

SMART START WORKFORCE GRANTS



ADDING/UPDATING CLASSROOMS IN THE DIRECTOR PORTAL

for Center-Based Programs:

The Classroom card within the Director Portal is a critical component. All programs will need to have classroom(s) entered to be able to request funding for Smart Start Workforce Grants. It is important to keep your classrooms updated.

Follow the steps below to access and update your Classrooms for the Smart Start Workforce Grant application.

ACCESSING THE CLASSROOMS CARD

Please Note: All programs will need to have classrooms set up before applying and requesting funding.

- Centers – you will enter classrooms as licensed by DCFS.

STEP 1: Go to <http://registry.ilgateways.com>

STEP 2: Click the “Dashboard Login” menu item and log in with your username and password.

STEP 3: Click the “Director” card to access the Director Portal, checking that the program listed is correct, and then click the “Classrooms” card.

Director Portal

You are now viewing the portal for the following organization: **Test Child Care Center (836124)** [Change](#)

 Staff Keep track of staff for your organization	 Reports Access reports including Registry Membership Status and Staff Training Record.	 Program Profile Allows Directors to report their CCAP/CCMB/CCIS ID#	 CCRG Application Access the Child Care Restoration Grant (CCRG) Application
 CCWB Application Access the Child Care Workforce Bonus (CCWB) Application	 Classrooms Classrooms	 SGCC Application Access the Strengthen and Grow Child Care Grant (SGCC) Application	 Smart Start Transition Grants Application Access the Smart Start Transition Grants (SSTG) Application
 Smart Start Workforce Grants Application Access the Smart Start Workforce Grants Application			

ADD CLASSROOMS

Programs will need to add all classrooms that are currently open and operating full day and full year.

STEP 1: Click the “+” button to add a new classroom

Classroom Name	Age Group	Schedule	Total Enrolled	Actions
No Classrooms Tracked				

[+](#)

STEP 2: Next, complete the main classroom information

- Enter the information into all fields with **bold labels**
- Follow this guidance when selecting the **Primary Age Group**:
 - Centers – This should reflect the age of the *youngest child* in the classroom.

Add Classroom

Classroom Name
Ladybugs

Primary Age range: 0-3 | Day Schedule: Full Day | Year Schedule: Full Year

Classroom Status: Active | Highest Ratio: - Select One - | Lowest Ratio: - Select One -

Which revenue streams support this classroom?

Private Pay/Tuition | Head Start/Early Head Start
 CCAP | Preschool for All/Prevention Initiative
 Other Private Funding | Other Public Funding

STEP 3: Enter current enrollment, including both the number of children enrolled full-time and enrolled part-time for each age group.

	Enrolled Full Time	Enrolled Part Time	Totals
Infants	7	2	9
Toddlers	0	0	0
Two Year Olds	0	0	0
Preschool	0	0	0
School-Age	0	0	0
Totals	7	2	9

STEP 4: Save, then select “Edit Classroom”

- **Note: This step is only necessary when adding a brand-new classroom.** If editing/updating an existing classroom, skip to step 5.
- When you first add a classroom, you will see that the record must be saved before you can select the staff.

Classroom Staff

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
Classroom staffing records require classroom records. Please save the classroom first.						

- Save the classroom by clicking the “Submit” button, then click the pencil icon to edit the classroom so you can add the staff.

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
	Ladybug (Preschool)	Preschool	7	Full Day	Active	Edit Classroom Click to edit this classroom
	Ladybug (Preschool)	Preschool	13	Full Day	Active	

STEP 5: Select the Classroom Staff

- You can add/change classroom staff by clicking the list button. This information should be updated and accurate before you submit a funding request for each grant round.

Classroom Staff

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
No Records						

- Check the box(es) for the staff working in that classroom and confirm the prompt. To remove staff from a classroom, simply uncheck the box and confirm the prompt.

Select Classroom Staff

Member ID	Name	Role
<input type="checkbox"/>		Assistant Teacher
<input type="checkbox"/>		Teacher
<input type="checkbox"/>		Teacher
<input type="checkbox"/>		Teacher
<input type="checkbox"/>		Assistant Teacher
<input type="checkbox"/>		Teacher
<input checked="" type="checkbox"/>	Renee	Assistant Teacher
<input checked="" type="checkbox"/>	Mary	Teacher

Okay **Cancel**

Are you sure?

Are you sure you want to add "Mary" and "Renee" to this classroom? Click "OK" if you are sure, otherwise click "Cancel".

OK **Cancel**

- If some information about a staff person’s job is not correct, you can edit it by clicking the pencil icon. Then, edit the information needed and click the “Update Staff” button to save your changes.

Classroom Staff

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
	Mary	Teacher	40.00	52.00	\$16.78	
	Renee	Assistant Teacher	40.00	52.00	\$16.00	

Editing record for Renee

Current Position Title: Asst Teacher **Position Code:** 5 - Assistant Teacher

Date Employment Began: 05/01/2022 **Current Position Start Date:** 05/01/2022

Hours Worked/Week: 40.00 **Weeks Worked/Year:** 52.00

Hourly Wage: 15.25 **Annual Salary:**

Percent Time Working Directly With Children: 100

Ages of Children You Currently Work With (Family Child Care check all that apply, others only check one)

Update Staff **Cancel**

STEP 6: Once everything is entered and you have confirmed its accuracy, enter the date in the “As of Date” field and click “Submit” to save the classroom.