

2 Capitol Mall

School Readiness Assistance

Citizen Portal instruction

Office of Early Childhood (OEC)

2024

Little Rock, AR 72201

Hello Citizens,

We have launched our new web-based School Readiness Assistance Program. In our efforts to best serve you, we have developed this guide to assist. Please follow the steps listed below.

**Step 1:** Open the browser on Microsoft Edge and select the three dots to open the text box with the settings button.

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**A screenshot of a computer

Description automatically generatedSelect the settings option:**

**Step 2:** Once the settings option has been selected you will see the text box below: (select Language)

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**Step 3:** Once selected the text box below will give you the option to add a language. Select the box highlighted in the picture.

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Description automatically generated **Step 4**: Enter your preferred language in the search box and check the box beside it, then select add

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Description automatically generatedStep 5:** Click on the three dots and select “Offer to translate pages in this language”

**Step 6:**  Select “Move to the top”

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**A screenshot of a chat

Description automatically generatedStep 7:** Your preferred language will be shown first on the list.

**Step 8:** Go the link below to open the School Readiness Assistance Login Portal

<https://portal-sra.ade.arkansas.gov/login?ReturnUrl=%2F>

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**Step 9:** Right click anywhere on the page to open the text box below to select the highlight field.

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Description automatically generated**Step 10:** Once “Translate to English” is selected the translated icon will show in the search bar. Click it and you will have the option to select your preferred language. (see picture A screenshot of a computer

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**Step11:** Select the preferred language from the drop-down list.

**Step 13**: Select the “Translate” button

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**Step 14:** The page will now be shown in your preferred language.

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