Overview of ETPS for Providers

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627). Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services are available at 711.
Adding program(s) to ETPS
Editing program(s) on ETPS
Deleting program(s) on ETPS
Viewing/Printing Provider & Program Details
Requesting Access to ETPS & Scorecard
Site Access for Providers
Assign or Unassign Stackable Programs
Site Maintenance
Export/Import Program Details

Click an item above to go to that task.
**ADDING PROGRAM(S) TO ETPS**

1. Login MO Login using this link [https://etps.mo.gov/etps](https://etps.mo.gov/etps).

2. You should see your **Provider Home Page** after logging in.
3. Next you will need to **Update Provider Details** and/or **Sign Assurances Agreement (Today)** be sure to check the box to accept terms and conditions. To return to your **Provider Home Page** click on the **Home** tab.

4. Both links will have a **Green Check Mark** next to them when the tasks have been completed.
5. To add a program(s) to ETPS click on the **Programs** tab.

![Programs tab](image)

6. Then click on the **Add Program** link.

![Add Program link](image)
7. Complete the requested program details. All fields marked with a red star * are a required field. If no dollar amount enter $0.00, if no text enter N/A so the system will allow you to submit program.

NOTE: If you select Apprenticeship you will need to indicate if the apprenticeship is a Credit or Non-Credit program and provide the current Number of Apprentices.
### When and How

**Program Offering:**
- Morning
- Evening
- Other
- Afternoon
- Weekend

**Program Offering Format:**
- Online
- Not Online
- Hybrid

**Length:**
- Units: Please Select

### Costs

**Tuition Unit:**
- Credit/Contact Hour
- Total Program
- Annual

**In-District Tuition:**

**Out of District Tuition:**

**Out of State Tuition:**

**International Tuition:**

**Fees:**
- Credit Hour
- Program
- Annual

**Supplies:**
- Credit Hour
- Program
- Annual

**Books:**
- Credit Hour
- Program
- Annual

**Tools:**
- Credit Hour
- Program
- Annual

**Other Costs:**

**Total Cost:**
8. Click **Save** to proceed or **Cancel** to clear fields.
9. **If Save** is selected you will see a confirmation box indicating the program details have been saved. Then chose **Submit Now** to submit the program for review and approval or **Save for Later** to add program details later or to make additional updates.

![Confirmation Box]

10. To add another program(s) click on the **Provider Programs** button.

![Provider Programs Button]

11. Click the **Add Program** link and complete the program details for the next program.

![Add Program Link]
12. When you have completed adding programs, **log out**.

If you should have any question regarding navigating ETPS, please contact the ETPS Coordinator at 573-751-3538 or trainingprovideradmin@ded.mo.gov.
EDITING PROGRAM(S) ON ETPS

1. Login MO Login using this link https://etps.mo.gov/etps.

2. You should see your Provider Home Page after logging in.
3. Next you will need to **Update Provider Details** and/or **Sign Assurances Agreement (Today)** be sure to check the box to accept terms and conditions. To return to your **Provider Home Page** click on the **Home** tab.

4. Both links will have a **Green Check Mark** next to them when the tasks have been completed.
5. To **Edit** a program currently on ETPS click on the **Programs** tab or any one of the **Program Status** links.

6. For this example I selected the **Approved** programs list *(you may select another status by selecting from the ‘Status’ drop down box and clicking on the ‘Apply Filter’ button)* and the **Automotive Technology General** program. Clicking on the program title will open the program details.
7. On the programs details page begin making your updates.

8. When you have completed your updates, scroll to the bottom of the page and select either Save to proceed or Cancel to clear fields.  **NOTE:** All fields marked with a star * are required fields.

9. If Save is selected you will see a confirmation box informing you that the program details have been saved. Then chose to Submit Now to submit the program for review and approval or Save for Later to add program details later or to make additional updates.
10. To edit another program(s) click on the **Provider Programs** button and select another program title to edit.

11. When you have completed your edits **log out**.

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DELETING PROGRAM(S) ON ETPS

1. Login MO Login using this link https://etps.mo.gov/etps.

2. You should see your Provider Home Page after logging in.
3. Next you will need to **Update Provider Details** and/or **Sign Assurances Agreement (Today)** be sure to check the box to accept terms and conditions. To return to your **Provider Home Page** click on the **Home** tab.

![Provider Home Page](image)

4. Both links will have a **Green Check Mark** next to them when the tasks have been completed.

![Provider Home Page](image)
5. To **Delete** a program click on the **Programs** tab or any one of the **Program Status** links.

6. In this example I selected the **Approved** programs listing and picked the **Automotive Technology General** program. Under **Other Actions** there are 3 dots. Move your mouse over the dots and you will see a drop down box with a **Delete** option.
7. Click on the **Delete** link and you will get a message box asking if are sure you want to delete program, select **Delete**.

![Delete dialog box](image)

8. When you have completed deleting program(s) **log out**.

![Logout button](image)

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VIEWING/PRINTING PROVIDER & PROGRAM DETAILS

1. Login MO Login using this link https://etps.mo.gov/etps.

![MO Login](image)

2. You should see your Provider Home Page after logging in. Click on the Programs tab.

![Provider Home Page](image)

3. In this example we are going to view/print the Approved programs. Then click on the View/Print Details link to view and may print to keep a hard copy.
4. You will see something similar to this:

![Provider Details](image1)

5. To print go to File on the tool bar and select Print.

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REQUESTING ACCESS TO ETPS & SCORECARD

1. Login **MO Login** using this link [https://etps.mo.gov/etps](https://etps.mo.gov/etps).

2. If you are not linked to an institution you will see this page and will need to request access to your institution(s). Enter your phone number, select an option and enter your institution’s name in the text box, then click the **Submit** button.
3. You will receive a notice when your request has been successfully submitted then click the **Back** button. Once your request has been reviewed by the ETPS Coordinator and access has been granted you will receive an email informing you of your site access.

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SITE ACCESS FOR PROVIDERS

1. Login to MO Login at https://etps.mo.gov/etps.

2. You should see the Provider Home Page after logging in.
3. The **Site Access** tab is used to select a different institution location to edit/review programs or to request ETPS access to another institution location.

![Site Access Tab](image)

4. On the site access page you may review **Pending Access Request**.

![Pending Access Request](image)

5. You may also review **Current Access** that your **MO Login** credentials are linked to and the **User Role** (usually provider). If you have **Site Access** to more than one location, use the **Select** button to choose another institution location to work with, then click on the **Home** tab and you should now see the selected institution’s information.

![Current Access](image)
6. To request access to additional institution(s) click the **Request Additional Access** button at the bottom of the page.

7. Enter phone number, make your selection and then enter institution’s site name/location in the **text box** and click the **Submit** button. You may request all locations that you want access to at one time in the **text box**.
8. You will receive a notice when your request has been successfully submitted, then click the Back button. Once your request has been reviewed by the ETPS Coordinator and access has been granted you will receive an email informing you of your site access.

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**ASSIGN OR UNASSIGN STACKABLE PROGRAMS**

1. Login MO Login using this link [https://etps.mo.gov/etps](https://etps.mo.gov/etps) and select and open your Approved program list. **NOTE:** The programs must be in an approved status for this process.

![Provider Home Page](image)

**2.** On the right side of the screen under **Other Actions** move your mouse over 3 dots to open a drop down box and select **Assign or Unassign Subprograms.**

![Programs](image)
3. You should see the **Program Stackability** screen. The blue question marks provide instructions of how to **add and remove stackable programs** or to **change the main program**.

   a. In the example below the **Main Program** is Auto Body Repair. The button to the right (Work with Another Main Program) may be used to change the **Main Program**, but keep in mind the program must be in an approved status.

   b. To place the sub-programs under the **Main Program** scroll down to **Available Programs** and **check the box** next to the program(s) you want moved under the **Main Program** as **Sub-Programs**. Then click on the **Select** button.

   c. If necessary, check the order the programs are listed. To change the order of the programs listed, click on the **Up/Down** link next to the program that needs to be moved up or down.

   d. If you want to remove the programs from the **Sub-Program** list, select the **check box** next to the program(s) you want removed and click on the **Unselect** button.

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**SITE MAINTENANCE**

This allows the Providers to indicate their parent and child campuses.

1. Login **MO Login** using this link [https://etps.mo.gov/etps](https://etps.mo.gov/etps).

2. You should see your **Provider Home Page** after logging in.
3. Click on the **Site Maintenance** tab on the right side of the screen to update site information. At the top you will see the name of your institution and the MTS# assigned to that institution name. Here you will need to indicate if this site is the main campus or only campus, then save your selection by clicking on the **Save** button.

![Site Maintenance Interface](image)

4. Next locate all of the **Child Sites** for your campus by entering the Name of the Child Site **OR** the Zip Code of the Child Site (see examples of both below). Then click the **Search** button.

**Find Another Training Location / Child Site**

- **Search by Site Name or Zip:** Rolla
- **Search** button

**OR**

**Find Another Training Location / Child Site**

- **Search by Site Name or Zip:** 65401
- **Search** button
5. The **Search Results** will pop up in a window. Click on the **Associate** button for the site that you want associated with the main campus as a child campus.

![Search Results Table]

6. This is what the **Children Sites** list will look like for those that have more than one location. To remove a **Child Site** click on the **Disassociate** button.

![Current Training Locations / Children Sites Table]
7. To change **Parent Site** click on the **Update** button.

![Current Training Locations / Children Sites](image)

8. In this example we updated the main campus to the Jefferson City site. When you have completed your update, click on the **Previous Site** button to return to the main page.

![Site Maintenance](image)

**NOTE:** Refer to the blue question marks 🔄 if you are unsure of what field information needs to be entered.

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**EXPORT/IMPORT PROGRAM DETAILS**

This allows the Providers to export an approved programs list or to import programs for review and approval into ETPS.

**TO EXPORT**

1. Login to **MO Login** using this link [https://etps.mo.gov/etps](https://etps.mo.gov/etps).

2. You should see your **Provider Home Page** after logging in, then click on the **Programs** tab.

---

Welcome, COLUMBIA COLLEGE, COLUMBIA.

The following steps are required before you submit programs:
- [x] Update Provider Details
- Sign the Assurances Agreement (Today)
3. Click on the **Import/Export Programs** link.

4. To Export all currently approved programs in ETPS for your institution/company, click on **Export Programs** link.

5. You will be provided a spreadsheet of all approved programs currently listed on ETPS. We recommend saving this spreadsheet to make needed updates to prepare it for an import to ETPS. **NOTE: Please do not make any changes to the format of this spreadsheet.**
**TO IMPORT**

1. To import you **must sign the Assurances Agreement** on the Provider Home Page before beginning the import. After signing your assurances click on the Programs tab.

2. Click on the **Import/Export Programs** link.

3. Click on the **Browse** button to search for the saved Excel spreadsheet on your computer to import.
4. Once the excel file has been selected it will show in the import box. Then click the Import Programs link to import the excel file. **NOTE: Only the first tab of the excel document will import. The second tab or more with any saved information will not import into ETPS.**

```
Import Programs from Excel File

K:\Test 1.xlsx  Browse...  Import Programs
```

Required fields must be complete before importing the excel document into ETPS or you will receive error message(s). See example below. Go back to the excel document, make the corrections, save and try to import again.

```
Import Programs from Excel File

Errors

Error at row 1 column 6: Classroom program option is required with a value of Y or N
Error at row 1 column 7: Hybrid program option is required with a value of Y or N
Error at row 1 column 8: Other Delivery Methods is required with a value of Y or N
Error at row 1 column 18: Contact Stat Code is required with a value of Y or N
```

5. When the import is complete the number of programs submitted will be indicated on the Provider Home Page under the **Submitted** status.

```
Here are your current program statuses. Click on a status to view those programs.

<table>
<thead>
<tr>
<th>Program Status</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td><strong>Submitted</strong></td>
<td>133</td>
</tr>
<tr>
<td>Approved</td>
<td>0</td>
</tr>
<tr>
<td>Rejected</td>
<td>0</td>
</tr>
<tr>
<td>Archived</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>140</td>
</tr>
</tbody>
</table>
```
You may also click on your Program tab and review the list of submitted programs.

The ETPS Coordinator will receive a notice that programs have been submitted for review and approval.

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