



Uploading and Managing Documents in the Program Portal

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A Child's University (Center) ▾

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To upload documents in the Program Portal, use the menu on the left-hand side of the screen. Go to the **Document Management** section of the menu. Information entered in this section will be used across applications across the program-quality continuum, and to complete your Staff Roster report in the Reports section of the Program Portal.

The Document Management interface has been arranged by application (DCYF Renewal, BrightStars, and RIDE CECE) and by document category (Program, Space, Staff, etc.) Many document types appear in more than one application and category. Once uploaded, a document will be available to all associated applications. For example, a program calendar uploaded as part of a DCYF renewal application will also be available as part of an application for CECE approval.

Even though the documents have been arranged by application and by document category, the dropdown lists within each are comprehensive and contain documents that are not required for every application. **You will need to refer to DCYF, BrightStars or CECE application instructions to ensure you are uploading the correct documents.**

Uploading Documents

To upload documents, click on the appropriate tab within **Document Management** (you can also upload them from the **All Documents** tab but we recommend that you use the appropriate **application** tab to make sure you have upload documents for all the required application sections.) Then click on the section for which you want to upload documents.

All Documents DCYF Renewal BrightStars

Program:
Classrooms & Spaces:
Staff:
Learning Environment:
Quality Improvement:
Curriculum:
Child Assessment:
Inclusive Classroom:
Family Engagement:
Accreditations:



If you need to upload a document for a specific person, such as BCI, remember that they MUST have a workforce registry account and be associated with your program in the program profile first. Otherwise, they won't show up in the staff list.

For each section you will see a list of the documents that have already been uploaded. The list includes the type of document, the document name, the issue date, and the expiration date (if applicable).

Please refer to DCYF, BrightStars, or CECE application instructions to ensure you are uploading the correct documents

Document Type	Select File	Issue Date	Expiration Date
[Select one]	<input type="button" value="Choose File"/> No file chosen		
<input type="button" value="Upload Document"/>			
Document Type	Associated With	Issue Date	Expiration Date
<input type="button" value="Delete"/> DCYF Monitoring Report		01/01/2000	Name Public Instruction.jpg
<input type="button" value="Delete"/> Program Calendar			Program Calendar_Doc_ID_117.pdf

To upload another document, select the document type using the drop-down list. The dropdown lists are comprehensive and contain documents that are not required for every application. **You will need to refer to the application instructions to ensure you are uploading the correct documents.**

Then select the file you want to upload by clicking on **Choose File**, navigating to where that file is saved on your computer, and double click on it to select it. Remember, when saving documents to your computer, be sure to use a name that clearly identifies it. As an example, under the DCYF Renewal application within the Program Inspections document category, there is a document type called "Asbestos Inspection." A good name for this might be "Name of Learning Center 2015 asbestos.pdf."



If you need to upload a document for a specific classroom or space, such as a playground, remember that the classroom/space MUST be listed in the program profile first. Once you create the space in the Program Profile you will see if listed in the drop down menu of the Document Management section.



Name	Date Modified	Size	Kind
Buffalo Branch YMCA 2015 asbestos	3:18 PM	258 KB	PNG image
Screen Shot 2016-12-09 at 3.10.38 PM	3:10 PM	60 KB	PNG image
Screen Shot 2016-12-09 at 3.09.17 PM	3:09 PM	42 KB	PNG image
Screen Shot 2016-12-09 at 2.57.36 PM	2:57 PM	44 KB	PNG image
Screen Shot 2016-12-09 at 2.53.53 PM	2:53 PM	22 KB	PNG image
Screen Shot 2016-12-09 at 2.50.17 PM	2:50 PM	48 KB	PNG image
Screen Shot 2016-12-09 at 2.49.45 PM	2:49 PM	50 KB	PNG image
Screen Shot 2016-12-09 at 2.41.24 PM	2:41 PM	33 KB	PNG image
Screen Shot 2016-12-08 at 4.16.09 PM	Yesterday	25 KB	PNG image
Screen Shot 2016-12-08 at 4.14.55 PM	Yesterday	71 KB	PNG image
Screen Shot 2016-12-08 at 4.14.30 PM	Yesterday	76 KB	PNG image
Screen Shot 2016-12-08 at 4.13.05 PM	Yesterday	78 KB	PNG image
Screen Shot 2016-12-08 at 4.11.21 PM	Yesterday	58 KB	PNG image
Screen Shot 2016-12-08 at 4.09.50 PM	Yesterday	80 KB	PNG image
Screen Shot 2016-12-08 at 4.03.46 PM	Yesterday	104 KB	PNG image
Screen Shot 2016-12-08 at 3.54.52 PM	Yesterday	110 KB	PNG image
Screen Shot 2016-12-08 at 3.53.08 PM	Yesterday	76 KB	PNG image
Screen Shot 2016-12-08 at 3.47.53 PM	Yesterday	54 KB	PNG image
Screen Shot 2016-12-08 at 3.42.20 PM	Yesterday	47 KB	PNG image
Screen Shot 2016-12-08 at 3.39.14 PM	Yesterday	10 KB	PNG image
Screen Shot 2016-12-08 at 3.36.15 PM	Yesterday	62 KB	PNG image
Screen Shot 2016-12-08 at 3.33.15 PM	Yesterday	52 KB	PNG image
Screen Shot 2016-12-08 at 3.32.24 PM	Yesterday	61 KB	PNG image
Screen Shot 2016-12-08 at 2.42.15 PM	Yesterday	65 KB	PNG image
Screen Shot 2016-12-08 at 2.41.56 PM	Yesterday	97 KB	PNG image

Format:

When you have selected the document you want, click on the **Upload Document** button. Once it is uploaded, you will see it added to the list. If you want to delete a document, simply click on the **Delete** button next to the document listing.