



## 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:

- Begin the process by navigating to the <https://www.pps.net/partnerconnect> and click on the sign up button. You will be directed to a page where you will input your email (personal email is preferred to ensure continuity of communication should you change jobs at some point).
- Check your email in box for a confirmation and link to activate your account. Some email systems may also direct the message to your spam folder so check there as well.
- Click on the link in your email to activate your account and begin the account and profile creation process.
- As opportunities arise, District or High School staff 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.

**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!**

**SIGN UP**

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. If you need additional assistance contact us at [careerpath@pps.net](mailto:careerpath@pps.net)



Sign Up

**Sign Up**

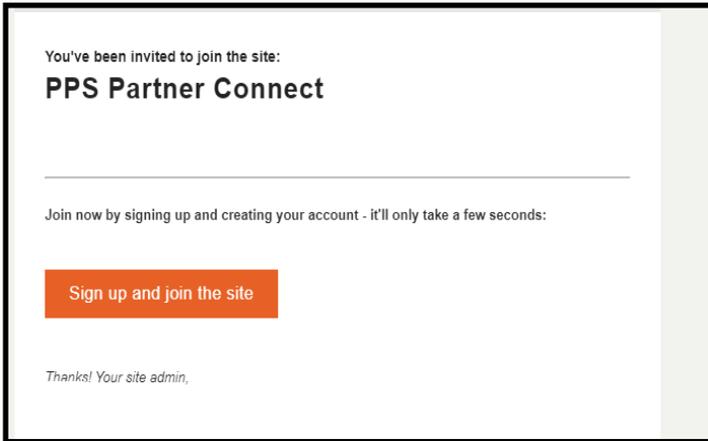
Invitation sent

Thank you for your interest in PPS Partner Connect - you will receive an email that will provide a link to begin the Partner Connect account activation process. Please be sure to check your spam/junk mail folder, as some email systems security settings may redirect the Partner Connect invitation.



### Step 3— Email and Secure Link Launch

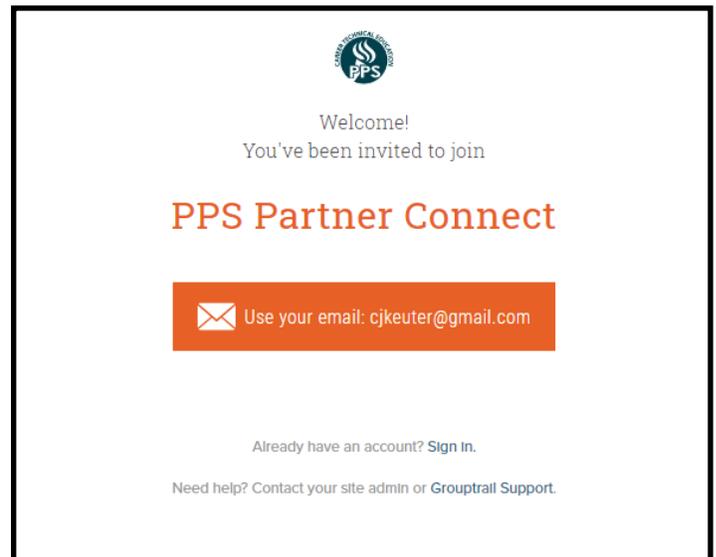
You will receive an email from with the Subject line **PPS Partner Connect: Your invitation to join our site** included in that email is a secure link to activate your account and begin the process to create your profile.



### Step 4— Welcome Page

You will be directed to this page from your email link. From Here you can click on the orange box and begin the process to setup up your account and password as well as profile information.

Note: if you've previously activated your account you also have the ability to sign in from here.





## Step 5— Partner Account Information

**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 6 — Complete Profile

Completion of the Partner profile information related to demographics, role, interest and affinity enables us to organize information and help match partners with potential opportunities and student populations in our schools.

NOTE: Items with Asterisks are required fields. You will be prompted to complete those if you have done so prior to saving your work. Once you've completed your profile you can click on the "X" in the upper right of this pane to return to your dashboard.

The screenshot displays a web application interface for a 'Partner Profile'. At the top, there is a user profile icon and the name 'R L'. Below this, there are several links: 'Linked CRLE Que - Career Related Learning Experiences', 'Linked EPPD Vendor Contract/CL Information', and 'Linked BETA-Key Partners'. The main content area is titled 'PARTNER PROFILE' and contains a 'Partner Profile' section. This section includes several form fields: 'Job Title' (with a 'Save' and 'Cancel' button), 'Company/Organization Name', 'Company/Organization Type', 'Expertise & Interests', 'Partner - Race/Ethnicity' (with a dropdown menu showing 'None selected' and radio buttons for 'Asian', 'Black or African American', and 'American'), 'Individual Gender', 'Languages Spoken', 'Is your company certified as a:', and 'Additional Organizational or Business Affiliations'. At the bottom of the page, there is a pagination indicator showing 'Showing page 7 of 630'.

## Final Step - Bookmark the Partner Connect Login Page

Take a minute to bookmark this URL to login into future sessions [app.grouptail.com](http://app.grouptail.com)