

The purpose of this tip sheet illustrates basic navigation terms, concepts and pages utilized in Provider Self-Service (PSS) for Early Learning Network, PA Pre-K Counts, Head Start, and Keystone STARS users.

### Logging in and Navigating the PELICAN Provider Self-Service

1. Navigate to the *PELICAN Provider Self-Service* system using the following link: [www.pelican.state.pa.us/Provider](http://www.pelican.state.pa.us/Provider)



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P E L I C A N  
PROVIDER SELF-SERVICE

CREATE ACCOUNT

### Welcome to Provider Self Service (PSS)

You can apply for or renew child care licensing, submit CCIS online attendance invoices, update provider profile, and much more!

#### Log In

Log in using your PA Keystone ID.

User ID:

Password:

[Forgot Password?](#)  
[Forgot User ID?](#)

LOG IN

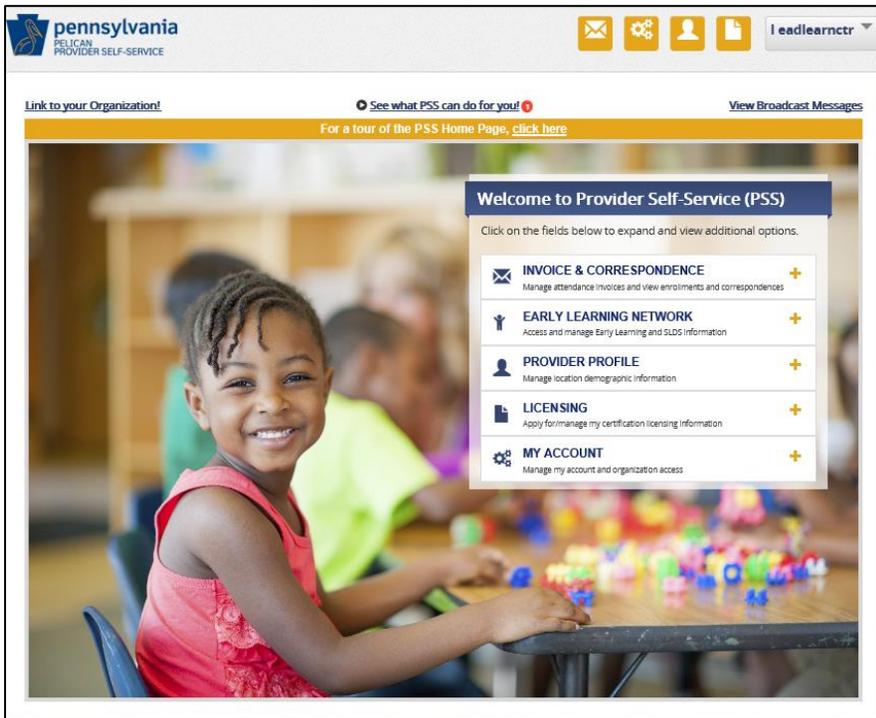
PLEASE NOTE: If you already have a b- user name, you will be able to use it for PSS. However, in order to activate it, you MUST contact the Help Desk by clicking the Contact Us link.

2. Log in using the User ID and password established when the PSS account was created. New users will need to create an account by clicking the **Create Account** button in the top right-hand corner and complete the registration process.

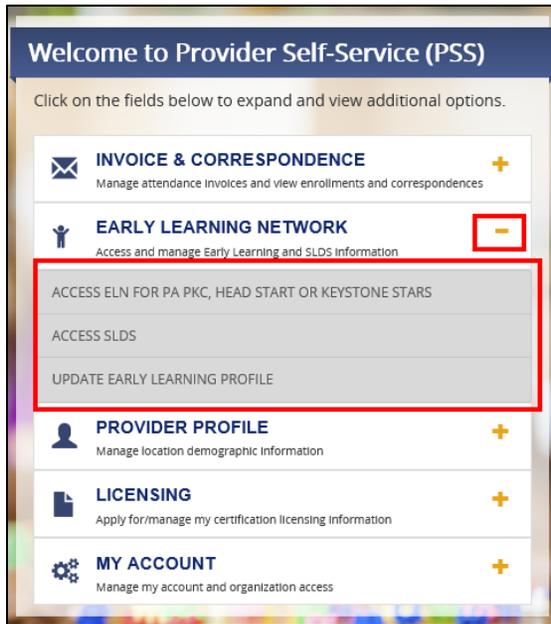


For more information on creating new accounts, see the New Provider Training Guide-PSS, located on the PA Key website.

3. The *Provider Self-Service Home* page is displayed.



4. Click the **[+]** on the Early Learning Network drawer to display the options and additional functionality available based on the security roles set up when the user account was created.

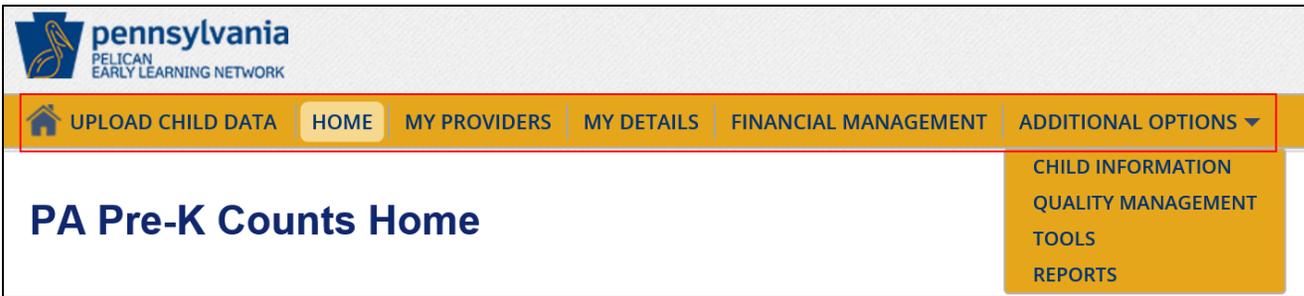


5. Click on the **Access ELN for PKC, Head Start or Keystone STARS** option to navigate to the *ELN PA Pre-K Counts Home* page.



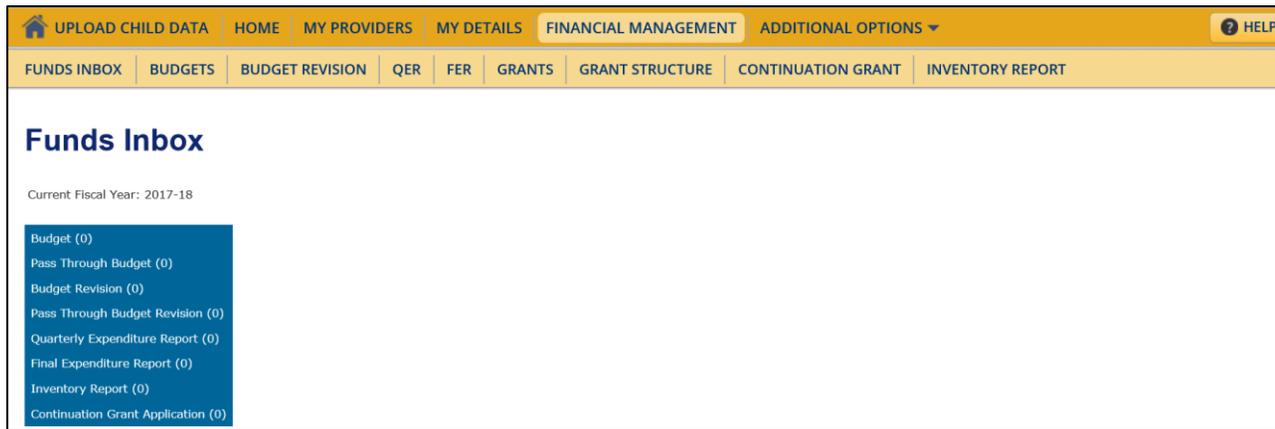
The screenshot shows the top navigation bar of the PA Pre-K Counts Home page. The navigation bar includes a home icon, 'UPLOAD CHILD DATA', 'HOME' (highlighted), 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT', 'ADDITIONAL OPTIONS' (with a dropdown arrow), and a 'HELP' button with a question mark icon. The user's name 'b-uatlapkhss' is displayed in the top right corner. Below the navigation bar, the page title 'PA Pre-K Counts Home' is displayed. A sidebar on the left contains a list of links: Alerts, Funds Inbox, Correspondence, and Reports. The main content area displays a welcome message: 'Welcome to PA Pre-K Counts Broadcast Messages' and 'No Current Broadcast Messages'.

6. Use the Main Navigation bar to navigate to different sections of ELN on the *PA Pre-K Counts Home* page.

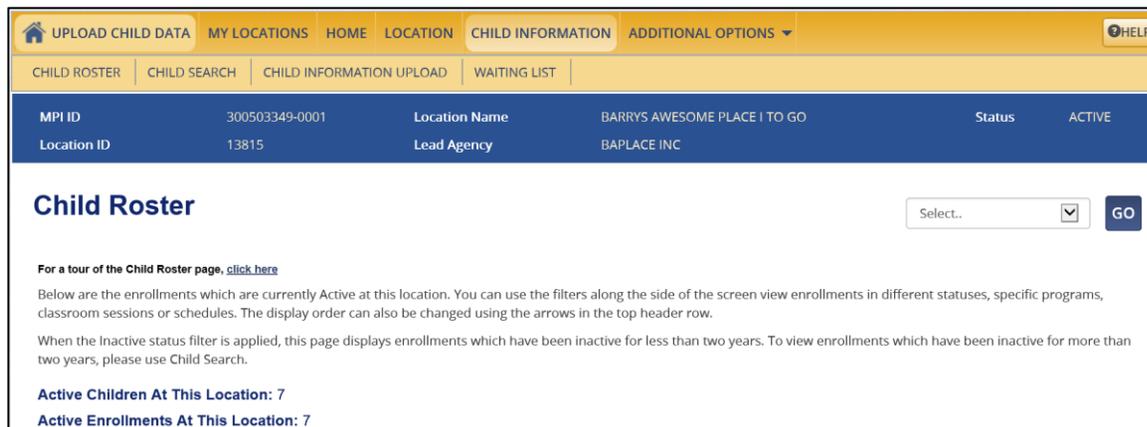


This screenshot shows the same page as above, but with the 'ADDITIONAL OPTIONS' dropdown menu open. The dropdown menu contains the following items: CHILD INFORMATION, QUALITY MANAGEMENT, TOOLS, and REPORTS. The 'HOME' button in the navigation bar remains highlighted.

- Financial Management – Displays the Funds Inbox and is used to manage grants, budgets, and expenditure reports.



- Child Information – Used to view the Children with Current or Future Enrollments, rosters, search and add new children, and add or remove children from waitlists.



- Quality Management – Used to manage waivers, enrollment plans, program review instruments and quarterly narratives.

[HOME](#) | [MY PROVIDERS](#) | [MY DETAILS](#) | [FINANCIAL MANAGEMENT](#) | [QUALITY MANAGEMENT](#) | [ADDITIONAL OPTIONS](#) ▼ | [? HELP](#)

[QUARTERLY NARRATIVE](#) | [PROGRAM REVIEW INSTRUMENT](#) | [WAIVERS](#)

Begin Date	End Date	Due By	Locked
07/01/2017	12/01/2017	12/01/2017	YES

## Quarterly Narrative

Select.. ▼ GO

Select Year:  ▼  
 Select Quarter:  ▼  
 Lead Agency:  [GO](#)

WARNING: After 20 minutes the system will Time Out and all data that has not been saved will be lost. Answers can be copied and pasted from another document into PELICAN.

\*Please enter each response in not more than 800 characters.

- Reports – Used to request and manage reports.

[HOME](#) | [MY PROVIDERS](#) | [MY DETAILS](#) | [FINANCIAL MANAGEMENT](#) | [REPORTS](#) | [ADDITIONAL OPTIONS](#) ▼

[INBOX](#) | [LOCATION](#) | [HQ](#)

## Reports Home

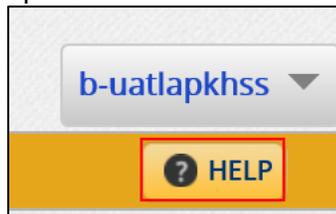
Description	
Report Inbox	<a href="#">GO</a>
HQ Reports	<a href="#">GO</a>
Location Reports	<a href="#">GO</a>

7. To navigate to Alerts, Funds Inbox, Correspondence, or Reports, use the hyperlinks on the sidebar.

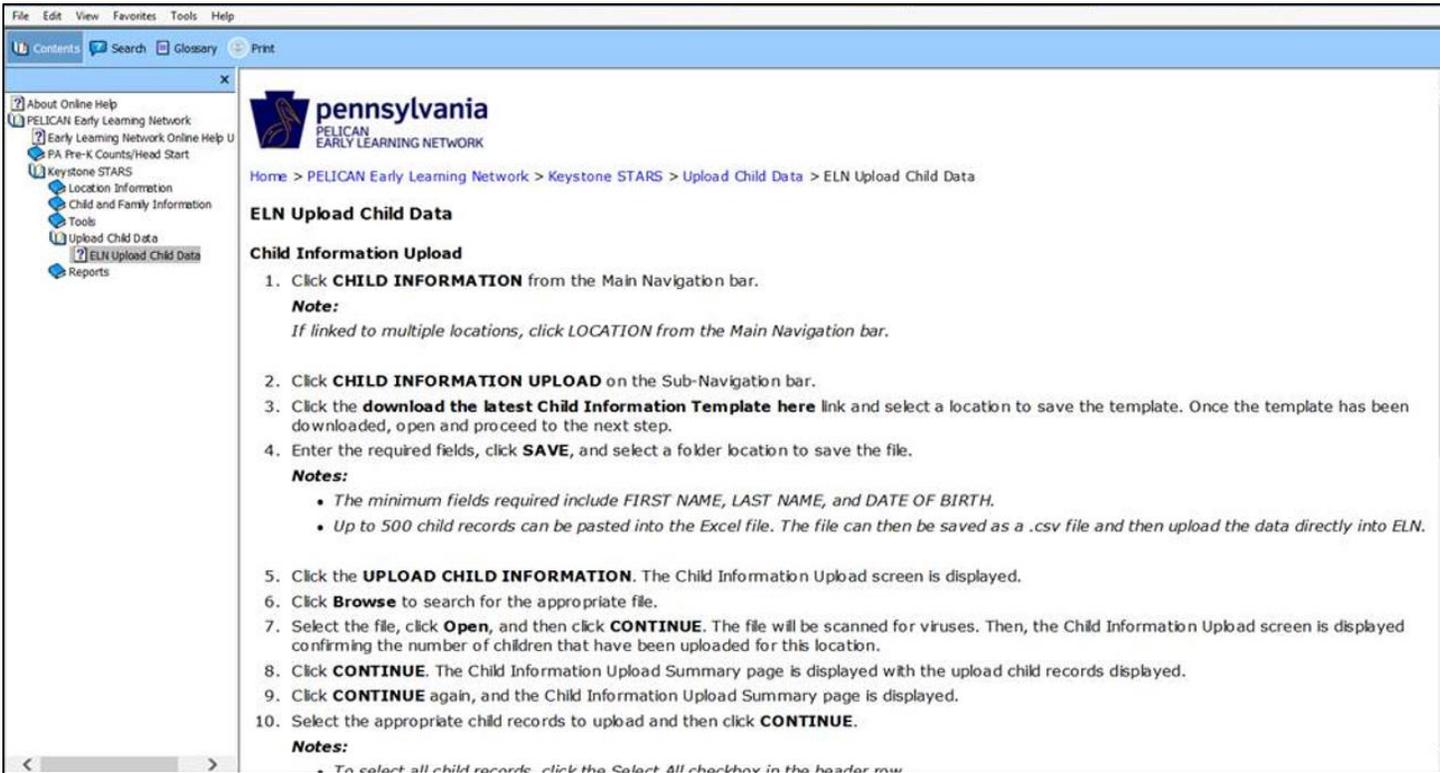


**Note:** The links vary depending on the user role.

8. Broadcast Messages are messages posted to communicate system issues, system availability, and other important user information. These vital messages are displayed on the ELN *PA Pre-K Counts Home* page.
  
9. Online Help is available on the ELN *PA Pre-K Counts* page and can be accessed by clicking the question mark icon located under the user name drop-down.



10. Online Help is an on screen System User Guide outlining step-by-step procedures for system navigation and tasks. Key elements of Online Help include:
  - Hyperlink index of main and sub-topics that allow quick navigation through help details.
  - Search capabilities that provide a list of possible solution topics for a search request.
  - Glossary links that provide definitions.



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Keystone STARS  
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Child and Family Information  
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Reports

**pennsylvania**  
PELICAN  
EARLY LEARNING NETWORK

Home > PELICAN Early Learning Network > Keystone STARS > Upload Child Data > ELN Upload Child Data

### ELN Upload Child Data

#### Child Information Upload

1. Click **CHILD INFORMATION** from the Main Navigation bar.  
**Note:**  
*If linked to multiple locations, click LOCATION from the Main Navigation bar.*
2. Click **CHILD INFORMATION UPLOAD** on the Sub-Navigation bar.
3. Click the **download the latest Child Information Template here** link and select a location to save the template. Once the template has been downloaded, open and proceed to the next step.
4. Enter the required fields, click **SAVE**, and select a folder location to save the file.  
**Notes:**
  - The minimum fields required include *FIRST NAME, LAST NAME, and DATE OF BIRTH*.
  - Up to 500 child records can be pasted into the Excel file. The file can then be saved as a .csv file and then upload the data directly into ELN.
5. Click the **UPLOAD CHILD INFORMATION**. The Child Information Upload screen is displayed.
6. Click **Browse** to search for the appropriate file.
7. Select the file, click **Open**, and then click **CONTINUE**. The file will be scanned for viruses. Then, the Child Information Upload screen is displayed confirming the number of children that have been uploaded for this location.
8. Click **CONTINUE**. The Child Information Upload Summary page is displayed with the upload child records displayed.
9. Click **CONTINUE** again, and the Child Information Upload Summary page is displayed.
10. Select the appropriate child records to upload and then click **CONTINUE**.  
**Notes:**
  - To select all child records, click the *Select All* checkbox in the header row.

11. To exit the *PELICAN PA Pre-K Counts* system, click the dropdown arrow next to the username and click **Logout**.

