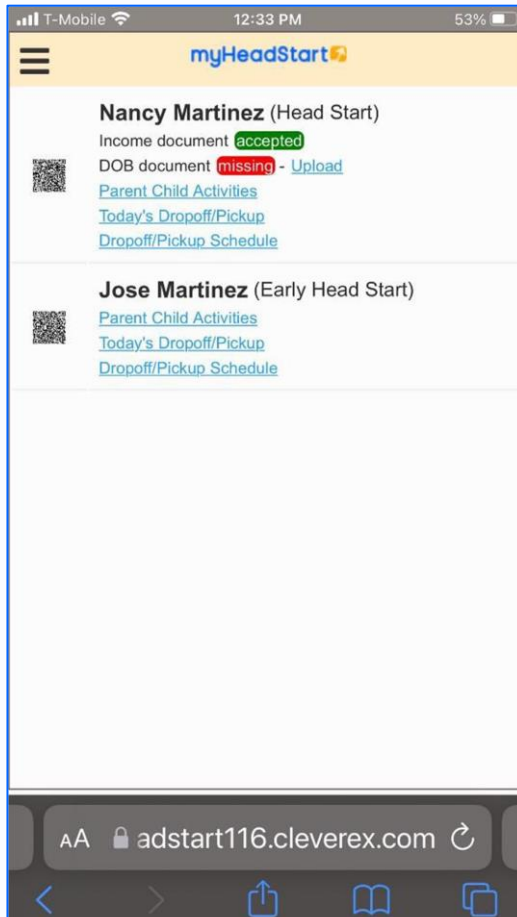


2. Portal Home Page - Actions

Once a parent login to the Parent Portal, they will see their home page -- the **Actions** screen.



A parent can see all pending actions needed such as the sample screen on the left:

- **Upload a document** – At setup, the agency administrator can determine what documents are **automatically** requested at a program status such as Applied, Waiting List, Accepted or Enrolled. Also, a staff can **manually** request parent to upload an Ad Hoc document. In either scenario, once uploaded by parent, staff can then accepted or reject it. If rejected, the parent will see the “rejected” red flag and have to re-upload the requested document.
- Maintain weekly drop-off/pick-up schedule
- Track Parent Child Activities
- Add an emergency involved adult to drop-off/pick-up their child



Upload a document

When a parent clicks on a document upload link, the screen shot on the right pops up to allow the parent to either choose a document on smart device or use the camera to take a photo of a document.

A screenshot of a web dialog box titled 'DOB document' with a 'Close' button in the top right. The 'Document:' field contains a yellow button labeled 'Locate local file for upload'. Below it is a 'Comments:' text input field. The 'Document Type:' section is empty. The 'Languages:' section has three radio buttons: 'Select All' (unselected), 'English' (selected), and 'Spanish' (unselected). At the bottom is a button labeled 'Upload my document now'.