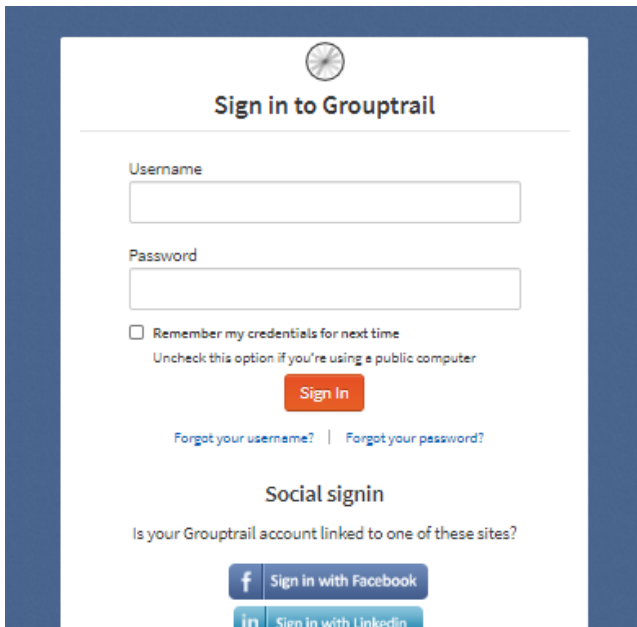


PPS PARTNER CONNECT— EDITING YOUR PROFILE

Once you’ve activated your account and created your initial profile you have the ability to login in at any time to modify/update elements of you profile. This guide will take your through the steps necessary to login and edit your existing profile.



Step 1—Navigate to Partner Connect login page

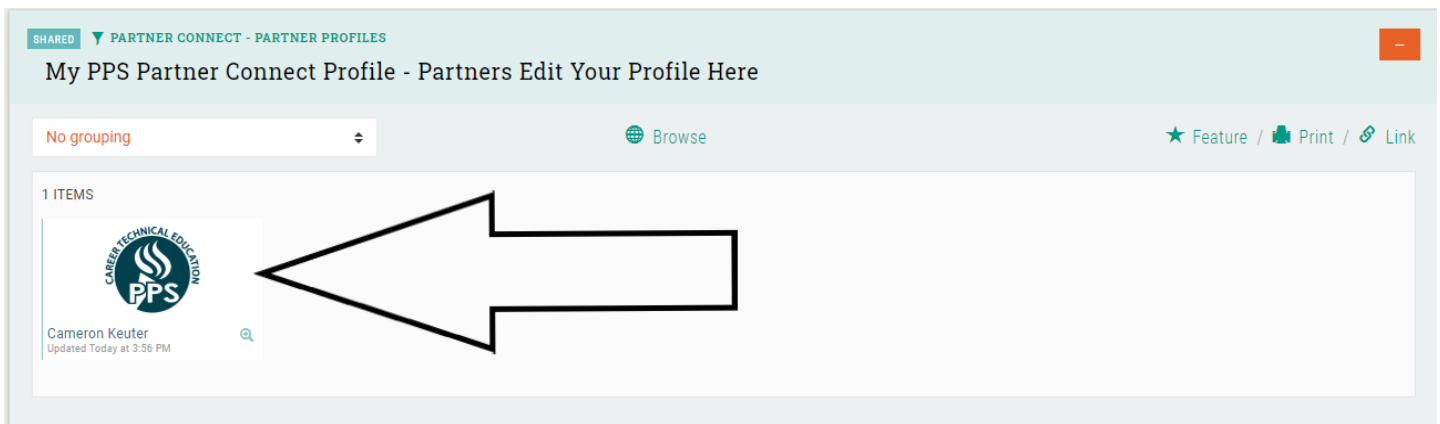
app.grouptail.com

Enter your username and password you used when you activated your account.

We encourage you to bookmark this page for future logins. Additionally, if by chance you forget your username or password there are options on this page

Step 2 — Profile Editing from Partner Connect Dashboard

You can click on the My PPS Partner Connect Profile—Partners Edit Your Profile Here filter to expand it and then click on your profile to edit elements of your profile.



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— Editing Your Profile

All demographic and contact information is curated on the Form Tab. This information is grouped into 4 categories;

Partner Profile - Specific information about you, the organization your work for and any potential interests or expertise. This information helps us match you with opportunities and the interests of students.

PPS Involvement - This section helps us better understand your current involvement or interests in PPS as well as gather insight into potential interests you may have as a partner volunteer.

Contact Information - This information is crucial as we want to ensure we can effectively communication and engage with our partner volunteers. Current information is important and we also recognize many people transition from jobs so ensuring we have accurate information

Social Media - Voluntary information regarding relevant social media accounts. We utilize social media as a tool to enhance communication and engagement with our partners.

For each section you can click on the grey pencil for each item and edit from a list of pull down menu options or in some cases a text box requiring the entry of alpha or numeric information. The images below provide an example of how this might appear as you selectively edit your profile.

The screenshot shows the 'PARTNER PROFILE' form. At the top, there is a user profile icon and a list of linked items: 'RL', 'Linked ORLE Que - Career Related Learning Experiences', 'Linked EPPC Vendor Contract/CL Information', and 'Linked BETA-Key Partners'. Below this is a navigation bar with 'PARTNER PROFILE' and 'MESSAGES'. The main form area is titled 'Partner Profile' and contains several fields: 'Job Title' (with a text input box and 'Save'/'Cancel' buttons), 'Company/Organization Name', 'Company/Organization Type', 'Expertise & Interests', 'Partner - Race/Ethnicity' (with a dropdown menu showing 'None selected' and a list of options: Asian, Black or African American, American), 'Individual Gender', 'Languages Spoken', 'Is your company certified as a:', and 'Additional Organizational or Business Affiliations'.

The screenshot shows the 'PPS involvement' form. It has a green header with a plus sign and the text '+ PPS involvement'. The form contains several questions with dropdown menus and 'Save'/'Cancel' buttons: 'Are you a parent/guardian of a PPS student or an alumni of a PPS school?', 'I'm a parent/guardian of a PPS student at a high school:', 'I'm a parent/guardian of a PPS student at a middle school:', 'I'm a parent/guardian of a PPS student at an elementary school:', 'I'm an alumni of a PPS high school:', 'I'm an alumni of a PPS middle school:', 'I'm an alumni of a PPS elementary school:', and 'CTE Career Cluster of Interest: Architecture & Construction'.