



**TN-ELAP**

# Project Director Update



**Program Year 2023 - 2024**



# August Training Schedule

Training	DOE Office Hour
<i>TA-1: ELAP Overview &amp; Best Practices for New &amp; Returning Users (available online)</i>	August 3 <sup>rd</sup> , 2023
<b>ELAP Open Office Hours: (live via Zoom)</b>	<b>10 am – 12 pm EST August 16<sup>th</sup>, 2023</b>
<b>TA-2:</b> Introduction to Local Evaluation	August 17 <sup>th</sup> , 2023
<b>TA-3:</b> Enrolling & Reenrolling Attendees <i>(available online only)</i>	August 17 <sup>th</sup> , 2023
<b>ELAP Open Office Hours (live via Zoom)</b>	<b>5 pm – 7 pm EST August 17<sup>th</sup>, 2023</b>



# Before Getting Started: Best Practices

- **Remember, one person per account.** *There should be no account (or password) sharing at all.*
- **Project Directors:** *only **you** can request ELAP user approval/activation and only **you** can certify your sites.*
- **New User Account Approval and Activation** *is done in steps and is typically completed every Monday (this may vary). This has been in place since PY 2022-2023.*
  - *Approval = TDOE*
  - *Activation = SWORPS*
- **Help Desk Support:** *When contacting the Help Desk include the following – Full name, ELAP Username & Email, Grantee, and Site(s) plus screenshots of any errors/issues you're having.*
- **User News** *provides updates on all things ELAP. You can now subscribe to receive email notifications whenever there's a new post!*



# Step 1: Active ELAP Account



## Project Directors:

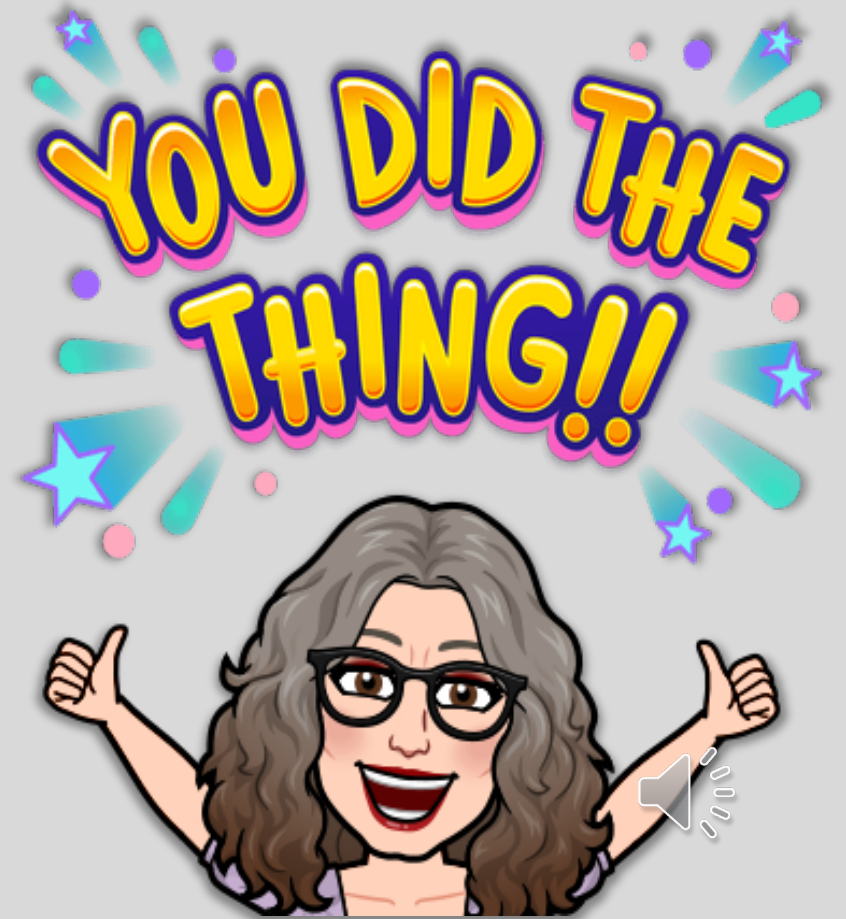
- Do you have an account?
  - *If you **do**, skip to Step 2!*
  - *If you **don't**, follow the instructions on the next slide to create a new account!*



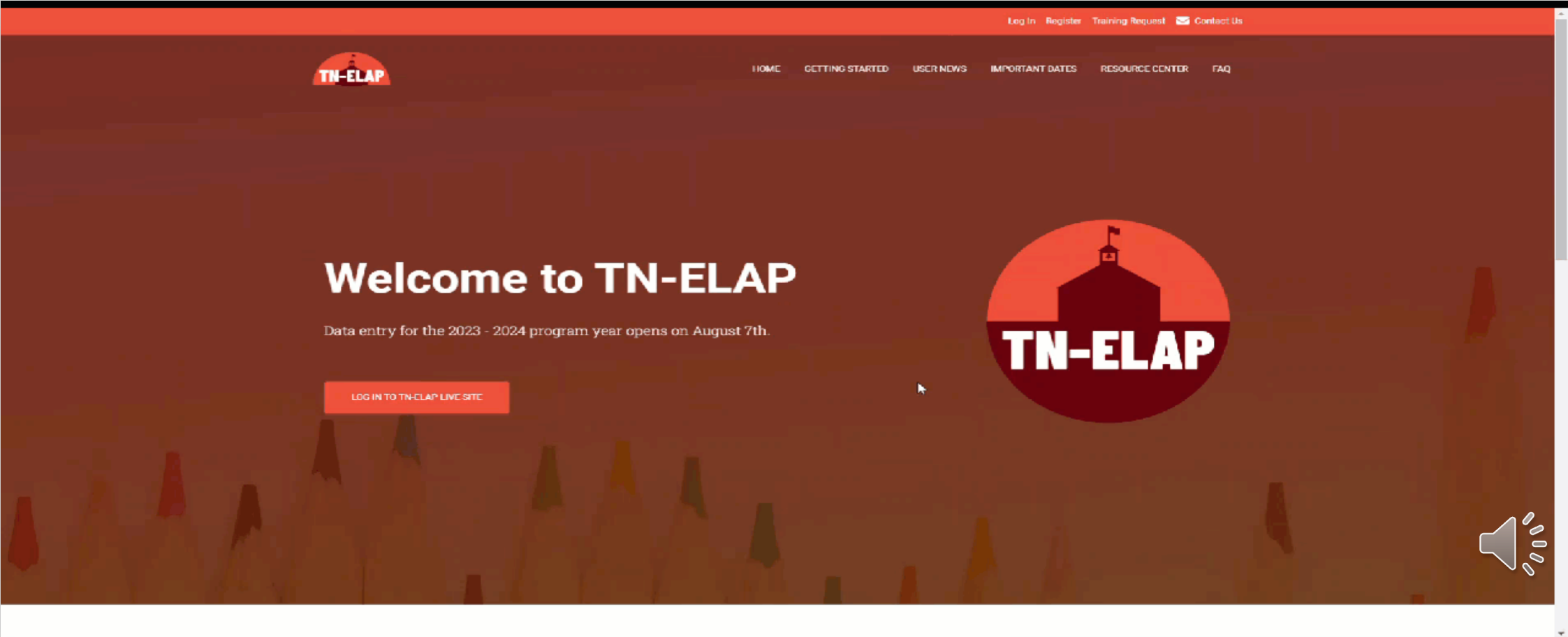
# Step 1.5: Registering for a New PD ELAP Account

1. Visit [TN-ELAP](#) and select **REGISTER** from the upper right-hand corner.
2. Enter data for username, full name, email, and password
3. Select **CHOOSE GRANTEE** and pick *New Project Director*.
4. Next, select **GRANT** and choose *CCLC* or *LEAPS*, whichever is correct.
5. Click the box next to **CENTERS** that says *New Project Director*
6. Select **REGISTER**.
7. Contact the **Help Desk** or **Don Sims** to submit your account information for approval and activation.

*\*If this doesn't work, please send a screenshot of what you see on your screen to the Help Desk*



# Step 1.5: Registration Demo



# Step 2: Certifying Your Sites



- Site certification must occur before new users can register or returning users can log in!
- To receive approval, make sure **ALL** requested information is provided and accurate!
- Site certification is only done for **existing grantees and sites.**



# Step 2: Certifying Your Sites

Login to ELAP at <https://elap.sworps.tennessee.edu/Account/Login>

Click **Grantee List**

Click **Edit** and ensure that **all information** is current and accurate.

Click **Save**

Click **Back to List** to return to the **Grantee List** page.

Click **Centers** to fill out the information on **each center** and certify them individually.

Click **Edit** to return to the **Center Update** page. Review for accuracy.

Click **Save** after you have certified that site.

Click **Back to Centers List** to certify the next site. 

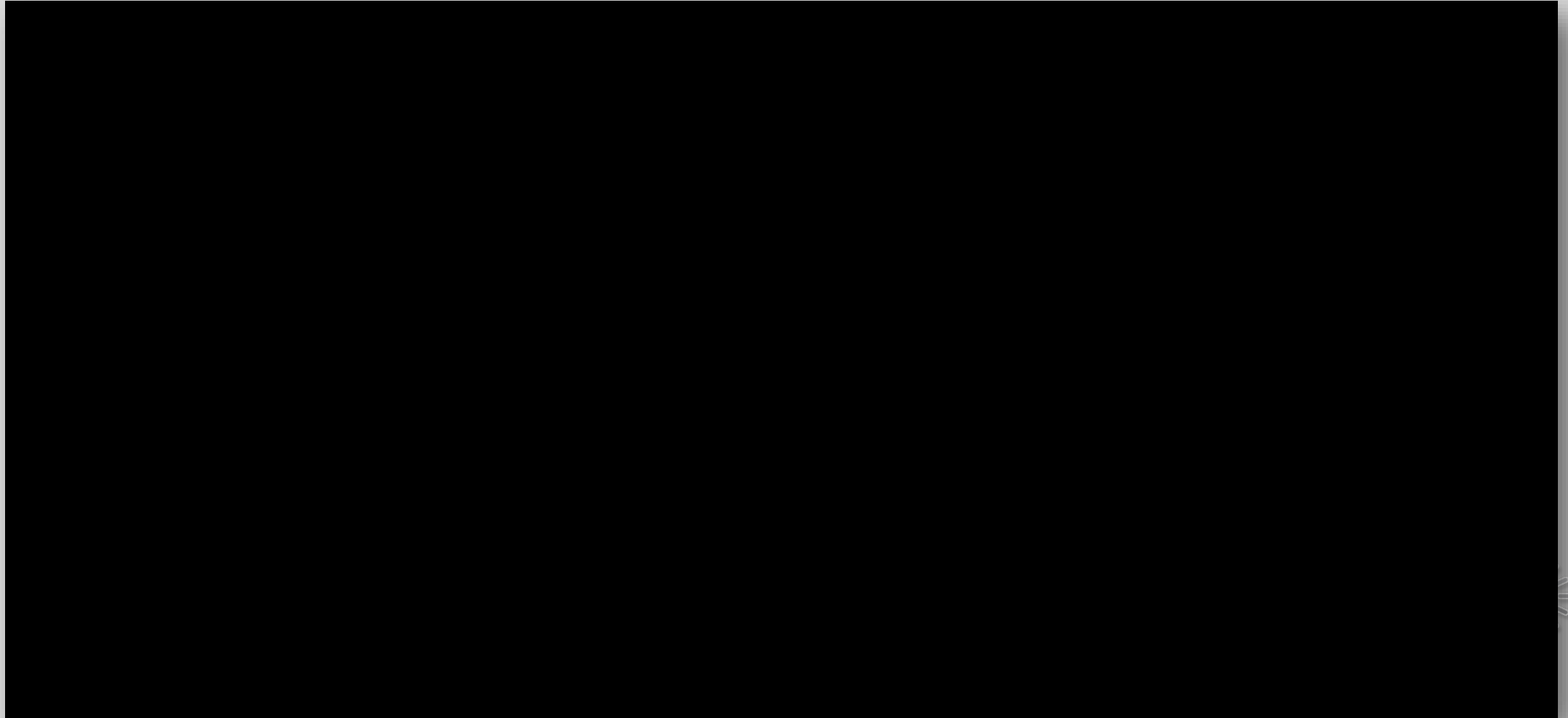


# Step 2: Data Required for Certification

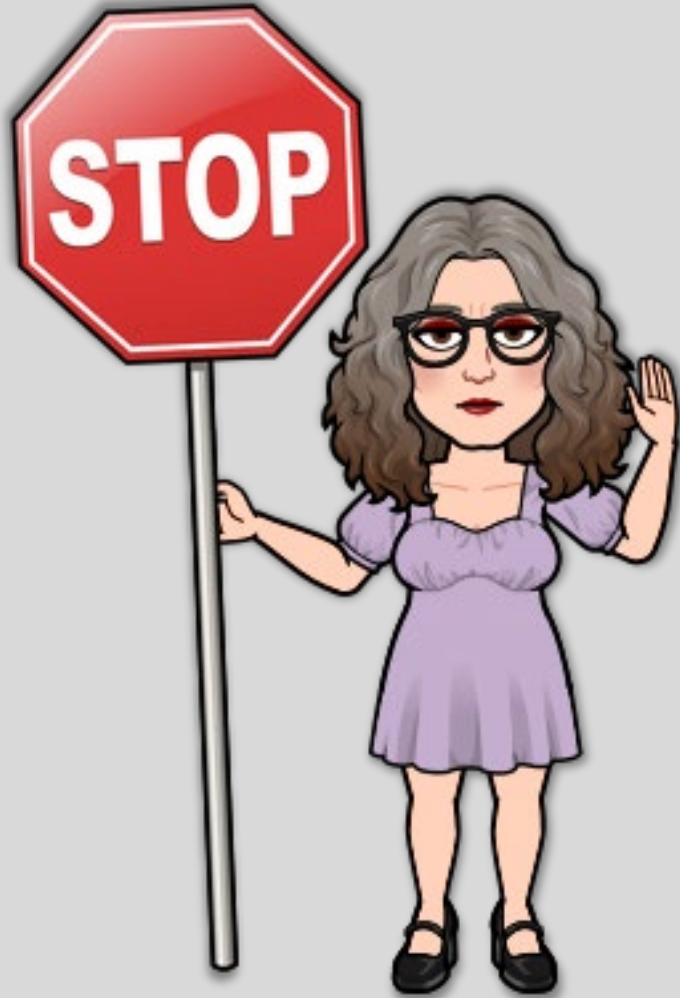
- Organization Type:** Clarification from TDOE.
- Center Active:** Select this box if your center will be reopened
- Center Status:** Select **Active** from the dropdown menu
- Grant Type:** CCLC or LEAPs
- Cohort:** the cohort is the year that the grant was funded. *All **LEAPS** sites are **Cohort 2023**. There are **three 21st CCLC Cohorts, 2023, 2022, 2019**. Having the correct Cohort for the site is critical. Please contact the ELAP Helpdesk or TDOE if you need assistance.*
- Site Address & Phone Number:** For center, not main office.
- Site Coordinator (SC)** is the person in charge of that specific site.
  - Please do not have the Project Director's (PD) name here unless this is a one site grantee, and the PD is also the SC.*
- Last Operating Day** is the last day during the grant year the site would be open.
  - The grant year runs from **July 1st to June 30th** the following year. Be reminded that **LEAPs** sites are legislated to be open **180 days** and that TDOE has minimum expectations for 21st CCLC sites to be open.*



# Step 2: Certification Demo



# Wait...There's More!



- After your grantee/sites have been certified and approved and you are able to log back into your ELAP account, please note:
  - DO NOT SELECT “*NEW PROJECT DIRECTOR*”
  - Instead, select your GRANTEE from the dropdown menu!



# Step 3: New/Returning User Activation Request

## Project Directors:

- Determine who needs access to the ELAP database and what sites those users should have access to.
- Use the [New & Returning User Activation Request Spreadsheet](#) to provide the Help Desk with the following information for **ALL users** (both new & returning):
  - Grantee
  - Site(s)
  - Full Name
  - ELAP Username
  - ELAP User Email Address
  - ELAP Role (Project Director, Site Coordinator, Data Entry)
  - User Status (new or returning user)
  - Project Director Name & Email



# Step 3: New/Returning Users Required Action

## New Users

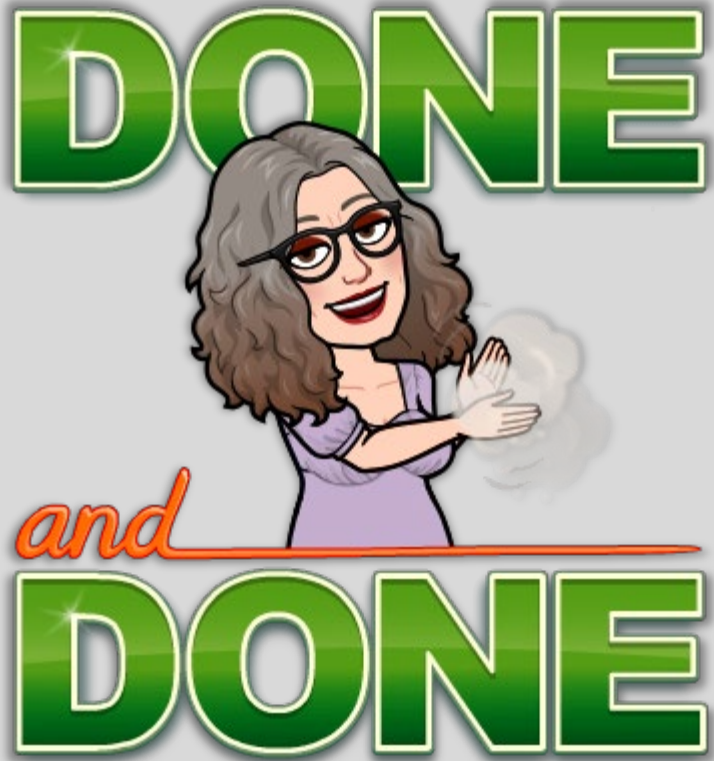
- Complete **New User Account Form** at <https://elap.sworps.tennessee.edu/account/register>
- Notify Project Director & provide **new username** and your **user email**.
- Wait for activation email to arrive!

## Returning Users

- Provide Project Director with **ELAP username** and **user email**.
  - **NOT PASSWORD!**
- Wait for activation email to arrive!

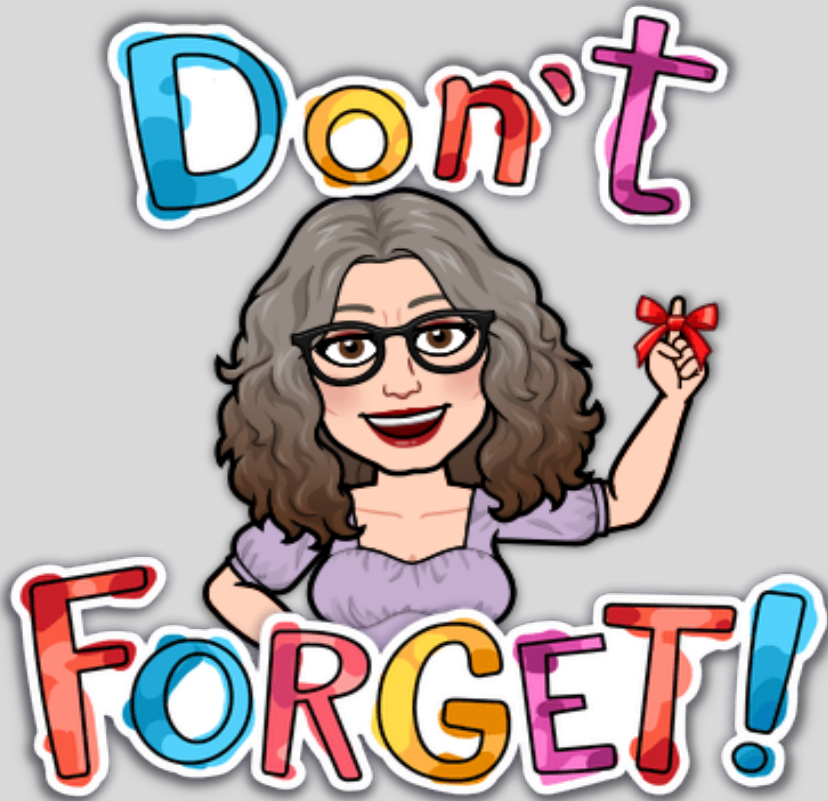


# What to Expect



- Upon successful site certification, PDs will receive notification that their sites are active.
- Upon account approval and activation, PDs and other ELAP users will receive notification that their ELAP accounts are active.

# What's Next? Enrollment!



At this point, ELAP users can begin enrolling new and returning attendees, but remember - **only enroll** (or reenroll) students who **have already attended** your program **this** program year!

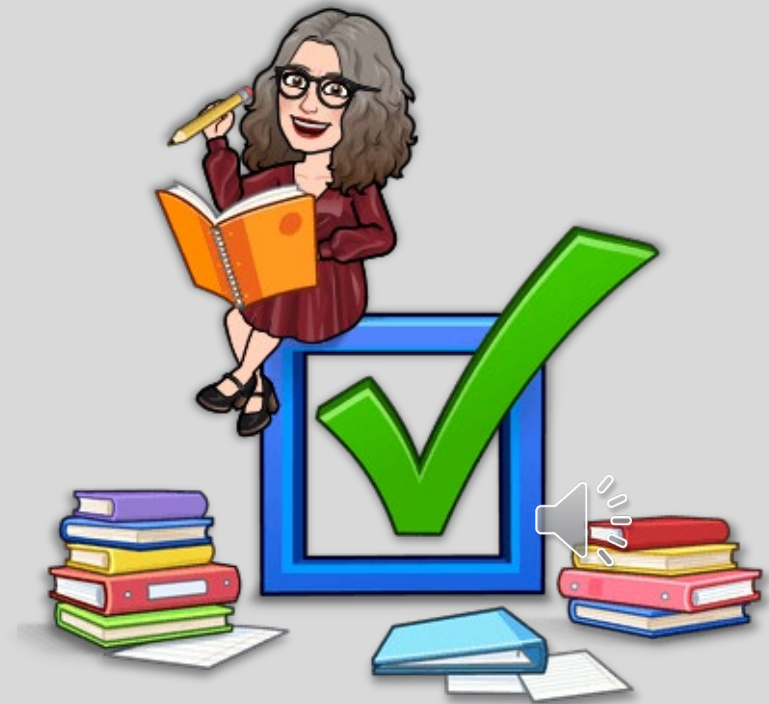




# How to Make Enrollment Easy

## Gather Your Resources for Required Enrollment Data:

- Your Student Enrollment Forms
- Reports #109 Current Roster and #110 Participation List from PY22-23
- Data Collection Matrix
- Enrollment Data Collection Spreadsheet
- Enrollment Checklist





# Upcoming ELAP Open Office Hours

**Wednesday August 16<sup>th</sup>**  
**10 am – 12 pm EST**

**Join from PC, Mac, Linux, iOS  
or Android:**

<https://tennessee.zoom.us/j/99836062513?pwd=WXVwdVdXaTZMZmNrUTBWQXFTaHliQT09&from=addon>

**Thursday August 17<sup>th</sup>**  
**5 pm – 7pm EST**

**Join from PC, Mac, Linux, iOS  
or Android:**

<https://tennessee.zoom.us/j/96259625111?pwd=czlraINNMFF0cmVyWIR TZWJTeURodz09&from=addon>

*If you'd like to attend one of these sessions, contact the Help Desk or Don Sims for the meeting passcode.*



# Exciting Update: User News Subscription

Log In Register Training Request Contact Us

HOME GETTING STARTED **USER NEWS** IMPORTANT DATES RESOURCE CENTER FAQ

## User News

**ACCOUNT REGISTRATION**

Welcome to Program Year 2023 - 2024

Welcome to the new program year ELAP Users! Here at SWORPS, we are excited to see everyone back and look forward to a successful program year.

**DATA ENTRY**

**TN-ELAP**  
Technical Assistance Video  
**Summer Showcase**  
Program Year 2023 - 2024

ELAP Annual Refresh and Preparing for the Program Year

As a reminder, the ELAP database is closed until August 7th. User cannot be updated and data for the 2023 - 2024 program year can

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## Join our mailing list!

Subscribe for the latest user news, training materials, important dates and more.

I'm not a robot

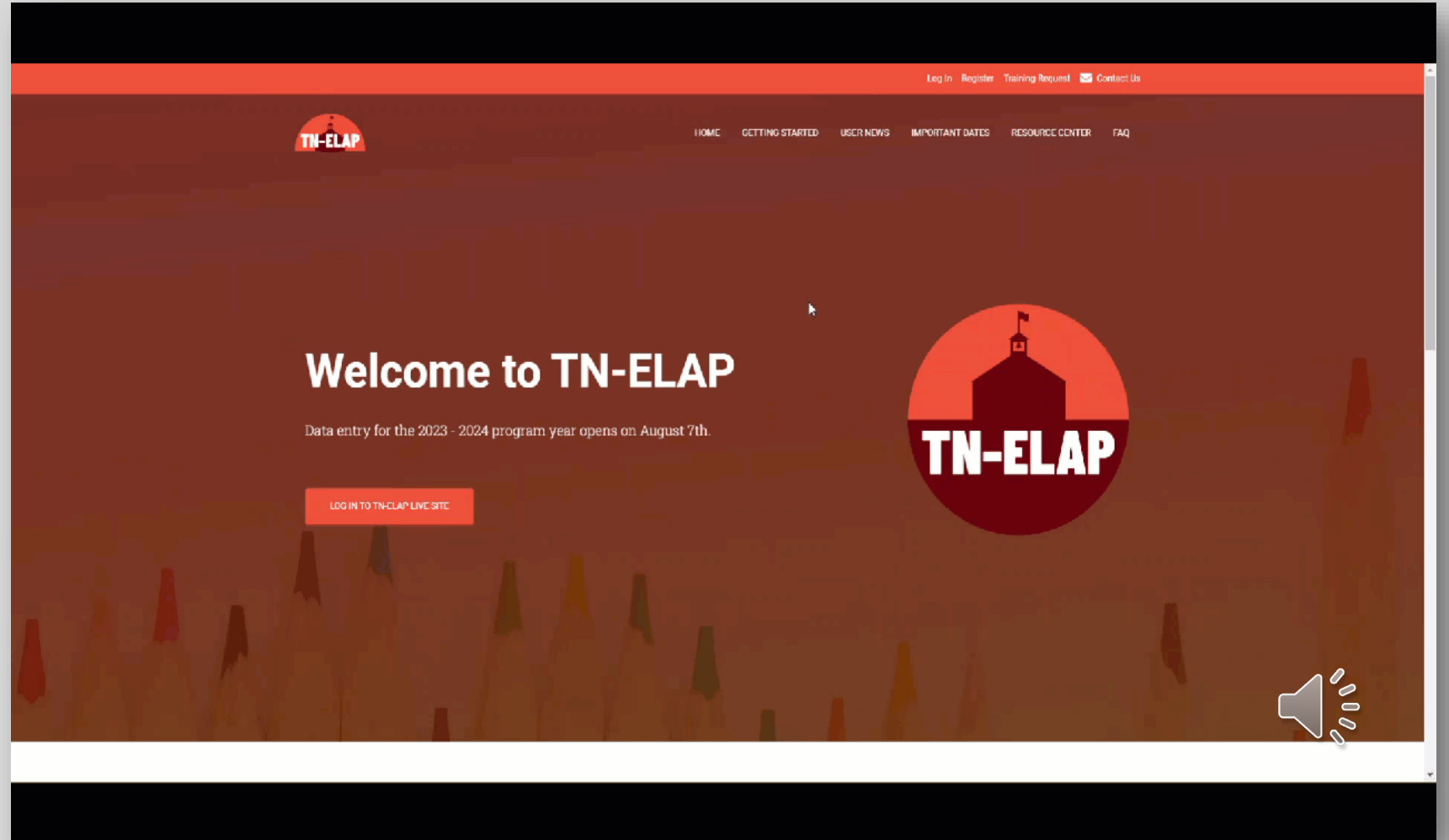
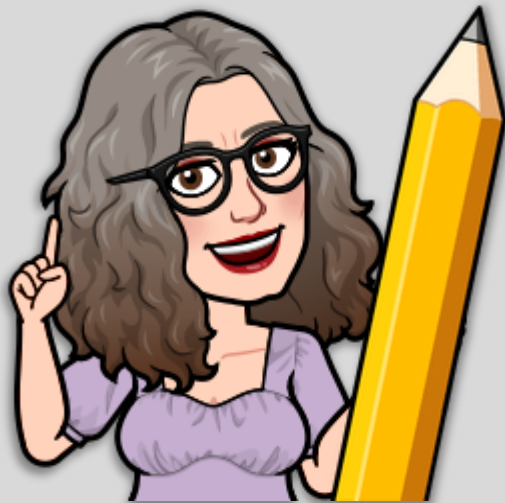


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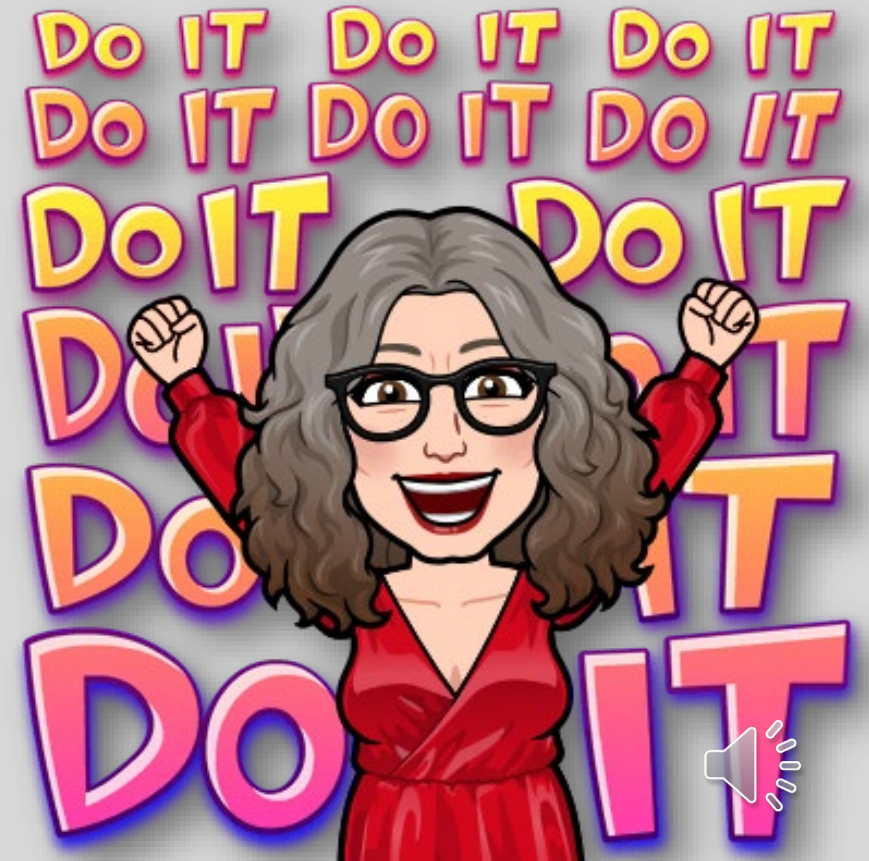
# User News Subscription



# We Want Your Feedback!

- ELAP is designed based on **user needs**.
- Most improvements come directly from user feedback – that's YOU!
- New feature requests? Ideas for new reports? Training topics you'd like covered?

**WE WANT TO KNOW!**



# Matching Our Time with Yours

**Complete the ELAP Open Office Hours Survey by visiting this link:**

<https://forms.office.com/r/m2yGiVpT5J>

**Or by using this QR code!**



Scan this code on a phone or tablet to access the survey.



# Thank you

*for your time and attention!*

**YOU DA BEST!**



*SWORPS build partnerships that leverage research, technology, and human connection to improve lives in Tennessee and beyond.*



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**Jamie Cyphers**