

Registering an Educational Partnership

General Information and Step-by-Step Guide



General Information:

When Registering an Educational Partnership please keep in mind the following criteria:

- **Program Information:** Topic, Title, and Start and End Date (including the approximate start and end date is necessary in order for the page to be displayed)
- **Partner Information:** Partner Type (at least one Higher Education and one P12 Partner), Institution/School Name, Department Name, Website, Department Phone Number, and Primary Contact
- **Program Description:** General Description (option of including links and/or documents)
- **Program Evaluation:** Outcomes and Evaluation (option of including links and/or documents)

After registering, a confirmation email will be sent to the email address provided. This email will include a link to enable editing or changing information on your Partnership Profile page.

Step-by-Step Guide:

1. Access the “Partnership Registration” Website:
<http://www.wnyp16partnerships.org/app/partnerships/register>
2. Complete all fields in the “Basic Information” section. Make sure to complete the security code and hit the blue next button.

BASIC INFORMATION:

Title

Ms. ▼

First Name

Test

Last Name

Test

Suffix

|| ▼

Partnership Name

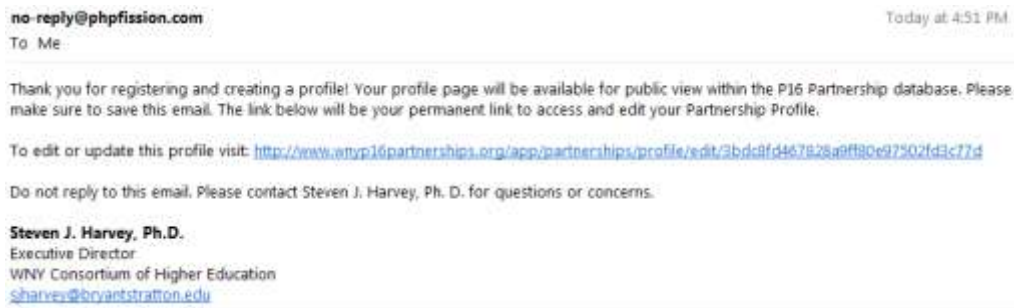
TEST

Email Address

XXXXXXXX@XXXXX.COM|



3. After completing the Basic Information and Security code, you will be directed to the next page (Step 4)
 - a. Please note you will receive an email at this point, providing you with a link to edit your partnership profile page in the future. The email will be sent from no-reply@phpfission.com. The example below is a sample of the response you should receive:



4. The next screen will display tabs, with additional fields to complete (see below). The Basic Information fields will already be completed, based on information you have provided on the previous page. Click on each additional tab to edit specific sections. This information will be displayed on your individual partnership profile page.

The image shows a web form with five tabs: 'Basic Information', 'Program Information', 'Partner Information', 'Program Description', and 'Program Evaluation'. The 'Basic Information' tab is active and highlighted. Below the tabs, the form is titled 'BASIC INFORMATION:' and contains several input fields: 'Title' with a dropdown menu showing 'Hrs.'; 'First Name' with a text box containing 'Test'; 'Last Name' with a text box containing 'Test'; 'Suffix' with a dropdown menu showing 'I'; 'Partnership Name' with a text box containing 'TEST'; and 'Email Address' with a text box containing 'colleenazama80@yahoo.com'. At the bottom of the form is a blue 'SUBMIT' button.

5. An Example of the “Program Information” tab is available below. In order for your profile page to become viewable in the database you **MUST INCLUDE** a Title, Topic, Start and End Date. If you do not have a specific end date, it is recommended you place a date as far into the future as possible. Once the end date has been reached, your page will be archived and will only display if specifically searched for.

Basic Information Program Information Partner Information Program Description Program Evaluation

PROGRAM INFORMATION:

Title
TEST

Topic
STEM

Program Start Date
January 01 2014

Program End Date
January 01 2019

Funding Source
TEST

SUBMIT

6. An Example of the “Partner Information” tab is available below. You must include at least one Higher Education and one P12 Partner.

Basic Information Program Information Partner Information Program Description Program Evaluation

PARTNER INFORMATION:

REMOVE PARTNER

Partner Type
P-12 Education/District Partner

Institution/School Name
Sample Niagara High School

Department Name
TEST

Website
TEST.COM

Department Phone Number
(XXX) XXX-XXXX

Primary Contact

ADD CONTACT

REMOVE PARTNER

Partner Type
Higher Education Partner

Institution/School Name
Bryant & Stratton College

Department Name
TEST

Website
TEST.COM

Department Phone Number
(XXX) XXX-XXXX

Primary Contact

ADD CONTACT

ADD NEW PARTNER

SUBMIT

7. An Example of the “Program Description” section is available below. These fields provide information that will be displayed on your individual profile page.
- The “Program Description” section allows you to compose a general description of your individual partnership, as well as the option of including external links (webpages) and/or program documents.

Basic Information Program Information Partner Information **Program Description** Program Evaluation

PROGRAM DESCRIPTION:

Description

PROGRAM LINKS

External Link 1 Name

URL

External Link 2 Name

URL

External Link 3 Name

URL

PROGRAM DOCUMENTS

File 1

No file selected.

File Types : doc, docx, pdf, txt

File 2

No file selected.

File Types : doc, docx, pdf, txt

File 3

No file selected.

File Types : doc, docx, pdf, txt

8. An Example of the “Program Evaluation” section is available below. These fields provide information that will be displayed on your individual profile page.
- The “Program Evaluation” section allows you to provided outcomes and evaluation data, as well as the option of including links and/or documents.

Basic Information Program Information Partner Information Program Description **Program Evaluation**

PROGRAM EVALUATION

OUTCOME 1

Description

OUTCOME 2

Description

OUTCOME 3

Description

PROGRAM LINKS

External Link 1 Name

URL

External Link 2 Name

URL

External Link 3 Name

URL

File 1

 No file selected.
File Types : doc, docx, pdf, txt

File 2

 No file selected.
File Types : doc, docx, pdf, txt

File 3

 No file selected.
File Types : doc, docx, pdf, txt

9. Once you complete each section of the registration form, click the blue submit button. The “Thank You” page below will appear.
 - a. You can click “Submit” After completing each individual section to save information, however it is only necessary when you are planning to exit the website.

THANK YOU FOR REGISTERING AND CREATING A PROFILE!

Your profile page will be available for public view within the P16 Partnership database.

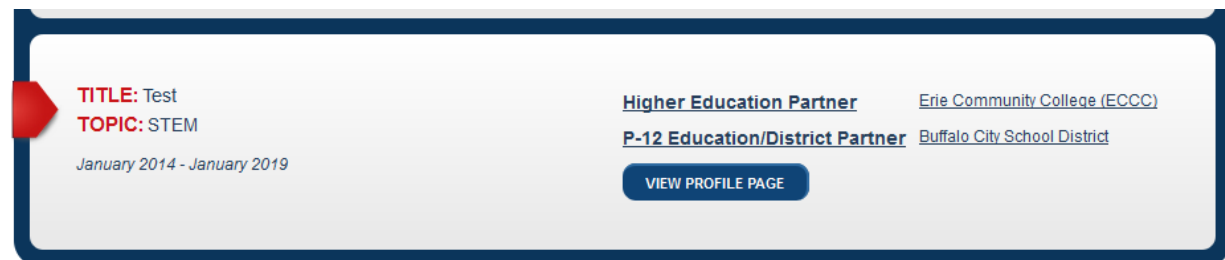
You will receive a confirmation email shortly, which will provide a permanent link to access and edit your Partnership Profile. Please make sure to save this email.

Please contact Steven J. Harvey, Ph. D. for questions or concerns.

Steven J. Harvey, Ph.D.
Executive Director
WNY Consortium of Higher Education
sjharvey@bryantstratton.edu

10. If you begin the registration process and would like to continue or edit later, please refer to the automated email response. The link in this email allows you to edit your page at any time.
 - a. If you misplace the email and/or link, please email caadams@bryantstratton.edu indicating the link is needed, the primary contact information (name, email), as well as partnership name/title.

11. Once you have submitted your partnership registration, you can see your profile page in the database (<http://www.wnyp16partnerships.org/app/partnerships/search>). Scroll down, or type in search information to locate your page. A list of partnership pages will be provided. Locate your partnership and click the “View Profile Page” icon to access your page.



The screenshot shows a partnership profile card with a red arrow pointing to the left. The card contains the following information:

- TITLE:** Test
- TOPIC:** STEM
- January 2014 - January 2019
- Higher Education Partner:** [Erie Community College \(ECCC\)](#)
- P-12 Education/District Partner:** [Buffalo City School District](#)
- VIEW PROFILE PAGE** (button)

12. After clicking “View Profile Page” you will be directed to a page, similar to the one below:

◀BACK

Title: Test

Topic: STEM

Program Start Date: January 2014

Program Start Date: January 2019

Funding Source: The TEST partnership is funded by XXX.

Description

Partners

Evaluation

More Info

This is a test page. It will show you how your partnership information will be displayed in your profile page.

13. Each tab will display the information you submitted:

a. Description: General Description of the Partnership

Description

Partners

Evaluation

More Info

This is a test page. It will show you how your partnership information will be displayed in your profile page.

b. Partners: Information about each partner, including contact information and any links to outside websites.

Description

Partners

Evaluation

More Info

Higher Education Partner: Erie Community College (ECCC)

Department Contact Information TEST

XXX-XXX-XXXX

[TEST.XXX](#)

P-12 Education/District Partner: Buffalo City School District

Department Contact Information TEST

XXX-XXX-XXXX

[TEST.XXX](#)

- c. Evaluation: Displays the Outcome's identified, milestones en route, and any documents or links added.

Description Partners Evaluation More Info

Outcome 1

Successful Registration
10 People Registered
20 People Registered
30 People Registered

- d. More Information: Website links and documents provided during registration.

Description Partners Evaluation More Info

Web Links:

[TEST LINK 1](#)

If you have any questions or concerns, please contact:

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