How to use the READY CONNECT Teacher portal to submit student KSEPs

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<td>The descriptions and instructions described in this document are written, maintained, and updated by Sidekick Solutions LLC. For questions or support please contact Jeffrey Haguewood at <a href="mailto:jeff@sidekicksolutionsllc.com">jeff@sidekicksolutionsllc.com</a>.</td>
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The following guide provides detailed instructions on using the READY CONNECT Teacher Portal to complete KSEP records. The Teacher Portal is built on a software platform called Apricot by Social Solutions. References to Apricot and Social Solutions all relate to the software we use to maintain the Teacher Portal and collect KSEP records.

Step 1: Creating a CONNECT account
Step 2: Log into CONNECT
Step 3: Add KSEP for each student
Step 1: Creating a CONNECT account

You will receive an email invitation from READY to create a login for the READY CONNECT Teacher Portal. Select the link in the email.

Create a password with at least one letter and one number.
Step 2: Log into CONNECT

Log into CONNECT at the following link: https://a1547.socialsolutionsportal.com/

Enter your email and password and select Sign In. If you forgot your password, recover it by following the “Forgot My Password” link.
Step 3: Add KSEP for each student

To complete a KSEP, select Fill Out from the CONNECT dashboard. Please note that once you begin a KSEP, you must finish it. You cannot save a partial KSEP to complete later.

Enter the student’s full name and date of birth (we need both to complete an accurate profile for each student), along with other demographics details.

Please enter the student’s name exactly how it appears on the student’s district records. Accurate entry of this information is essential.

Enter data into the remaining fields on the KSEP record for that student. Required fields are marked with an asterisk (*). If you would like to add any additional notes or comments, there is space to do so after the assessment.
When you are finished entering data, select “Save.”

Select “Yes” to submit the form or “No” to continue editing the form.
Note the green “Success” message, indicating successful completion of the KSEP form.

Repeat this process for each student. **Complete one KSEP per student.**

You may log out and log back in at a later time to complete additional KSEP records.
How to edit or archive a KSEP record

Teachers cannot edit or archive KSEP records once they are submitted. If you would like to remove a KSEP or modify a KSEP, please contact the READY project leads. Contact information is provided below.

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