



WASHINGTON STATE  
Department of  
Children, Youth, and Families

# How to add coaches in WELS

WELS  
Web-Based Early Learning System

Created by the Early Achievers Team at DCYF

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[www.dcyf.wa.gov](http://www.dcyf.wa.gov)



# Home Page

The screenshot shows a web application interface. At the top right, there is a search bar, a role dropdown menu set to 'Grantee/Contractor', and a 'Log Off' button. Below this is a blue navigation bar with tabs for 'Home', 'Sites', 'Reports', 'Staff', and 'Activity Log'. An orange arrow points to the 'Staff' tab, and a text box next to it says 'Click Staff tab'. The main content area is currently blank. At the bottom of the page, there is a footer with the text: '2.9.98(41) © Copyright 2019 WELS Systems Foundation & BluejeanWare. All Rights Reserved.'



# Staff Tab

Home Sites Reports Staff Activity Log

Security

Agency Staff Professional Staff

Agency Staff Professional Staff

Add/Update Agency Staff. Add/Update Professional Staff.

Users Logged

Click Agency Staff



# Agency Staff Page

The screenshot shows a web application interface for managing agency staff. At the top, there is a navigation bar with links for Home, Sites, Reports, Staff, and Activity Log. Below this, a breadcrumb trail reads 'Staff --> Add/Update Agency Staff'. On the right side, there are two buttons: 'Back to Security List' and 'Help'. The main heading is 'Agency Staff List'. Below the heading are three filter dropdown menus: 'Filter by status' (set to 'All'), 'Filter by role' (set to 'All'), and 'Filter by position' (set to 'All'), along with a 'Reset Filter' button. A search bar is located on the right. A blue bar contains a 'Create' button with a plus icon, which is highlighted by an orange arrow. Below this bar is a table header with columns: 'Active', 'Full Name', 'User Name', 'Agency', 'Role', and 'Position'. The table body is currently empty.

Click Create



# Create New Staff

Staff --> Creating New Staff

[Back to List of Agency Staff](#) [Save](#)

Agency: ★

First Name: ★

Last Name: ★

Position: ★

User Name: ★

Password: ★

Role: ★

Default Role: ★

Vendor:

Coach Type: ★ [View history of the coach types](#)  
Possible and Selected Values  
 CCA Coach  
 ECEAP Coach  
 Head Start Coach

Contact Phone:

Email:

Person ID:

Gender: ★

Ethnicity: ★

Splash Report: ★

Site name:

Site license:

Region:

City:

Zip:   [Apply](#)

The fields indicated with ★ are required fields.

**Agency:** Use the dropdown and select the coach's agency

**Position:** Select Coach

**User Name:** Initial of their first name and full last name (if their name is Maria Lopez, the user name would be mlopez)

**Password:** Could be anything (password!); this password does not need to be memorized

**Role:** Select Coach

**Default Role:** Should auto-fill to Coach

**Coach Type:** Select more than one if applicable

**Splash Report:** Select QIPChart

The remaining fields after Splash Report are not necessary to fill out.

After completing the required fields, click Save.



# Complete!

- Once the coach's account has been created in WELS, please contact [QRIS@dcyf.wa.gov](mailto:QRIS@dcyf.wa.gov) to active their WELS account.
- Provide the following information in the email:
  - Coach's first and last name
  - STARS ID
  - Coach's email address



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## Questions?

Please email [QRIS@dcyf.wa.gov](mailto:QRIS@dcyf.wa.gov)

or

call the Early Achievers Hotline at 1-866-922-7629

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)