

# 1. COMPLETE ORGANIZATION INFO

It is important that information on each tab of the Organization Profile be accurate when applying for a rating. Take these steps:

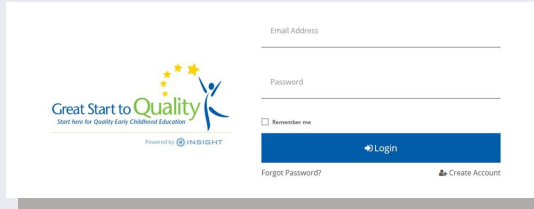
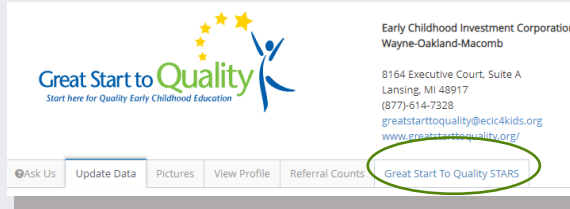


## 1. Access Profile

You can access your profile by visiting [www.greatstarttoquality.org/getting-started](http://www.greatstarttoquality.org/getting-started)

**ACCESS PROFILE** →

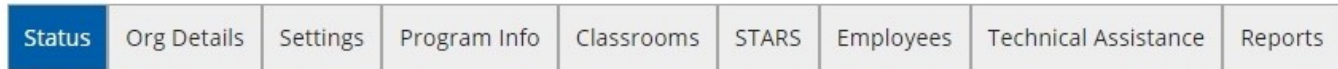
## 2. Sign into GSQ STARS



The following tabs are important for a Great Start to Quality rating and must be up-to-date:

## 3. Review and Edit Profile Tabs

- Status
- Org Details
- Program Info
- Classrooms
- Employees



## 4. Review and Edit Status Tab

Select the **Status** tab.  
Review Child Care Licensing information. If your program has one or more Great Start Readiness Classrooms, your affiliation will be connected based on your license number. Select the **+Add New** *only if your Organization has:*

- Head Start
- Early Head Start

Choose the grantee affiliation from the dropdown which will be approved by Great Start to Quality staff.

**Status**

Effective Date	1/1/2019 - 12/31/2019	<input type="button" value="Edit"/>
Great Start Readiness Program	DC 55555555	

Is this program a Head Start/Early Head Start site?  
Please specify your Head Start/Early Head Start Grantee.

Yes

Select your Head Start Grantee (required)

No

## 5. Review and Edit Org Details Tab

Edit Contact Information; the person listed is the person to be contacted for validation. Enter a valid phone number.

**Org Details**

Questions? Contact your local Great Start to Quality

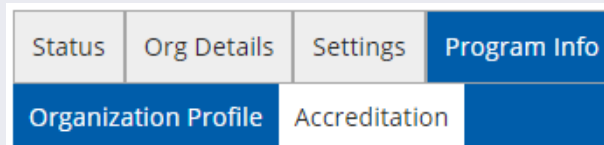
Resource Center at 1-877-614-7328 or email [greatstarttoquality@ecic4kids.org](mailto:greatstarttoquality@ecic4kids.org)



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## 6. Review and Edit Program Info Tab

Select the **Program Info** tab. Review and edit the information in both the Organization Profile sub tab and the Accreditation tab if your program is nationally accredited.



An accreditation certificate must be uploaded and verified to earn credit.

## 7. Review and Edit Employees Tab

Select the **Employees** tab. Review the list of staff. Select the **Update** button next to any staff listed as Self-Reported.

Employees

Confirm their hire date and select **Verified by the Program** from the drop-down.

If a staff member is not listed, select **Manage Invites** to send an email to the staff member to connect their employment to your organization.

Manage Invites

## 8. Review and Edit Classrooms Tab

Select the **Classrooms** tab. Select **Edit** to add or update the number of children enrolled for each age group.

Classrooms

- Add an Administrator/Director in order to receive credit for credentials, education, and professional development on the Self-Assessment Survey. This person must have an employment title of *Administrator/Program Director/Schoolage Site Supervisor* or *Owner/Operator*.
- Add all Classrooms/Groups through the drop-down, carefully selecting the type of classroom for each group. Family homes must add at least one Classroom.
- Add Lead and Assistant teachers to each classroom. They can only be added if they are verified in the Employees tab.

Add Classroom ▾

Classroom

Great Start Readiness-GSRP

Head Start/Early Head Start

GSRP/Head Start blend

## 9. Next Step

Click the **STARS** tab to access your program's Great Start to Quality information. Select the **Apply** button to apply for a rating.

Apply

Questions? Contact your local Great Start to Quality

Resource Center at 1-877-614-7328 or email [greatstarttoquality@ecic4kids.org](mailto:greatstarttoquality@ecic4kids.org)