

PreK-12 Database Instructions for New Users

The purpose of the PreK-12 Partnership database is to provide users with information regarding outreach projects that involve LSU and local elementary and secondary schools. The database also serves to allow LSU faculty and staff to view and update the projects that their respective units are a part of. Periodical updates to the database are requested in order to provide the public with accurate information.

Getting Started

Step 1- Access: You may access the PreK-12 Partnership database through your PAWS account or by going to the LSU website, clicking Academic Affairs, School/Community Outreach, PreK-12 Partnerships, then finally clicking on “Login to the PreK-12 Partnership Application” and entering your PAWS information.

Step 2- My Profile: Once you are in the application, you will be brought to the “My Profile” page. If you are a first time user, fill out the appropriate information about yourself, being sure to enter information in the required fields. Once you are finished, click the “save and continue” button.

Step 3- Create New Project: Next, you will be brought to the “Create New Project” page. On this page, you will enter the information from your project into the respective fields. Again, be sure to enter information in the required fields. If there is a secondary contact in your project, you may include their name and appropriate information in the provided fields. Once you have finished, click the “save” button.

Step 4- Edit: After you have entered at least one project, you may go to the “My Projects” page to view your project(s). On this page, you are able to edit your projects for updates or delete a project.

Step 5- Verification: First time user entries are temporarily held and screened for verification prior to placement into the database. Once the entry is screened and validated, it will be added to the system. No further verification will be done on future entries from that user and their information will go directly into the database.

Step 6- Posted: Once your project is posted to the PreK-12 website for viewing by the public, you may want to check the website to be sure all of the information is accurate. Please remember to update your project(s) each semester.