1. COMPLETE ORGANIZATION INFO

It is important that information on each tab of the Organization Profile be accurate when applying for a rating. Take these steps:

1. Access Profile
   You can access your profile by visiting www.greatstarttoquality.org/getting-started

2. Sign into GSQ STARS

3. Review and Edit Profile Tabs
   - Status
   - Org Details
   - Program Info
   - Classrooms
   - Employees

4. Review and Edit Status Tab
   Select the Status tab. Review Child Care Licensing information. If your program has one or more Great Start Readiness Classrooms, your affiliation will be connected based on your license number. Select the +Add New only if your Organization has:
   - Head Start
   - Early Head Start
   Choose the grantee affiliation from the dropdown which will be approved by Great Start to Quality staff.

5. Review and Edit Org Details Tab
   Edit Contact Information; the person listed is the person to be contacted for validation. Enter a valid phone number.

Questions? Contact your local Great Start to Quality Resource Center at 1-877-614-7328 or email greatstarttoquality@ecic4kids.org

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6. Review and Edit Program Info Tab
Select the Program Info tab. Review and edit the information in both the Organization Profile sub tab and the Accreditation tab if your program is nationally accredited.

An accreditation certificate must be uploaded and verified to earn credit.

7. Review and Edit Employees Tab
Select the Employees tab. Review the list of staff. Select the Update button next to any staff listed as Self-Reported.

Confirm their hire date and select Verified by the Program from the drop-down.

If a staff member is not listed, select Manage Invites to send an email to the staff member to connect their employment to your organization.

8. Review and Edit Classrooms Tab
Select the Classrooms tab. Select Edit to add or update the number of children enrolled for each age group.

- Add an Administrator/Director in order to receive credit for credentials, education, and professional development on the Self-Assessment Survey. This person must have an employment title of Administrator/Program Director/Schoolage Site Supervisor or Owner/Operator.

- Add all Classrooms/Groups through the drop-down, carefully selecting the type of classroom for each group. Family homes must add at least one Classroom.

- Add Lead and Assistant teachers to each classroom. They can only be added if they are verified in the Employees tab.

9. Next Step
Click the STARS tab to access your program's Great Start to Quality information. Select the Apply button to apply for a rating.

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