Accessing the LDOE Professional Learning Platform Guidance
Tutoring Vendor: Accessing an Open RFA

Step 1: Create My.LA Credentials

In order to set up your Professional Learning Partner profile, you will first need to create your My.LA login credentials.

Create My.La Account
Fill out the appropriate information at https://my.la.gov/en-us/ to create your My.LA credentials. Select **'Sign Up.'** You will use these credentials to access the LDOE Professional Learning Platform.

Verify your Credentials
You will receive a verification email, and must confirm your account before logging into the LDOE Professional Learning Platform.

Step 2: Login to the LDOE Professional Learning Platform

You can now enter the LDOE Professional Learning Platform.

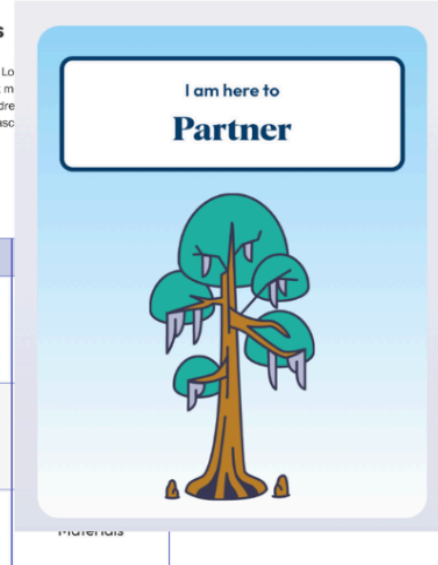Access the Public RFA Board to see the current open RFAs for the LDOE using the link below.

- https://ldoe.canopyed.com/SuperRFA

Select the hyperlink for the **Accelerate: High-Dosage Tutoring Service Providers**.

Vendors will be taken to the Partner login for the LDOE Professional Learning Platform.

Select **'I am here to Partner'** and **'Login with LDOE'** to use your My.La credentials to login and access the application. Select 'View Open RFAs' in the top right corner. Select the hyperlink for the **Accelerate: High-Dosage Tutoring Service Providers**.

- Complete each section of the application.
- Expand the sections of the application to review provided information, upload requested documents, and answer any questions.
- When uploading files and answering questions, be sure to save the content before moving to a new section.

Use the Review Table to view indicators, guiding questions, and scoring criteria. Applicants can view the Review Table, but are not able to edit the table. The Review Table provides insight into what the LDOE reviewers use to score submitted applications.

Each application is scored based on the indicators. Questions and Scoring Criteria are provided by the guide owners to assist in completing the application.

Complete all sections of the application and select **'Submit Application'** to submit the final application to the LDOE for review.

- Once an application has been submitted, the review process will begin. Applicants will no longer be able to make edits to an application once it has been submitted. Submitted applications will list the time of the submission and the date.

An email notification will alert applicants once an application decision has been made.