1. Go to https://qps.floridaearlylearning.com

2. Click *'Activate Account'*

3. a. Enter your OEL Portal ID and your License Number
    b. Click *'Lookup Account'*

Activate Account
Start by looking up your provider account.

EFS/Provider Portal ID   00000

DCF ID   CCC123456

ALREADY HAVE AN ACCOUNT?   LOOKUP ACCOUNT
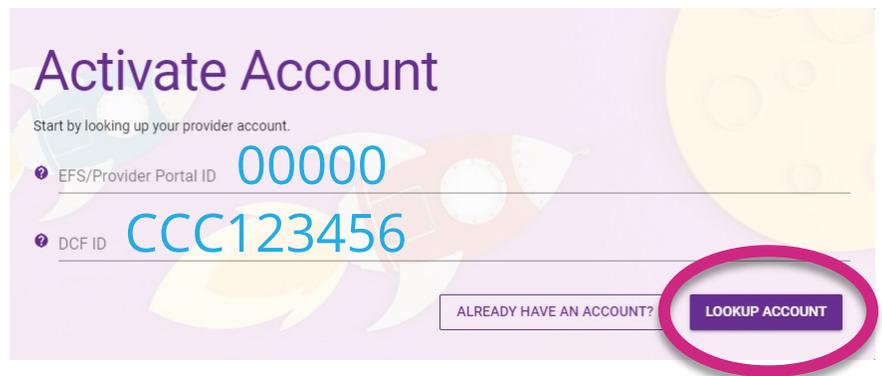
4. a. Your site name will appear at the top
    b. Create and enter a Username
    c. Create and enter a Password
    d. Enter the email you want associated with the account
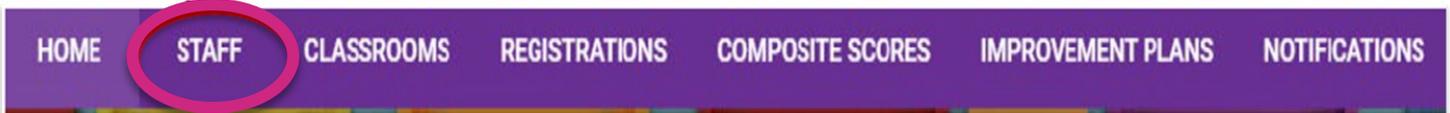   e. Click *'Account Email'*

Activate Account
Please provide the details below to finish activating your account.

Provider Name
NEVERLAND CLUB

EFS/Provider Portal ID
00000

DCF ID
CPC123456

Username   NeverlandClubDirector

Password   P3t3rP@nlovesW3ndy

Confirm Password   P3t3rP@nlovesW3ndy

Account Email   secondstartotheright@neverlandclub.com

ACTIVATE ACCOUNT

EARLY LEARNING
COALITION OF HILLSBOROUGH COUNTY

1. Go to https://qps.floridaearlylearning.com

2. Click *'Log In'*

3. Click 'Staff' on the purple bar at the top of the screen

| HOME | STAFF | CLASSROOMS | REGISTRATIONS | COMPOSITE SCORES | IMPROVEMENT PLANS | NOTIFICATIONS |

4.   a. Verify your staff roster is correct

b. The roster is for teachers full-time in the classroom only. Do not list floaters, substitutes, cooks or bus drivers.

Name ↑	Role	Email Address	Actions
Minnie Mouse	Instructional Director	minnie@neverlandclub.com	
Tinker Bell	Teacher	tinkerbell@neverlandclub.com	
Sofia First	Teacher	sofia@neverlandclub.com	
Jake Pirate	Teacher	jake@neverlandclub.com	

ACTIVE   INACTIVE

5. Click the purple *'Submit Roster'* button. The button is on the Staff page under the staff roster list.

Submit Monthly Roster

Click the button below to submit your staff roster for the monthly requirement. All providers receiving composite scores are required to update their rosters at least monthly in the Quality Performance System.

SUBMIT ROSTER ✓
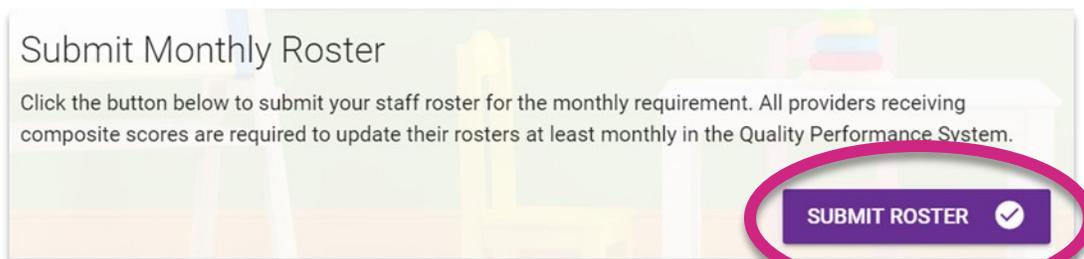
Inactivating Staff

Click the *'trashcan'* icon to make staff members that are no longer employed at the center or have changed roles to a substitute, floater, cook, bus driver, etc.

	ACTIVE INACTIVE			
Name ↑	**Role**	**Email Address**		**Actions**
Minnie Mouse	Instructional Director	minnie@neverlandclub.com	⋮	✏️ 🗑️
Tinker Bell	Teacher	tinkerbell@neverlandclub.com	⋮	✏️ 🗑️
Sofia First	Teacher	sofia@neverlandclub.com	⋮	✏️ 🗑️
Jake Pirate	Teacher	jake@neverlandclub.com	⋮	✏️ 🗑️

Adding Staff

Click the **+** icon or the *'Add Teachers'* button to add staff to the roster

	ACTIVE INACTIVE			⊕
Name ↑	**Role**	**Email Address**		**Actions**
Minnie Mouse	Instructional Director	minnie@neverlandclub.com	⋮	✏️ 🗑️
Tinker Bell	Teacher	tinkerbell@neverlandclub.com	⋮	✏️ 🗑️
Sofia First	Teacher	sofia@neverlandclub.com	⋮	✏️ 🗑️
Jake Pirate	Teacher	jake@neverlandclub.com	⋮	✏️ 🗑️

ADD TEACHERS

When you add staff, you complete the information in the pop-up form. All staff who have the role of teacher **must** be assigned to a classroom.

New Staff

First Name Doc

Middle Initial

Last Name McStuffins

Role Teacher ▾ ❓

📅 Date of Birth 03/23/1997

📅 Hire Date 03/23/1997

Email Address thedocisin@yahoo.com

Assigned Classroom VPK

SAVE   CANCEL