The purpose of this tip sheet illustrates basic navigation terms, concepts and pages utilized in Provider Self-Service (PSS) for Early Learning Network, PA Pre-K Counts, Head Start, and Keystone STARS users.

**Logging in and Navigating the PELICAN Provider Self-Service**

1. Navigate to the *PELICAN Provider Self-Service* system using the following link: [www.pelican.state.pa.us/Provider](http://www.pelican.state.pa.us/Provider)

2. Log in using the User ID and password established when the PSS account was created. New users will need to create an account by clicking the *Create Account* button in the top right-hand corner and complete the registration process.
For more information on creating new accounts, see the New Provider Training Guide-PSS, located on the PA Key website.

3. The Provider Self-Service Home page is displayed.
4. Click the [+] on the Early Learning Network drawer to display the options and additional functionality available based on the security roles set up when the user account was created.

5. Click on the Access ELN for PKC, Head Start or Keystone STARS option to navigate to the ELN PA Pre-K Counts Home page.
6. Use the Main Navigation bar to navigate to different sections of ELN on the PA Pre-K Counts Home page.

- Financial Management – Displays the Funds Inbox and is used to manage grants, budgets, and expenditure reports.
• Child Information – Used to view the Children with Current or Future Enrollments, rosters, search and add new children, and add or remove children from waitlists.

• Quality Management – Used to manage waivers, enrollment plans, program review instruments and quarterly narratives.
7. To navigate to Alerts, Funds Inbox, Correspondence, or Reports, use the hyperlinks on the sidebar.
Note: The links vary depending on the user role.

8. Broadcast Messages are messages posted to communicate system issues, system availability, and other important user information. These vital messages are displayed on the ELN PA Pre-K Counts Home page.

9. Online Help is available on the ELN PA Pre-K Counts page and can be accessed by clicking the question mark icon located under the user name drop-down.

10. Online Help is an on screen System User Guide outlining step-by-step procedures for system navigation and tasks. Key elements of Online Help include:
   - Hyperlink index of main and sub-topics that allow quick navigation through help details.
   - Search capabilities that provide a list of possible solution topics for a search request.
   - Glossary links that provide definitions.
11. To exit the *PELICAN PA Pre-K Counts* system, click the dropdown arrow next to the username and click **Logout**.