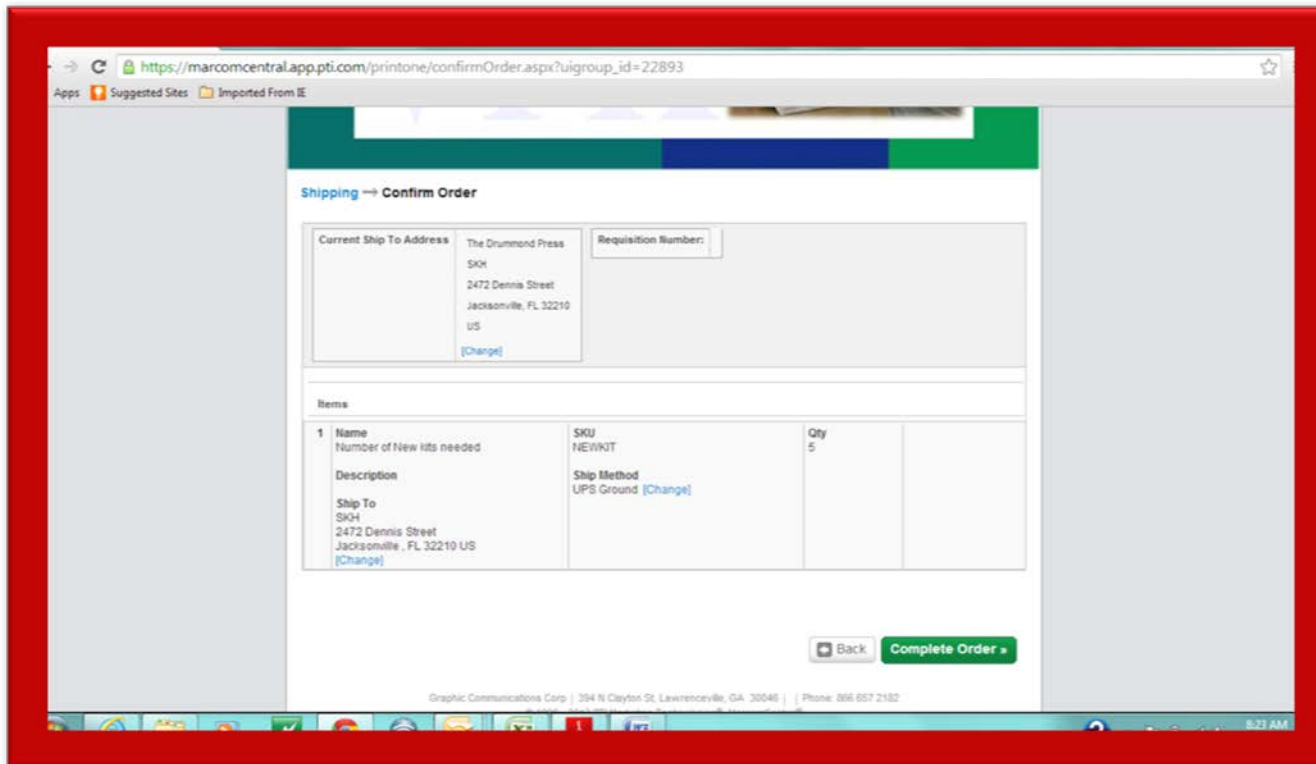
Products	Description	Ship To	Ship Method	Instructions	Qty
<input type="checkbox"/>	Number of New kits needed NEWKIT	Current	UPS Ground	<input type="text"/>	5

HOW VPK PROVIDERS ORDER FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) ASSESSMENT KITS

12. Check your order details and click on the "**Complete Order**" button.

After your order is completed, you will receive an email confirmation with a tracking number for your order.

NOTE: The ELC Administrator (for the Online Ordering System) at the local early learning coalition will approve orders one-time each week and your kit(s) will ship within 48 hours of their approval.



NOTE: If you have questions regarding how to access and use the VPK Assessment Ordering System, **contact Drummond Press at 1-800-247-5361** or via email at orders@drummondpress.com.