

# Welcome back!

2019-2020 School Year  
and **TN-ELAP**

TN-ELAP is open for Fall 2019 data entry.  
What should users do first?

1. New user? **Register** at <http://tn-elap.org>
2. Check out new training information at <http://tn-elap.org>
3. **Log in.** If there are issues with your log in, email [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu)
4. **Carefully check grantees, centers, and cohorts** that are available to you. If you need permission to see one that is not showing, email [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu)
5. **Re-enroll attendees**
6. **Enter new attendees**
7. **Edit attendee information** as needed, including grade level assignment (TIP: it's easier to edit grade level assignment for attendees if you do it all at once)
8. **Enter participation** (TIP: enter actual minutes—rounding is strongly discouraged)

**Remember** to protect the confidentiality of attendee data, in accordance with FERPA compliance responsibilities