



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 to get 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.

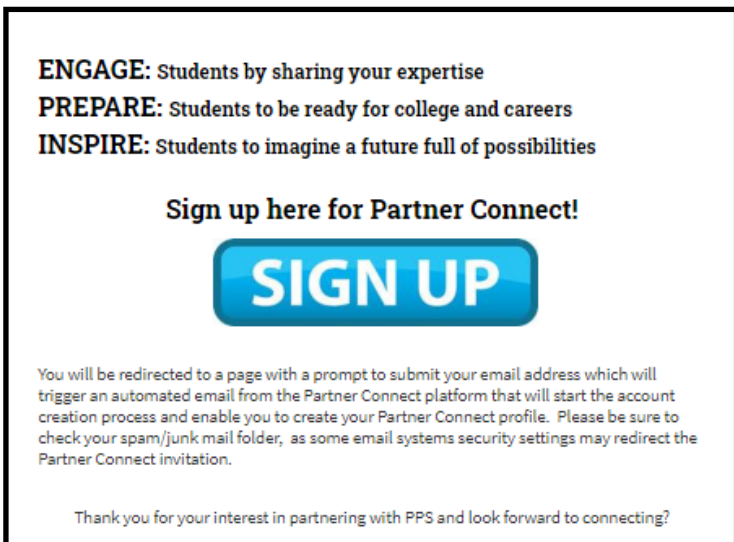


PPS Partner Connect—Getting Started Guide

You can navigate to PPS Partner Connect <https://www.pps.net/partnerconnect> 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



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 2

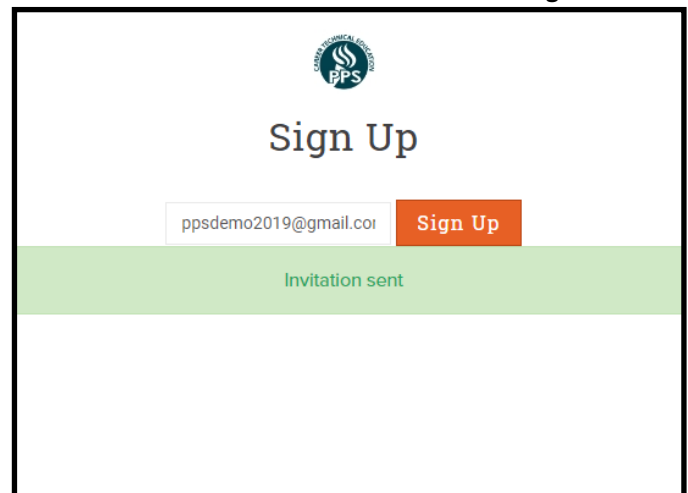
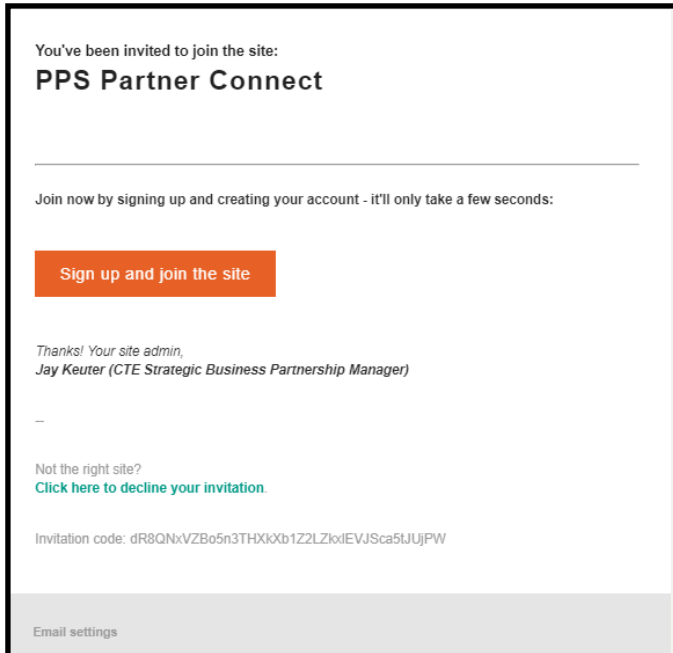


Image 3



Step 3— Secure Link Launch

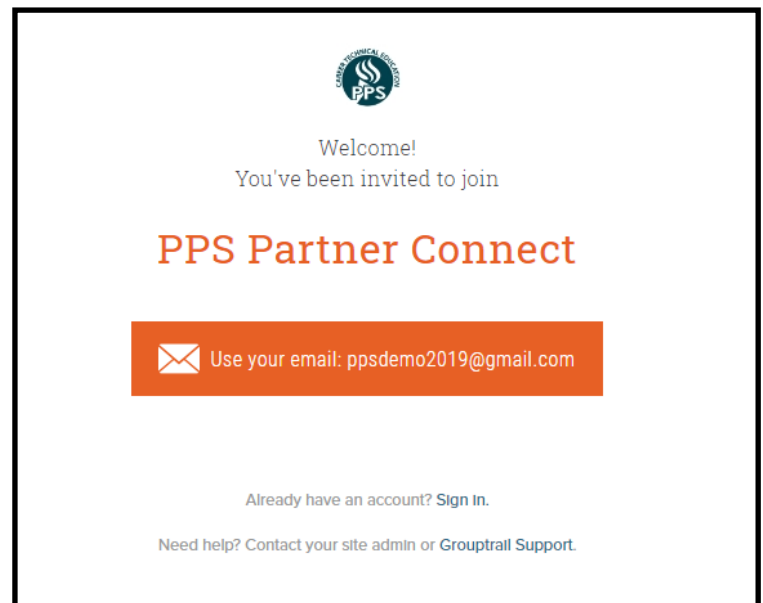
Utilize the secure link in the body of the PPS Partner Connect invitation email to direct you to the account activation screen of our Partner Connect Platform.

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

Step 4— Verification of Correct Email

Utilize this secure link to confirm your correct email and start the profile creation process.

Image 4





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

Use your email: ppsdemo2019@gmail.com

First, create a username—this will also be your *Sign In* name:

Username available

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.

Create my account and sign me in!



Step 4— Partner Connect Welcome Screen

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

Image 6

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.

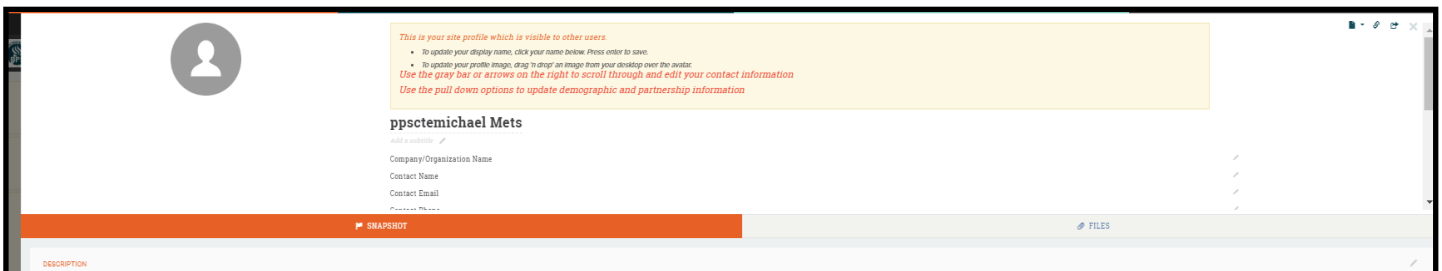
When you click on Review your site profile> button you will be directed to your profile.



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.

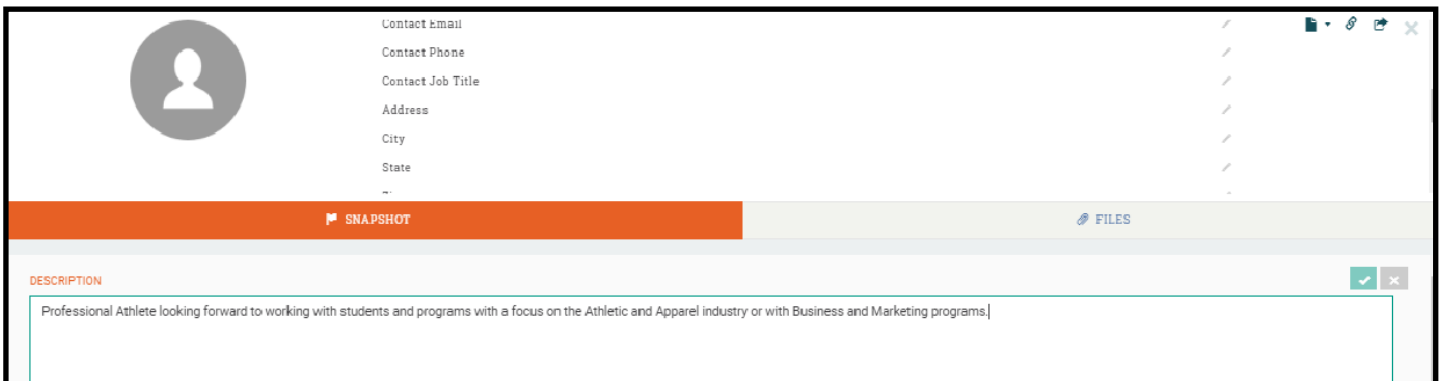
Image 7



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.

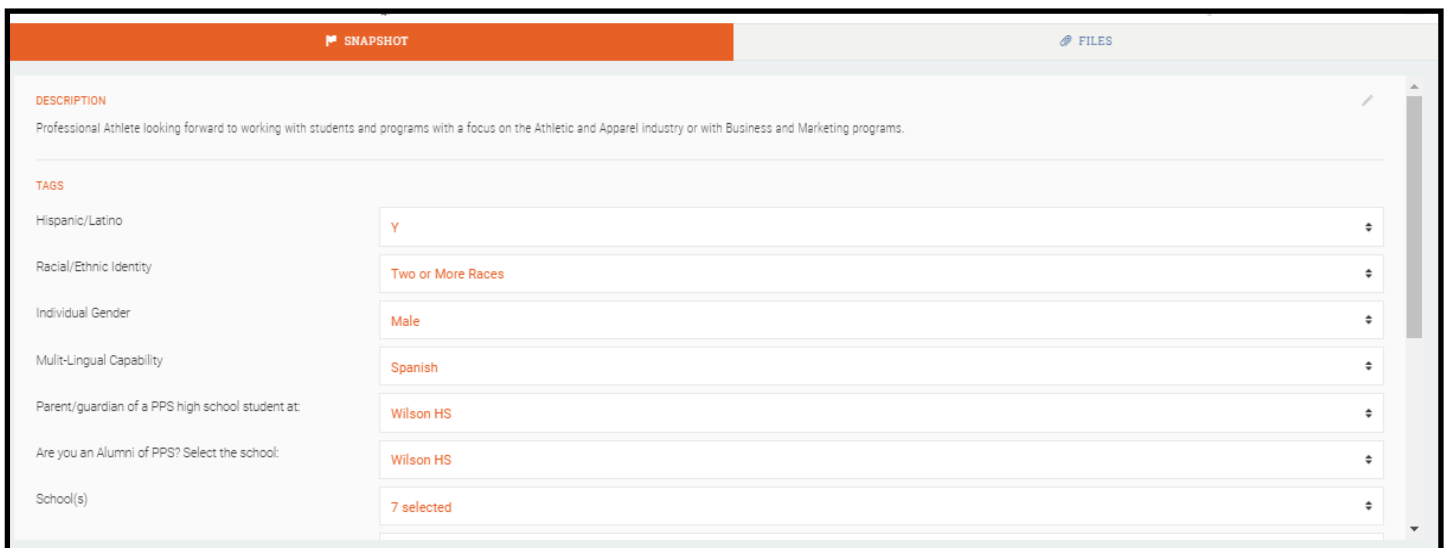
Image 8



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.

Image 9



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

The screenshot shows a web form titled "Contact Job Title". It has two tabs: "SNAPSHOT" (active) and "FILES". Below the tabs are three dropdown menus:

- Parent/guardian of a PPS high school student at: Any
- 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

The screenshot shows a web form titled "Company/Organization Type". It contains three dropdown menus:

- Company/Organization Type: Any
- Is your company certified as a: Any
- Additional Organizational or Business Affiliations: Any

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 (<https://careertech.org/career-clusters>), 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.

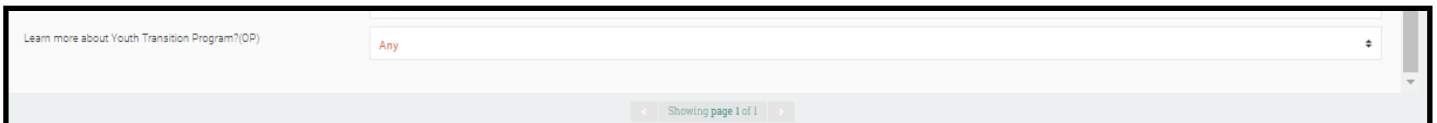
Image 10



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.

Image 12



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.

