

How to Register on the Bright Beginnings Website

All **existing** VPK providers **must reset** their password to access the Online Reporting System **each program year**. The center/school will not be able to access the VPK Assessment Online Reporting System until the VPK Administrator completes the Initial Registration Wizard at <https://brightbeginningsfl.org/Register.aspx> for the current program year.

· If the center/school **used the Online Reporting System last year**, the VPK Administrator should follow the directions outlined **beginning on page 23** of the VPK Assessment Teacher's Manual – Fourth Edition to complete the Initial Registration Wizard. Then the VPK Administrator will be able to access the Online Reporting System.

All **new** VPK providers **must register** to access the VPK Assessment Online Reporting System. The center/school will not be able to access the VPK Assessment Online Reporting System until the VPK Administrator completes the Initial Registration Wizard.

Step 1: Request a Provider ID .

Go to <https://brightbeginningsfl.org/RequestAssistance/RequestAssistance.aspx>, enter the required* information. Click in the **Select a Subject** drop-down box. Select **First Year Providing VPK-Need a Provider ID** from the drop-down menu and complete the “Tell us about the problem(s) you are experiencing” box. Be sure to include the following in your description:

- Provider Type: Faith-based or School Readiness (if applicable)
- Phone number (we can call if more information is needed)

Then click on the “**Submit Request**” button.

Step 2: Register.

Go to <https://brightbeginningsfl.org/Register.aspx> and follow the directions outlined **beginning on page 19** of the VPK Assessment Teacher's Manual – Fourth Edition to complete the Initial Registration Wizard. Then the VPK Administrator will be able to access the Online Reporting System.