Provider Notes Tab: Educator Login

1. To access Provider Notes, click on the Daily link.

2. All Provider Notes that have been submitted from the provider or admin logins will display on the daily. If no notes have been submitted, you will only see a Provider Notes link. Click on the Provider Notes link to submit or edit Provider Notes for a provider.

3. Click the Add Note 2 link to add an additional note to an existing provider note.

4. Submit the information for the additional provider note and click Submit Notes.

5. To edit an existing note, click the X Note link to delete the note. Then resubmit the corrected provider note.

6. You can also add Provider Notes from the Staff link.

7. Click on the Provider Notes link to the right of the provider's name.

8. The Provider Notes screen for the provider will appear. Follow steps 3-5 to add/update provider notes as needed.