



San Francisco Department of Early
Childhood (SF DEC) Portal

Program Portal Guide

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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 includes access to program information for improved individuals like Directors and Owners.

This guide will provide you with step-by-step instructions on how to navigate this section of the site. This includes:

- Accessing the **Program Portal**,
- Adding and managing information about each of the program's **Rooms** (classrooms),
- Reviewing information about your program staff in **Staff Roster**,
- Managing Quality Improvement **Plans**,
- Reviewing any **Notes** that have been shared with you by agencies that support your program (e.g., SF DEC).

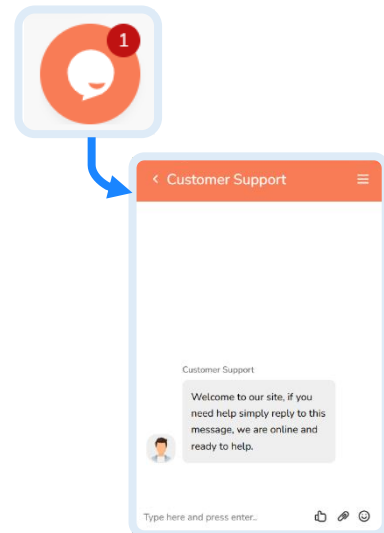
Need Help?

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 top screenshot shows the 'Sign In' page. It has a title 'Sign In' at the top. Below it are two input fields: one for email (containing 'vsapp@welsfoundation.org' with a green checkmark) and one for password (containing dots). Below these is a blue 'Sign In' button. Underneath the button is a link 'Forgot your Password? Reset Password'. At the bottom is a red-outlined button with a person icon and the text 'Sign Up'. A blue arrow points from this button to the bottom screenshot.

The bottom screenshot shows the 'Sign Up' page. It has a title 'Sign Up' at the top. Below it are several fields: 'Email Address*' (containing 'vsapp@welsfoundation.org'), 'Password*' (containing dots, with a note below: 'Password must be at least 6 characters, contain a lowercase character, contain an uppercase character, contain at least one digit and contain at least one non letter or digit character.'), 'First Name*' (containing 'Vera'), 'Last Name*' (containing 'Sapp'), 'Date of Birth*' (containing '11/11/1981'), 'Mobile Phone*' (containing '(555) 555-5555'), and 'Registry Id*' (containing '1234' and '222222'). Below these fields is a note: 'Enter your mobile number. You will receive a code via text for verification. Message and data rates may apply.' At the bottom are two buttons: a blue 'Sign Up' button with a person icon and a grey 'Home' button with a house icon. Below these buttons is a horizontal line with 'OR' in the center, and a link '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**.

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.

The image shows two screenshots of a web application interface. The top screenshot is the 'Sign In' page. It features a title 'Sign In' at the top. Below it are two input fields: the first for an email address, containing 'vsapp@welsfoundation.org' with a green checkmark, and the second for a password, represented by dots. Below these fields is a blue 'Sign In' button. Underneath the button is a link that says 'Forgot your Password?' followed by a red bracketed 'Reset Password' link. At the bottom is 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 has a title 'Reset Password' at the top. Below it is an email input field containing 'vsapp@welsfoundation.org' with a green checkmark. Below the email field is a blue 'Send' button, which is highlighted with a red rectangular border. To the right of the 'Send' button is a light purple 'Home' button.

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.

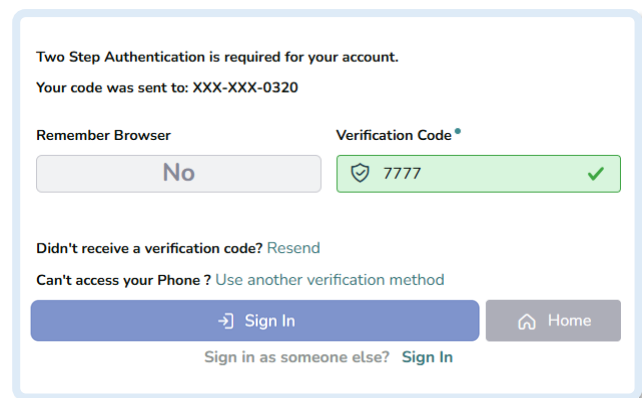
Once you have clicked **Sign In**, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code. Choose whether you want to receive this code via email, text message, or call to the phone number you provided when you created your profile.

***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.

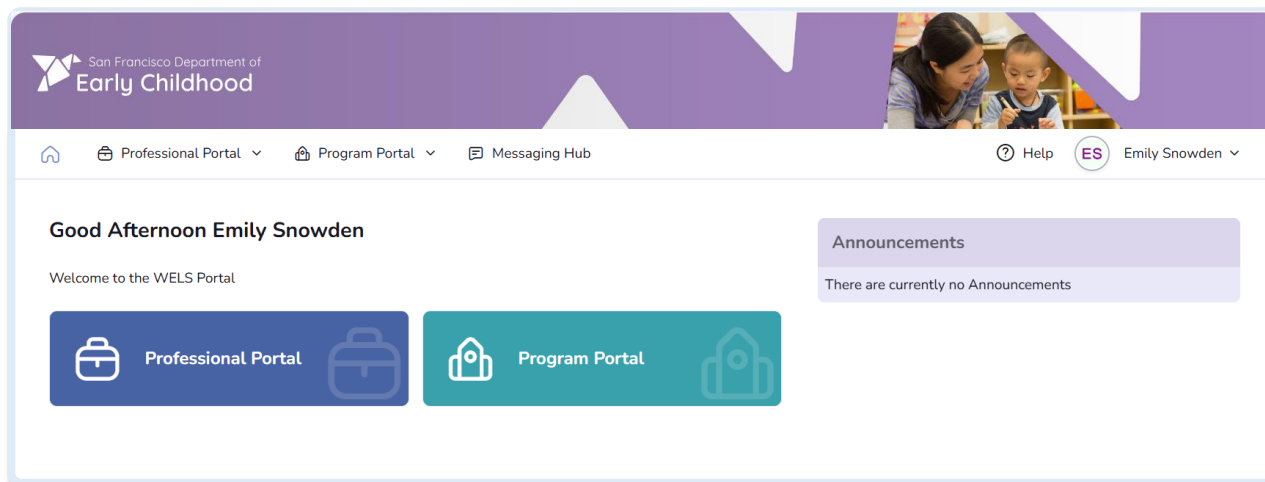
Click **Sign In** to access your account.

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

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

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, verify employment information, and quality support participation.
Help	Access and review technical guides (like this one!) that help you navigate the website.

Access the Program Portal

The **Program Portal** is only available to individuals from the program who have been approved to have access. For example, Owners and Directors.

To open this area of the website, click the **Program Portal** button on the SF DEC Home Page. This will open the **Program Portal Dashboard**.

Request Program Portal Access

If you need access to the **Program Portal** but do not currently have it, follow the steps provided below to submit a **Program Portal Request**.

1. Select **Program Portal** on the **SF DEC Home Page**.

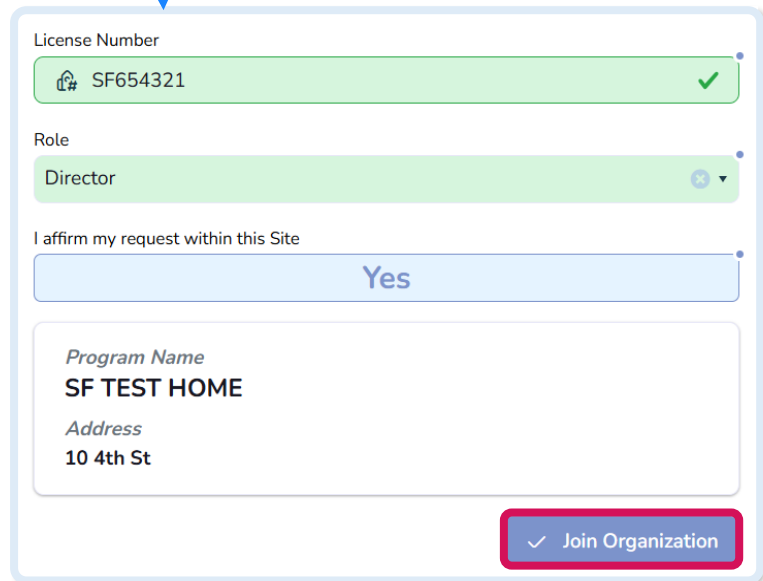
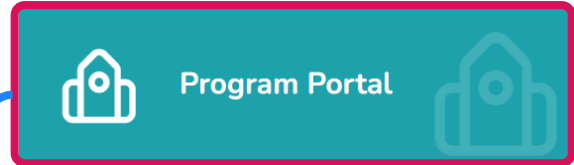
2. A new screen will open where you will type in your program's **License Number** and select your **Role** from the list provided.

3. Affirm your request by clicking the button labeled "No" to change to "Yes."

4. When the required information has been entered, click **Verify License Number** to confirm the program is active.

5. Review the information for accuracy. Then, click **Join Organization** to finish submitting the Program

Claim request. At this point, the program claim request is sent for approval.

A form for requesting program portal access. It includes a "License Number" field with a house icon and a green checkmark, containing the value "SF654321". A "Role" dropdown menu is set to "Director". A section titled "I affirm my request within this Site" has a blue "Yes" button. Below this, a box contains the program details: "Program Name: SF TEST HOME" and "Address: 10 4th St". At the bottom right is a blue button with a white checkmark and the text "Join Organization".

License Number
SF654321 ✓

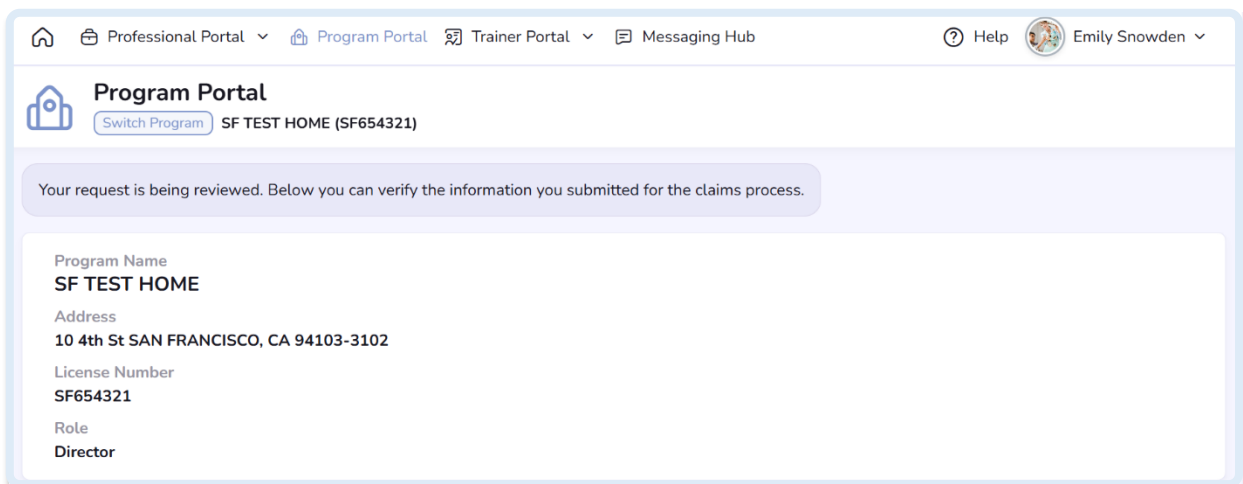
Role
Director

I affirm my request within this Site
Yes

Program Name
SF TEST HOME

Address
10 4th St

✓ Join Organization

A confirmation page for the program portal request. The top navigation bar shows "Professional Portal", "Program Portal" (selected), "Trainer Portal", and "Messaging Hub". The user's name "Emily Snowden" is in the top right. The page title is "Program Portal" with a "Switch Program" button and "SF TEST HOME (SF654321)". A message states: "Your request is being reviewed. Below you can verify the information you submitted for the claims process." Below this is a box with the submitted information: "Program Name: SF TEST HOME", "Address: 10 4th St SAN FRANCISCO, CA 94103-3102", "License Number: SF654321", and "Role: Director".

Professional Portal Program Portal Trainer Portal Messaging Hub

Help Emily Snowden

Program Portal
Switch Program SF TEST HOME (SF654321)

Your request is being reviewed. Below you can verify the information you submitted for the claims process.

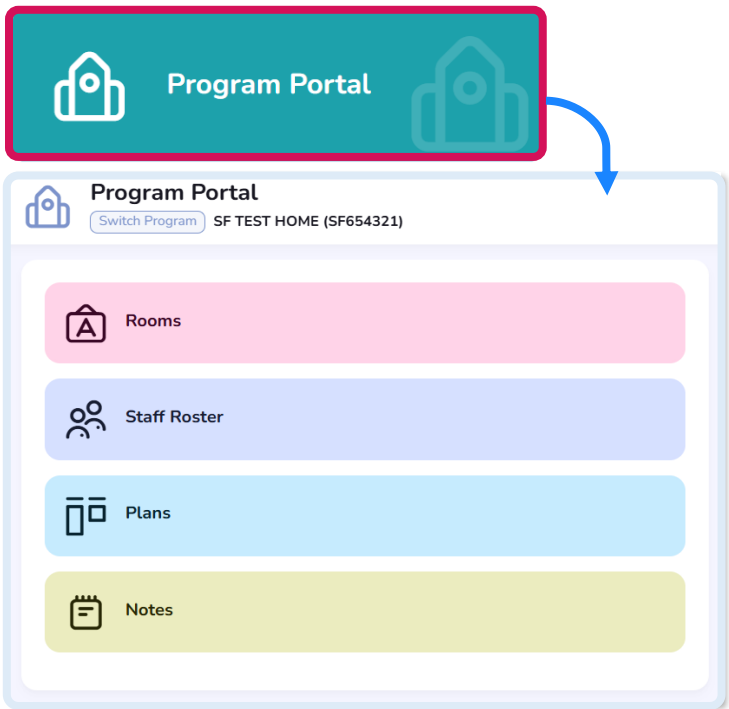
Program Name
SF TEST HOME

Address
10 4th St SAN FRANCISCO, CA 94103-3102

License Number
SF654321

Role
Director

Program Portal Dashboard



When you first open the SF DEC **Program Portal**, you will see your **Program Portal Dashboard**.

If you manage more than one program and need to access information about a different center or home, click the **Switch Program** button at the top of the screen and select that **Site** from the list provided.

For each program, you will see the following options on your **Dashboard**:

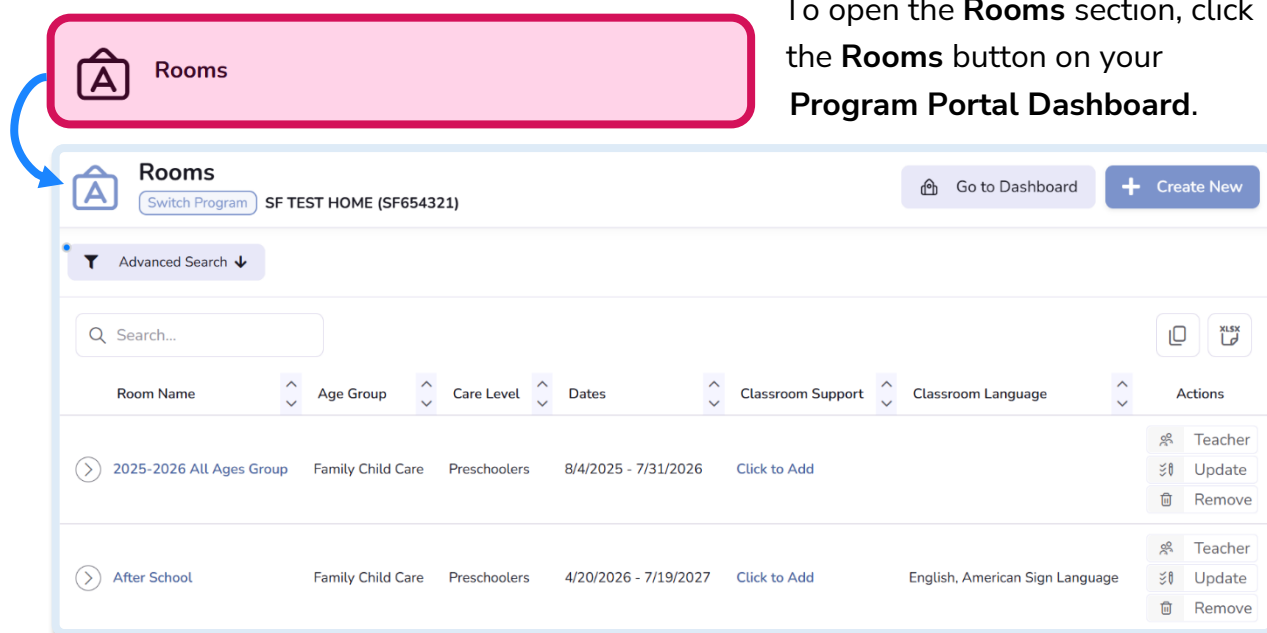
Rooms	Add and manage information about each of the classrooms (Rooms) at your program. This includes the ability to assign staff members.
Staff Roster	Access and review a list of the individuals who have created accounts in the SF DEC Portal and have your program listed as their place of employment in the Registry.
Plans	Review information about any of your program's current or historic Quality Improvement Plans .
Notes	Review any Notes where your program was tagged (e.g., by a Coach). This includes information about the type of contact, when the activity took place (Date and Time), as well as who created the Note .

The next sections of this guide will detail how to navigate each of these sections of the website.

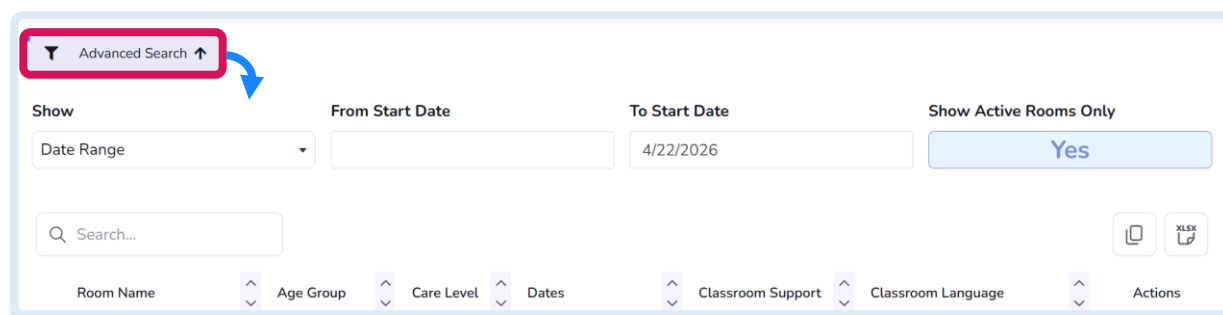
Rooms

In the **Rooms** section, you can add and manage information about enrollment in each classroom at your program and which staff members are currently caring for the young children enrolled there.

To open the **Rooms** section, click the **Rooms** button on your **Program Portal Dashboard**.



This will open to a list of **Rooms** at your program. Here, you will be able to see basic information about each classroom, including the **Room Name**, **Age Group**, **Care Level**, **Dates**, and **Classroom Language(s)**.



By default, this list will show *Active Rooms*. Change this filter to also include *Inactive* rooms in the **Advanced Search** section.

Search for a specific room in the list by typing a name in the search bar. Or, filter by date the list using the **Advanced Search** options.

Create a New Room

To add a new classroom from your program to the **Rooms** section of the *Program Portal*, click the **Create New** button.

This will open a new page called **Create—Program Room**. This process is divided into four different sections where you will enter *General*, *Enrollment*, *Assessment(s)*, and *Staff* Information.

The following sections of this guide will focus on how to enter the information required on each of those four sections.

1) General

In the **General** section, provide basic information about the classroom. Before moving on to the next screen, you will need to enter at least the required information.

The screenshot shows the 'Create - Program Room' form. At the top, there's a header with a house icon and the title 'Create - Program Room'. To the right is a 'Back to Room List' button. Below the header is a progress bar with four steps: 'General' (active), 'Enrollment', 'Assessments', and 'Staff'. Each step has an icon above it. Below the progress bar is a light blue box with an information icon and the text: 'When a field is followed by a * the field is required.' The form fields are arranged in a grid. The first row contains 'Start Date*' (04/20/2026), 'End Date' (07/19/2027), and 'Room SqFt' (333). The second row contains 'Room Name*' (After School), 'Age Group*' (Family Child Care), and 'Capacity' (6). The third row contains 'Current Enrollment' (5). At the bottom right is a 'Next' button.

This includes:

Start Date	Select the date when the classroom opened or the “school year” began on the calendar provided.
Room Name	Type a name for this room in the box provided (e.g., Infant Room, Room 107, Purple Room).
Age Group	Select one of the Age Groups from the list provided.

Here, you also have the option to enter more information about the classroom, including:

End Date	Select the date when the classroom will close from the calendar provided.
-----------------	---

Room SqFt	Type the total square footage of the classroom in the box provided.
Capacity	Type in the total number of enrolled children that can be cared for in this classroom.
Current Enrollment	Type in the total number of enrolled children who are currently cared for in this classroom.

After you enter at least the required information, click **Next** to save and move on to the next page.

2) Enrollment

In the **Enrollment** section, you have the option to provide more detailed information about the enrolled children and who cares for them.

Create - Program Room Back to Room List

General **Enrollment** **Assessments** **Staff**

*When a field is followed by a * the field is required.*

No. of Children 5	No. of Adults 1	No. of English Learners 2
No. of Boys 2	No. of Girls 3	No. of Children with Disabilities 1

Type of Disabilities
Chronic Health Condition

← Previous → Next

This includes:

No. of Children	Type the total number of children who are enrolled in the classroom in the box provided.
No. of Adults	Type the number of adults who care for children in the classroom in the box provided.
No. of English Learners	Type the total number of children who are English Language Learners in the box provided.
No. of Boys	Type the total number of enrolled boys in the box provided.
No. of Girls	Type the total number of enrolled girls in the box provided.

No. of Children with Disabilities	Type the total number of enrolled children who have been diagnosed with a disability in the box provided.
Type(s) of Disability	Select the type(s) of disability each child has been diagnosed on the list provided.

When you have finished, click **Next** to save and move on to the next page.

3) Assessments

In the **Assessments** section, you will be given the option to enter information about what is taught in the classroom and how it is assessed.

This includes:

Assessment Method	Select the type of Assessment that is administered to the children enrolled in the classroom. If the Assessment Method you utilize is not on the list, select <i>Other</i> .
Curriculum	Select the type of Curriculum that is utilized in the classroom from the list provided. You may select more than one as needed.
Primary Classroom Language(s)	Select each language that is utilized by children and caregivers in the classroom from the list provided.
Primary Language Used by Teacher	Of the Primary Classroom Language(s) selected, select the Primary Language that is Used by the Teacher .
Screening Tool	Select the tool that is used for developmental screening from the list provided.

When you have finished, click **Next** to save and move on to the next page.

4) Staff

Finally, you will enter information about the **Staff** who are working with young children in this **Room**. Start by clicking the **Add Staff** button in the top right corner of the page.

A new window will open where you will enter:

PORTAL Staff

Professional Staff*

Emily Snowden (FCCH Owner)

Effective Date* 04/20/2026 ✓

Discontinue Date* 07/31/2026 ✓

✓ Add X Close

Professional Staff

Select the individual who is caring for children from the list provided.

*Please note, if there is more than one caregiver in the classroom you will complete the “**Add Staff**” process for each.

Effective Date

Select the date when this individual began working in the classroom on the calendar provided.

End Date

Enter the date that the classroom will close (see the **Room End Date**) OR, if the individual has a scheduled date to stop working in this room, you can also enter that **Discontinue Date** using the calendar provided.

Click **Add** to finish adding this staff member to the **Room**. The individual will now appear in the **Staff** list.

Create - Program Room

Back to Room List

General Enrollment Assessments Staff

Staff

+ Add Staff

STAFF NAME / POSITION	EFFECTIVE DATE	END DATE	ACTIONS
Emily Snowden (FCCH Owner)	04/20/2026	07/06/2027	

← Previous **✓ Create**

After School Family Child Care Preschoolers 4/20/2026 - 7/19/2027 Click to Add English, American Sign Language

Teacher Update Remove

After you have entered the information in each section, click **Create** to finish adding your **Room**. The new room will now appear in the **Rooms** list.

Update or Remove a Room

To update information about a **Room** that was previously added, find it in the **Rooms** list and click the **Update** button in the **Actions** column. This will open a new screen where you will be able to update information in the **General**, **Enrollment**, **Assessments**, and **Staff** sections.

You can also update the assigned staff member(s) by clicking the **Teacher** button in the **Actions** column.

To delete a **Room** that was previously added, click the **Remove** button in the **Actions** column. Once you confirm the deletion, the **Room** will be removed from the list.

Staff Roster

The **Staff Roster** provides you with a list of individuals who have your program listed in their **Professional Staff Record** (imported from the Registry).

Click the **Staff Roster** button on your **Program Portal Dashboard** to access this list.

Staff Roster

Switch Program SF TEST HOME (SF654321) Go to Dashboard

Advanced Search ↓ Report

Search...

Name	Date of Birth	Employment Date	Termination Date	Status	Verification	Role	File(s)
Emily Snowden	04/24	09/09/2019		Full-Time	Verified	Director ✓ Approved	View Document
Laura Mallery	09/13	05/01/2025		Full-Time	Verified	Site Administrator ✓ Approved	No Document Attached

This will pull up a new screen with your program's **Staff Roster** list. For each individual on your **Staff Roster**, you will see information at a glance. This includes:

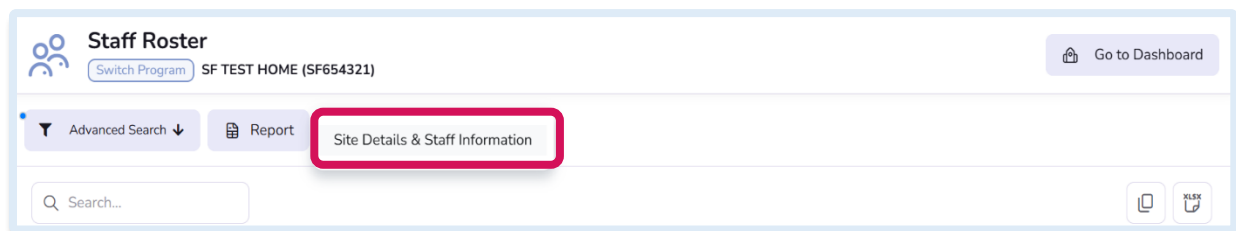
Name	First and last name.
Date of Birth	Month and day.
Employment Date	The date when this individual began working at the program.
Termination Date	The date when this individual stopped or is scheduled to stop working at the program.

Status	Full- or part-time.
Verification	Verified or not verified.
Role	Position at the program, particularly as it relates to accessing the Program Portal .
File(s)	Click to access and documents that have been uploaded and attached to this individual's record in the Staff Roster list.

***NOTE:** All staff records are imported from the Registry. If you see that an employee is missing from the **Staff Roster** list, visit the Registry to update. This updated information will be available in the SF DEC Portal the following day.

Download the Site Details Report

To download a report with the information from your **Staff Roster**, click **Report** then **Site Details & Staff Information** in the top left corner of the page (next to **Advanced Search**). This will automatically download a PDF version of the **Staff Roster** titled **Site Information**.



***NOTE:** Check the *Downloads* folder of your device and/or internet browser to find the file.

Plans

The **Plans** section will show any of your program's current and historic *Quality Improvement Plans* (QIPs).

Click the **Plans** button on your **Program Portal Dashboard** to open.

The screenshot shows the 'Plans' header with a 'Switch Program' button and 'SF TEST HOME (SF654321)'. Below the header, there is a search bar and icons for PDF and XLSX exports. A table lists the plans with columns: Id, Name, Created On, Type, QI Specialist, Last Updated By, and Last Updated On. Two plans are shown: one completed and one open.

Id	Name	Created On	Type	QI Specialist	Last Updated By	Last Updated On
4528	Completed QRIS 2025	5/12/2025	QIP 2025	Unspecified	Laura Mallery	9/3/2025
4530	Open QRIS	9/3/2025	QRIS	Unspecified	hcabrera@welsfoundation.org	9/3/2025

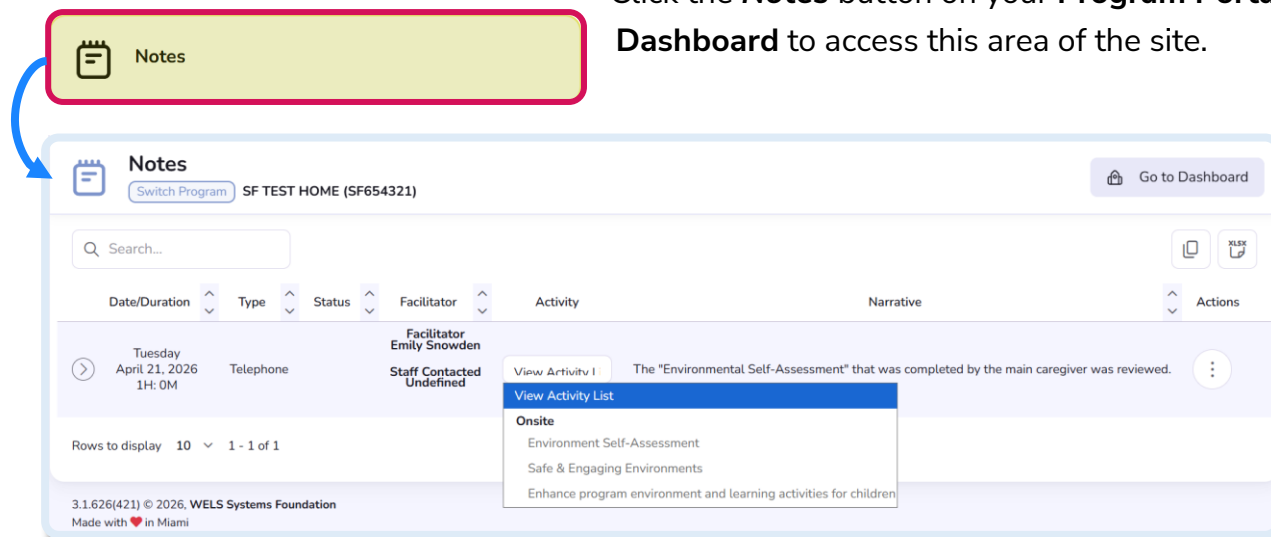
This will open a new screen where you will see basic information about each *Plan*, including:

ID	A unique string of numbers assigned to that specific Plan .
Name	The name of the Plan and its current status (i.e., Created, Open, Closed).
Created On	The date when this plan was created by your Quality Improvement Specialist or Coach.
Type	The Type of Plan . For example, QRIS.
QI Specialist	The Quality Improvement Specialist or Coach assigned to support your program in the completion of the QIP.
Last Updated By	The name of the person who last updated the QIP.
Last Updated On	The date when the QIP was last updated.

Notes

In **Notes**, you can review and respond to any **Notes** that have been shared with you by the agencies that support your program (e.g., SF DEC). This includes any **Notes** where your staff members were tagged.

Click the **Notes** button on your **Program Portal Dashboard** to access this area of the site.



This will open a list of the **Notes** that have been shared with your program. For each item in the list, you will see information at a glance. This includes:

Date/Duration	Date and amount of time spent working with your program on the activity being logged in the Note .
Type	The Type of communication that was made (e.g., Telephone, In-Person).

Status	The current Status of the Note .
Facilitator	The person who created the Note and any staff members at the program who were tagged.
Activity	The type of Activity that is being logged. Click View Activity List to review.
Narrative	Information that was provided by the Facilitator to describe the activities or communication.

Use the **Actions** button to **View** any **File(s)** that were uploaded to this note or to **Upload** files from your device.

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.

