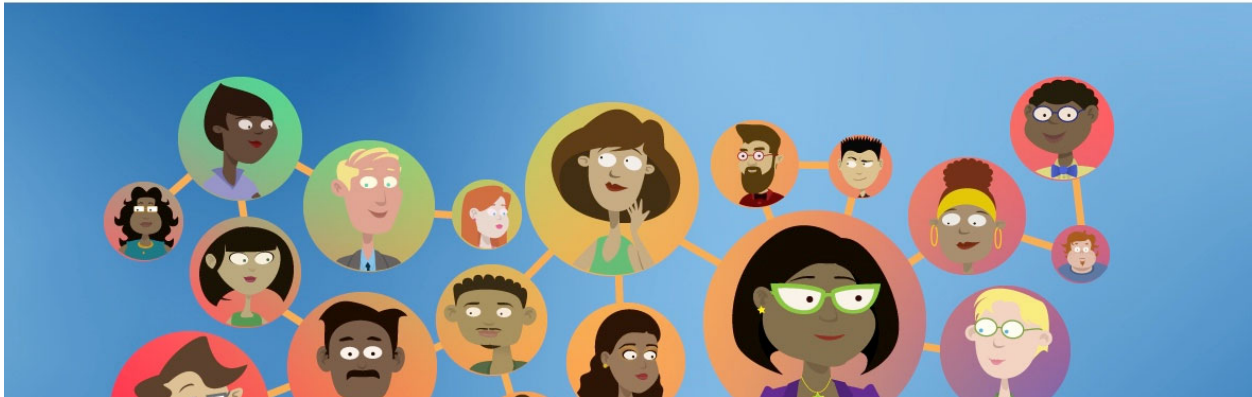


1. Create a TECPDS account (if you do not have one already).



Advance your early childhood career pathway



2. Click on “My Account”



Your User Account

Dashboard

Account Summary:

User ID: ~~XXXXXXXXXX~~



My Account

Find My Career Lattice

Individual Professional Development Report

Manage Center Affiliations

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.










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3. Add Transcripts to “Professional Development Profile- Education”

[Your User Account](#)

My Base User Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education 	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload	
Search Preferences	
Add/Manage Organizations	










- a. Education- upload transcripts. Reminder- CDA coursework must be from a college that offers college credit.
- b. Coursework in Early Childhood/ Child Development- add college coursework that you have taken in ECE/ Child Development.

4. Add Experience in childcare to “Professional Development Profile- Employment”

[Your User Account](#)

My Base User Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment 	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload	
Search Preferences	
Add/Manage Organizations	

5. Add most current paycheck stub to “Miscellaneous Document Upload”

Your User Account

My Base User Account

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Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload 	
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