Entering/Updating Your Site Email in PANDA

To get started, open your web browser and go to the PANDA website at
http://www.decal.ga.gov/panda.

Next, log into PANDA. The PANDA Welcome Screen displays.

In the left-hand menu, click the **Edit Company Profile** menu item.

Note: You must be the Pre-K Project Director, or have the Provider Management role assigned to your PANDA user ID, for the **Edit Company Profile** menu option to be available. Contact your Pre-K Project Director if you need access to this menu item.

The **Edit Company Profile** screen displays. This is the screen where you update your company-level information. (Click **Edit** if you need to update this screen.) Since you want to update your site-level information instead, click the **Site List** button at the top of the screen.

The **Site List** screen displays. Depending on your company, you may see only one site listed, or multiple sites. Either way, you must select the site you wish to edit by clicking on the site name (the name is a hyperlink).

The **Provider Site Form** displays. This is where you can update your site-level information. Click the **Edit** button to enter edit mode.

Enter or edit your email address in the **Email Address** field. You can also update other information, such as your Pre-K Site Contact, Phone, Fax, or Mailing Address. Click **Save** to save your changes.

Note: The Site Name, Street Address, and Curriculum fields are locked and cannot be updated. If you need to change these fields, email

panda.support@decal.ga.gov or contact your Pre-K Consultant to obtain the appropriate form.

After saving your changes, click **Return to Site List** if you have additional sites you need to update. Follow the instructions beginning at the bottom of page 3 to select and update a different site.

When you are finished updating your sites, you can log out of PANDA or just close your web browser window.

Information on the **Provider Site Form** is automatically copied from PANDA to the agency website **each night**. This means any changes you make will appear on the site search **the following day**.

You can access the agency website at http://www.decal.ga.gov. Click on **Search For … Pre-K Locations** if you wish to verify your information. Remember, changes you make in PANDA will not appear here until **the following day**.

If you need assistance with these instructions or with PANDA, send an email to panda.support@decal.ga.gov. All emails to PANDA Support will be answered during business hours.