



San Francisco Department of Early
Childhood (SF DEC) Portal

Professional Portal Guide

Document issued: July 2026



Table of Contents

Overview	2
Need Help?	2
Sign Up	2
Sign In	3
Forgot Your Password?	3
Two-Factor Authentication	4
Home Page	5
Professional Portal Dashboard	6
My Early Childhood Career Journey	6
(1) Your Information	7
(2) Your Place of Employment	8
(3) Your Education	9
(4) Your Professional Development	9
(5) Your Certification	10
Review and Submit	10
Training Calendar	11
Explore Available Trainings	11
List View	12
Calendar View	13
Enroll in a Training	14
Enrolling in a Training Series	14
Withdraw from a Training	15
My Registered Training Sessions	15
My Professional Development	16
Download your Transcript	16
Email Notifications about your Registered Trainings	16
Enrollment Status Key	17
Professional Staff Notes	18
Messaging Hub	19
Send a New Message	19

Reply to a Message	20
Add Attachments	20
Sign Out.....	21

Overview

The **San Francisco Department of Early Childhood (SF DEC) Portal** is an exciting new website dedicated to supporting the early care and education workforce.

This guide will provide you with step-by-step instructions on how to navigate the site.

This includes:

- Creating and signing in to your SF DEC Portal account,
- Reviewing your information in the **My Early Childhood Career Journey**,
- Exploring and registering for trainings in the **Training Calendar**,
- Managing your training information (**My Registered Trainings**),
- Accessing your training information and Transcript (**My Professional Development**),
and
- Sending and responding to messages in the **Messaging Hub**.

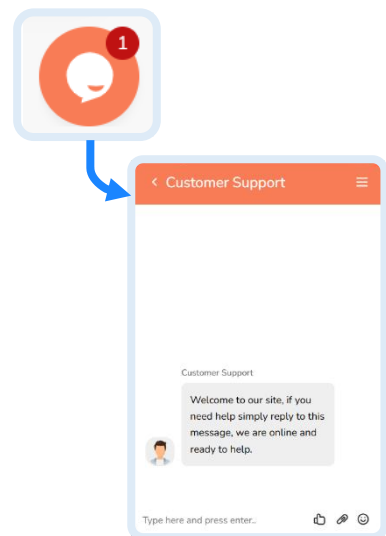
Need Help?

Don't hesitate to contact us!

Use the **chat** in the Portal website by clicking the icon located in the bottom left corner of your screen.

Contact us via **email** at
support@welsfoundation.org

Monday - Friday, 9am to 5pm



Sign Up

Follow these steps to create your SF DEC account if you have not done so already.

Open a browser window and type <https://welsportal.sfdec.net> to get to the homepage of the SF DEC Portal website.

Click **Sign Up** to create your personal account.

This will open a new screen where you will fill in basic information about yourself, including:

- **Email Address** (This will also be your Username)
- **Password**
- **First and Last Name**
- **Date of Birth***
- **Mobile Phone**
- **Registry ID**

When you are done, click **Sign Up**.

After you have signed up, you will receive an email confirming that your account has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

**This information is required for verification purposes.*

The image displays two screenshots of a web application interface. The top screenshot is the 'Sign In' page, which features a 'Sign In' button and a 'Forgot your Password? Reset Password' link. A red box highlights the 'Sign Up' button, with a blue arrow pointing from it to the bottom screenshot. The bottom screenshot is the 'Sign Up' page, which contains several input fields: 'Email Address' (with the value 'vsapp@welsfoundation.org'), 'Password' (with a masked value '.....'), 'First Name' (with the value 'Vera'), 'Last Name' (with the value 'Sapp'), 'Date of Birth' (with the value '11/11/1981'), 'Mobile Phone' (with the value '(555) 555-5555'), and 'Registry Id' (with the value '1234 222222'). Below these fields is a 'Sign Up' button and a 'Home' button. At the bottom of the page, there is a link for 'Already Registered? Sign In'.

Sign In

Access the Sign In page by typing <https://welsportal.sfdec.net> in your browser.

Once you have created your account, enter your username and password and click **Sign In**.

The image shows two screenshots of a web application interface. The top screenshot is the 'Sign In' page. It features a username field with the email 'vsapp@welsfoundation.org' and a green checkmark, a password field with masked characters, a blue 'Sign In' button, a link for 'Forgot your Password?' with a red bracket around the 'Reset Password' text, and a light purple 'Sign Up' button. A blue arrow points from the 'Reset Password' link to the bottom screenshot. The bottom screenshot is the 'Reset Password' page. It shows the same email in the username field, a red 'Send' button, and a light purple 'Home' button.

Forgot Your Password?

From the Sign In page, click the **Reset Password** link. Enter the email address you used to sign up and click **Send**. You will receive an email with a link to reset your password.

Clicking this link will take you back to the SF DEC Portal where you will be prompted to create a new password.

Make sure your new password has each of the following:

- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#\$%^&*()+_-{}?~-]
- At least 6 characters

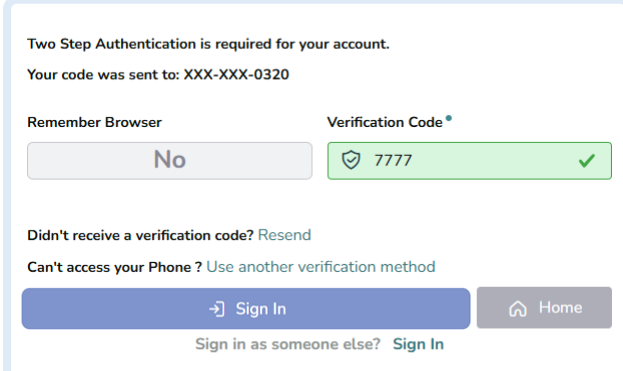
When you are finished, click **Update** and use your new password to sign in to your account.

Two-Factor Authentication

We want to keep your account safe by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging in to your account from a new device or browser.

Two-factor authentication ensures it is you signing in to your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the **Sign In** page.

Once you have clicked **Sign In**, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code. Choose whether you want to receive this code via email, text message, or call to the phone number you provided when you created your profile.

A screenshot of a web interface for Two Step Authentication. At the top, it says "Two Step Authentication is required for your account." Below that, it says "Your code was sent to: XXX-XXX-0320". There are two main sections: "Remember Browser" with a "No" button, and "Verification Code" with a green box containing "7777" and a checkmark. Below these, there are links: "Didn't receive a verification code? Resend" and "Can't access your Phone? Use another verification method". At the bottom, there is a large blue "Sign In" button with a key icon, a "Home" button with a house icon, and a link "Sign in as someone else? Sign In".

Two Step Authentication is required for your account.
Your code was sent to: XXX-XXX-0320

Remember Browser: No

Verification Code: 7777 ✓

Didn't receive a verification code? [Resend](#)

Can't access your Phone? [Use another verification method](#)

[Sign In](#) [Home](#)

[Sign in as someone else? Sign In](#)

***NOTE:** *If you want to bypass this process when logging in to the site from this browser on your private device, click the **No** button under **Remember Browser** to change to **Yes**.*

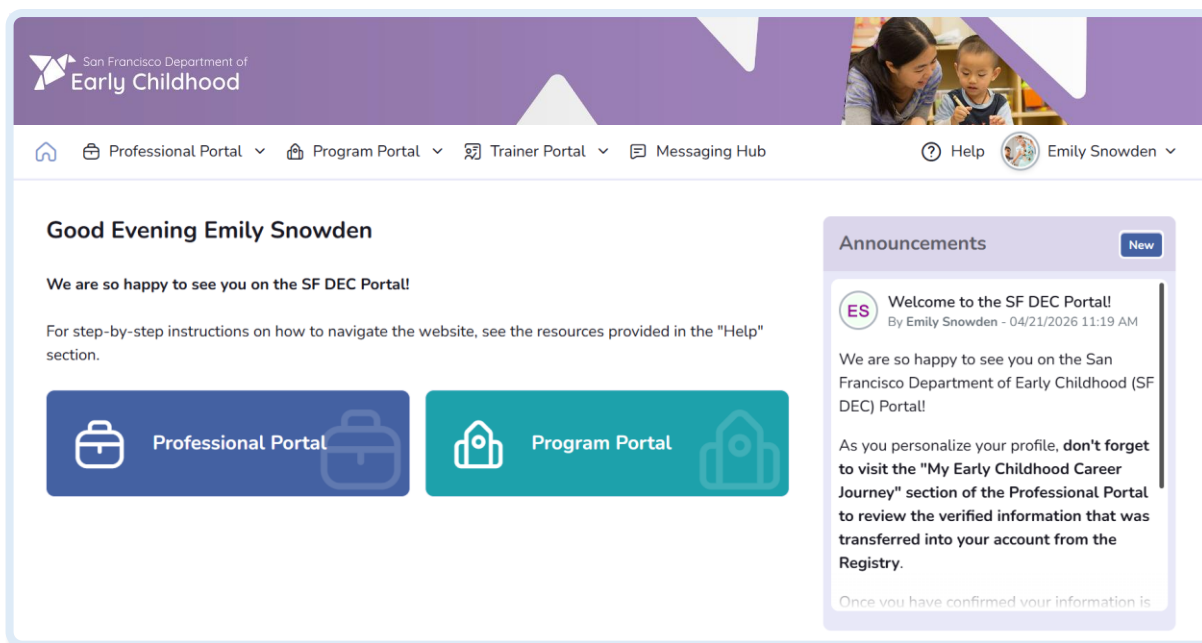
When you receive your code, enter it in the **Verification Code** box.

Click **Sign In** to access your account.

If you are not able to access your phone, contact support by sending an email to support@welsfoundation.org.

Home Page

When you first sign in, you will see The **SF DEC Portal Home Page**. Here, you can review any **Announcements** and access the different areas of the site.



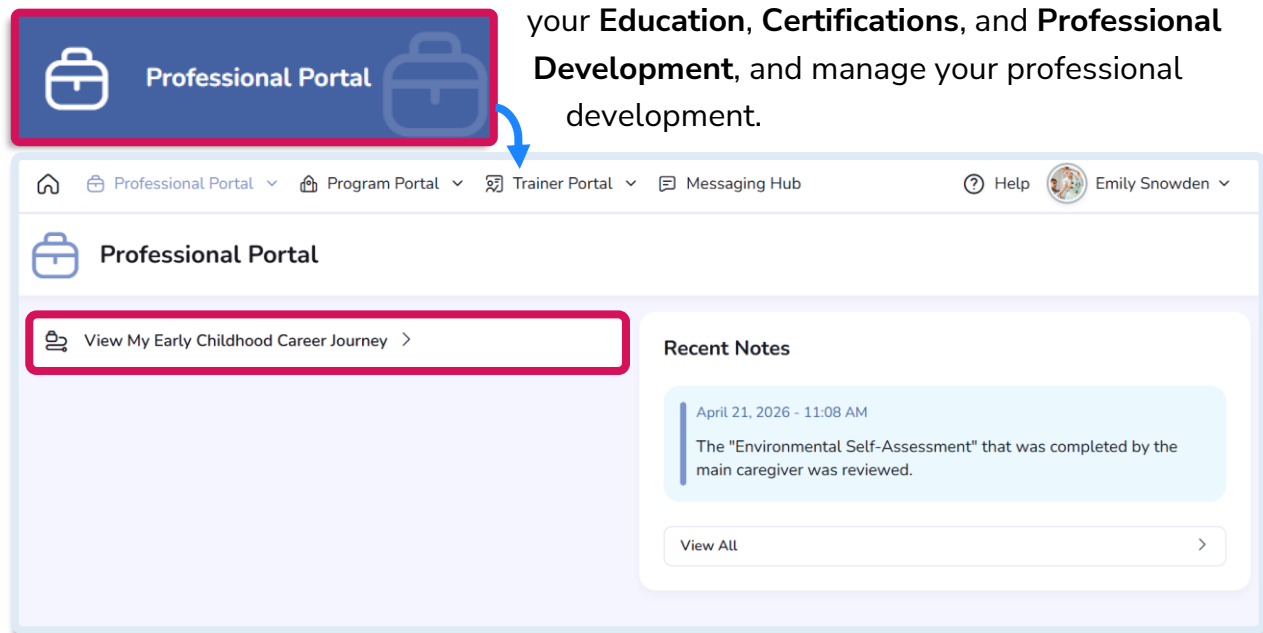
This includes:

Professional Portal	Keep your personal information updated in the <i>Early Childhood Career Journey</i> , explore and register for Trainings , and access your training information and Transcript . *If you are logging in for the first time , you will need to visit this section to finish setting up your personal profile.
Program Portal	An area of the website specifically for program leaders like Owners and Directors to support staff, manage program information, and quality support participation. To review this information and work in this area of the site, you must be granted access from SF DEC. See the <i>Program Portal Guide</i> for more information.
Help	Access and review technical guides and videos (like this one!) that help you navigate the website.

Professional Portal Dashboard

The **Professional Portal** is where you can access and personalize your early childhood profile. Click the **Professional Portal** button on the **SF DEC Portal Home Page** to open this area of the site.

Here, you can keep your information up to date, review the verified information about your **Education, Certifications, and Professional Development**, and manage your professional development.



When you first enter the **Professional Portal**, you will see your Dashboard.

This includes the **My Early Childhood Career Journey**, where your personal information is updated and stored.

My Early Childhood Career Journey

My Early Childhood Career Journey was designed to help you keep track of your career information and goals. Each section collects and stores information about you and your experiences in early care and education.

When you first create your account, your “*Career Journey*” will populate with verified information that was transferred in from the Registry—review this for accuracy. If any of this information is not current, please visit the Registry to update. Your updates will be available in the Portal the following day.

(1) Your Information

In **Your Information**, your personal and demographic information will transfer in from the Registry. Review this information for accuracy. This includes:

- **Spoken Languages & Primary Language**
- **Gender**
- **Ethnicity**
- **Race**

Here, you will also see the name and contact information you provided when signing up.

When you have finished, click **Next** to move on to the next section.

The screenshot displays the 'My Information' form with a header bar containing a note: 'When a field is followed by a * the field is required.' Below this is a circular profile picture placeholder with the letters 'ES'. The form is organized into several sections: 'Objective' and 'Profile Description' at the top; 'My Spoken Languages*' (with 'American Sign Language' and 'English' selected) and 'Primary Language*' (with 'English' selected); 'First Name*' (Emily), 'Middle Name or Initial' (empty), and 'Last Name*' (Snowden); 'Previous Last Name' (empty), 'Date of Birth*' (04/24/1992), 'Primary Email*' (esnowden@welsfo), and 'Secondary Email' (empty); 'Pronouns' (Select Option), 'Gender*' (Female), 'Ethnicity*' (White non Hispanic), 'Race*' (White/Caucasian), 'Country Of Origin' (Select Option), and 'Primary Phone*' (8505555555). Green checkmarks indicate that the fields for Date of Birth, Primary Email, Gender, Race, and Primary Phone have been successfully validated.

(2) Your Place of Employment

Your Place of Employment

Your Employment

+ Add Employment

Employed Site	License Number	Status	
SF TEST SITE	SF123456	Past	No Actions Available
SF TEST HOME	SF654321	Current	

Your Positions

+ Add Position

Position	Age Group	Effective Date	End Date	
FCCH Owner	Family Child Care	09/09/2019		No Actions Available

← Previous

Next →

In **Your Place of Employment**, verified information will transfer in and autofill regarding your employment in San Francisco early care and education. Review this information for accuracy.

This includes:

Your Employment	This will show the name of the program or home where you care for children (Employed Site), their License Number , as well as the Status of your employment (<i>Past</i> or <i>Current</i>).
Your Positions	This area relates to the program that is selected above and displays information about what your role is there, including your Position, the Age Group(s) you care for, as well as the Effective Date when you started in that role. If this is a <i>Past</i> employment or position, this will also include an End Date.

(3) Your Education

Your Education

Your Educational Level

+ Add Education

Educational Level	Major/Specialization	Institution	Date
High School Diploma/GED			05/05/2010

← Previous

Next →

In **Your Education**, verified information about your **Degree(s)** will transfer and autofill. This includes the type of degree (**Educational Level**), the area of study (**Major/Specialization**), **Institution** where you completed the education, as well as the **Date** of completion.

Review this information for accuracy. When you have finished, click **Next** to move on to the next section.

(4) Your Professional Development

Your Professional Development

Your Trainings

+ Add Training

Advanced Search

Search...

Columns

Class Name	Unit Type	Number of Units	Competency	File(s)
12 ECE/CD (77777)	Credit Coursework	12 Credit Coursework		No Document Attached

Rows to display 10

1 - 1 of 1

← Previous

Next →

In **Your Professional Development**, verified information about trainings and **Professional Development** will transfer and autofill. This includes the title of the

training (**Class Name**), **Unit Type** (Credit, CEUs, or Non-Credit), subject or **Competency** area, and any related **File(s)** or documentation that have been attached.

Review this information for accuracy. When you have finished, click **Next** to save and move on to the next section.

(5) Your Certification

The screenshot shows a section titled "Your Certification". At the top right is a button labeled "+ Add Certification/Credential". Below this is a table with two columns: "Certification" and "Date of Certification". The first row contains the text "Child Development Associate - Center Infants/Toddlers" and "12/12/2023", with a green checkmark icon between them. To the right of the date is a vertical ellipsis menu icon. At the bottom right of the section are two buttons: "← Previous" and "Next →".

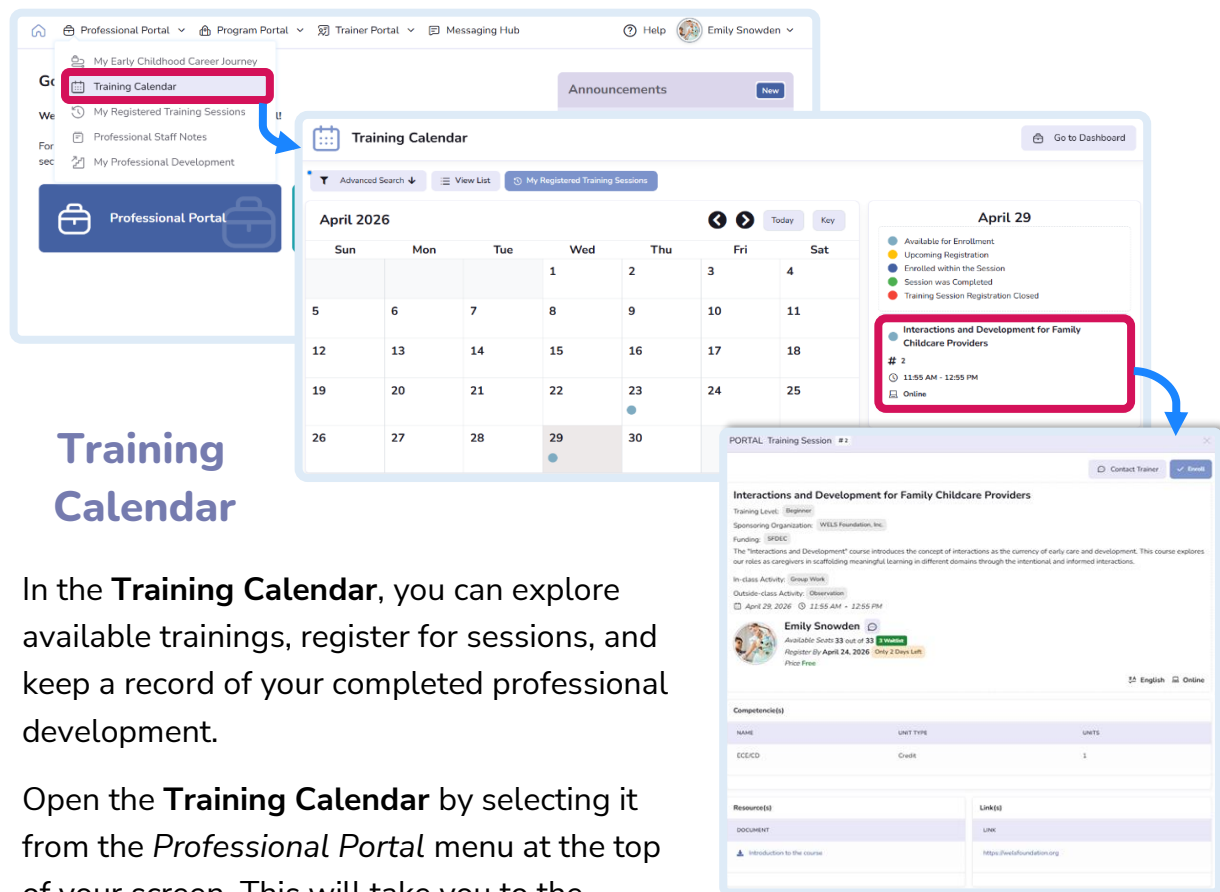
In **Your Certification**, verified information about your **Certification(s)** and **Credentials** will transfer and autofill. This includes the type of **Certification** as well as the **Date** when it was completed.

Review this information for accuracy. When you have finished, click **Next** to save and move on to the next section.

Review and Submit

The screenshot shows the "Review and Submit" page. On the left is a sidebar with a list of items: "My Early Childhood Career Journey", "Training Calendar", "My Registered Training Sessions", "Professional Staff Notes", "My Professional Development", "Your Place of Employment", "Your Education", "Your Professional Development", "Your Certification", and "Review and Submit". The "Training Calendar" item is highlighted with a red box and a yellow star icon. The main content area has a heading "Review and Submit" and a large green checkmark icon followed by the text "Congratulations! No extra steps are required for submission." At the bottom right is a button labeled "← Previous".

On the **Review and Submit** page, you will confirm that all the required information has been provided. When you have finished, you are ready to access the **Training Calendar!**



Training Calendar

In the **Training Calendar**, you can explore available trainings, register for sessions, and keep a record of your completed professional development.

Open the **Training Calendar** by selecting it from the *Professional Portal* menu at the top of your screen. This will take you to the **Training Calendar** page where you can search for and view available training sessions from the list provided.

***NOTE:** Remember you need to have a verified employment record in your Career Journey to access the **Training Calendar**.

Explore Available Trainings

In the **Training Calendar**, explore the different trainings being offered. This information is available in a “calendar view” as well as a “list view” (more on each viewing option in the next section of this guide).

Once you select a training from the calendar or list, you can review details about that training on the screen. If the training is open for enrollment, you will be able to enroll at this point.

List View

In *List View*, you will see the different training options available in a searchable list.

The screenshot displays the 'Training Calendar' interface. At the top, there's a 'Go to Dashboard' button. Below it, a navigation bar includes 'Advanced Search', 'View Calendar', and 'My Registered Training Sessions'. A search bar is present. The main table lists training sessions with columns for Id, Training Session Name, Delivery Language(s), Availability, Date(s), Location, and Status. Three sessions are listed:

Id	Training Session Name	Delivery Language(s)	Availability	Date(s)	Location	Status
1	Math for the Preschool Classroom Laura Mallory	English	Available Seats 20/20 Registration Open	May 6, 2026 2:00 PM - 5:00 PM	Online	Enroll Details
2	Interactions and Development for Family Childcare Providers Emily Snowden	English	Available Seats 33/33 Only 3 Days Left	April 29, 2026 11:55 AM - 12:55 PM	Online	Enroll Details
3	Interactions and Development for Infant and Toddler Teachers Emily Snowden	English	Available Seats 33/33 Only 2 Days Left			

A detailed view of the second session, 'Interactions and Development for Family Childcare Providers', is shown in a pop-up window. It includes details about the training level (Beginner), sponsoring organization (Wells Foundation, Inc.), funding (SFISC), and a description of the course. It also lists in-class and outside-class activities, the instructor (Emily Snowden), and a table of competencies.

NAME	UNIT TYPE	UNITS
ECCECD	Credit	1

From this screen, you can see information at a glance including the **Training Session Name**, the **Delivery Language**, enrollment **Availability**, **Date(s)**, and **Location**.

The **Status** column will also identify any courses you have already enrolled in or completed.

Type in the **Search** bar to find a specific training. You can also use the **Advanced Search** options available by clicking the button at the top of the page.

Find out more information about a training in the list by clicking the **Actions** button then selecting **Details**. This will open a new window where you can review additional information about the training. From this window, you will have the option to **Enroll** in open trainings.

Switch from **List View** to **Calendar View** by clicking the **View Calendar** button.

Calendar View

If you click **Calendar View**, this will switch how you see this information to instead show trainings by date in a calendar format. Use the **Advanced Search** options to find filter the trainings you see in the calendar by clicking the button at the top of the page.

The screenshot shows the 'Training Calendar' interface. At the top, there's a 'Go to Dashboard' button. Below it are tabs for 'Advanced Search', 'View List', and 'My Registered Training Sessions'. The main calendar shows April 2026. A blue dot on April 29th indicates a training session. To the right, a legend explains the color-coding: blue for 'Available for Enrollment', yellow for 'Upcoming Registration', green for 'Enrolled within the Session', and red for 'Training Session Registration Closed'. A callout box for April 29th shows details for 'Interactions and Development for Family Childcare Providers # 2', including the time '11:55 AM - 12:55 PM' and 'Online' status. Below the calendar, a detailed view of the training session is shown, including the title, level, funding, and a list of competencies.

In *Calendar View*, you can explore professional development opportunities by month or being offered on a specific day. Once you have selected a specific date on the calendar, information about available trainings will show on the right side of your screen.

As you view the Calendar, you will see training schedules for each day color-coded in the following way:

Available for Enrollment

You are able to enroll in this Professional Development Opportunity.

Upcoming Registration

Registration for this training is opening soon.

Enrolled within the Session

This is a professional development opportunity that you previously enrolled for.

Session was Completed

You successfully enrolled for and completed this Professional Development Opportunity.

Training Session Registration Closed

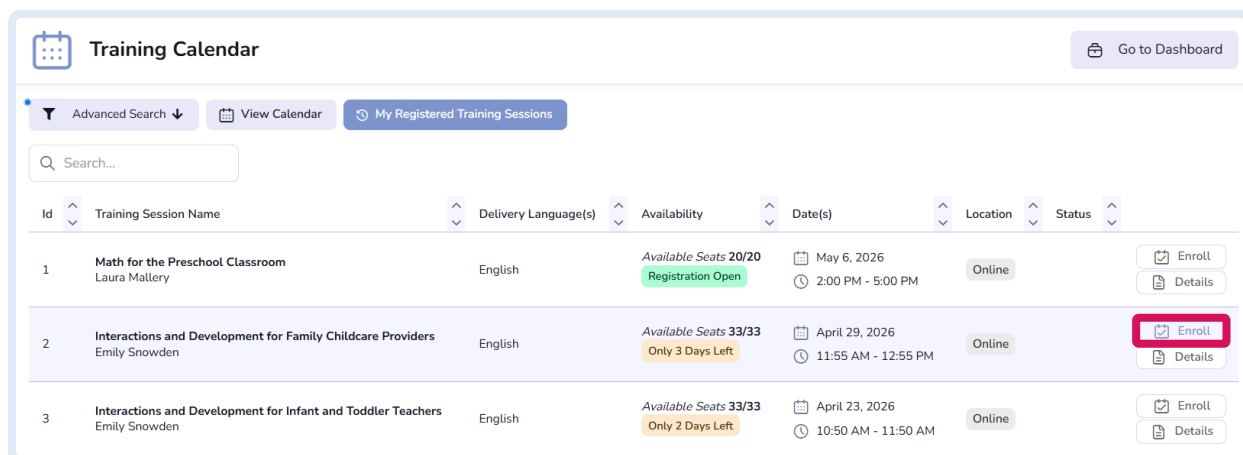
You are not able to enroll in this training.

Find out more information about a training in the calendar by selecting it in the list on the right side of the screen.

This will open a new window labeled **Training Session Information** with additional information about the training. From here, you can enroll in available trainings using the **Enroll** button available in the top right corner of the *Training Session information* window.

Enroll in a Training

Enroll in an available Training using the **Enroll** button in the top right corner of the **Training Session Details** window. You can also enroll in a training directly from **List View** by clicking the **Enroll** button (on the right side of the screen).



The screenshot shows the 'Training Calendar' interface. At the top, there's a header with a calendar icon, the title 'Training Calendar', and a 'Go to Dashboard' button. Below the header, there are tabs for 'Advanced Search', 'View Calendar', and 'My Registered Training Sessions'. A search bar is present. The main content is a table with columns: Id, Training Session Name, Delivery Language(s), Availability, Date(s), Location, and Status. There are three rows of training sessions. The second row, 'Interactions and Development for Family Childcare Providers' by Emily Snowden, has its 'Enroll' button highlighted with a red box. The third row, 'Interactions and Development for Infant and Toddler Teachers' by Emily Snowden, also has an 'Enroll' button.

Id	Training Session Name	Delivery Language(s)	Availability	Date(s)	Location	Status
1	Math for the Preschool Classroom Laura Mallery	English	Available Seats 20/20 Registration Open	May 6, 2026 2:00 PM - 5:00 PM	Online	Enroll Details
2	Interactions and Development for Family Childcare Providers Emily Snowden	English	Available Seats 33/33 Only 3 Days Left	April 29, 2026 11:55 AM - 12:55 PM	Online	Enroll Details
3	Interactions and Development for Infant and Toddler Teachers Emily Snowden	English	Available Seats 33/33 Only 2 Days Left	April 23, 2026 10:50 AM - 11:50 AM	Online	Enroll Details

You will receive an email confirming that you were successfully enrolled or added to the Wait List.

Enrolling in a Training Series

When multiple training sessions are required, the group of sessions is called a **Training Series**. You will see these trainings marked as a **Series** in the **Availability** column.

If you enroll in a training option labeled as a *Training Series*, you will automatically be enrolled in all sessions in the series and expected to participate in each session as scheduled.

Withdraw from a Training

If you need to remove yourself from a training that you previously enrolled in, start by finding that training in your **My Registered Trainings** list. Next, open the **Details** about that training and click the **Un-Enroll** button in the top right corner of the page.

The screenshot shows the 'My Registered Training Sessions' interface. At the top, there's a header with a clock icon and the title 'My Registered Training Sessions', along with a 'Go to Dashboard' button. Below the header, there's a search bar and a 'Go To Professional Development' button. A table lists training sessions with columns for Id, Name, Training Number, Date Range, Status, and Actions. Two rows are visible: one for 'Interactions and Development for Family Childcare Providers' (Id 2) and another for 'Math for Family Childcare Homes' (Id 4). The first row's 'Details' button is highlighted with a red box. A blue arrow points from this button to a detailed view of the training session. This detailed view shows the training title, level (Beginner), sponsoring organization (WELS Foundation, Inc.), funding (SFDEC), a description, in-class and outside-class activities, and a date/time slot. In the top right corner of this detailed view, there are two buttons: 'Contact Trainer' and 'Un-Enroll', with the latter highlighted by a red box.

***NOTE:** You can also take this action from the **Training Calendar**.

You will receive an email confirming that you successfully withdrew from the training.

My Registered Training Sessions

In the **My Registered Training Sessions** section of the *Professional Portal*, you can view a list of all the trainings you have enrolled in or interacted with in the SF DEC Portal.

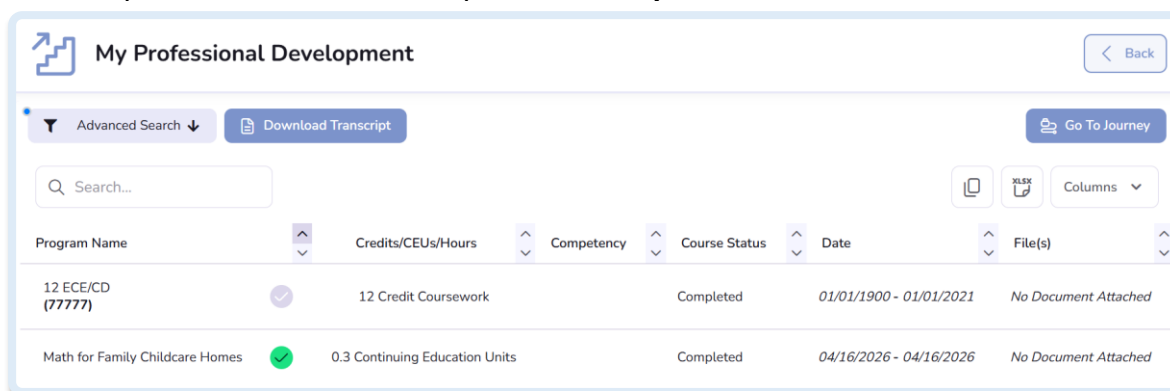
This screenshot shows the 'My Registered Training Sessions' page with a table of training sessions. The table has columns for Id, Name, Training Number, Date Range, Status, and Actions. Two rows are visible: one for 'Interactions and Development for Family Childcare Providers' (Id 2) and another for 'Math for Family Childcare Homes' (Id 4). The first row's 'Details' button is highlighted with a red box. The second row's status is 'Completed'.

Id	Name	Training Number	Date Range	Status	Actions
2	Interactions and Development for Family Childcare Providers		04/29/2026 - 04/29/2026		Details
4	Math for Family Childcare Homes		04/16/2026 - 04/16/2026	Completed	

Each of these trainings will appear in the list with information at a glance, including your current **Status**. You can also access the **Training Details** screen for each training session or series listed by clicking the **Actions** button and selecting **Details**.

My Professional Development

The **My Professional Development** section of the **Professional Portal** shows information about the **Professional Development** you have completed. From this section, you can also download your **Transcript**.



Program Name	Credits/CEUs/Hours	Competency	Course Status	Date	File(s)
12 ECE/CD (77777)	12 Credit Coursework		Completed	01/01/1900 - 01/01/2021	No Document Attached
Math for Family Childcare Homes	0.3 Continuing Education Units		Completed	04/16/2026 - 04/16/2026	No Document Attached

Open the **My Professional Development** section by selecting it from the **Professional Portal** menu at the top of the screen. This page is also accessible using the **Go to Professional Development** button on the **My Registered Trainings** page.

Download your Transcript

From the **My Professional Development** screen, view and download a transcript of your *Verified* and *Self-Reported* Trainings by clicking **Download Transcript**. This will generate a PDF version of your Transcript that will download directly to your device.

***NOTE:** *If you are having issues finding the document, try checking the “Downloads” folder on your device to find the PDF of your Transcript.*

Email Notifications about your Registered Trainings

You will receive email messages to the email address you provided with information about courses you have registered for. Reasons for these email messages include:

- **Confirmation of your enrollment in a training;**

- **Reminders for upcoming Trainings;**
These messages are typically sent one week prior and again day of the training.
- **Go/No Go Date updates;**
If minimum enrollment has not been reached by a specific date, the training will be cancelled and you will receive a message.
- **Updates about your enrollment status** (an **Enrollment Status Key** is provided below).

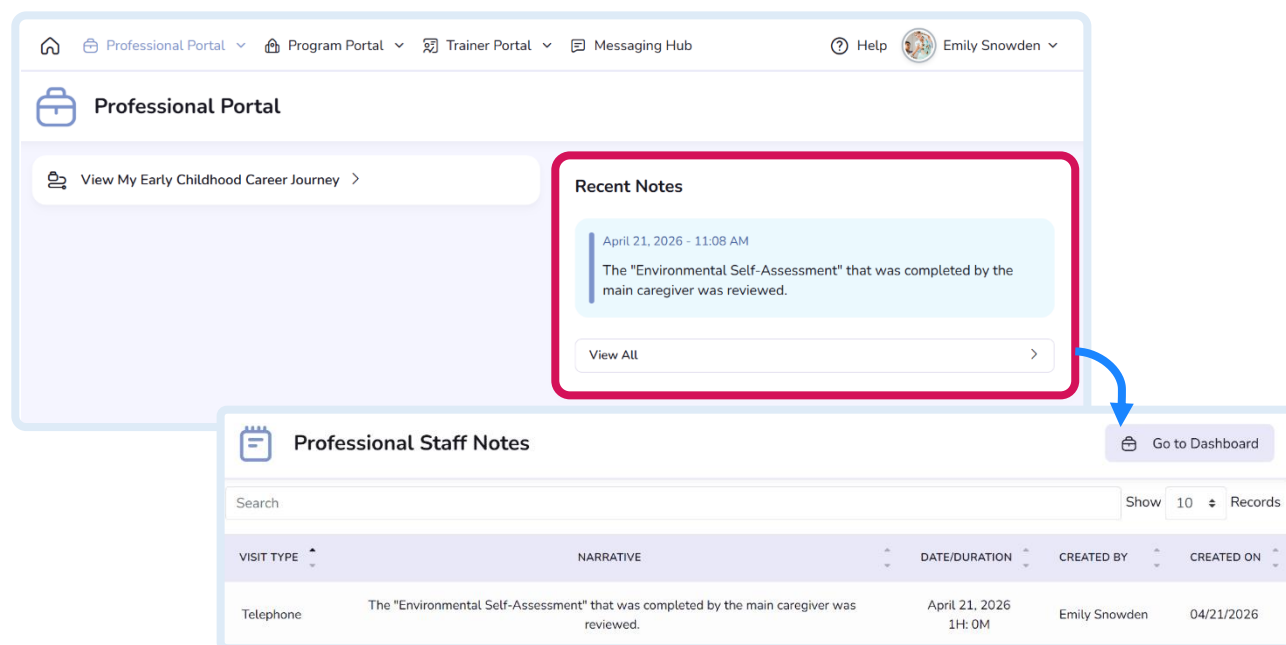
Enrollment Status Key

Your **Enrollment Status** indicates your current status with a specific training session or series. This includes the following options:

Cancelled	The training session or series was cancelled.
Completed	You successfully completed the training session or series.
Enrolled	You successfully registered for the training session or series. This status may also indicate that Trainer enrolled you in the training session or series from the Waiting List.
Incomplete	You did not complete the training session or series.
No Show	You enrolled in but did not attend the training session or series.
Wait-Listed	There are no available seats in the training session or series and you have been added to the Waiting List.
Withdrawn	You have unenrolled from the training session or series.

Professional Staff Notes

Review any notes that SF DEC or other agency staff members have tagged you in and shared with you. This section of the site is available from your **Professional Portal Dashboard** as well as from the **Main Menu** at the top of the screen.

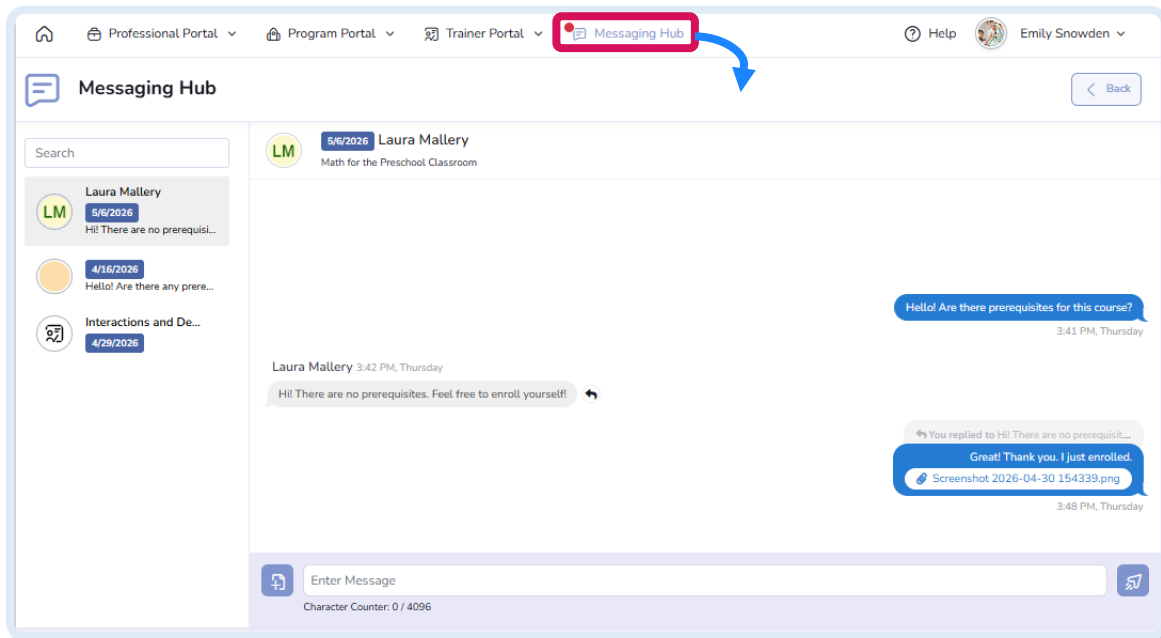


When you open the **Professional Staff Notes** section, you will see a list with any **Notes** where you have been tagged by an individual like your Coach. For each **Note** in the list, you will see:

Visit Type	How was this visit conducted? (e.g., Telephone, In Person, etc).
Narrative	What happened during the visit?
Date/Duration	When did the visit occur and for how long? This includes the Date and Time .
Created By	Who created and shared this Note ?
Created On	When was this Note created and shared?

Messaging Hub

The **Messaging Hub** is a feature that allows educators and trainers to directly communicate through the SF DEC Portal.



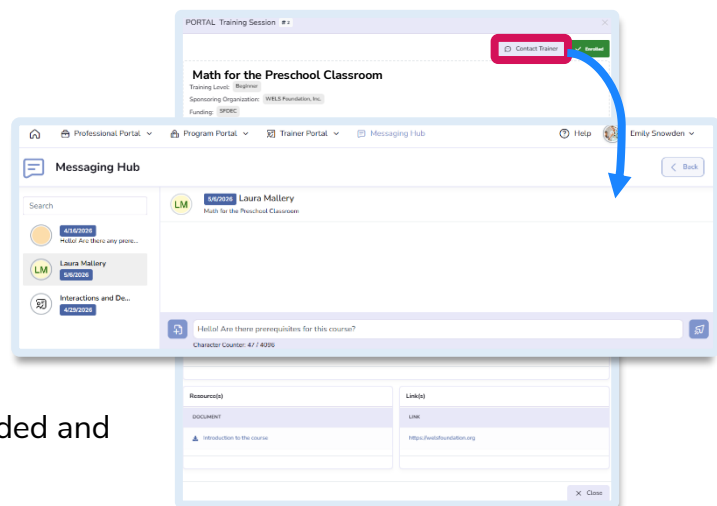
Access this section of the website by selecting **Messaging Hub** from the menu available at the top of your screen. In this area of the website, you see any messages you have received as well as manage any **Group Chats** that you are a part of.

Select a message thread from the list provided on the left side of the screen to review the contents of that “chat.”

Send a New Message

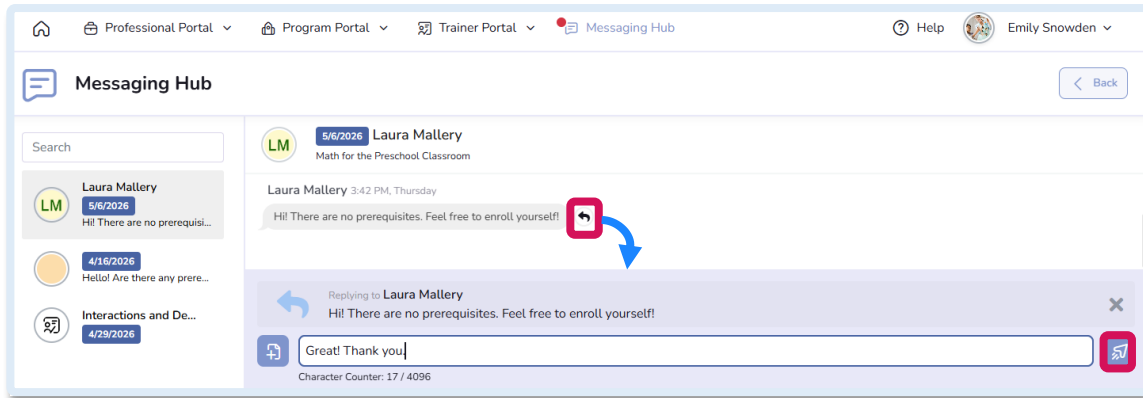
To send a message to a Trainer, open the **Training Session Details** from **My Registered Trainings** or the **Training Calendar**. From this window, click **Contact Trainer**.

This will open the **Messaging Hub** section where you will be able to type your message into the box provided and send.



Reply to a Message

You will receive an email notification when you have a new message available in the **Messaging Hub**. Log in to your SF DEC Portal account and open the **Messaging Hub** section to review the message.



Once you have opened the **Messaging Hub**, select an existing conversation from the list on the left side of the screen. This will open that conversation thread.

Continue the chat by typing your message into the box provided. You can also reply to a specific message by clicking the **Reply** arrow next to the text bubble in the thread.

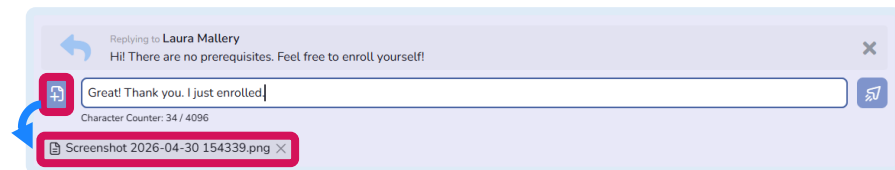
When you have finished your reply, click the **Send** button. The individual will receive a notification that there is a new message for them to review in the **Messaging Hub**.

Add Attachments

You can attach a file from your device to a message in the

Messaging Hub by clicking the **Add Attachments** button on the left side of the text box. This will open a new window where you will select the file from your device.

Once the file has been attached, you will see it under the text box at the bottom of the screen. Remove an attachment, click the 'X' next to that file. This will remove the attachment from the message.



Sign Out

In order to sign out of your account, click your name in the top right corner then **Sign Out**.

This will sign you out of your account and take you back to the SF DEC Portal Sign In page.

