PPS PARTNER CONNECT— CONNECTING PARTNERS AND PPS STUDENTS

PPS Partner Connect is our new web-based tool which makes it easy for parents, alumni and industry professionals to connect with K-12 educators. Professionals can share their skills and expertise to bring real-world, authentic learning opportunities to all our students helping to create the next generation of innovators. Through in-person matches and virtual sessions, professionals can help students and teachers connect their classroom experiences to the world of work. **Together we can make a difference.**

Students need context for what they are learning in the classroom. *PPS Partner Connect can help match your expertise and insight to connect with the schools and students in your community. This easy-to-use tool enables educators to match student-learning needs with professionals whose skills fit their request.*

Benefits to professionals and employers:

- Provides meaningful ways to engage in education
- Connects professionals with educators based on their skills, volunteer interests, and location
- Exposes future workforce to career opportunities
- Allows companies to centralize and scale education outreach
- Tracks employee engagement based on a variety of metrics and generates reports
- Enhances employee engagement and achieves corporate responsibility goals
- Demonstrates your commitment to your community through volunteering

How it works:

- Community members and professionals can start the process by submitting an account request at https://www.pps.net/partnerconnect
- Partners submit email and will receive an email with directions for creating an account.
- Once you activate your account you will be able to log into Partner Connect and complete your profile.
- Your Partner Connect portal dashboard has information on our schools, programs and opportunities toget involved.
- As opportunities arise, our High School Career Coordinators may reach out with specific information on how to get involved.

ENGAGE— **PREPARE** — INSPIRE

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

PORTLAND PUBLIC SCHOOLS | CAREER AND TECHNICAL EDUCATION PPS Partner Connect—Getting Started Guide

You can navigate to PPS Partner Connect <u>https://www.pps.net/partnerconnect</u> and click on the **Sign Up** button and complete the email information to initiate the Partner Account activation process.

The following steps will guide you through the process to activate your account and create or update your profile.

Image 1

ENGAGE: Students by sharing your expertise **PREPARE:** Students to be ready for college and careers **INSPIRE:** Students to imagine a future full of possibilities

Sign up here for Partner Connect!



You will be redirected to a page with a prompt to submit your email address which will trigger an automated email from the Partner Connect platform that will start the account creation process and enable you to create your Partner Connect profile. Please be sure to check your spam/junk mail folder, as some email systems security settings may redirect the Partner Connect invitation.

Thank you for your interest in partnering with PPS and look forward to connecting?

Step 1—Navigate to Partner Connect Website and select Sign Up Button

You will be redirected to a page with a prompt to provide your email address.

Step 2— Email Submission and Verification

Provide your email address and select Sign Up button. This will trigger an automated account activation email from Partner Connect. Once you've activated your account and created your profile, you can always return to your profile and edit your information including your email address.

Important Note: If you do not receive a timely email, please be sure to check your spam/junk mail folder as some email systems may route this communication to those folders.



Image 3

You've been invited to join the site: PPS Partner Connect	
Join now by signing up and creating your account - it'll only take a few seconds:	
Sign up and join the site	
Thanksi Your site admin, Jay Keuter (CTE Strategic Business Partnership Manager)	
- Not the right site? Click here to decline your invitation.	
Invitation code: dR8QNxVZBo5n3THXkXb1Z2LZkxlEVJSca5tJUjPW	
Email settings	

Step 4— Verification of Correct Email

Utilize this secure link to confirm your

correct email and start the profile crea-

tion process.

Step 3— Secure Link Launch

Utilize the secure link in the body of the PPS Partner Connect invitation email to direct you to the account activation screen of our Partner Connect Platform.

You will routed out of your email system at this point in the process.

Image 4



Welcome! You've been invited to join

PPS Partner Connect

🔀 Use your email: ppsdemo2019@gmail.com

Already have an account? Sign in.

Need help? Contact your site admin or Grouptrail Support.

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Step 3— Partner Account Information (Image 3)

Username— You will use this Username to login to the platform going forward. Our platform does not accept usernames longer than 20 characters.

Password—You will need to enter this twice in order to activate your account and it will need to comply with the minimum standards, 8 characters, contain at least one number and one letter and cannot contain the username.

Enter Full Name— We utilize both first and last name fields in our platform and request that you provide both during the account activation process.

Time Zone— Modify this pull down menu from the default Eastern Time Zone to Pacific Time Zone.

Image 5

	PPS Partner Connect
First, create a username – this will also be your <i>Sign In</i> name: username available ppsdemo2019 * Letters on numbers only, 20 chars maximum Next, create and confirm your password: Enter your password * Minimum 8 chars, with at least one number and one letter, and cannot contain the username. Confirm your password * Almost there! Enter your full name.* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific US Pacific agree to the Terms of Use.	Use your email: ppsdemo2019@gmail.com
Username available ppsdemo2019 * Letters or numbers only, 20 chars maximum Next, create and confirm your password: Enter your password * Minimum & chars, with at least one number and one letter, and cannot contain the username. Confirm your password * Almost there! Enter your full name:* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific \$	First, create a username—this will also be your <i>Sign In</i> name:
ppsdemo2019 * Letters or numbers only, 20 chars maximum Next, create and confirm your password: Enter your password * Minimum 8 chars, with at least one number and one letter, and cannot contain the username. Confirm your password Almost there! Enter your full name:* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	Username available
* Letters or numbers only, 20 chars maximum Next, create and confirm your password: Enter your password * Minimum 8 chars, with at least one number and one letter, and cannot contain the username. Confirm your password Almost there! Enter your full name:* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	ppsdemo2019
Next, create and confirm your password: Enter your password * Minimum & chars, with at least one number and one letter, and cannot contain the username. Confirm your password Almost there! Enter your full name:* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	tters or numbers only, 20 chars maximum
Enter your password * Minimum 8 chars, with at least one number and one letter, and cannot contain the username. Confirm your password Almost there! Enter your full name:* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	Next, create and confirm your password:
* Minimum 8 chars, with at least one number and one letter, and cannot contain the username. Confirm your password Almost there! Enter your full name:* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	Enter your password
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Almost there! Enter your full name:* pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	Confirm your password
pps demo * This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	Almost there! Enter your full name:*
* This is part of your site profile and will be seen by other site members. You can change this anytime. Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	pps demo
Now, select your time zone and review the Terms of Use: US Pacific I agree to the Terms of Use.	his is part of your site profile and will be seen by other site members. You can change this anytime.
US Pacific	Now, select your time zone and review the Terms of Use;
I agree to the Terms of Use.	US Pacific 🗘
I agree to the Terms of Use.	
	I agree to the Terms of Use.
Create my account and sign me in!	Create my account and sign me in!

Welcome to PPS Partner Connect!

Step 4— Partner Connect Welcome Screen

Congratulations! You are now activated in the Partner Connect platform.

Image 6

Review your site profile >

Image 7

Take a minute to review the introductory information on the Partner Connect Welcome Screen (Image 6), then when ready you can move forward with creating or editing your profile information.

When you click on Review your site profile> button you will be directed to your profile.

Step 5— Partner Profile Welcome Screen

The first time you're directed to the your profile during the account activation process you will note that a yellow information box will be present on your profile (Image 7) Please review the contents of this as it provides a few quick tips for editing the contact information that will appear in the upper portion of your profile, use of the scroll bars/arrows on the right, and direction to edit the tags in the Snapshot tab of your profile.

	This is your site profile which is visible to other users. • to quarks your diplay name, dat your name below Press other to save. • to quarks your profile mays, day it dary at maps from your assispe over the south: Use the gray board or at arrows on the right to social floradity and edit your contact Use the gray board or at arrows on the right to social floradity and edit your contact Use the gray board or at arrows on the right to social floradity and edit your contact Use the gray board or at arrows on the right to social floradity and edit your contact Use the gray board or at arrows on the right to social floradity and the right provided the right of the right	information 1			∎• 0 U × ▲
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DESCRIPTION					/



Step 6— Edit description

You have the opportunity to add additional information to your profile via the description text box (Image 8) You can click on the pencil icon to the right side of the DESCRIPTION area and proceed with adding additional relevant information. Once you've completed that additional information, check the green check box to save your edits. You can always return and edit this information in the future.

		I	mage 8
	Contact Email	/	🖿 🖉 🖻 🗙
	Contact Phone	1	
	Contact Job Title	1	
	Address	1	
	City	/	
	State	1	
	*		
	M SNAPSHOT	Ø FILES	
DESCRIPTION			✓ ×
Professional Athlete looking forward to workin	g with students and programs with a focus on the Athletic and Apparel industry or with Business and M	larketing programs.	

Step 7A — Edit Tags

We utilize a number of pull down menus we refer to as tags. These demographic, role and partner affinity tags enable us to organize information in the platform for our PPS staff and help match partners with potential opportunities in the platform (Image 9). Please consider completing information on Ethnicity, Race, Gender and Multi-Lingual abilities.

			Intege 5
M SNAP	PSHOT	Ø FILES	
DESCRIPTION Professional Athlete looking forward to working with students and	i programs with a focus on the Athletic and Apparel industry or with	Business and Marketing programs.	· ^
TAGS			
Hispanic/Latino	Y		•
Racial/Ethnic Identity	Two or More Races		+
Individual Gender	Male		\$
Mulit-Lingual Capability	Spanish		\$
Parent/guardian of a PPS high school student at:	Wilson HS		\$
Are you an Alumni of PPS? Select the school:	Wilson HS		\$
School(s)	7 selected		•

Image Q

Step 7B — Edit Tags (continued)

Parent or Guardian of PPS Student— Please identify if you have students in our high schools and if so where.

Alumni of PPS— Alumni are invaluable resources as we look to expand volunteer opportunities and career learning for students. Please select the school of which you are alumni.

What Schools Would You Prefer to Work With— You have the opportunity to select from a number of our high schools and programs. You can select one or more options.

Image 10

Contact Job Title		/
🏴 SNA	рѕнот	Ø FILES
Parent/guardian of a PPS high school student at:	Any	٠
Are you an Alumni of PPS? Select the school:	Any	•
What Schools Would You Prefer to Work With?	Any	•

Step 7C— Edit Tags (continued)

Company Organization Type— Please select the category that best reflects the type of organization you are affiliated with.

Is Your Company Certified as — If your company is certified as a MBE, WBE, ESB, SDVBE, and/ or DBE, please mark all that apply. If this does not apply, please mark N/A.

Additional Organizational or Business Affiliations - PPS has a number of community organizations that we partner with and if applicable encourage you to select any affiliation you may have with the listed organizations.

Image 11

Company/Organization Type	Any	\$
Is your company certified as a:	Any	•
Additional Organizational or Business Affiliations	Any	÷

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Step 7D— Edit Tags (continued)

Contributions/Opportunities of Interest— We have multiple opportunities for you or your organization to get involved. Please select those options that best align with your interests and aspirations.

CTE Career Cluster of Interest— Our PPS CTE Programs of Study are aligned to the National Career Clusters of interest (<u>https://careertech.org/career-clusters</u>), please select those that are most relevant and aligned to your profession or organization's interest.

CRLE Type - PPS has career learning needs that span a broad range of a needs, please select those that are of interest or best align with you or your organization's goals.

Image 10

Image 12

Contributions/Upportunities of interest	Any	÷
CTE Career Cluster of Interest	Any	÷
CRLE Type	Any	÷

Step 7E— Edit Tags—Youth Transition Program Referral

Youth Transition Program — YTP is a comprehensive transition program for youth with disabilities operated collaboratively by Vocation Rehabilitation, Department of Education, University of Oregon and Portland Public Schools. If you are interested in learning more about this program please select the Yes option associated with this item.

	-	
Learn more about Youth Transition Program?(OP)	Any	÷
		-
	< Showing page t of 1 >	

Step 9— Exit Profile

You can exit your profile by selecting the X in the upper right portion of your profile page. You can return to your profile at anytime by expanding the My Partner Connect Profile filter on your dashboard.



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