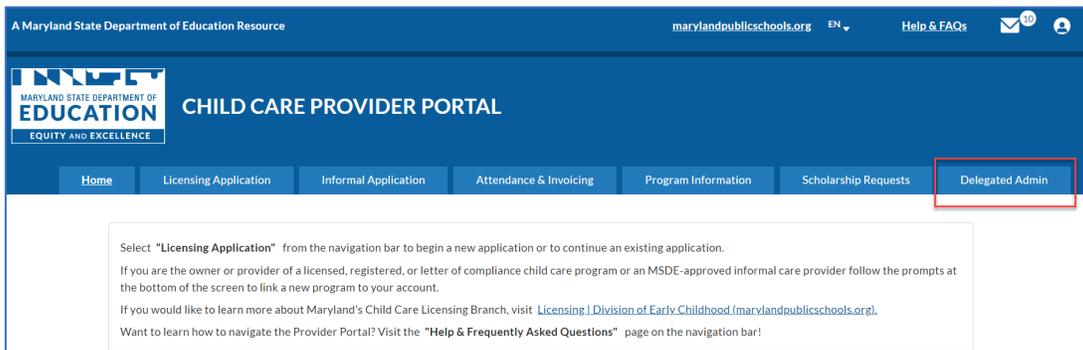


As the owner of the program, you can assign portal permissions to specific staff members. Each staff person being granted portal permissions will need to be validated in the system to confirm they are connected to your program. Once the staff member is validated, you may grant multiple permissions to the staff member. It is the Owner of the programs responsibility to maintain the staff members access to the system. The following are the 5 areas to which you can grant permission.

1. **Select All**- Will grant the staff member permission to all the actions listed in 2-6.
2. **Edit Staff's Portal Permissions**- Staff with this permission has access to view other staff's portal profile and grant or remove their portal permissions. Plus, they will be able to submit requests to report new staff or changes to existing staff to Maryland State Department of Education.
3. **Licensing Application / Informal Provider Application**- Staff with this permission has access to apply for or continue your child care licensure, submit a plan of correction, and access any related forms and documents.
4. **Scholarship Approval**- Staff with this permission has access to review, accept or decline incoming scholarship enrollment requests made by families who have selected your program as their child care provider.
5. **Attendance/Invoicing**- Staff with this permission has access to view rosters of children in care, and submit attendance for all children in care who receive child care scholarships. Plus, they will be able to submit child care scholarship program invoices for payment and to view the status of previously submitted invoices.
6. **Update Provider Information**- Staff with this permission has access to update and maintain the provider information, including their hours, the ages they serve, and rates, to meet the Maryland State Department of Education requirements.

Adding Staff Members and Portal Permissions

1. **Click Delegated Admin**



A Maryland State Department of Education Resource

marylandpublicschools.org EN Help & FAQs

MARYLAND STATE DEPARTMENT OF
EDUCATION
EQUITY AND EXCELLENCE

CHILD CARE PROVIDER PORTAL

Home Licensing Application Informal Application Attendance & Invoicing Program Information Scholarship Requests **Delegated Admin**

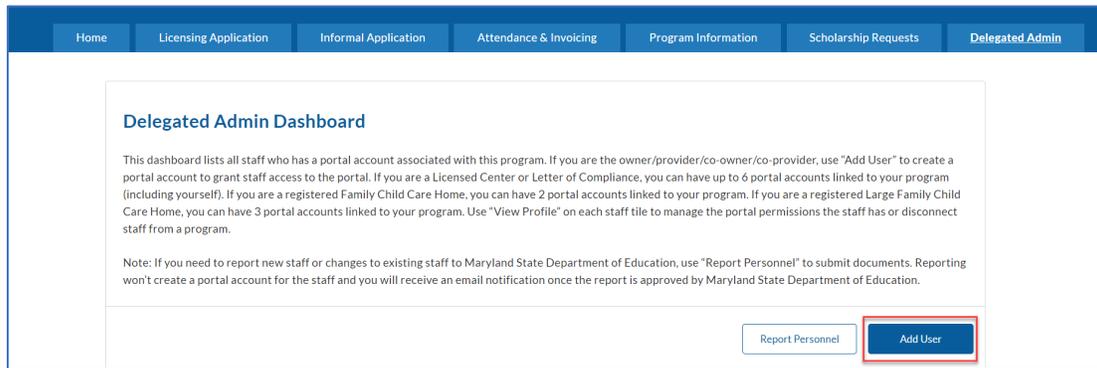
Select "Licensing Application" from the navigation bar to begin a new application or to continue an existing application.

If you are the owner or provider of a licensed, registered, or letter of compliance child care program or an MSDE-approved informal care provider follow the prompts at the bottom of the screen to link a new program to your account.

If you would like to learn more about Maryland's Child Care Licensing Branch, visit [Licensing | Division of Early Childhood \(marylandpublicschools.org\)](https://www.marylandpublicschools.org/Licensing-Division-of-Early-Childhood).

Want to learn how to navigate the Provider Portal? Visit the "Help & Frequently Asked Questions" page on the navigation bar!

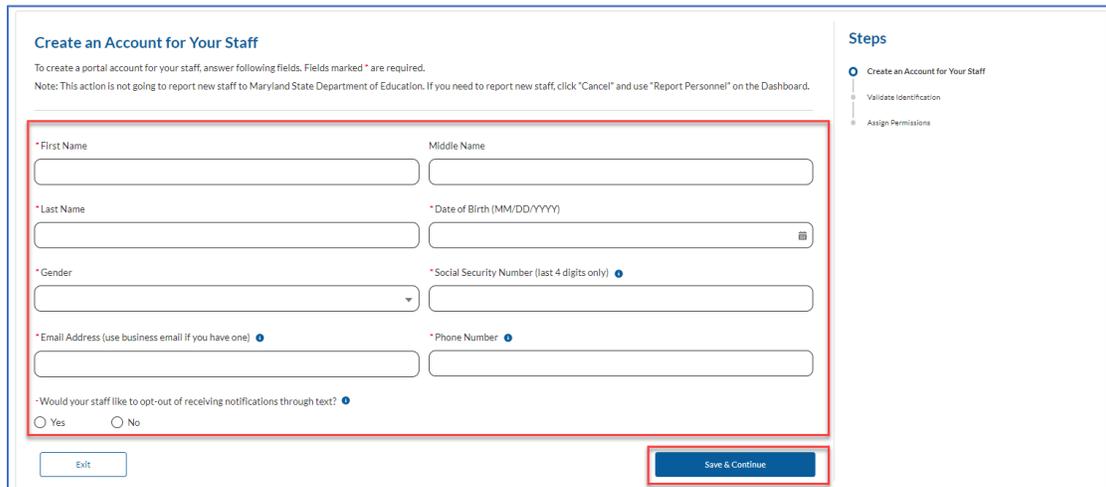
2. Click Add User



The screenshot shows the 'Delegated Admin Dashboard' with a navigation bar at the top containing links for Home, Licensing Application, Informal Application, Attendance & Invoicing, Program Information, Scholarship Requests, and Delegated Admin. The main content area includes a title 'Delegated Admin Dashboard', a paragraph of introductory text, and a note about reporting personnel. At the bottom right, there are two buttons: 'Report Personnel' and 'Add User', with the 'Add User' button highlighted by a red box.

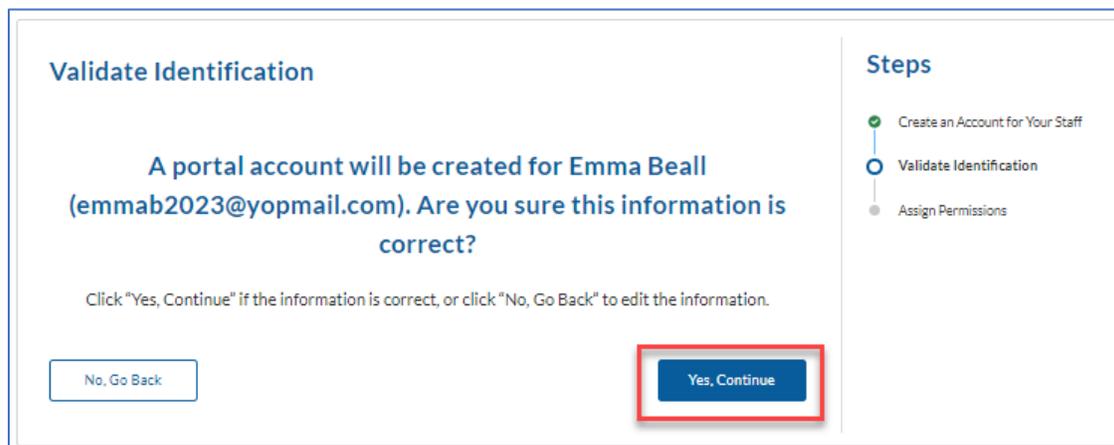
3. Complete the Create an Account for Your Staff Form

4. Click Save & Continue



The screenshot displays the 'Create an Account for Your Staff' form. It includes a title, instructions, and a note. The form fields are: First Name, Middle Name, Last Name, Date of Birth (MM/DD/YYYY), Gender, Social Security Number (last 4 digits only), Email Address (use business email if you have one), and Phone Number. There is also a checkbox for 'Would your staff like to opt-out of receiving notifications through text?'. At the bottom, there are 'Exit' and 'Save & Continue' buttons, with the 'Save & Continue' button highlighted by a red box. A 'Steps' sidebar on the right shows the current step as 'Create an Account for Your Staff'.

5. Validate the Information



The screenshot shows the 'Validate Identification' screen. It features a title, a confirmation message: 'A portal account will be created for Emma Beall (emmab2023@yopmail.com). Are you sure this information is correct?', and instructions: 'Click "Yes, Continue" if the information is correct, or click "No, Go Back" to edit the information.' At the bottom, there are 'No, Go Back' and 'Yes, Continue' buttons, with the 'Yes, Continue' button highlighted by a red box. A 'Steps' sidebar on the right shows the current step as 'Validate Identification'.

6. **Select the Program**

7. **Click Save**

The screenshot shows a form titled "Which program can this staff access?". At the top, there is a label "* Select a Program" with a blue information icon. Below this is a dropdown menu with a white background and a grey border. The text "My Favorite Place" is visible within the dropdown. A red rectangular box highlights the entire dropdown menu area.

8. **Click Grant Permission**

The screenshot shows a form titled "Which programs can this staff access?". On the left, there is a paragraph of text: "Use the 'Grant Permission' button below to assign program and portal permissions to your staff. You can add one program at a time. Click 'Grant Permission' to begin, or click 'Edit' to make any changes, or click 'Delete' to remove the program access. Once you've done adding all designated programs to your staff, click 'Finish' to save and finish account creation". Below this text is a blue button labeled "Grant Permission", which is highlighted with a red rectangular box. To the right of the main content is a "Steps" sidebar with three items: "Create an Account for Your Staff" (checked), "Validate Identification" (checked), and "Assign Permissions" (selected with a blue circle). At the bottom right of the form is a blue button labeled "Finish".

9. **Select Portal Permissions (The definition for each portal permission type is listed above)**

10. **Click Save**

The screenshot shows a form with the text "This staff is identified as the following roles at the selected program by Maryland State Department of Education:" followed by "Role: Aide". Below this is a section titled "* Which portal permissions does this staff have at the selected program?". This section contains a list of five items, each with a checkbox and a blue information icon: "Select All", "Edit Staff's Portal Permission", "Licensing Application/Informal Provider Application", "Scholarship Approval", and "Update Provider Information". A red rectangular box highlights the entire list area. At the bottom right of the form is a blue button labeled "Save", which is also highlighted with a red rectangular box.

11. View Permissions

a. Click the notepad to edit or trash can to delete

Which programs can this staff access?

Use the "Grant Permission" button below to assign program and portal permissions to your staff. You can add one program at a time. Click "Grant Permission" to begin, or click "Edit" to make any changes, or click "Delete" to remove the program access. Once you've done adding all designated programs to your staff, click "Finish" to save and finish account creation

Program Name : My Favorite Place

Role : Aide
Permission : Attendance/Invoicing;Edit Staff's Portal Permission;Licensing Application/Informal Provider Application;Scholarship Approval;Update Provider Information

[Edit](#) [Delete](#)

[Grant Permission](#)

[Finish](#)

Steps

- Create an Account for Your Staff
- Validate Identification
- Assign Permissions

12. Click Finish

Which programs can this staff access?

Use the "Grant Permission" button below to assign program and portal permissions to your staff. You can add one program at a time. Click "Grant Permission" to begin, or click "Edit" to make any changes, or click "Delete" to remove the program access. Once you've done adding all designated programs to your staff, click "Finish" to save and finish account creation

Program Name : My Favorite Place

Role : Aide
Permission : Attendance/Invoicing;Edit Staff's Portal Permission;Licensing Application/Informal Provider Application;Scholarship Approval;Update Provider Information

[Edit](#) [Delete](#)

[Grant Permission](#)

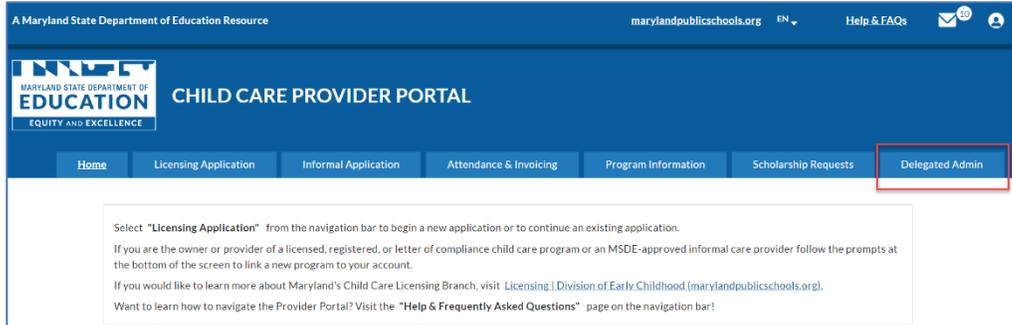
[Finish](#)

Steps

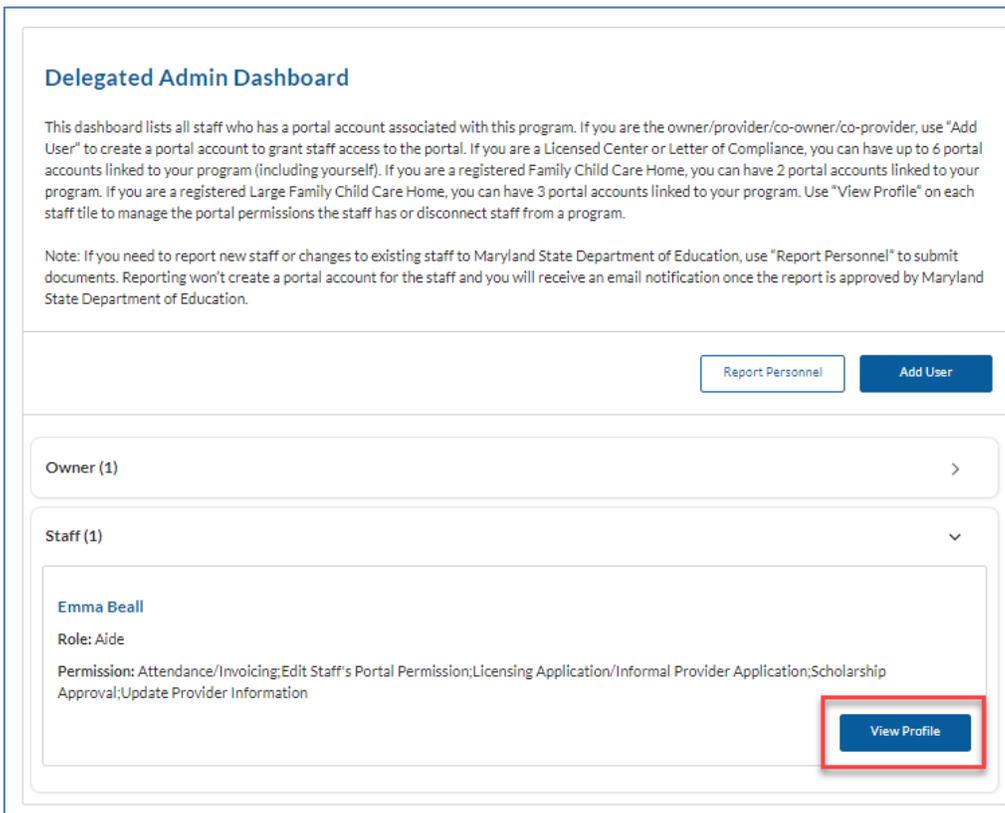
- Create an Account for Your Staff
- Validate Identification
- Assign Permissions

Updating Portal Permissions

1. Click Delegated Admin



2. Click View Profile



3. **Select Permissions**

4. **Click Save**

This staff is identified as the following roles at the selected program by Maryland State Department of Education:

Role: Aide

* Which portal/permissions does this staff have at the selected program? *

<input checked="" type="checkbox"/> Select All	<input type="checkbox"/>
<input checked="" type="checkbox"/> Edit Staff's Portal Permission	<input type="checkbox"/>
<input checked="" type="checkbox"/> Learning Application/Informal Provider Application	<input type="checkbox"/>
<input checked="" type="checkbox"/> Scholarship Approval	<input type="checkbox"/>
<input checked="" type="checkbox"/> Attendance/Invoicing	<input type="checkbox"/>
<input checked="" type="checkbox"/> Update Provider Information	<input type="checkbox"/>

Save