How to Place a VPK Assessment Kit Order

Only users assigned as a VPK Administrator will have the ability to place an order.

- If you are a **VPK Administrator**, login to the VPK Assessment Online Reporting System.

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BRIGHT BEGINNINGS

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Home

Building a Strong Foundation for Florida's Children:

Early Success in Literacy & Mathematics

- Click on Log In, which is present on the top right of the home page & it will direct you where you can enter your VPK Administrator username and password.

Log In

Please **READ** Below**

ALL New and Existing Users (VPK Administrators) Must Register to Access the VPK Assessment Online Reporting System Each Program Year (School-Year or Summer).

If You Have Not Registered to Access the Online Reporting System for the Current Program Year, Click on the Link Below**

Initial Registration Wizard

If You Already Completed the Registration Process for the Current Program Year, Login Below

All the fields marked with an asterisk (*) are required and requested information must be entered.

- User Name: *
- Password: *

Log In

Forgot Username and/or Password? Click HERE
• Enter your username and password then click on Log In.
• After successfully logging in, the **VPK Administrator Home Page** will display a small panel which have few links like:
  - VPK Pre- and Post-Assessments Administration and Submission Deadlines for 2015-16.
  - VPK Assessment Online Reporting System
  - Account Profile
  - Change Password
  - Log Out

• Click on **VPK Assessment Online Reporting System**.
• By clicking on **VPK Assessment Online Reporting System** link, it will direct you to the **VPK Assessment Online Reporting System** page, where you will find the **Orders** tab in Orange.
To place an order, click on **Orders** tab & it will direct you to the Material Orders Page.

**Material Orders Page:**

*Step 1: Select the Year and Program from the dropdown list for which you want to place an order.**

**NOTE:** The Year and Program will default to the current year and program.

*Once the year is selected, the table will show all the **classrooms** that have been created for that year & program.*

**IMPORTANT NOTE:** You must have created classrooms BEFORE placing a material order.
- The order table displays each classroom with two dropdown lists i.e., VPK Assessment Kit, Standard for Four-Year-Olds (2011) manual.
- Select either a New Kit or Replacement Kit for each classroom listed and if needed, up to two (2) Standards manuals for each classroom.
- Once you have made a selection from the dropdown list, click the Add to Order button which is found on right side of each classroom.
- Review the order details on **Order Summary** listed below the classrooms to ensure your order is correct.
- If order details are correct, select the **Shipping Address** (Physical Address or Mailing Address) to indicate where you want your materials to be delivered.
- The shipping address can be selected by clicking on the radio buttons displayed on top of each address.

![Order Summary Image]

- Once selected, the shipping address will be highlighted in grey color.
- To confirm the shipping address for which your order will be shipped out, **you must click the checkbox below the shipping address to verify that the address selected is where you want your materials to be delivered.**
NOTE: If you do not verify your address, you will receive an error message directing you to do so by clicking in the check box before placing your order.

- Once the box is check, then you may place an order by clicking on the Place Order button.
• Once you click on the **Place Order** button, you will see a message displayed at the top of your screen in green stating the **Order Placed Successfully**.

• Once the order is placed successfully the **Order No.** is shown in the **Order History table** and the order details may be viewed by clicking on the expansion button that looks like a plus sign.

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### Material Orders

**Order Placed Successfully**

#### Step 1: Select a Year and Program

- **Classroom Name**: test420
  - **YPK Assessment Kit**: New Kit
  - **Standard Kit Qty**: 0
- **Classroom Name**: test796
  - **YPK Assessment Kit**: New Kit
  - **Standard Kit Qty**: 1
- **Classroom Name**: test448
  - **Order Action**: Please Select
  - **Standard Kit Qty**: 0
  - **Action**: Add To Order
- **Classroom Name**: test448
  - **YPK Assessment Kit**: New Kit
  - **Standard Kit Qty**: 0
- **Classroom Name**: test448
  - **YPK Assessment Kit**: Replacement Kit
  - **Standard Kit Qty**: 0

#### Order History

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Once your order has been successfully placed, the Early Learning Coalition will review your material order and you will receive an email notification once your order has been either approved or denied. You may check the status of your order at any time by logging into Bright Beginnings, clicking on the Orders tab and reviewing your order history table.

If you have questions about how to place your material order, please contact the Florida VPK Assessment Help Desk at 1-844-545-4777 or via email at vpkassessment@fcrr.org. Assistance is available in English or Spanish, Monday-Thursday from 8:00 am-5:00 pm EST and Friday from 8:00 am-4:00 pm EST.