

Aspire Instruction Guide

Step 1: Creating an Organization Account

1. Go to www.nyworksforchildren.org

- Click **Join or Login to Aspire**.
- Select **Create an Organization Account**.

2. Select an account manager

Decide who you'd like to be the contact person for your Aspire Organization Account and enter relevant contact information.

3. Find your program

To find your program in Aspire, use either your license number, registration number, or BEDS code. Review the information about your program to be sure that it is correct.

4. Submit

Once you have finished, you will reach a page that confirms that your account request has been submitted. This means that Aspire has received your information. It may take 1-3 business days for Aspire to approve your Organization Account. Once approved, you will receive an email at the address you provided with your Organization Account ID and password. If you do not receive this email, contact Aspire for help. Be sure to check both your email Inbox and your Spam or Junk folder for this email.

Who should manage your Aspire Organization account?

- ✓ *This person will have access to reports about staff and the program.*
- ✓ *The account manager will receive mail and email communication about your program's Aspire account.*
- ✓ *You can change the contact person associated with the account at any time.*

5. Share the Aspire Organization ID with your Staff

As soon as you receive your Aspire Organization ID, share it with your employees. **Teaching staff will use this Organization ID when they fill out the Employment section of their individual profiles.**

If you are using Aspire because someone in your program has a current approved plan of study:

By creating an Aspire organization account you will have access to education information provided by individuals who work at your program. This is a valuable tool to keep track of education and professional development for you and your teachers!

Step 2: Completing Individual Profiles

The next step in joining Aspire is to create the Individual Account and Profile you will use to keep track of your own professional development and to help your staff create their own Individual Accounts and Profiles.

1. Complete your Individual Profile

- Follow the step-by-step instructions on Page 3 to complete your Individual Profile.

2. Support your staff to complete their own Individual Profiles

- Ensure that your staff has the Aspire Organization ID number you received after your account was approved. They will need this number to successfully link their Individual profile to your Organization Profile.
- Copy and distribute Page 3 as a handout to walk your staff through creating their own Individual Profiles.
- Confirm that staff has created their Individual Account and Profile before moving on to Step 3.

How to Complete Your Individual Profile

1. Create an Individual Account

- Go to www.nyworksforchildren.org
- Click **Join or Login to Aspire**.
- Select **Create an Individual Account**.
- Enter basic contact information.
- Click **Submit**.
- Check your email to retrieve your Aspire Individual ID and password.
- **Be sure to check both your Inbox and your Spam or Junk folder for this email. If you do not receive the email within one hour, contact Aspire for assistance.**

2. Complete your profile

The application process takes an average of fifteen minutes to complete. You may sign out and log back in to finish your application in more than one session.

- Use your Aspire Individual ID and password to login to your account.
- Check the box next to **Aspire Professional Profile**, and then click **Continue**.
- Fill in the information requested on the application tabs.
- If you are on a current approved plan of study, please see the box to the upper right

3. Submit your documentation

When you submit your online application, you will receive an email confirming that your application has been submitted. This email will also provide you a list of documents that must be sent to Aspire in order to verify the information in your application. **Remember, the upload feature is available for all plan of study documents.**

Send these documents within 10 days to:

New York Works for Children, Aspire
16 Court Street, 31st Floor
Brooklyn, NY 11241

4. Receive your Aspire certificate

After your application has been completely processed, you will receive a welcome packet that includes your Aspire Certificate, a Membership Card with your Aspire ID, and a Professional Development Record with your coursework and training from the last two years.

5. Update and renew your account

After your application has been completely processed and you have received your certificate, you can access your Professional Profile and Professional Development Record online at any time. In order to maintain an active account, you must renew annually. We encourage you to update your profile regularly!

Plan of Study:

If you are on a plan of study, your Aspire profile will include information about your plan of study and will allow OCFS to track your progress as required in the new regulations.

BRAND NEW FEATURE

*Now, if you have a current approved plan of study you can **UPLOAD** your signed plan of study and other related documents directly to your Aspire profile!*

Step 3: Verifying Employees

1. Login to your Aspire Organization Account

- Go to www.nyworksforchildren.org
- Click **Join or Login to Aspire**.
- Use your program's Aspire Organization ID and password to login to your account.

2. Click on the Employees tab

You will see a roster of all of the employees who have indicated in their Aspire Individual Professional Profiles that they work at your program.

Who Verifies Employees?

The principal or whoever is designated as the Aspire Organization Account contact person- verifies employment for each individual who lists employment at the program on their Individual Professional Profile.

3. Review the status of listed employees

- Find the **Status** column. If a staff member's employment has not yet been verified, the status will read **Self-Reported**. This means you need to verify their employment. If employment has been verified the status will read, "Verified by Program."
- Click the **Update** link to the right of the status.

4. Update the employment status for each employee listed

- Once you click the Update link, a pop-up window will open. Be sure your computer is set to allow pop-up windows.
- Click **Verified by Program**.
- Click Submit. The pop-up window should close.
- You will now see the change made to the staff member's status on your employee roster.
- Repeat this process for each of the staff member's listed on the employee roster.

Additional Information

What if a staff member no longer works at the school?

Select the option **This individual is no longer employed**. Enter an end date and a reason for leaving. Then choose **Verified by Program**.

What if an individual that I don't know is listed on the employee roster?

If the individual lists past employment at the school, and you can neither confirm nor deny that they actually worked at the school, select the option **Reviewed/Not Verified**. If you are sure that the individual has never worked at the school, select **Denied**.

Step 4: Creating Classrooms

1. Click on the Classrooms tab

You will see the Program Capacity which shows the number of classrooms and the total number of children in your program.

2. Edit Number of Classrooms

- Click **Edit**.
- Enter the number of classrooms at your program.
- Click **Update**. This will bring you back to the Classroom Tab.

Classrooms:

Please note: "classrooms" does not refer to physical rooms, but to groups of children. For instance, if you have one room, but you have one group of children in the mornings and a different group of children in the afternoon, you would enter "2" in this box.

3. Edit Individual Classrooms

- Click **Add Group** and select **Classroom**.
- Enter a name for the classroom. If your classroom does not have a designated name, you may enter a description that will let you know which classroom this information refers to, such as "Mornings", or "Tuesday-Thursday".
- Enter the start date for the classroom and click **Save**. This will bring you to a page where you can enter more information about this specific classroom.

4. Add a teacher

- Click **Add Teacher**. This will bring up a list of all verified employees at your program. Choose the appropriate teacher for this classroom by clicking **Select**.
- Enter the date the teacher started working in this classroom and the number of hours per week they spend in this classroom. If the teacher no longer works in this classroom, please enter the date the teacher left.
- Click **Next**. You will see a message letting you know the teacher has been added successfully.
- Click **Return**. This will bring you back to the individual classroom page.
- You can add additional teachers to this classroom by repeating the same process.

5. Add classroom information

- When you have successfully entered all of the teachers for this classroom, scroll down to enter more details about the classroom.
- Check the box next to the appropriate age range and enter the total number of students in the classroom. Click **Update**.
- You will see a message showing that your changes have been saved. Scroll down and click **Return**.

6. Add remaining classrooms

- Repeat steps 4-6 to enter additional classrooms.

Step 5: Reviewing and Maintaining Accounts

1. Login to your Aspire Organization Account

- Go to www.nyworksforchildren.org
- Click **Join or Login to Aspire**.
- Use your program's Aspire Organization ID and password to login to your account.

2. Reviewing Organization Profile

- Click on the **Status** tab to make sure your licensing information is correct.
- Click on the **Organization Details** tab to make sure your contact information is correct.
- Click on the **Classrooms** tab to make sure all of your classrooms are listed correctly.
- Click on the **Employees** tab to make sure all of your current staff is listed.
- Once you have reviewed this information and made any necessary changes, your Organization Profile is complete!

3. Maintaining your Organization Profile

Update the following information in your Organization Profile throughout the year as necessary.

- Update your program's contact information under the **Organization Details** tab should changes occur.
- Add a new classroom, update a classroom's assigned teacher, or enter an end date for an existing classroom under the **Classrooms** tab.
- Verify new employees, update an employee's position or salary, or enter an end date for staff that leaves the program under the **Employees** tab.
- Finally, if your program moves or expands, please add or adjust your licensing information by contacting your licensing agency and Aspire.