

Professional Development Information System (PDIS) User Guide

Early Childhood Professionals (Employees)

February 2026



NEW MEXICO

Early Childhood
Education & Care Department

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Section 1 – Account Setup



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Section 1 Objectives

By the end of this topic, users will...

- Sign up for their PDIS Account.
- Identify the need to use their personal email address.
- Set their language preferences.
- Enter their required personal details.
- Link their account to their employer (agency).
- Know how to make any edits to their profile, if needed.

Section 1 Key Terms

- Agency – This is an early childhood education or care employer.
- Agency Admin – An individual from an agency who can edit, approve and verify submissions.

The 3 Steps for First-Time PDIS Users

1 

Account Setup

2 

Complete your Profile

3 

Connect with your Agency (employer)



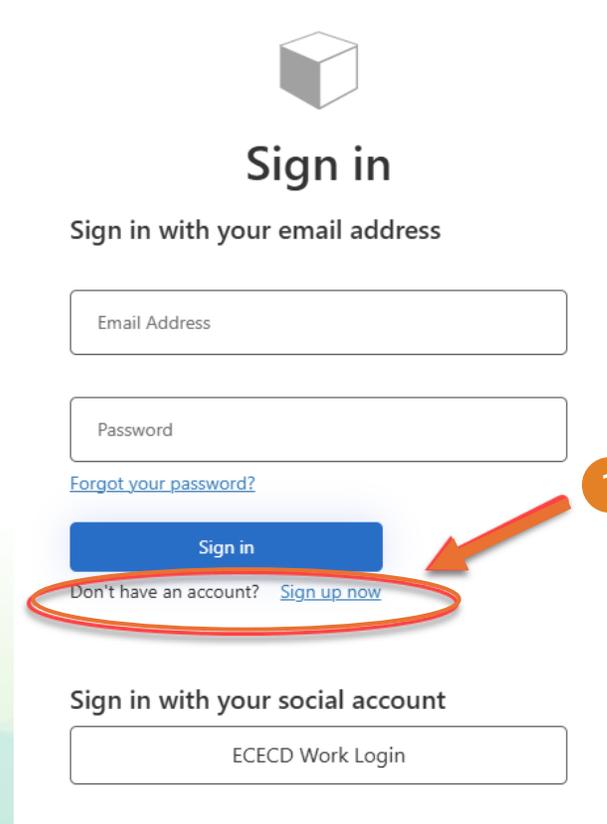
Account Setup

PDIS is designed to follow you throughout your career, which may span several employers.

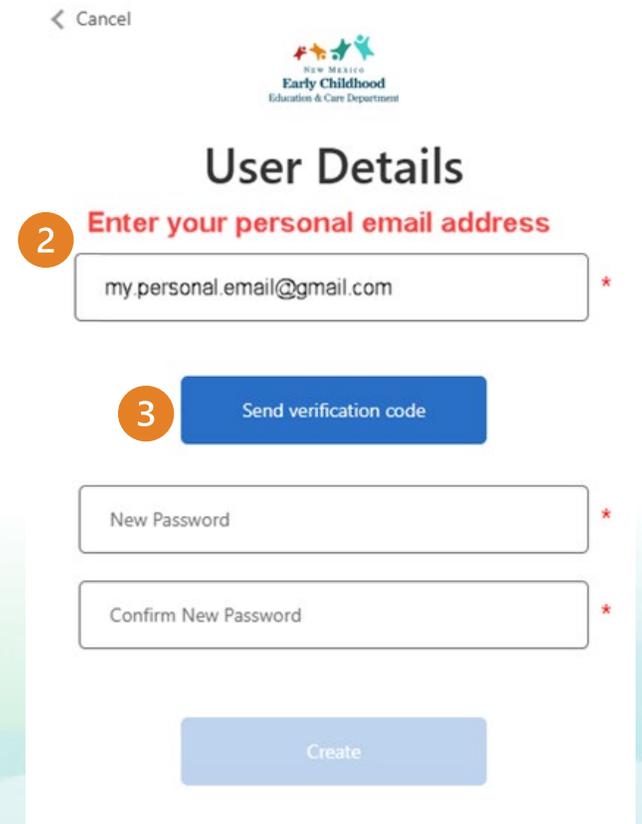
- PDIS is made to help people who work with children, store and keep their employment and training information up to date, no matter where they work.
 - When you set up your account, use **your personal email**, not your work email.
 - **This is important** because if you change jobs, your personal email and your login to PDIS will stay the same!

Creating your PDIS Account

1. Since you do not have an account yet, Click **Sign up now**.
2. Enter your **personal email address**.
3. Click **Send verification code** to receive a verification code by email.



The image shows a 'Sign in' screen with a 3D cube icon at the top. Below the icon is the text 'Sign in' and 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link 'Forgot your password?'. A blue 'Sign in' button is positioned below the links. At the bottom of the email sign-in section, the text 'Don't have an account? [Sign up now](#)' is circled in red, with a red arrow pointing to it from a circle containing the number '1'. Below this is the section 'Sign in with your social account' with an 'ECECD Work Login' button.



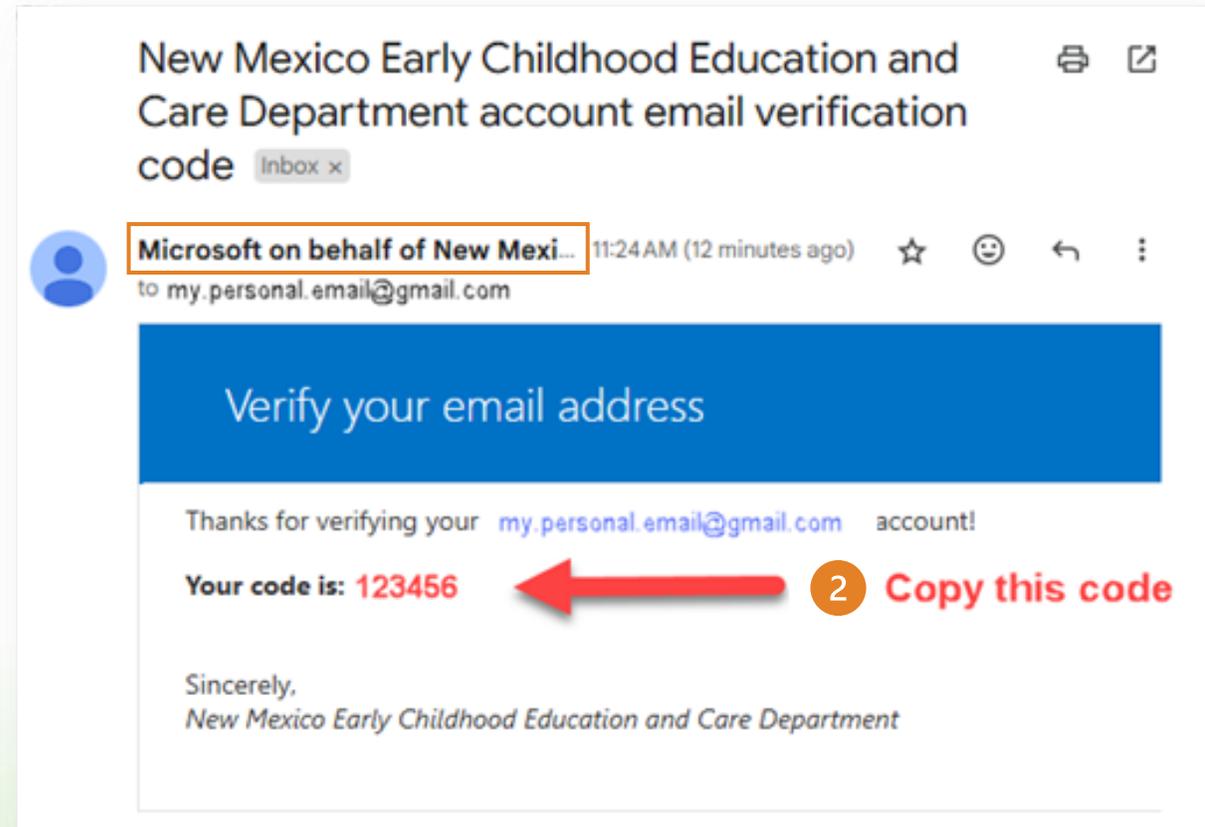
The image shows a 'User Details' screen with a 'Cancel' link at the top left and the New Mexico Early Childhood Education & Care Department logo at the top right. The screen is titled 'User Details'. A red circle with the number '2' is next to the text 'Enter your personal email address' above an input field containing 'my.personal.email@gmail.com'. Below this is a blue button with a red circle and the number '3' next to the text 'Send verification code'. Below the button are two input fields: 'New Password' and 'Confirm New Password'. At the bottom is a light blue 'Create' button.

Locate your Verification Code

1. **Check for an email** from Microsoft on behalf of New Mexico Early Childhood Education and Care Department.

This email will contain your verification code.

2. **Copy your verification code** to your clipboard or write it down.



Enter your Verification Code

1. Enter your verification code into the form.

i Code will expire after a few minutes.
If your code expires, click **Send new code** to get a new code by email.

2. Click **Verify code**.

< Cancel

User Details

1 Enter the code from the email
Verification code has been sent to your inbox. Please copy it to the input box below.

my.personal.email@gmail.com *

123456 *

2

New Password *

Confirm New Password *

Choose a PDIS Password

i Double check the email you listed. If you used a work email accidentally, you should change this to your personal email by clicking on the **Change email** button, which will take you through the account setup steps again.

1. Choose a PDIS password and re-enter below to confirm your PDIS password.

2. Click **Create.**

The screenshot shows a mobile app interface for 'User Details'. At the top, there's a 'Cancel' button and the New Mexico Early Childhood Education & Care Department logo. Below the logo, it says 'User Details' and 'E-mail address verified. You can now continue.' There's a text input field containing 'my.personal.email@gmail.com' with a red asterisk to its right. Below this is a blue button labeled 'Change e-mail'. Further down, a red error message states: 'The password must have at least 3 of the following: - a lowercase letter, - an uppercase letter, - a digit, - a symbol'. Below this is a password input field with a red asterisk and a blue circle containing the number '1'. Below the password field, another red error message says: 'The password entry fields do not match. Please enter the same password in both fields and try again.' Below this is a 'Confirm New Password' input field with a red asterisk and a blue circle containing the number '2'. At the bottom is a blue button labeled 'Create'.

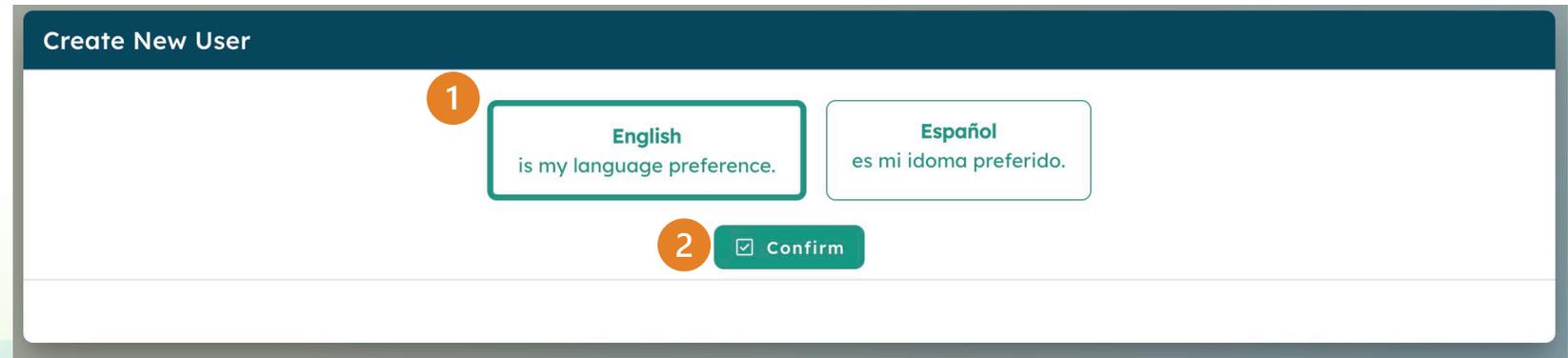
i Your password must be between 8 and 64 characters, and include at least 3 of the following:

- A lowercase character
- An uppercase character
- A digit (number)
- A symbol character

2 Complete your Profile

Now that you have completed creating your PDIS account you will be asked a few questions.

1. Select your **preferred display language** for PDIS. (English or Spanish).
2. Click **Confirm**.



The screenshot shows a 'Create New User' form with a dark teal header. Below the header, there are two language selection options: 'English is my language preference.' and 'Español es mi idioma preferido.' A red circle with the number '1' is positioned above the 'English' option. Below these options is a 'Confirm' button with a checkmark icon and the text 'Confirm'. A red circle with the number '2' is positioned above the 'Confirm' button.

Complete New User Form

1. Complete the form
(All boxes with a * must be answered).
2. Click **Save Changes**.

The screenshot shows a 'Create New User' form with a dark blue header. A callout box with the number '1' points to the language selection area. The form includes fields for Title, First Name, Middle, Last Name, and Suffix. Below these are 'Additional Information' fields: Primary Language (set to English), Other Languages Spoken, Gender (set to Other), Date of Birth (set to 01/09/2000), Race (set to Some other race), and Ethnicity (set to Prefer not to say). A 'Save Changes' button is at the bottom right, with a callout box containing the number '2' pointing to it.

Create New User

1

English
is my language preference.

Español
es mi idioma preferido.

Title First Name* Middle Last Name* Suffix

Additional Information

Primary Language* English Other Languages Spoken

Gender* Other Date of Birth* 01/09/2000

Race* Some other race Ethnicity* Prefer not to say

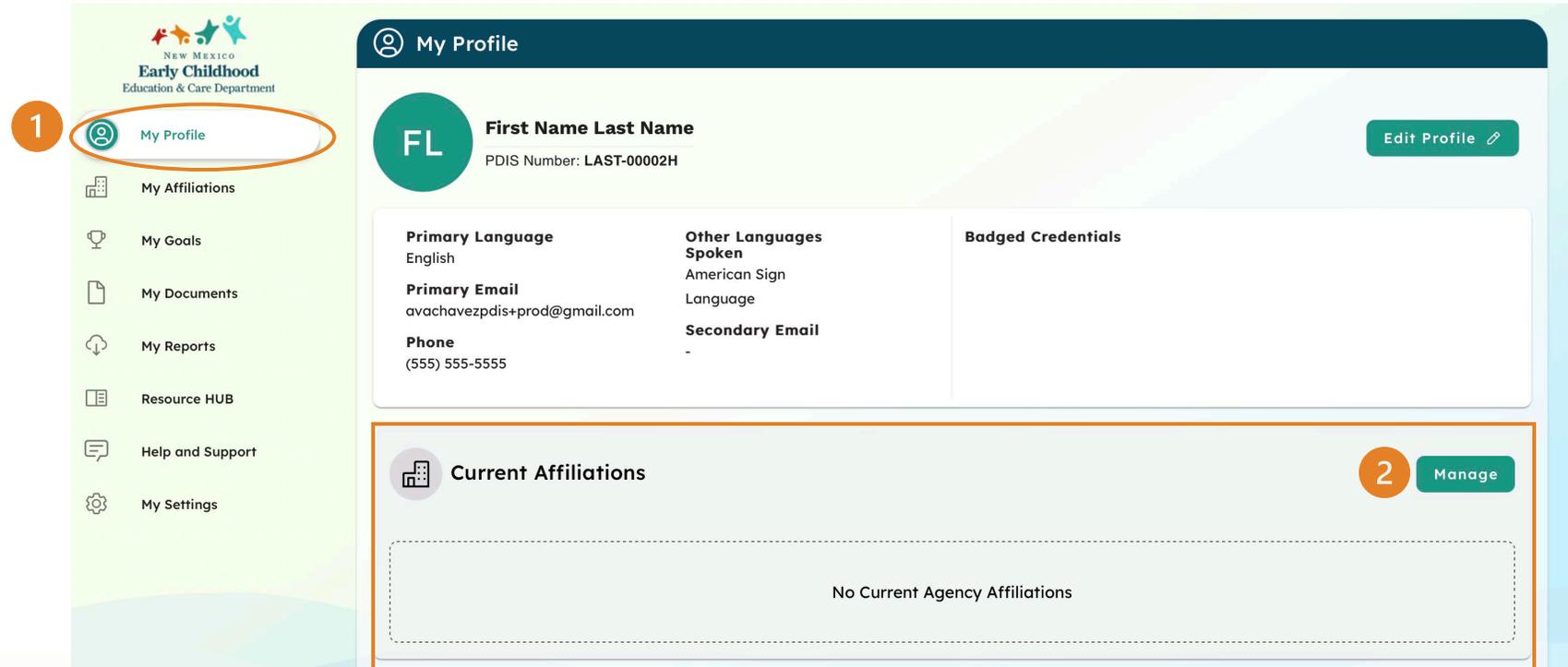
2 Save Changes

3

Connect with your Employer

Now you need to link your account to your agency (employer).

1. Click on **My Profile**.
2. In the Current Affiliations section Click **Manage**.



1 My Profile

2 Manage

My Profile

FL First Name Last Name
PDIS Number: LAST-00002H

Primary Language
English

Other Languages Spoken
American Sign Language

Badged Credentials

Primary Email
avachavezpdis+prod@gmail.com

Phone
(555) 555-5555

Secondary Email
-

Current Affiliations

No Current Agency Affiliations

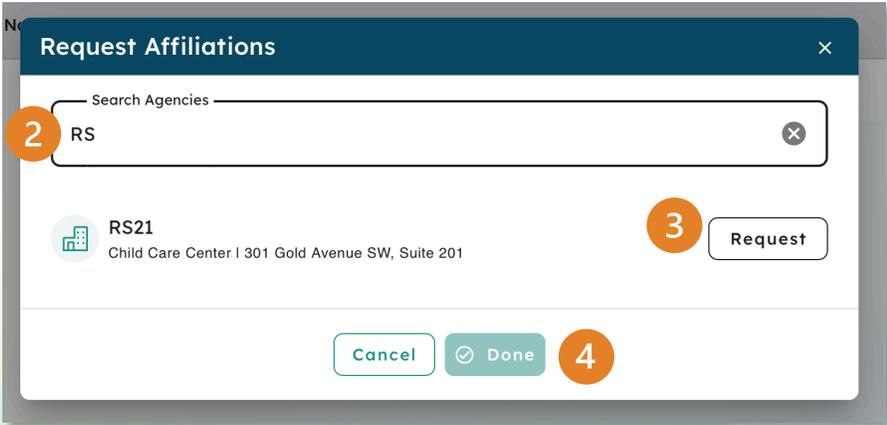
Requesting to Join your Employer

- 1. Click **Add New Affiliation.**
- 2. Enter your agency's name in the **Search Agencies** box to find your employer.



- 3. Click **Request.**
- 4. Click **Done.**

i The Agency Admin will now have a request from you and can confirm or deny your request.



Editing your Profile

If you need to edit details from your profile later:

1. Go to **My Profile**.
2. Click **Edit Profile**.
3. Make changes and click **Save Changes**.

1

2

3

Section 1 Frequently Asked Questions

Question: **Where is my PDIS Number?**

Answer: Your PDIS number is located under your name on the **My Profile** page.

Question: **Why can't I edit some fields?**

Answer: Some fields may be tied to your background check and can not be changed within PDIS.

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My Profile

My Affiliations

My Goals

My Documents

My Reports

My Profile

FL

First Name Last Name

PDIS Number **LAST-00002H**

Primary Language
English

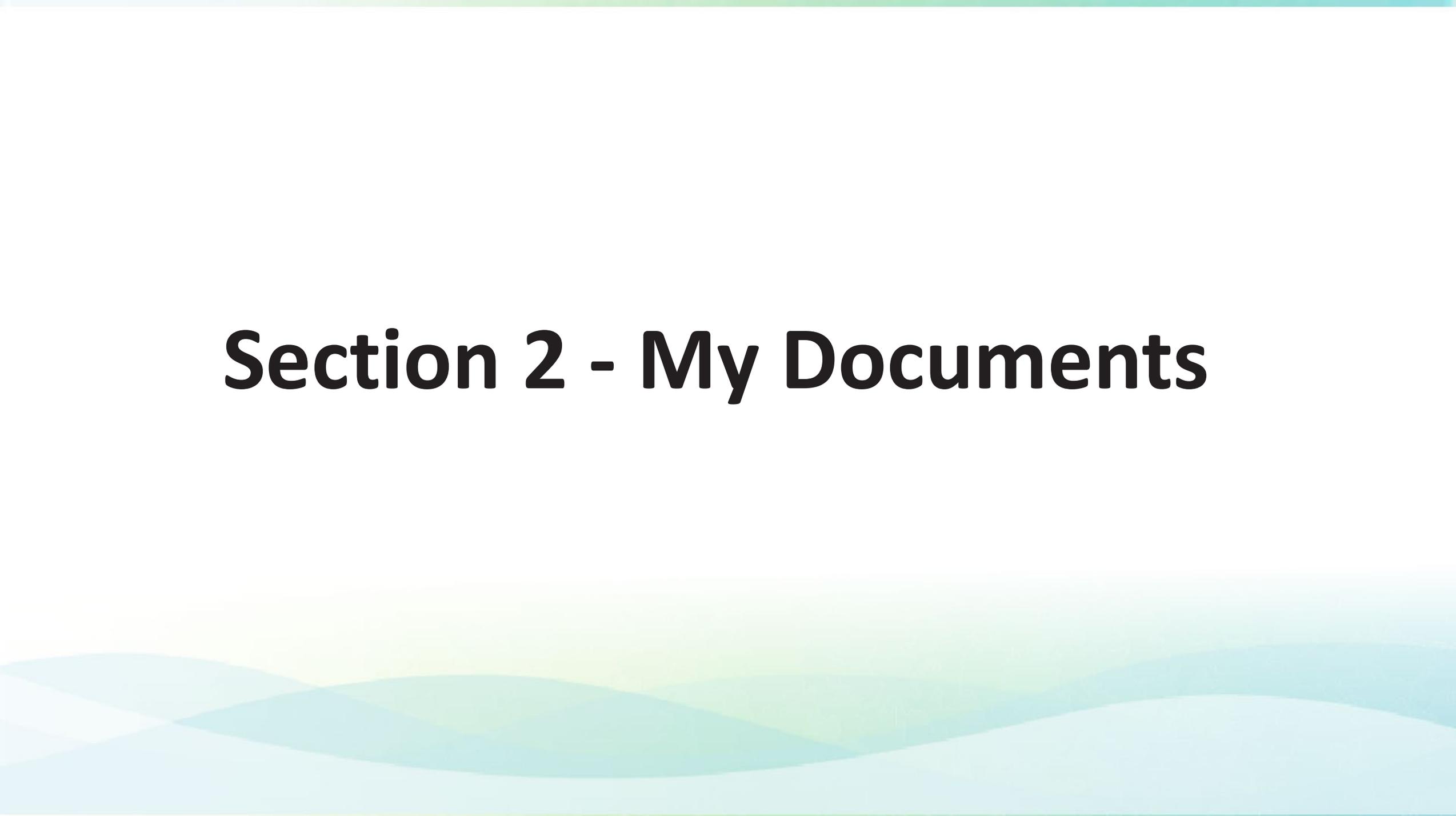
Other Languages Spoken
-

Primary Email
avachavezpdis+prod@gmail.com

Secondary Email
-

Phone
(555) 555-5555

Section 2 - My Documents



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Section 2 Objectives

By the end of this topic, you will be able to...

- Upload new documents to your profile
- Edit your documents later as needed
- Download uploaded documents
- Preview documents
- Delete any incorrect or unneeded documents
- Search and Filter for your uploaded documents

Section 2 Key Terms

- Quorum Training – The Quorum eLearning program is distributed by Kaplan Early Learning Company. Early Childhood Professionals can link Quorum trainings they have taken to their profile in PDIS.

The 3 Steps to Uploading a Document

1 

**Attach
Document File**

2 

**Pick the Right
Document Type**

3 

**Add Document
Details**

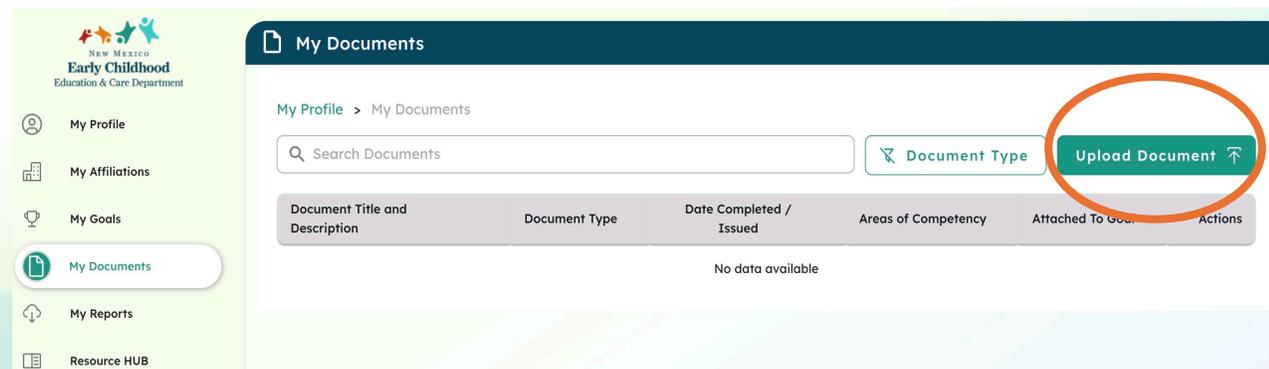
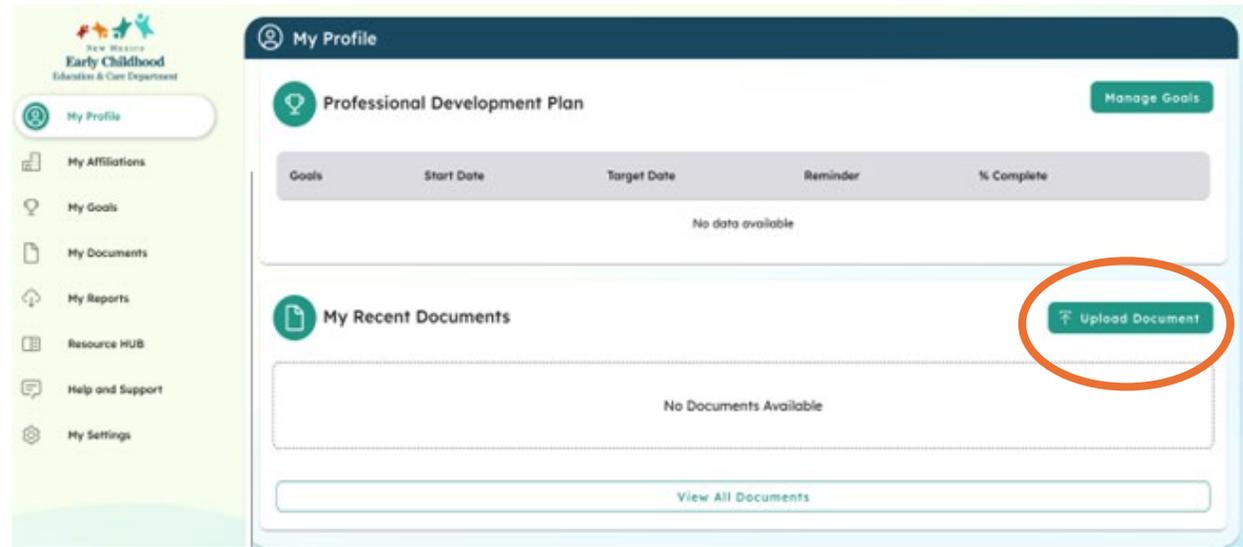
Uploading Documents

To build your profile, you will upload documents such as First Aid/CPR, trainings and certifications.

You can upload documents to either of these two locations:

1. **My Profile.**
2. **My Documents.**

Click **Upload Document.**



1

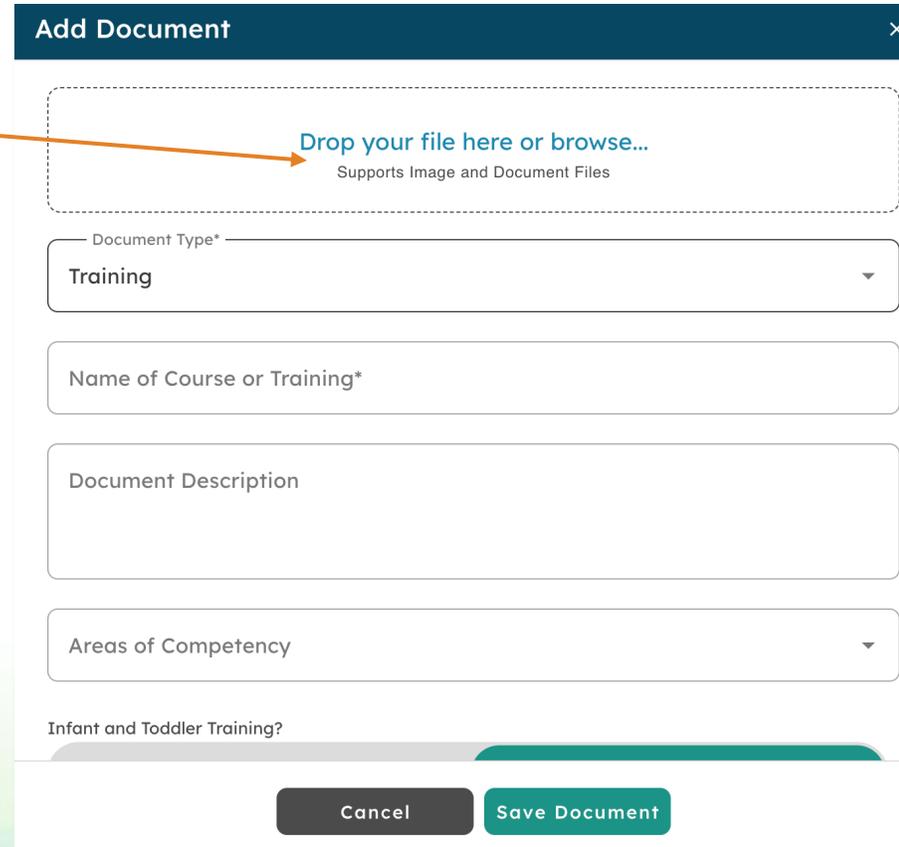
Attach Document File

1. Click inside the upload box and select the file you want to upload.



File size must be less than 10 MB.
Supported file types:

- PDF.
- JPEG/JPG.
- PNG.
- GIF.
- DOCX/DOC.
- PPTX/PPT.
- XLSX/XLS.
- CSV.
- HEIC.



Add Document ×

Drop your file here or browse...
Supports Image and Document Files

Document Type*
Training

Name of Course or Training*

Document Description

Areas of Competency

Infant and Toddler Training?

Cancel Save Document

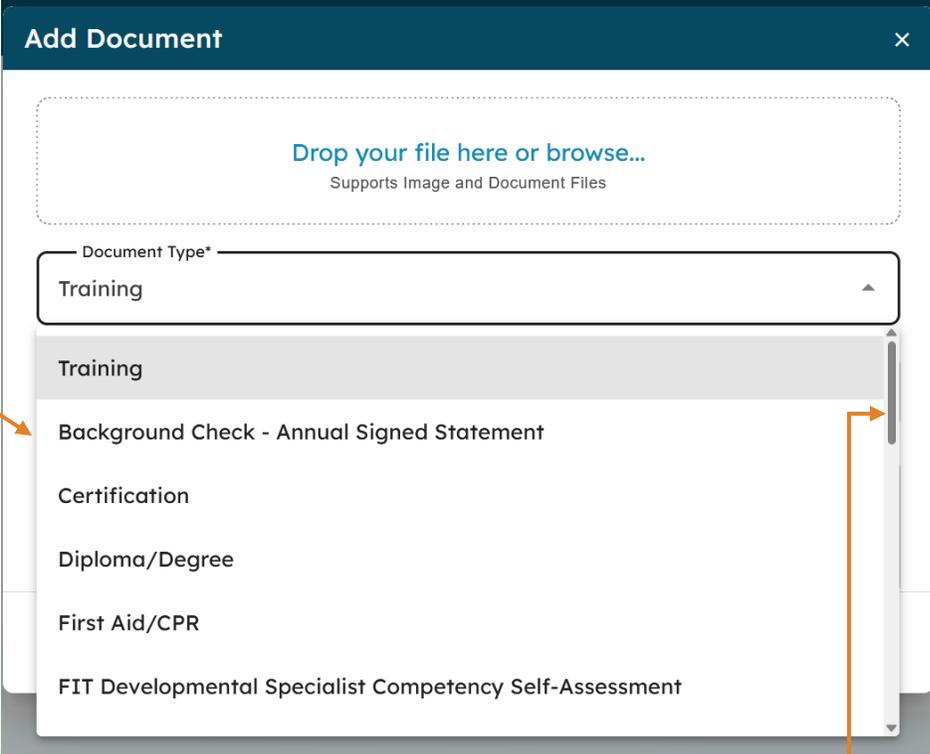
2

Pick the Right Document Type

1. Choose the correct **Document Type** from the dropdown menu.



Note the scroll bar on the right-hand side to see the full list of document types.



The screenshot shows a web form titled "Add Document". At the top, there is a dark blue header with the title and a close button. Below the header is a dashed box containing the text "Drop your file here or browse..." and "Supports Image and Document Files". Underneath is a "Document Type*" dropdown menu. The current selection is "Training". The dropdown menu is open, showing a scrollable list of options: "Training", "Background Check - Annual Signed Statement", "Certification", "Diploma/Degree", "First Aid/CPR", and "FIT Developmental Specialist Competency Self-Assessment". A vertical scroll bar is visible on the right side of the dropdown list. An orange arrow points from the text "Note the scroll bar on the right-hand side to see the full list of document types." to the scroll bar. Another orange arrow points from the text "Choose the correct Document Type from the dropdown menu." to the dropdown menu.

3



Add Document Details

1. Fill in the Required Fields (marked with an *) for that Document Type.
2. Click **Save Document**.
3. Your document is now uploaded.

Add Document ×

Drop your file here or browse...
Supports Image and Document Files

Document Type*
Training

1

Name of Course or Training*

Document Description

Areas of Competency

Infant and Toddler Training?

Cancel Save Document 2

Managing Uploaded Documents

Go to
My Documents.

The screenshot shows the 'My Documents' interface. On the left is a sidebar with the following items: My Profile, My Affiliations, My Goals, My Documents (highlighted with an orange arrow), My Reports, and Resource HUB. The main content area has a dark header 'My Documents' and a breadcrumb 'My Profile > My Documents'. Below the header is a search bar labeled 'Search Documents', a filter button 'Document Type', and an 'Upload Document' button with an upward arrow icon. A table with the following columns is shown: Document Title and Description, Document Type, Date Completed / Issued, Areas of Competency, Attached To Goal, and Actions. The table body contains the text 'No data available'.

i Documents showing completion of Quorum Training come directly from Quorum and may not be edited.

Editing Uploaded Documents

1. Find the document you want to change.
2. Click the **three-dot menu button** and select **Edit Document**.
3. In the **Edit Document** window, make changes and click **Save Changes**.

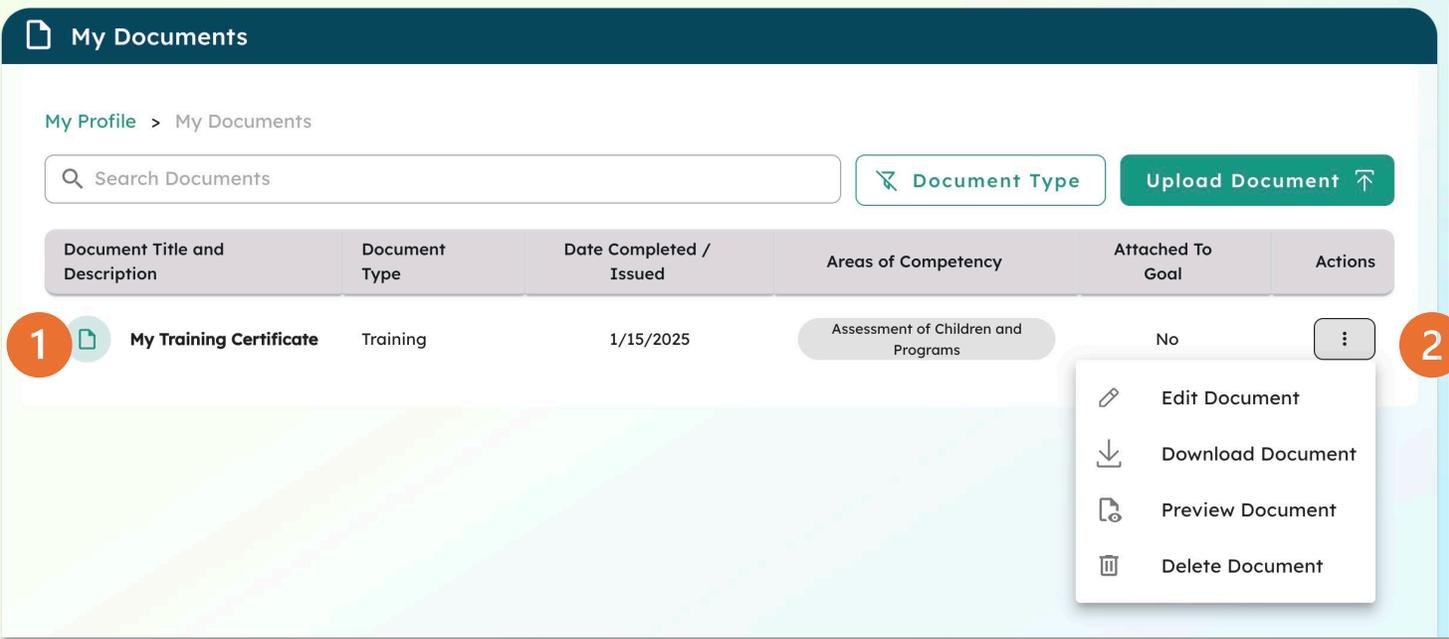
i **Document Type and Uploaded Image may not be edited.** Instead, create a new document with the correct type and/or image.

The screenshot displays the 'My Documents' interface. At the top, there is a search bar labeled 'Search Documents' and a 'Document Type' filter. Below this is a table with columns: 'Document Title and Description', 'Document Type', 'Date Completed / Issued', 'Areas of Competency', 'Attached To Goal', and 'Actions'. A document titled 'My Training Certificate' is highlighted, with a red circle '1' next to its icon. A three-dot menu button (red circle '2') is open for this document, showing options: 'Edit Document', 'Download Document', 'Preview Document', and 'Delete Document'. An 'Edit Document' modal window is overlaid on the table, containing fields for 'Document Type' (set to 'Training'), 'Name of Course or Training*' (set to 'My Training Certificate'), 'Document Description', 'Areas of Competency' (set to 'Assessment of Children and Programs'), 'Infant and Toddler Training?' (radio buttons for 'Yes' and 'No', with 'No' selected), and 'Training Location or Platform (e.g. CNM or NMELS)*' (set to 'CNM'). A red circle '3' is next to the 'Save Changes' button at the bottom of the modal.

i You may not edit a document once it is attached to a goal and verified by your employer or ECECD.

Downloading Documents

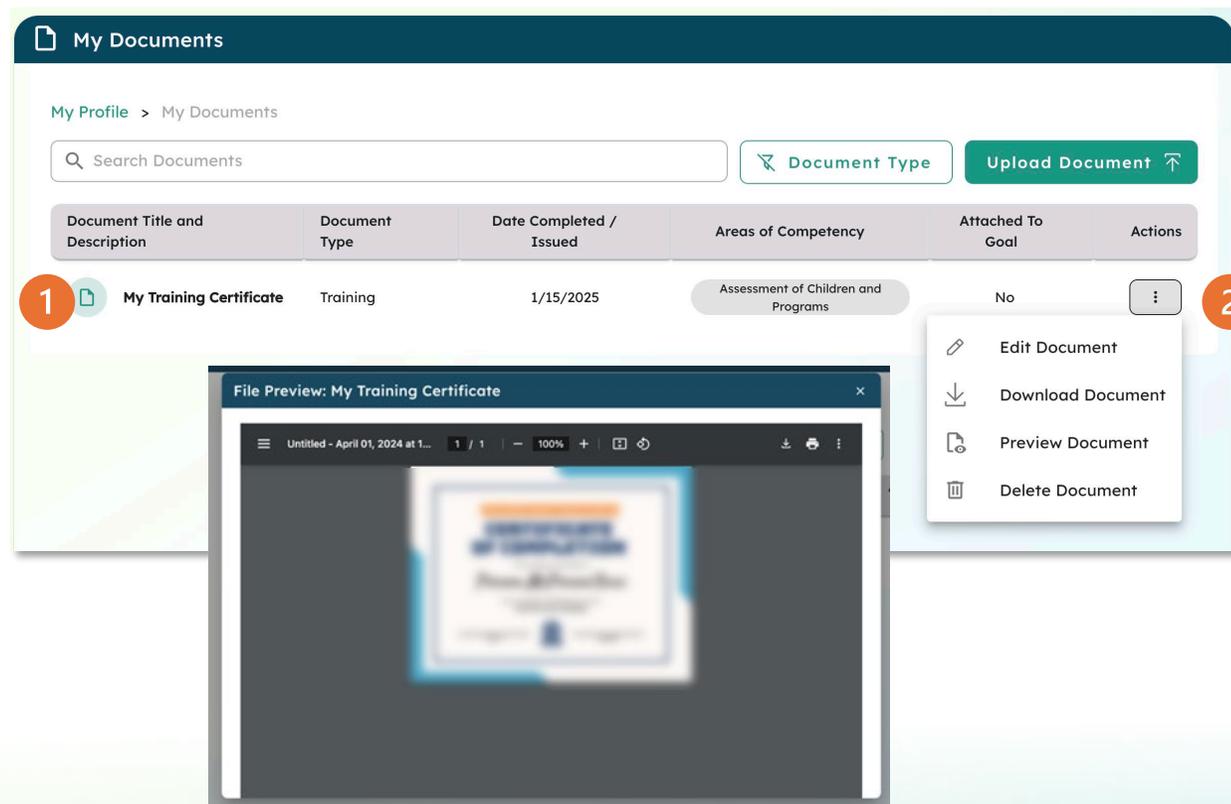
1. Find the document you want to download.
2. Click on the **three-dot menu button** and select **Download Document** from the menu.
3. The Document's image file will download to your device.



Previewing Documents

1. Find the document you want to preview.
2. Click the **three-dot menu button** and select **Preview Document**.
3. If the file type supports Preview, the document will display in a pop-up window.

i You may preview PDF and picture files (JPG, PNG, GIF, HEIC).
Preview is not available for MS Office (DOC, DOCX, PPT, PPTX, XLS, XLSX) or CSV documents, but they may be downloaded and viewed.



i Preview might be blocked by your browser settings

Deleting Documents

1. Find the document you want to delete.
2. Click the **three-dot menu button** and select **Delete Document**.
3. To confirm Delete, click **Delete Document**.

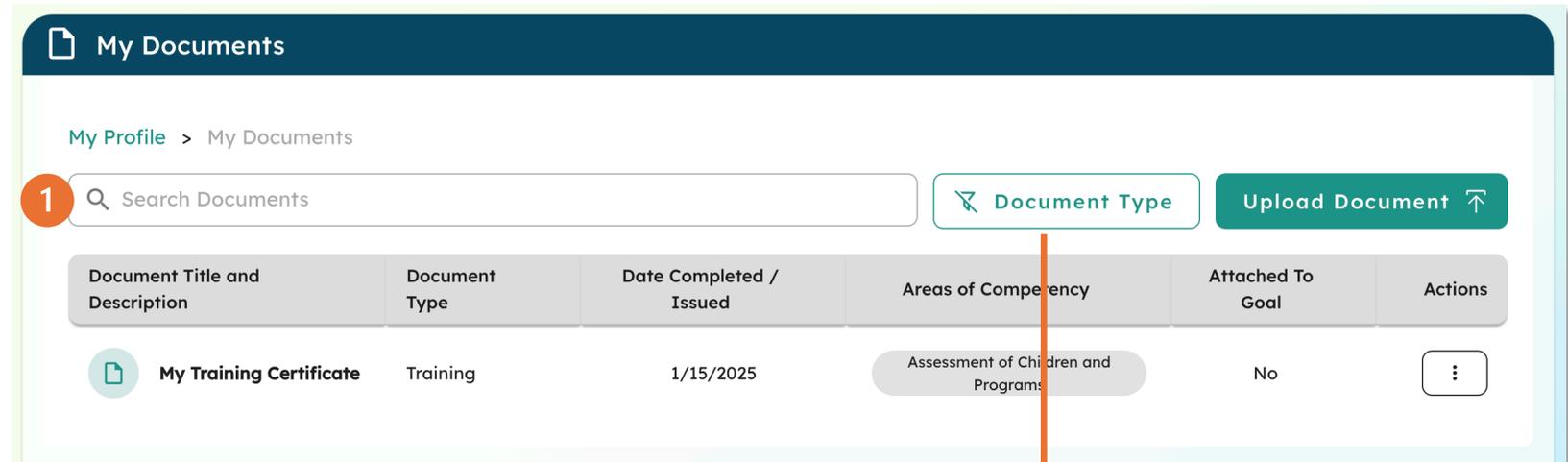
i You may not delete a document if it is attached to a goal.

The screenshot displays the 'My Documents' page. At the top, there is a search bar and a 'Document Type' filter. Below is a table with columns: Document Title and Description, Document Type, Date Completed / Issued, Areas of Competency, Attached To Goal, and Actions. A document titled 'My Training Certificate' is highlighted. A three-dot menu is open over it, showing options: Edit Document, Download Document, Preview Document, and Delete Document. A confirmation dialog titled 'Delete Document' is overlaid, asking 'Are you sure you want to delete this document?' and listing consequences: 'This document will be removed from your profile' and 'You will no longer have access to this document'. The dialog has 'Cancel' and 'Delete Document' buttons.

Document Title and Description	Document Type	Date Completed / Issued	Areas of Competency	Attached To Goal	Actions
My Training Certificate	Training	1/15/2025	Assessment of Children and Programs	No	Edit Document, Download Document, Preview Document, Delete Document

Searching and Filtering for Documents

1. Enter four (4) or more letters into the **Search Documents box** to find matches based on:
 - Document Title and Description.
 - Area of Competency.

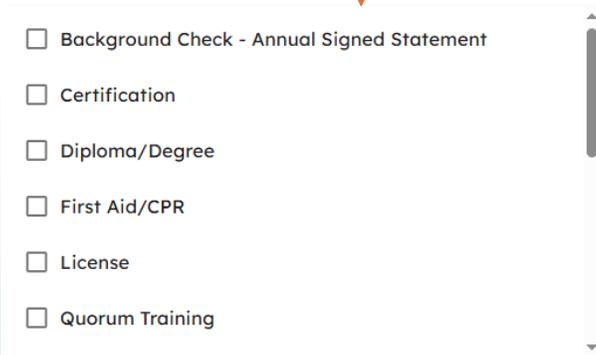


The screenshot shows the 'My Documents' page. At the top, there is a search bar with a magnifying glass icon and the text 'Search Documents'. To the right of the search bar is a 'Document Type' filter button and an 'Upload Document' button. Below the search bar is a table with the following columns: 'Document Title and Description', 'Document Type', 'Date Completed / Issued', 'Areas of Competency', 'Attached To Goal', and 'Actions'. The table contains one row with the following data: 'My Training Certificate' (Document Title and Description), 'Training' (Document Type), '1/15/2025' (Date Completed / Issued), 'Assessment of Children and Programs' (Areas of Competency), 'No' (Attached To Goal), and a vertical ellipsis icon (Actions). A red circle with the number '1' is placed over the search bar. An orange arrow points from the 'Document Type' filter button to a dropdown menu.

Document Title and Description	Document Type	Date Completed / Issued	Areas of Competency	Attached To Goal	Actions
My Training Certificate	Training	1/15/2025	Assessment of Children and Programs	No	⋮

OR

2. Use the **Document Type** filter button to restrict the visible list by one or more document types.



The screenshot shows a dropdown menu for the 'Document Type' filter. It contains a list of document types, each with an unchecked checkbox:

- Background Check - Annual Signed Statement
- Certification
- Diploma/Degree
- First Aid/CPR
- License
- Quorum Training

Section 2 Frequently Asked Questions

Question: I uploaded a document, but it does not appear. Why?

Answer: Clicking the refresh button in your browser should fix this issue.

Question: What file types can I upload?

Answer: Files must be one of the following types: PDF, JPEG (JPG), PNG, GIF, DOCX (DOC), XLSX (XLS), PPTX (PPT), or CSV.

Question: What is the maximum file size I can upload?

Answer: Files cannot exceed 10 MB.

Question: I can't edit or delete a certain document. Why?

Answer: **You cannot edit** a document if it is attached to a goal and verified by your employer or ECECD. **You cannot delete** a document that is attached to a goal.

Question: Why does preview not seem to be working?

Answer: Only images (JPEG, JPG, PNG or GIF) and PDFs support previews. Previewing PDFs might be blocked by your browser settings.

Section 3 – My Affiliations



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Section 3 Objectives

By the end of this topic, users will...

- Be aware of the Active, Inactive, and Pending Affiliation tabs in My Affiliations.
- Know how to respond to an Agency's request to add me to their employee roster.
- Understand how to request to be added to an Agency's employee roster.
- Be able to disaffiliate with former Agency employer when switching jobs.

Section 3 Key Terms

- Affiliation – Linking an employee’s PDIS profile to an agency (employer).
- Agency – This is an early childhood education or care employer.
- Agency Admin – An individual from an agency who can edit, approve and verify submissions.
- Disaffiliation – Unlinking an employee’s PDIS profile from an agency (employer).

The 3 Steps to Managing an Affiliation

1 

Respond to an Agency's request to add me to their employee roster

2 

Request to be added to an Agency's employee roster

Or

3 

Switching jobs? Disaffiliate with former Agency employer

My Affiliations

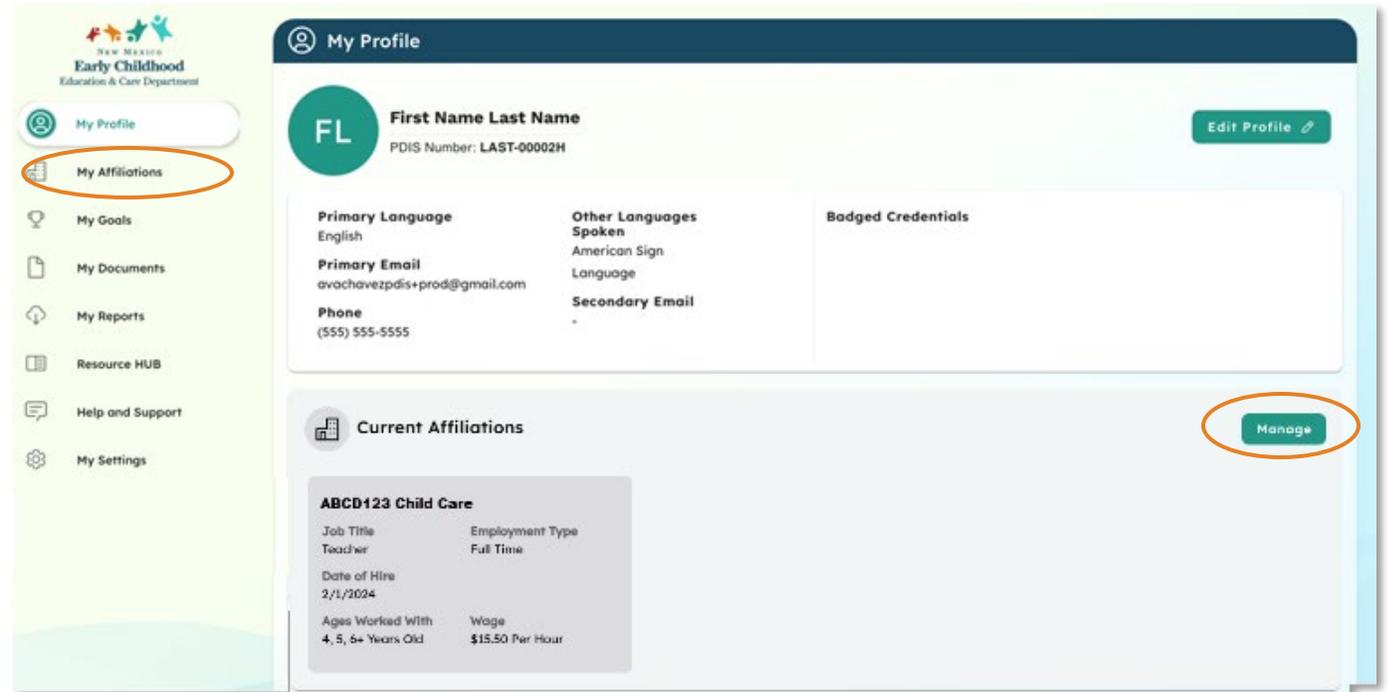
View your active affiliations on the **My Profile** page in the **Current Affiliations** section.

Need to request an affiliation with a new employer or end an affiliation with a former employer?

Click **My Affiliations** from the main menu

OR

Click **Manage** from Current Affiliations section of the My Profile page.



You can be affiliated with more than one Agency in PDIS at the same time. The Agency administrator(s) at one Agency will not be able to view the details of your affiliation with other Agencies.

1

Respond to an Agency's Request to Add Me to their Employee Roster

1. Click the **Pending** tab.
2. Click **Confirm Affiliation**.
3. Confirm that the requested affiliation now appears in the **Active** tab.

My Profile > My Affiliations

Active (1) Inactive (0) **Pending (1)** Add New Affiliation

Employer Name

12345 New Test Agency

Confirm Affiliation Decline Affiliation

My Profile > My Affiliations

Active (2) Inactive (0) Pending (0) Add New Affiliation

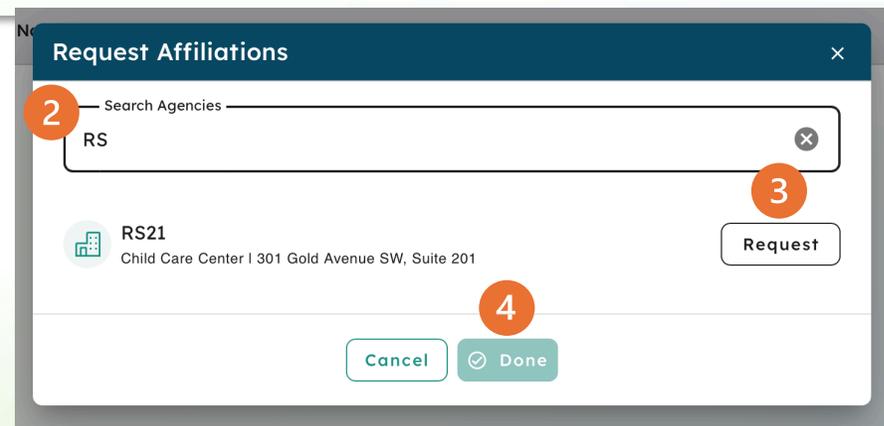
Employer Name	ECECD License # (If applicable)	Location	Date of Hire	Wage	Job Title	
RS21 Child Care		123 Sesame St. Albuquerque, New Mexico 87110	10/1/2025	\$12.00 Per Hour	Teacher 1	View
12345 New Test Agency		123 Main Street Albuquerque, New Mexico 87110	2/1/2026	\$13.00 Per Hour	Classroom Aide	View

2

Request to be Added to an Agency's Employee Roster

1. Click **Add New Affiliation**.
2. Search for your employer by the Agency's name.
3. Click **Request**.
4. Click **Done**.

 The Agency admin will now have a request from you and can confirm or deny your request.



Pending Affiliations

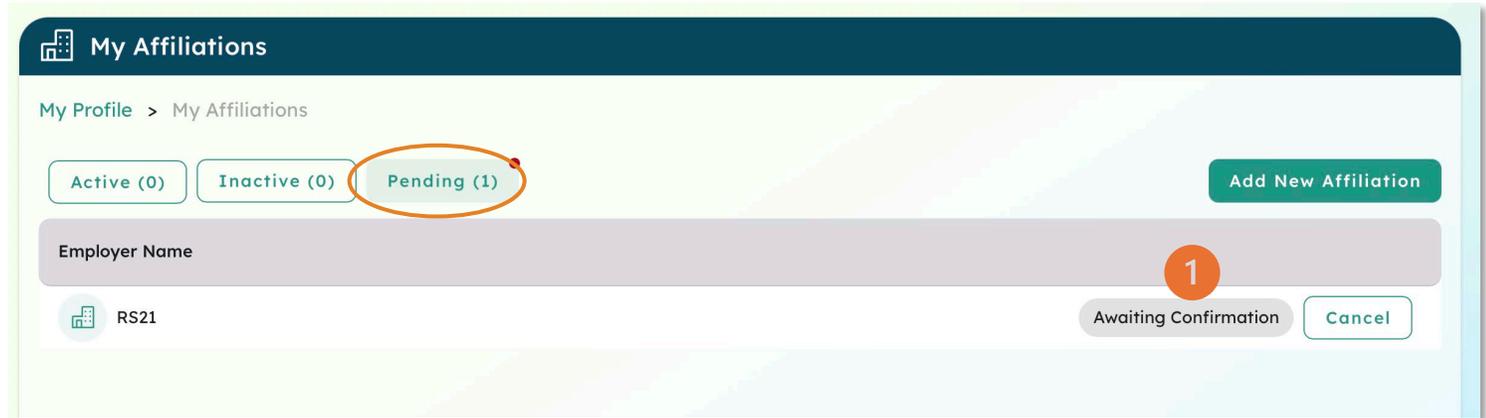
1. **Pending** Affiliations will show requests you have sent that are not yet approved or denied.

2. **Pending** Affiliations will also include requests from employers or agencies to connect (affiliate).

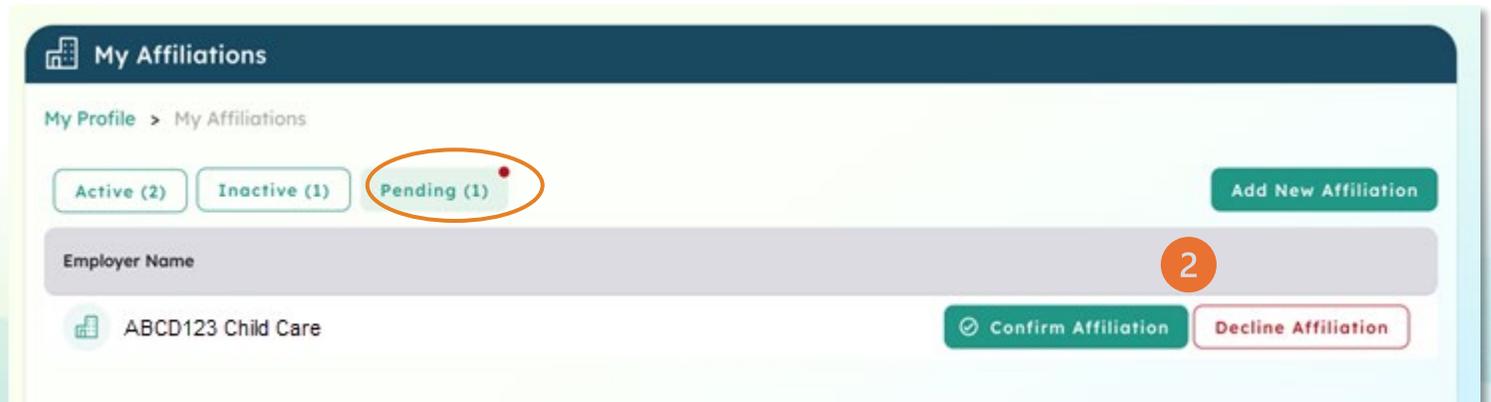
You can **accept** an affiliation request sent to you from an Agency by clicking **Confirm Affiliation** (or you can **Decline Affiliation**)

Or

You can **cancel** an affiliation request you sent to an Agency by clicking **Cancel**.



i If you have sent an affiliation request to your employer and this status shows Awaiting Confirmation, your employer needs to confirm/accept your request to complete it.



3

Disaffiliate with Former Agency Employer

When you and your employer both approve the affiliation, the employer (Agency) will appear in your **Active Affiliations**.

1. You can **end an affiliation** by clicking the three-dot button and then **Disaffiliate**.
2. Confirm disaffiliation and click **Yes, disaffiliate**.

i **Warning:** only **Disaffiliate** if you no longer work for that Agency.

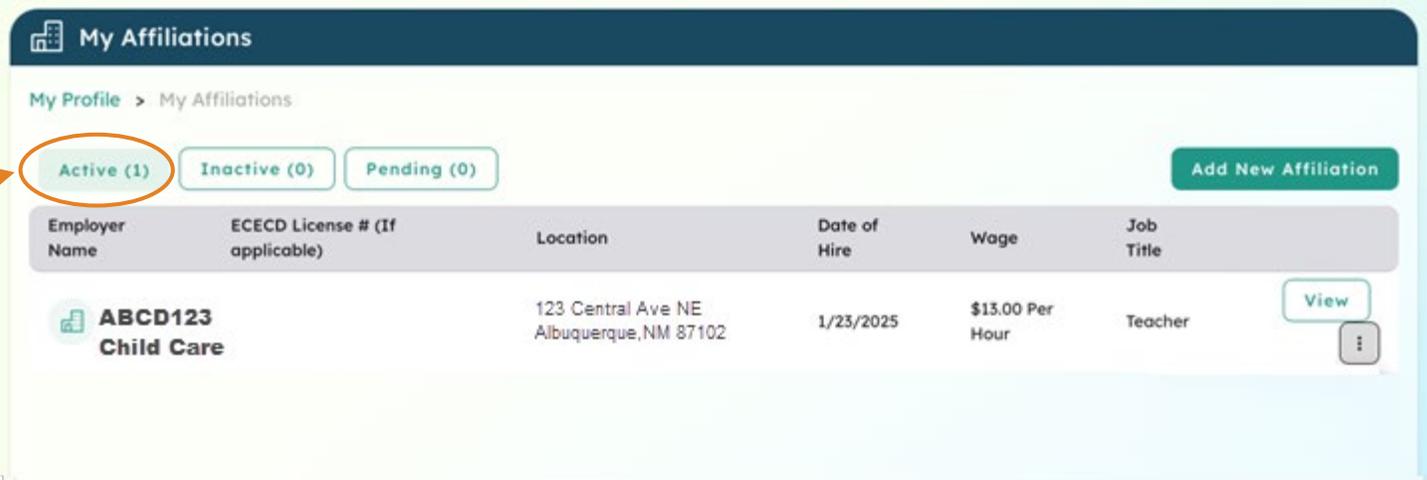
The screenshot shows the 'My Affiliations' page. At the top, there are three tabs: 'Active (1)', 'Inactive (0)', and 'Pending (0)'. The 'Active (1)' tab is selected and circled in orange. Below the tabs is a table with columns: Employer Name, ECECD License # (If applicable), Location, Date of Hire, Wage, and Job Title. The table contains one row for 'ABCD123 Child Care' with location '123 Central Ave NE Albuquerque, NM 87102', date '1/23/2025', wage '\$13.00 Per Hour', and job title 'Teacher'. To the right of the row is a 'View' button and a three-dot menu button. A red circle with the number '1' is around the three-dot menu button. A 'Disaffiliate' button is located below the three-dot menu button, with an orange arrow pointing to it from the text 'then Disaffiliate' in the list below.

The screenshot shows a confirmation dialog box titled 'Disaffiliate with Agency?'. It contains the text: 'Are you sure? This action cannot be undone.' Below this, there are two sections: 'ABCD123 Child Care' and 'You'. The 'ABCD123 Child Care' section lists: 'ABCD123 Child Care will no longer have editing privileges to your account.' and 'ABCD123 Child Care will have access to a static snapshot of your profile, goals, documents and affiliation history.' The 'You' section lists: 'You will no longer appear on the ABCD123 Child Care roster.' and 'Your Employment Required goals will become inactive.' At the bottom, there are two buttons: 'Cancel' and 'Yes, Disaffiliate'. A red circle with the number '2' is around the 'Yes, Disaffiliate' button, with an orange arrow pointing to it from the text 'click Yes, disaffiliate' in the list above.

View Active Affiliations

When you and your employer both approve the affiliation, the employer (Agency) will appear in your **Active Affiliations**.

1. You can **view your affiliation details** by clicking **View**.



The screenshot displays the 'My Affiliations' page. At the top, there is a navigation bar with 'My Profile > My Affiliations'. Below this, there are three status filters: 'Active (1)', 'Inactive (0)', and 'Pending (0)'. The 'Active (1)' filter is highlighted with an orange circle and an arrow pointing from the text 'Active Affiliations' in the preceding paragraph. To the right of these filters is a green button labeled 'Add New Affiliation'. Below the filters is a table with the following columns: 'Employer Name', 'ECECD License # (If applicable)', 'Location', 'Date of Hire', 'Wage', and 'Job Title'. The table contains one row for 'ABCD123 Child Care' with the following details: Location: 123 Central Ave NE, Albuquerque, NM 87102; Date of Hire: 1/23/2025; Wage: \$13.00 Per Hour; Job Title: Teacher. A 'View' button is located to the right of the row, and a menu icon (three dots) is below it.

Employer Name	ECECD License # (If applicable)	Location	Date of Hire	Wage	Job Title
ABCD123 Child Care		123 Central Ave NE Albuquerque, NM 87102	1/23/2025	\$13.00 Per Hour	Teacher

Inactive Affiliations

All former affiliations will be in **Inactive Affiliations**.

1. You can view the details of an inactive affiliation by clicking **View**.

Employer Name	ECECD License # (If applicable)	Location	Date of Hire	Wage	Job Title	
 XYZ Daycare		123 Main Street Albuquerque, New Mexico 87110	1/1/2025	\$13	Teacher	View

Section 3 Frequently Asked Questions

Question: Can I affiliate with multiple employers (agencies)?

Answer: Yes! PDIS accommodates multiple affiliations. For example, you might work part-time for two different employers.

Question: Can I have more than one active affiliation with the same employer Agency?

Answer: No. While you can have multiple employers within PDIS, you can only have one current affiliation (job) record with each employer at a time.

Question: If I change my job title at my current employer, should I disaffiliate?

Answer: No. Your employer will update your affiliation details if your job title and/or salary changes.

Question: Can my previous employer edit my profile?

Answer: No. If you are disaffiliated with an employer, they will have a record of your employment, but they can not edit your profile and will not see any new edit you make to your Profile.

Section 4 – My Goals

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Section 4 Objectives

By the end of this topic, you will be able to...

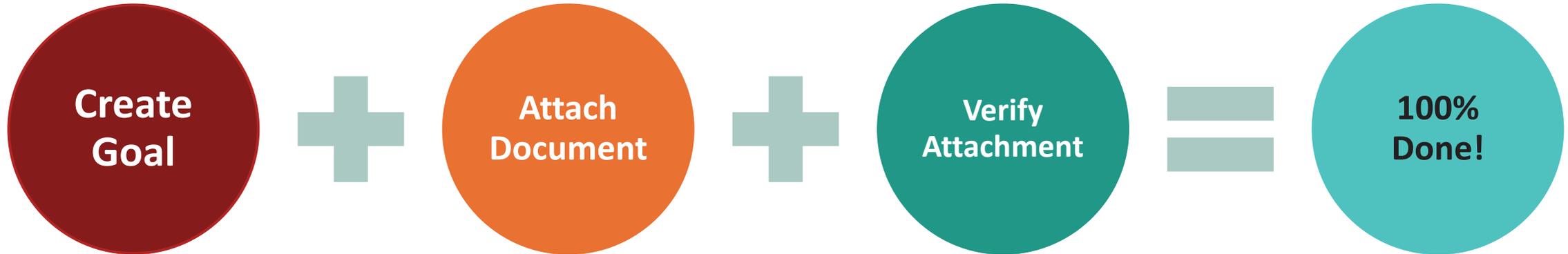
- Find where goals are kept in PDIS.
- Create a goal for yourself.
- Edit an existing goal.
- Attach a document and remove an attached document to your goal.
- Preview, download, and edit goals.

Section 4 Key Terms

- Agency – This is an early childhood education or care employer.
- Agency Admin – An individual from an agency who can edit, approve and verify submissions.
- ECECD Admin – ECECD employee who can edit, approve and verify submissions.
- Employee – Early childhood professional (ECP).
- Goal – A planned training path, OR a credit or hour requirement for professional development.

Goals – Overview

A Professional Development Plan is made up of one or more professional development goals.



Set the required number of training hours to meet the goal.

Attach training certificates (or other documents) to the goal and enter the associated training hours.

Your employer may verify attachments for accuracy in preparation for ECECD site visit verification.

When % Complete meets or exceeds 100%, the professional development goal has been met.

ECECD verifies proof of training separately. Only ECECD verifications officially count toward program compliance.

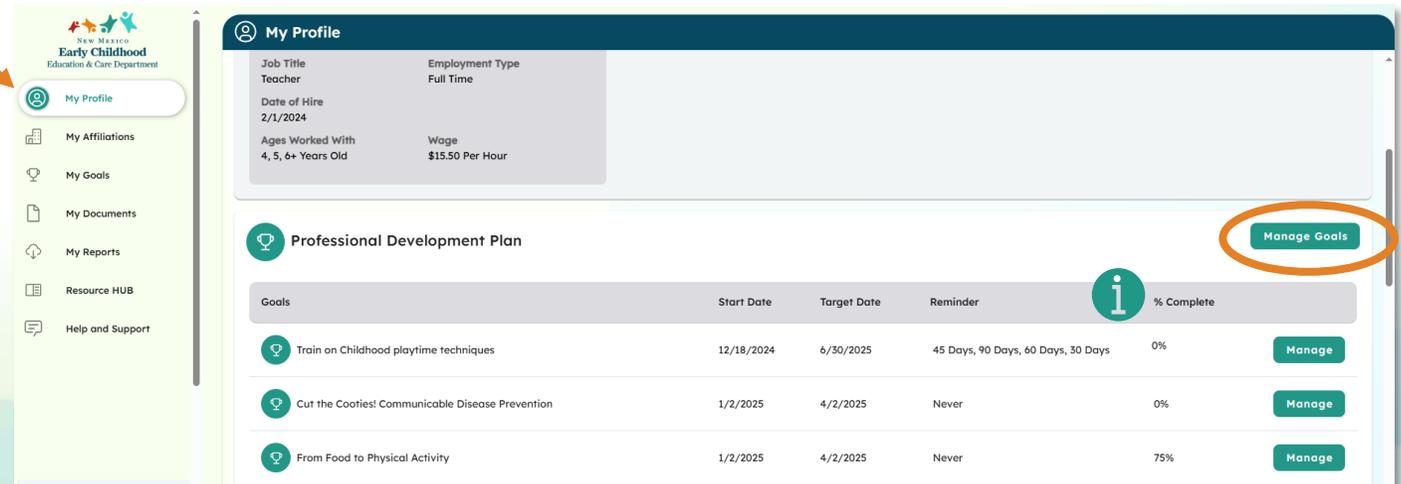
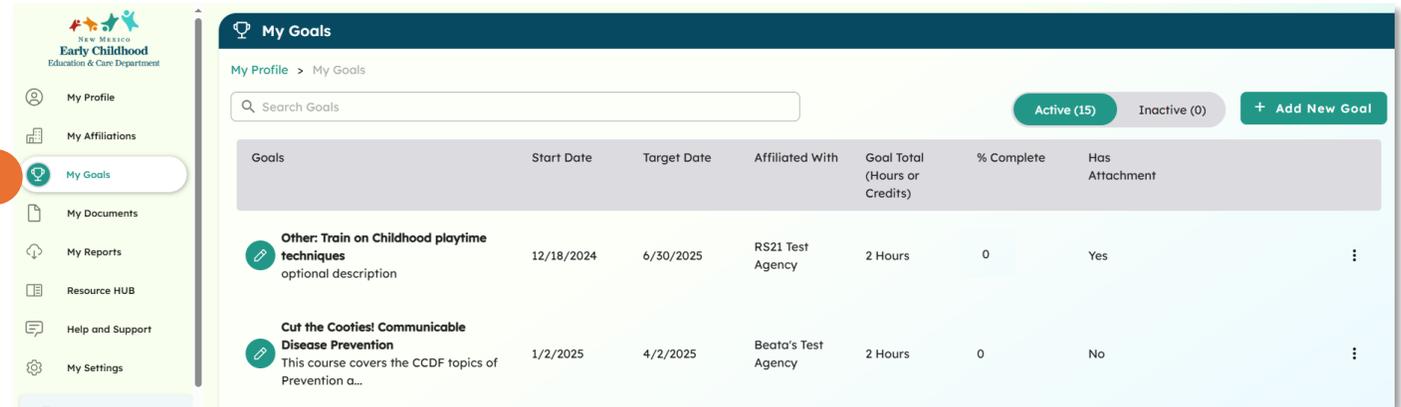
i *If the total hours in attached documents exceed the total hours for the goal, % Complete will exceed 100%.*

Manage Goals

1. Click **My Goals** from the main menu

OR

2. In the **Professional Development Plan** section of your **Profile** page, click **Manage Goals**.



i % Complete = sum of hours for attached proof of training document are compared against the goal's required total number of training hours.

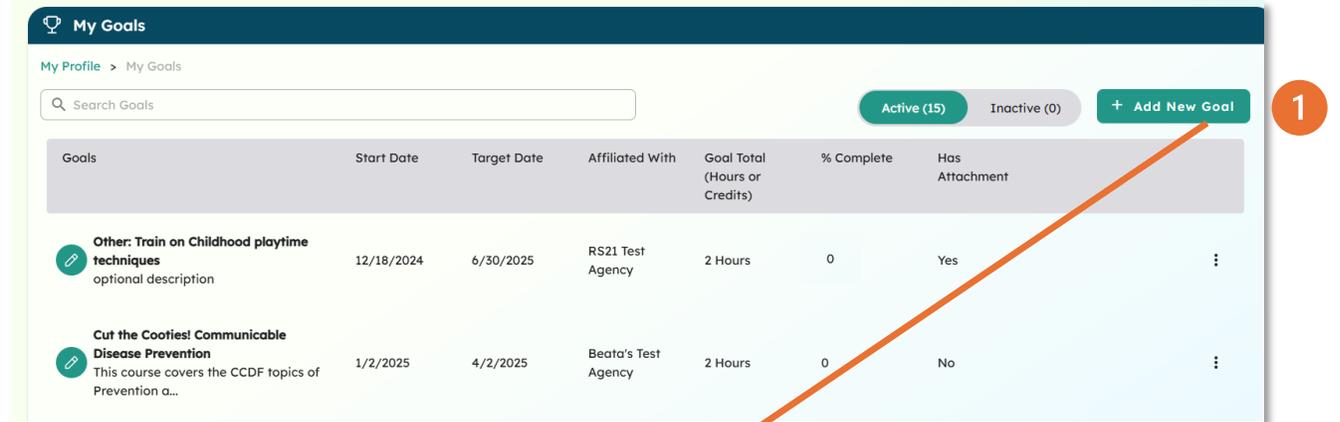
Add a New Goal

From the **My Goals** screen:

1. Click **Add New Goal** to open the **Create Goal** window.

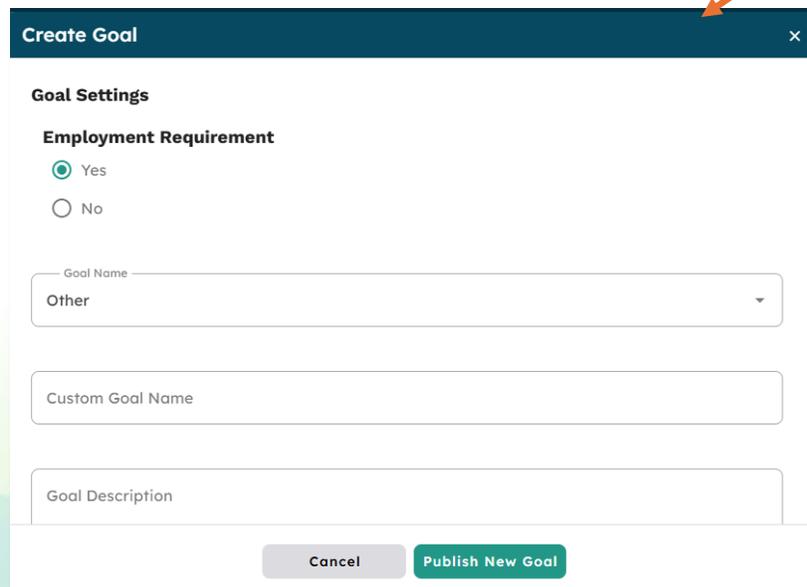
i Employment Requirement should be **Yes**, unless you are creating a personal goal that is not linked to any Agency employer.

Personal goals can only be seen by you, not by your employer, and are not counted toward your annual professional development requirements.



The screenshot shows the 'My Goals' interface. At the top, there's a search bar and buttons for 'Active (15)', 'Inactive (0)', and '+ Add New Goal'. Below is a table with columns: Goals, Start Date, Target Date, Affiliated With, Goal Total (Hours or Credits), % Complete, and Has Attachment. Two goals are listed: 'Other: Train on Childhood playtime techniques' and 'Cut the Cooties! Communicable Disease Prevention'. An orange arrow points from the 'Add New Goal' button to the 'Create Goal' window below.

Goals	Start Date	Target Date	Affiliated With	Goal Total (Hours or Credits)	% Complete	Has Attachment
Other: Train on Childhood playtime techniques optional description	12/18/2024	6/30/2025	RS21 Test Agency	2 Hours	0	Yes
Cut the Cooties! Communicable Disease Prevention This course covers the CCDF topics of Prevention a...	1/2/2025	4/2/2025	Beata's Test Agency	2 Hours	0	No



The 'Create Goal' window is open, showing the 'Goal Settings' section. Under 'Employment Requirement', the 'Yes' radio button is selected. There are input fields for 'Goal Name' (with a dropdown menu showing 'Other'), 'Custom Goal Name', and 'Goal Description'. At the bottom, there are 'Cancel' and 'Publish New Goal' buttons.

i Your current employer may create your professional development goal plan for you.

Add New Goal Details

1. Select the correct **Goal Name** from the list of options.

Other is selected by Default. Enter the professional development custom name and description or select from one of the options from the prepopulated goals list.

2. Enter the **Start Date** and **Target Completion Date**.

3. Enter the number of training hours or course credits you expect this goal will require (this can be edited later if needed).

4. Click **Publish New Goal**.

The screenshot shows the 'Create Goal' form with the following fields and callouts:

- 1**: A dropdown menu for 'Goal Name' with 'Other' selected.
- 2**: Two input fields for 'Start Date' and 'Target Completion Date'.
- 3**: A numeric input field for 'Goal Total (Hours or Credits)' with the value '1'.
- 4**: A 'Publish New Goal' button.

Other form elements include: 'Goal Settings' section with 'Employment Requirement' (Yes/No radio buttons, 'Yes' selected); 'Custom Goal Name' and 'Goal Description' text areas; 'Remind me (before target completion date)' dropdown; and 'Hours or Credits' dropdown set to 'Hours'. A note at the bottom states '1 credit = 15 hours'.

- Annual - Child Care Home Registered
- Annual Full Time - Child Care Center
- Annual Full Time - Licensed Child Care Home
- Annual Part Time - Child Care Center
- Annual Part Time - Licensed Child Care Home
- Infant & Toddler Educator Requirement
- New Hire - Child Care Center
- New Hire - Licensed Child Care Home
- New Hire - Out of School Time
- New Hire - Registered Child Care Home
- Other

Edit a Goal

From the **My Goals** screen:

1. Find the goal you wish to edit.
2. Click on the three-dot menu and select **View/Edit Goal**.
3. Click **Edit Goal**.

i The **Edit Goal** button will not display if one or more attached documents have been verified. **Verified** status means the goal may no longer be edited.

My Goals

My Profile > My Goals

Search Goals

Active (1) Inactive (0) + Add New Goal

Goal Title/Description	Start/Target Date	Affiliation	Completed Hours	State Verified Documents	Agency Verified Documents
Other: Test 4	10/23/2025 - 10/22/2026	RS21 Child Care	4 / 4 (100 %)	0 of 1	0 of 1

1

- View/Edit Goal
- Inactivate Goal
- 1 Unverified Goal Documents

2

Manage Goal

Manage Goal > Other: Train on Childhood playtime techniques

Other: Train on Childhood playtime techniques

optional description

150 % Hours Completed

12/18/2024 Start Date

6/30/2025 Target Completion Date

45 Days,90 Days,60 Days,30 Days Reminder

Yes Employment Requirement

3

Attached Documents (required for goal completion)

Document Title	Date Completed / Issued	Areas of Competency	Total Hours	Status	Actions
Amazing Development: Toddlers	11/21/2024	Assessment of Children and Programs,Child Growth, Development and Learning	3	Not Verified	

Attach Document to Goal

Editing Goal Details

A. If the goal was added from the list of **Prepopulated Goals**, you can not edit this goal.

B. If the goal was added as a **Custom Goal (Other)**, you can edit:

- Custom Goal Name.
- Goal Description.
- Start Date.
- Target Completion Date.
- Remind Me.
- Goal Total *(you cannot swap between hours or credits after a goal has been added).*

1. Update the desired fields.

2. Click **Upload Goal Settings**.

The screenshot shows the 'Edit Goal' modal for a prepopulated goal. The 'Goal Name' dropdown is set to 'CHILD_CARE_CENTER_NEW_HIRE' and is highlighted with an orange circle labeled 'A'. The 'Goal Description' field is empty. The 'Goal Total (Hours or Credits)' is set to '4' and the 'Hours or Credits' dropdown is set to 'Hours'. A note below indicates '1 credit = 15 hours'. At the bottom, there are 'Cancel' and 'Update Goal Settings' buttons.

The screenshot shows the 'Edit Goal' modal for a custom goal. The 'Goal Name' dropdown is set to 'Other' and is highlighted with an orange circle labeled 'B'. The 'Custom Goal Name' field contains 'Other: Attend one hour breakout at annual conference' and is highlighted with an orange circle labeled '1'. The 'Goal Description' field is empty. The 'Start Date' is '12/11/2024' and the 'Target Completion Date' is '04/17/2025'. The 'Remind me (before target completion date)' dropdown is set to 'Remind me (before target completion date)'. The 'Goal Total (Hours or Credits)' is set to '1' and the 'Hours or Credits' dropdown is set to 'Hours'. A note below indicates '1 credit = 15 hours'. At the bottom, there are 'Cancel' and 'Update Goal Settings' buttons, with the latter highlighted by an orange circle labeled '2'.

Inactivate / Reactivate Goal

i A goal cannot be deleted. Goals entered in error may be marked **Inactive**.

From the **My Goals** screen:

1. Find the goal you wish to inactivate.
2. Click the three-dot menu and select **Inactivate Goal**. If you accidentally Inactivate a goal, you may also **Reactivate** it here.

The screenshot shows the 'My Goals' interface. At the top, there's a search bar and buttons for 'Active (15)', 'Inactive (0)', and '+ Add New Goal'. Below is a table with columns: Goals, Start Date, Target Date, Affiliated With, Goal Total (Hours or Credits), % Complete, and Has Attachment. Two goals are listed: 'Other: Train on Childhood playtime techniques' and 'Cut the Cooties! Communicable Disease Prevention'. A dropdown menu is open for the second goal, showing 'Manage Goal' and 'Inactivate Goal' options. An orange arrow points from the text 'From the My Goals screen:' to the table. A '1' in a circle is next to the first goal, and a '2' in a circle is next to the 'Inactivate Goal' option.

Goals	Start Date	Target Date	Affiliated With	Goal Total (Hours or Credits)	% Complete	Has Attachment
Other: Train on Childhood playtime techniques optional description	12/18/2024	6/30/2025	RS21 Test Agency	2 Hours	0	Yes
Cut the Cooties! Communicable Disease Prevention This course covers the CCDF topics of Prevention a...	1/2/2025	4/2/2025	Beato's Test Agency	2 Hours	0	No

i Keep completed goals **Active** through the full span of your professional development plan period (typically 12 months or more).

i When you separate from an employer (disaffiliate), all your goals under your former employer will be marked **Inactive**. Goals do not follow you from employer to employer.

Attach Proof of Training

i One or more documents must be attached to a goal to prove a goal has been met. These will be verified by ECECD.

From the **My Goals** screen:

1. Find the goal you wish to manage.
2. Click on the **three-dot menu** and select **View/Edit Goal** to open the Manage goal page.
3. Click **Attach Document to Goal**.

You may **Add New Document** or **Add Existing Document**.

The screenshot shows the 'My Goals' interface. At the top, there's a search bar and filters for 'Active (1)' and 'Inactive (0)', along with an 'Add New Goal' button. Below is a table of goals. The first goal, 'Other: Test 4', is highlighted with a '1' and has a three-dot menu with options: 'View/Edit Goal' (highlighted with a '2'), 'Inactivate Goal', and '1 Unverified Goal Documents'. Below the table, the details for 'First Aid / CPR Certification' are shown, including 'Completed Hours' (0/6), 'Start/Target Date' (9/30/2025 - 12/30/2025), and 'Affiliation' (RS21 Child Care). The goal description is '(NAMC 8.9.4.23.B.2.b.x) first aid and cardiopulmonary resuscitation (CPR) awareness with a pediatric component.' Under 'Attached Documents (required for goal completion)', there is one document: 'Resume 10/23/2025' with 'Completed / Issued' date of 10/25/2025 and 'Hours' of 0. A '3' is placed over the 'Attach Document to Goal' button, which has a dropdown menu with 'Add New Document' and 'Add Existing Document' options.

Goal Title/Description	Start/Target Date	Affiliation	Completed Hours	State Verified Documents	Agency Verified Documents
Other: Test 4	10/23/2025 - 10/22/2026	RS21 Child Care	4 /4 (100 %)	0 of 1	0 of 1

First Aid / CPR Certification

Completed Hours: 0/6 Hours (0%)
Start/Target Date: 9/30/2025 - 12/30/2025
Affiliation: RS21 Child Care

Goal Description
(NAMC 8.9.4.23.B.2.b.x) first aid and cardiopulmonary resuscitation (CPR) awareness with a pediatric component.

Attached Documents (required for goal completion)

Document Title	Completed / Issued	Areas of Competency	Hours	Status	Actions
Resume 10/23/2025	10/25/2025		0	Not Verified	

Attach Existing Document

A. If the proof of training document has already been uploaded to your profile, choose **Add Existing Document**.

1. Click on the **down arrow** to see the list of your documents and then select the one you want to attach to this goal.
2. Enter in the number of training hours this documented proof represents.
3. Click **Attach**.

A

Attach an Existing Document

Select From My Documents

1

2 How many hours was this training?

0

3

Cancel Attach

i Once a document is attached to a goal it may no longer be deleted.

Attach New Document

B. If you are adding a new document as proof of training, choose **Add New Document**.

1. Similar to adding a new document:
 - Add the **File**.
 - Select **Document Type**.
 - Complete required fields *(changes based on Document Type selected)*
 - Enter the **Amount of Hours Toward Goal** this document represents.

2. Click **Save Document**.

The screenshot shows a 'Add Document' form with the following fields and controls:

- 1**: A file upload area with the text 'Drop your file here or browse...' and 'Supports Image and Document Files'.
- Document Type***: A dropdown menu with 'Training' selected.
- Name of Course or Training***: A text input field.
- Document Description**: A text input field.
- Areas of Competency**: A dropdown menu.
- Infant and Toddler Training?**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Training Location or Platform (e.g. CNM or NMELS)***: A text input field.
- Online or In Person***: A dropdown menu.
- Name of Training Instructor***: A text input field.
- Does this training have an expiration date?**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Completion Date***: A text input field.
- Amount Toward Goal**: A text input field with the value '0'.
- 2**: A 'Save Document' button at the bottom right.

i Adding a new document to a goal will also add it to your **My Documents**.

Attached Document – Preview

From the **My Goals | Manage Goal** screen

1. Find the document you want to preview in the **Attached Documents** section.
2. Click the three-dot menu for the document and select **Preview Document**.
3. Click “X” to close the preview window.

i You may preview PDF and picture files (JPG, PNG, GIF, HEIC).
Preview is not available for MS Office (DOC, PPT, XLS) or CSV documents.

i Preview might be blocked by your browser settings.

The screenshot displays the 'Manage Goal' interface for a goal titled 'Other: Train on Childhood playtime techniques'. It includes a table of 'Attached Documents (required for goal completion)' and a 'File Preview' window.

% Hours Completed	Start Date	Target Completion Date	Reminder	Employment Requirement
150	12/18/2024	6/30/2025	45 Days,90 Days,60 Days,30 Days	Yes

Document Title	Date Completed / Issued	Areas of Competency	Total Hours	Status	Actions
Amazing Development: Toddlers	11/21/2024	Assessment of Children and Programs,Child Growth, Development and Learning	3	Not Verified	[Edit Document] [Preview Document] [Download Document] [Remove Document From Goal]

The 'File Preview' window shows a document titled 'My Training Certificate' with a close button (X) in the top right corner.

Attached Document – Download

From the **My Goals | Manage Goal** screen:

1. Find the document you want to preview in the **Attached Documents** section.
2. Click the three-dot menu for the document and select **Download Document**

The Document's image file will download to your device (typically in the downloads folder)

The screenshot shows the 'Manage Goal' interface for a goal titled 'Other: Train on Childhood playtime techniques'. The goal has 150% hours completed, a start date of 12/18/2024, and a target completion date of 6/30/2025. Below the goal details is a table of 'Attached Documents (required for goal completion)'. The table has columns for Document Title, Date Completed / Issued, Areas of Competency, Total Hours, Status, and Actions. One document is listed: 'Amazing Development: Toddlers' with a date of 11/21/2024 and 3 total hours. A three-dot menu is open for this document, showing options: Edit Document, Preview Document, Download Document, and Remove Document From Goal. A red circle '1' is placed over the 'Attached Documents' section header, and a red circle '2' is placed over the 'Download Document' option in the menu.

% Hours Completed	Start Date	Target Completion Date	Reminder	Employment Requirement
150	12/18/2024	6/30/2025	45 Days,90 Days,60 Days,30 Days	Yes

Document Title	Date Completed / Issued	Areas of Competency	Total Hours	Status	Actions
Amazing Development: Toddlers	11/21/2024	Assessment of Children and Programs,Child Growth, Development and Learning	3	Not Verified	<ul style="list-style-type: none">Edit DocumentPreview DocumentDownload DocumentRemove Document From Goal

Attached Document – Edit

From the **My Goals | Manage Goal** screen

1. Find the document you want to preview in the **Attached Documents** section.
2. Click the **three-dot menu** for the document and select **Edit Document**
3. In the **Edit Document** window, make changes and click **Save Changes**

i Documents **Verified** by your employer or by ECECD may no longer be edited.

i Documents uploaded by Quorum may not be edited

The screenshot displays the 'Manage Goal' interface for the goal 'Other: Train on Childhood playtime techniques'. The goal is 150% complete and has a target completion date of 6/30/2025. The 'Attached Documents' section shows a table with one document: 'Amazing Development: Toddlers', completed on 11/21/2024, with 3 total hours and a status of 'Not Verified'. A three-dot menu is open for this document, showing options: 'Edit Document', 'Preview Document', 'Download Document', and 'Remove Document From Goal'. The 'Edit Document' modal is open, showing fields for 'Document Type' (Training), 'Name of Course or Training' (My Training Certificate), 'Document Description', 'Areas of Competency' (Assessment of Children and Programs), 'Infant and Toddler Training?' (No), and 'Training Location or Platform' (CNM). The 'Save Changes' button is highlighted with a red circle 3.

% Hours Completed	Start Date	Target Completion Date	Reminder	Employment Requirement
150	12/18/2024	6/30/2025	45 Days,90 Days,60 Days,30 Days	Yes

Document Title	Date Completed / Issued	Areas of Competency	Total Hours	Status	Action
Amazing Development: Toddlers	11/21/2024	Assessment of Children and Programs,Child Growth, Development and Learning	3	Not Verified	⋮

Edit Document

Document Type*
Training

Name of Course or Training*
My Training Certificate

Document Description

Areas of Competency
Assessment of Children and Programs

Infant and Toddler Training?
Yes No

Training Location or Platform (e.g. CNM or NMELS)*
CNM

Cancel Save Changes

Remove Attached Document

Sometimes a document attachment may be wrong. In that case, the document will need to be replaced. To replace a document on a goal:

From the [My Goals | Manage Goal](#) screen

1. Find the document you want to remove in the **Attached Documents** section.
2. Click the three-dot menu for the document and select **Remove Document from Goal**

The screenshot shows the 'Manage Goal' interface for a goal titled 'Other: Train on Childhood playtime techniques'. The goal has 150% hours completed, a start date of 12/18/2024, and a target completion date of 6/30/2025. The 'Attached Documents' section contains one document: 'Amazing Development: Toddlers', dated 11/21/2024, with 3 total hours and a status of 'Not Verified'. A context menu is open over this document, showing options: 'Edit Document', 'Preview Document', 'Download Document', and 'Remove Document From Goal'. A red circle '1' is placed over the document row, and a red circle '2' is placed over the context menu.

i Documents **Verified** by your employer or by ECECD may no longer be edited or removed.

Section 4 Frequently Asked Questions

Question: How do I delete a goal?

Answer: Goals cannot be deleted. If a goal was created in error, it may be marked Inactive.

Question: Should I mark a professional development goal as Inactive once it is complete?

Goals typically should remain active through your professional development plan window (12 months or more).

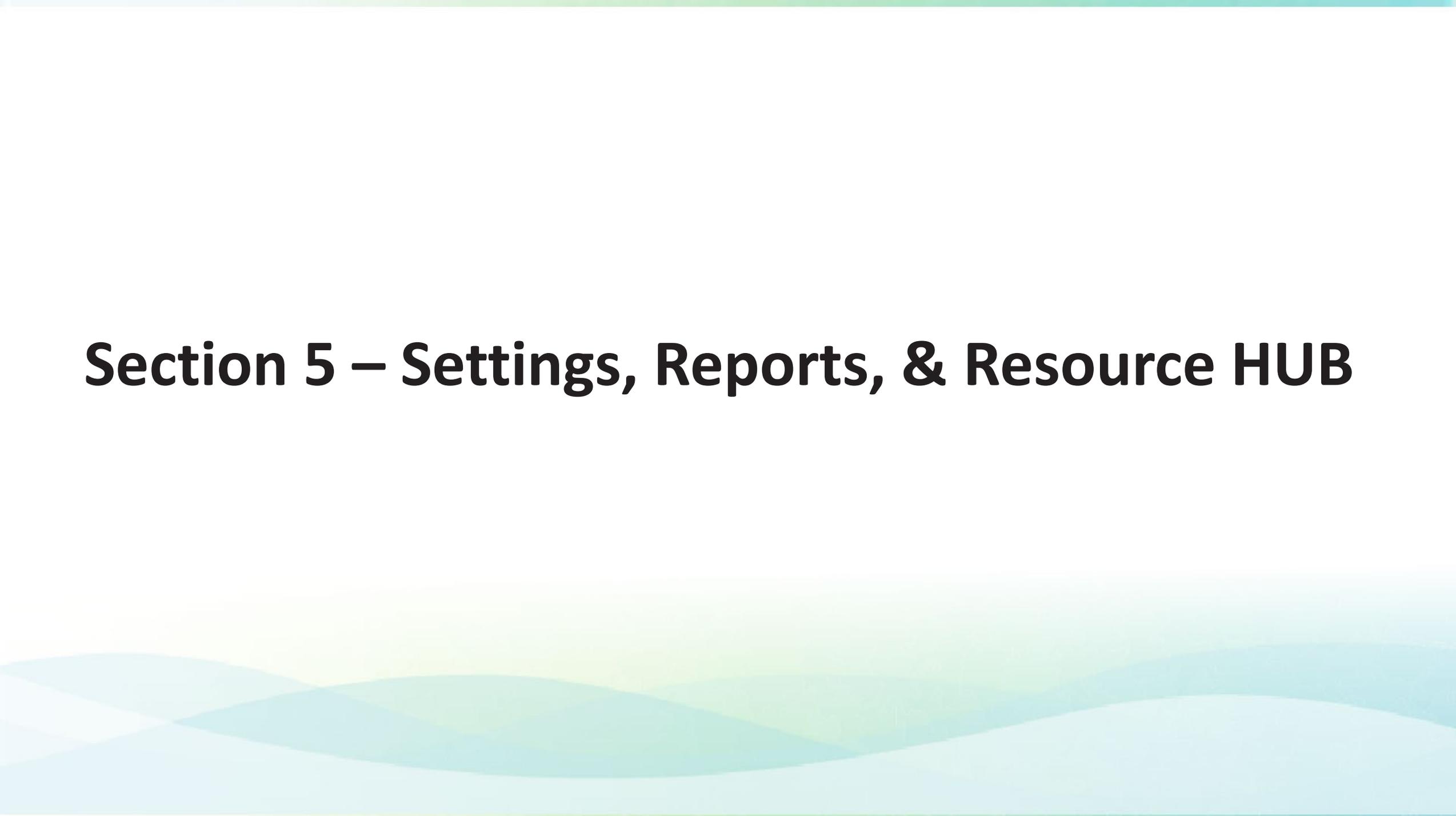
Question: My goal shows over 100% How is that possible?

Creating a professional development goal includes setting the required number of training hours to meet the goal. You enter the actual training hours done when you attach one or more documents as proof of progress toward the goal completion. If the total hours in attached documents exceed the total hours for the goal, % Complete will exceed 100%.

Question: If I switch employers, do my professional development goals in progress follow me?

No. Goals attached to an Agency (employer) are marked inactive when the employee disaffiliates from the employer. However, all documents remain with the employee and may be available to be attached toward a new professional development plan with a new employer in the future if needed.

Section 5 – Settings, Reports, & Resource HUB



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Section 5 Objectives

By the end of this topic, you will...

- Know how to change your display language.
- Be aware of the ability to turn off – or on – your email notifications.
- Be able to download Goal reports.
- Understand your PDIS account's user permissions.
- Know where to access additional resources in the Resource HUB.
- Understand how to share your account with the Scholarship and Pay Incentive Team and why you might want to.
- Know how to Request an equivalency review from the FOCUS TQRIS.
- Access the Help and Support Page in the PDIS Application.

Section 5 Key Terms

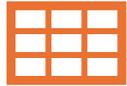
- .csv file – File type that holds spreadsheet-style information; can be accessed in Microsoft Excel.
- Agency – This is an early childhood education or care employer.
- Agency Admin – An individual from an agency who can edit, approve and verify submissions.
- ECECD Admin – ECECD employee who can edit, approve and verify submissions.
- Employee – Early childhood professional.
- Equivalency Review – An assessment using ECECD’s FOCUS system to determine an early childhood program’s star-rating.
- FOCUS TQRIS – (Tiered Quality and Achievement Rating and Improvement System) system created and administered by the University of New Mexico to used to assess the quality and achievement of early childhood programs.
- Free Text Entry – A field that allows the user to enter any text (numbers, letters or special characters).

Navigating the Additional Features

1 

My Settings:

- Set your **language** preference.
- Set your **email notification** preference.

2 

My Reports:

- Pull information from the application.

3 

Resource HUB:

- External resources.
- **Scholarship and Pay Incentive program.**
- Request **FOCUS** equivalency.

4 

Help and Support:

- Contact ECECD.

1 My Settings

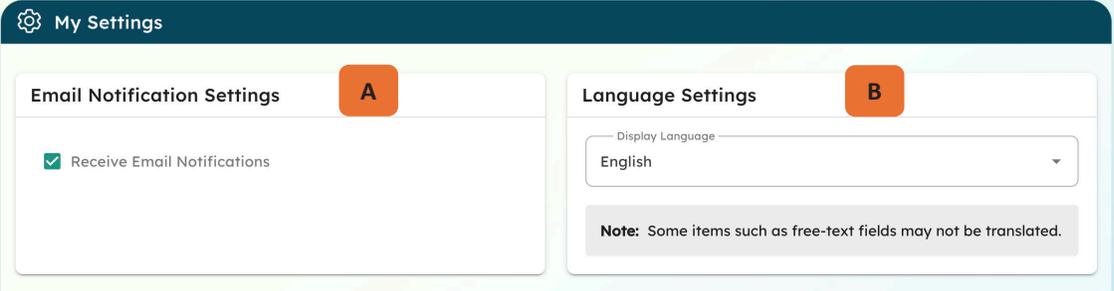
My Settings is a place where you can change a couple of options for PDIS Application functionality.

A. Email Notification Settings:

- To receive email notifications about changes to your PDIS account: check box is checked.
- If you do not want to receive email notifications about changes to your PDIS account, uncheck the box. (You will need to sign in to PDIS to see your notifications.)

B. Language Settings:

- If you want PDIS to appear in English, choose 'English' from the dropdown.
- If you want PDIS to appear in Spanish, choose Spanish from the dropdown.



The screenshot shows the 'My Settings' page with two main sections: 'Email Notification Settings' (labeled A) and 'Language Settings' (labeled B). In the 'Email Notification Settings' section, the 'Receive Email Notifications' checkbox is checked. In the 'Language Settings' section, the 'Display Language' dropdown menu is set to 'English'. A note at the bottom of the 'Language Settings' section states: 'Note: Some items such as free-text fields may not be translated.'



About Language Settings:

You will immediately see changes on this and all pages when you change your Display Language.

Regardless of your language preference:

Free text (such as a document name or description) entered by any user will appear exactly as it was entered by that user and is not further translated.

Free Text includes document names and description

2 My Reports

In **My Reports**, you can download available goal reports and documents. What reports are available will depend on your user permission level in the system.

To download a report:

1. Select a Report Type:

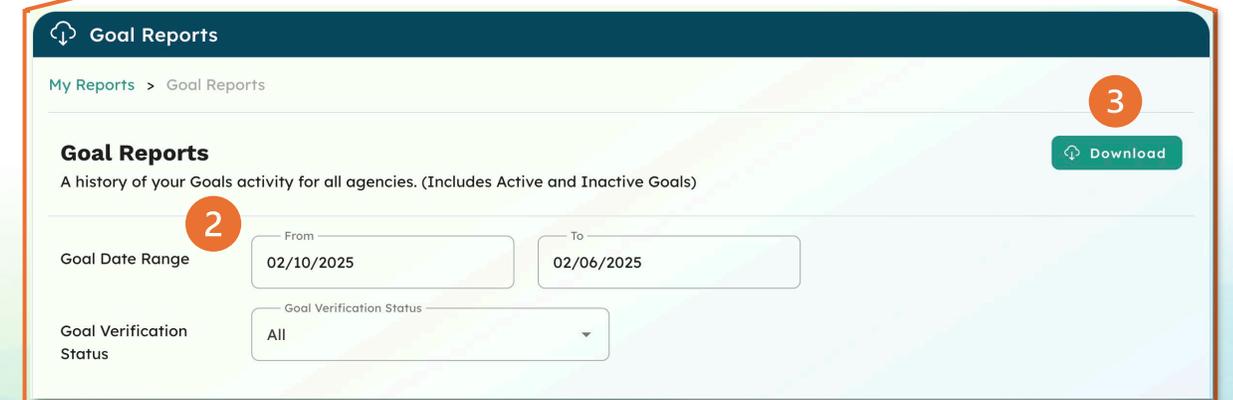
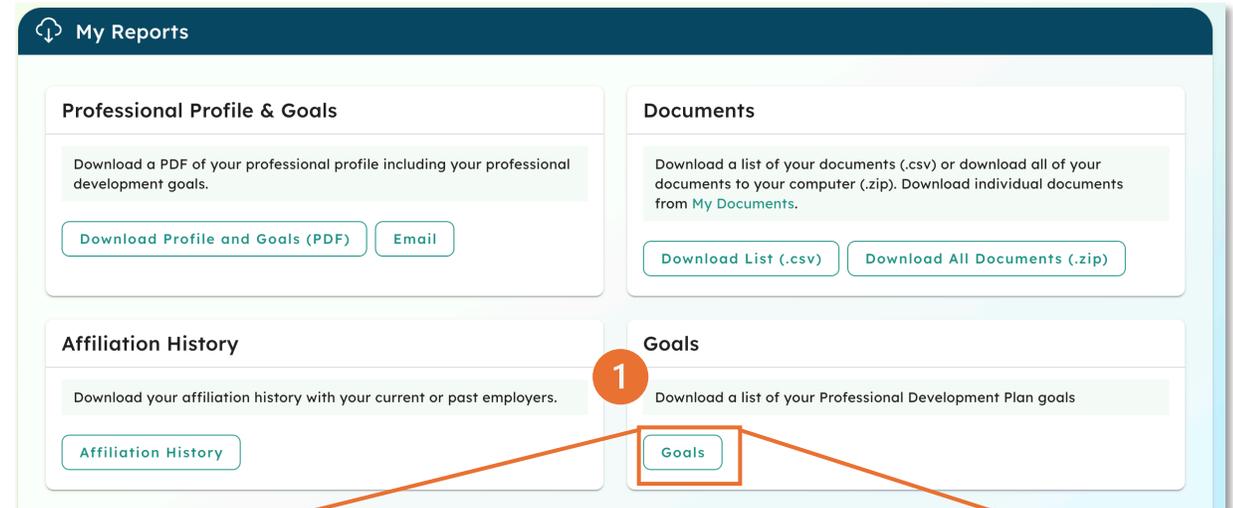
- Click the button of the report you want to run.

2. Select Report Options:

- Complete the fields or accept the default values.

3. Download the Report (.csv):

- Click **Download**
- A .csv file will download to your device.



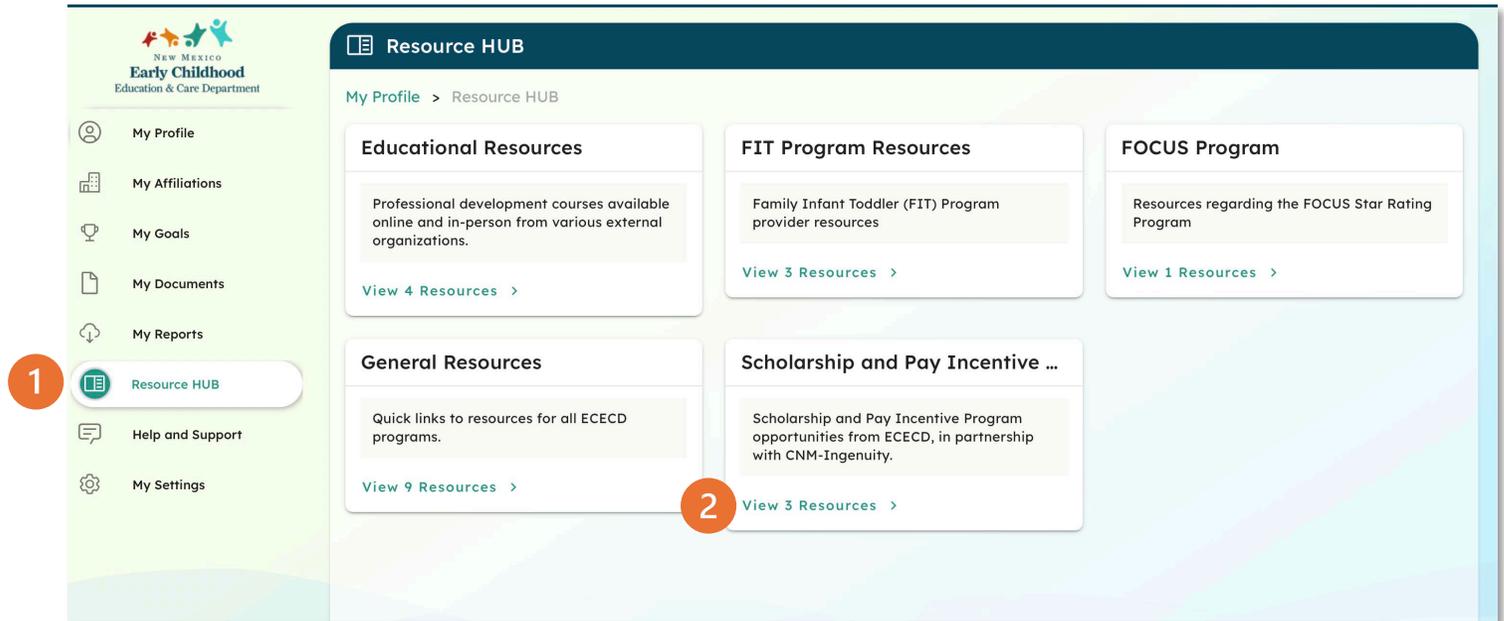
3 Resource HUB

The **Resource HUB** is your gateway to community and national resources, including sources online learning, 3rd party applications, scholarship and pay incentive programs, ECECD's FOCUS Program, and more!

1. Click **Resource HUB**.

Resources are grouped into categories.

2. Click **View Resources** at the bottom of a category card to view the resources in that category.



Resource HUB – Learn More

i All links are external to PDIS.

1. Click **Learn More** to open a new browser tab displaying the resource's URL.
2. Go back to **Resource Categories** by clicking **Resources** at the top.

The screenshot shows the 'Educational Resources' page of the Resource HUB. On the left is a navigation menu with options: My Profile, My Affiliations, My Goals, My Documents, My Reports, Resource HUB (highlighted), Help and Support, and My Settings. The main content area has a dark blue header 'Educational Resources' and a breadcrumb 'Resources > Educational Resources'. A blue warning box contains a note: 'Note: These links are being provided as a convenience and for informational purposes only and include some third party links. These links do not necessarily constitute an endorsement or an approval by the NM ECECD of any third party organization. The NM ECECD bears no responsibility for the accuracy, legality or content of external sites or for that of subsequent links. Contact the external site for answers to questions regarding its...'. Below this are four resource cards, each with a 'Learn More' button. The first card, 'NMELS Login', has a red circle with the number '1' next to its button. The second card is 'Quorum eLearning', the third is 'UNM Early Childhood Learning', and the fourth is 'UNM Home Visiting Training'. A red circle with the number '2' is positioned above the breadcrumb trail.

i The **Resource HUB** is always growing. Check back and explore!

Resource HUB - Special Buttons

All resources have a [Learn More](#) button. Some resource have an extra button with special features:

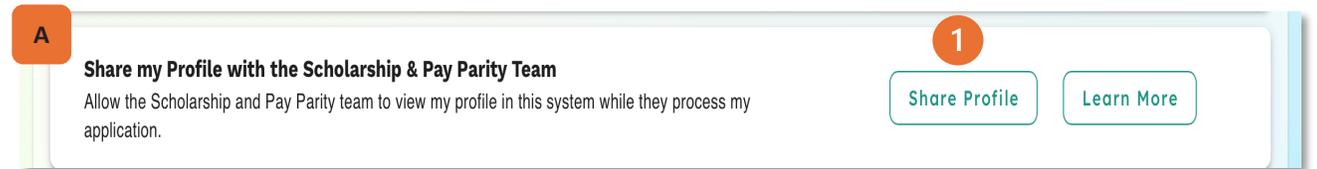
- A. In the [Scholarship and Pay Incentive Program resource](#), there is an option to **Share my Profile with the Scholarship & Pay Parity Team**.

1. Click [Share Profile](#).

You can also unshare your profile by clicking [Unshare Profile](#) (this option only appears after you have clicked Share Profile).

- B. In the **FOCUS Program resource**, you can request an **ECECD FOCUS Star-Level review** from the FOCUS TQRIS team. You can submit one equivalency review for each equivalency category.

1. Click [Request Review](#).

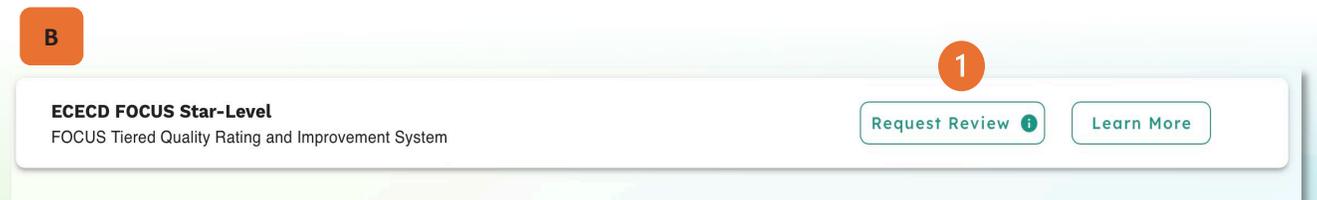


A

Share my Profile with the Scholarship & Pay Parity Team
Allow the Scholarship and Pay Parity team to view my profile in this system while they process my application.

1

[Share Profile](#) [Learn More](#)



B

ECECD FOCUS Star-Level
FOCUS Tiered Quality Rating and Improvement System

1

[Request Review](#) [Learn More](#)

Share Access to your Profile with Scholarship & Pay Incentive Program Staff

Sharing your profile with Scholarship and Pay Incentive Program Staff will let them more easily process your application.

1. Visit the **Resource HUB**.
2. Click **View Resources** in the **Scholarship and Pay Incentive** category.
3. Click the **Share Profile** button.

The screenshot displays the 'Resource HUB' interface for the New Mexico Early Childhood Education & Care Department. The left sidebar contains navigation options: My Profile, My Affiliations, My Goals, My Documents, My Reports, Resource HUB (highlighted with a red circle '1'), Help and Support, and My Settings. The main content area shows 'My Profile > Resource HUB' with two resource cards: 'Scholarship and Pay Incentiv...' (marked with a red circle '2') and 'FOCUS Program'. Below this is a 'Scholarship and Pay Incentive Program' section with a disclaimer, 'CNMI Early Childhood Mentor Network', 'Infant Toddler Pay Parity', and a 'Share my Profile with the Scholarship & Pay Parity Team' button (marked with a red circle '3').

Request a FOCUS Equivalency Review

You can submit a FOCUS equivalency review request by following these steps:

1. Visit the **Resource HUB**.
2. Click **View Resources** in the **FOCUS Program** category.
3. Click the **Request Review** button.
4. Complete the **FOCUS Equivalency Review Request** form and click **Send Request**.

The image illustrates the process of requesting a FOCUS Equivalency Review through four numbered steps:

- Step 1:** A screenshot of the "Resource HUB" interface. The "Resource HUB" link in the left sidebar is highlighted with a red circle containing the number 1.
- Step 2:** A zoomed-in view of the "FOCUS Program" resources section. The "View 1 Resources" link is highlighted with a red circle containing the number 2.
- Step 3:** A zoomed-in view of the "ECECD FOCUS Star-Level" section. The "Request Review" button is highlighted with a red circle containing the number 3.
- Step 4:** A screenshot of the "FOCUS Equivalency Review Request" form. The "Send Request" button is highlighted with a red circle containing the number 4.

4 Help and Support

Help and Support is for PDIS users that have questions or require technical support for PDIS.

A. Browse Helpful Resources

- This is a reminder that you can visit the [Resource HUB](#) to find specific help topics.

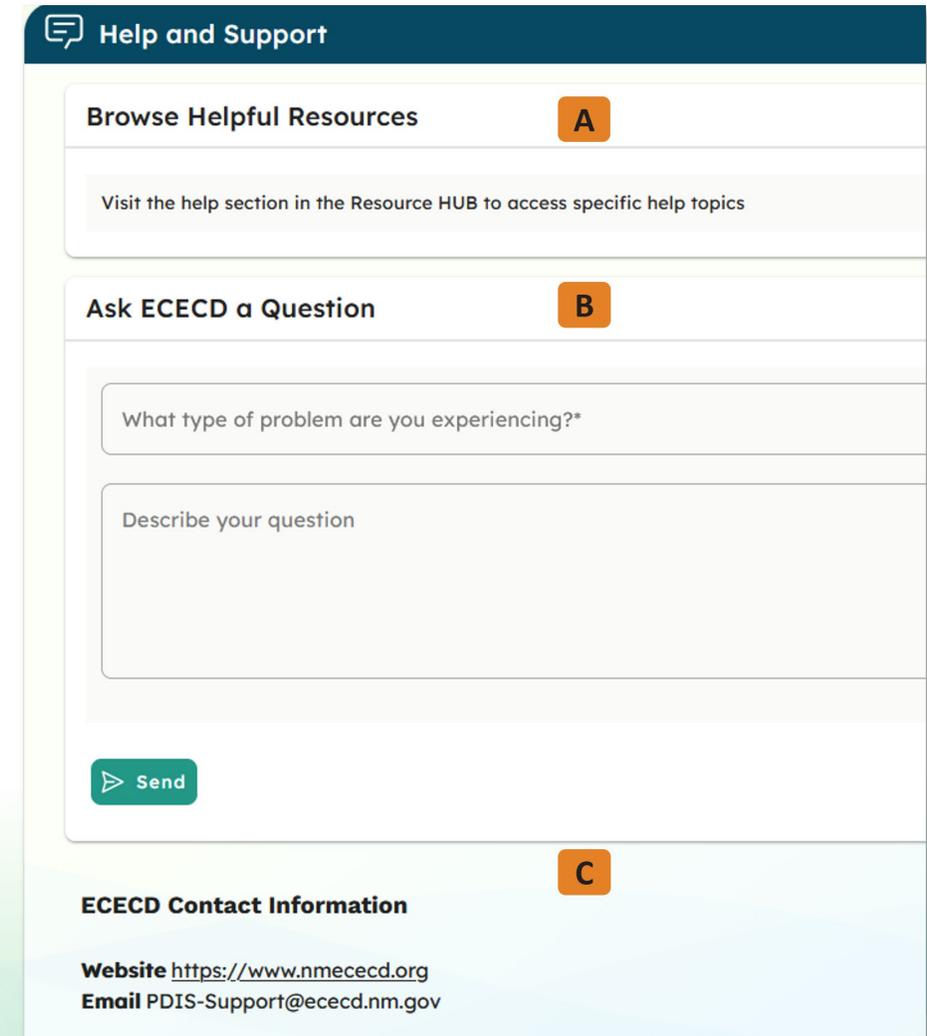
B. Ask ECECD

To contact ECECD with questions about PDIS:

- Select a help topic from the dropdown and in the next box, describe your question.
- Click **Send**.

C. ECECD Contact Information

- The ECECD website link and support email address are included here for quick reference.



The screenshot shows a 'Help and Support' interface with three main sections:

- Section A:** 'Browse Helpful Resources' with a sub-instruction: 'Visit the help section in the Resource HUB to access specific help topics'.
- Section B:** 'Ask ECECD a Question' containing a dropdown menu labeled 'What type of problem are you experiencing?*', a text area labeled 'Describe your question', and a 'Send' button.
- Section C:** 'ECECD Contact Information' providing the website <https://www.nmececd.org> and email PDIS-Support@ececd.nm.gov.

Section 5 Frequently Asked Questions

Question: I found an issue with a resource. How do I report the issue?

Answer: Please report your finding by clicking [Help and Support](#) in the main menu and filling out the [Ask ECECD](#) form.

Question: Can I request a resource be added to the Resource HUB?

Answer: Yes! Please submit your request by clicking [Help and Support](#) in the main menu and filling out the [Ask ECECD](#) form.

Section 6 – FAQ

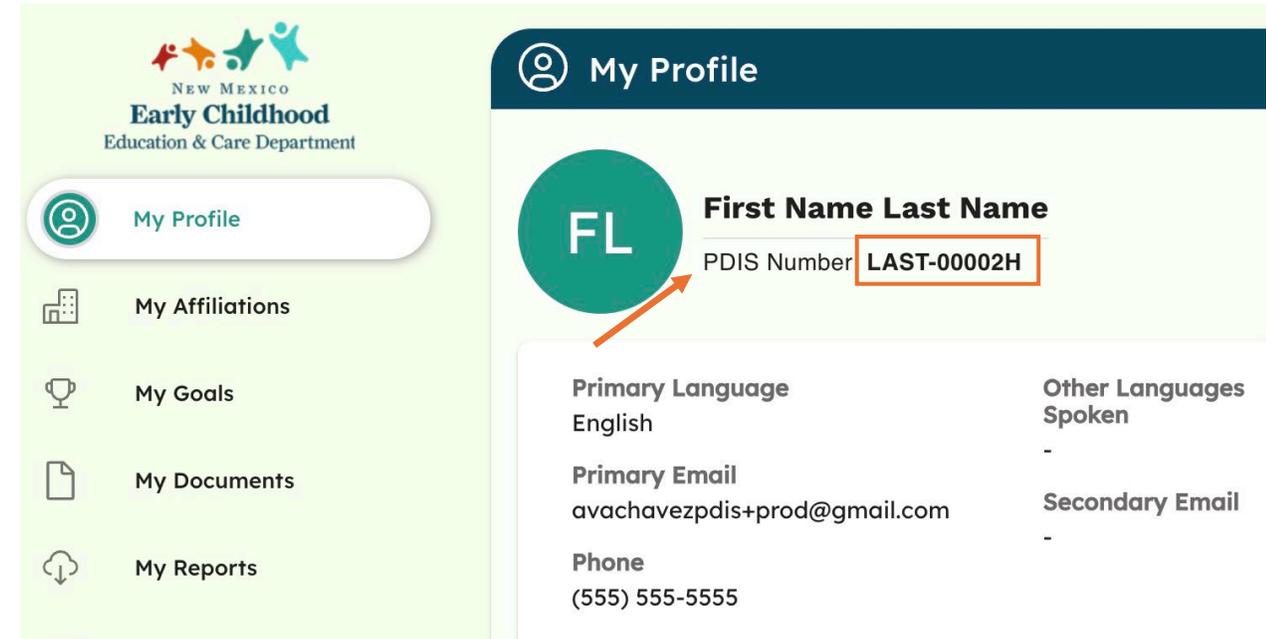
Section 1 Frequently Asked Questions Recap

Question: **Where is my PDIS Number?**

Answer: Your PDIS number is located under your name on the **My Profile** page.

Question: **Why can't I edit some fields?**

Answer: Some fields may be tied to your background check and can not be changed within PDIS.



Section 2 Frequently Asked Questions Recap

Question: I uploaded a document, but it does not appear. Why?

Answer: Clicking the refresh button in your browser should fix this issue.

Question: What file types can I upload?

Answer: Files must be one of the following types: PDF, JPEG (JPG), PNG, GIF, DOCX (DOC), XLSX (XLS), PPTX (PPT), or CSV.

Question: What is the maximum file size I can upload?

Answer: Files cannot exceed 10 MB.

Question: I can't edit or delete a certain document. Why?

Answer: **You cannot edit** a document if it is attached to a goal and verified by your employer or ECECD. **You cannot edit** a document that is attached to a goal.

Question: Why does preview not seem to be working?

Answer: Only images (JPEG, JPG, PNG or GIF) and PDFs support previews. Previewing PDFs might be blocked by your browser settings.

Section 3 Frequently Asked Questions Recap

Question: Can I affiliate with multiple employers (agencies)?

Answer: Yes! PDIS accommodates multiple affiliations.

Question: Can I have more than one active affiliation with the same employer Agency?

Answer: No. While you can have multiple employers within PDIS, you can only have one current affiliation (job) record with each employer at a time.

Question: If I change my job title at my current employer, should I disaffiliate?

Answer: No. Your employer will update your affiliation details if your job title and/or salary changes.

Question: Can my previous employer edit my profile?

Answer: No. If you are disaffiliated with an employer, they will have a record of your employment, but they can not edit your profile and will not see any new edit you make to your Profile.

Section 4 Frequently Asked Questions Recap

Question: How do I delete a goal?

Answer: Goals cannot be deleted. If a goal was created in error, it may be marked Inactive.

Question: Should I mark a professional development goal as Inactive once it is complete?

Goals typically should remain active through your professional development plan window (12 months or more).

Question: My goal shows over 100% How is that possible?

Creating a professional development goal includes setting the required number of training hours to meet the goal. You enter the actual training hours done when you attach one or more documents as proof of progress toward the goal completion. If the total hours in attached documents exceed the total hours for the goal, % Complete will exceed 100%.

Question: If I switch employers, do my professional development goals in progress follow me?

No. Goals attached to an Agency (employer) are marked inactive when the employee disaffiliates from the employer. However, all documents remain with the employee and may be available to be attached toward a new professional development plan with a new employer in the future if needed.

Section 5 Frequently Asked Questions Recap

Question: I found an issue with a resource. How do I report the issue?

Answer: Please report your finding by clicking [Help and Support](#) in the main menu and filling out the [Ask ECECD](#) form.

Question: Can I request a resource be added to the Resource HUB?

Answer: Yes! Please submit your request by clicking [Help and Support](#) in the main menu and filling out the [Ask ECECD](#) form.