MassSTEP LACES Credentials Instructions

There are two places in LACES where credentials need to be entered.

1. Education tab/Postsecondary Education or Training panel

The Postsecondary Education or Training panel allows enrollment in postsecondary/education and credential information related to the student record to be entered, edited, viewed or deleted. This panel is important for Table 5 follow-up of educational outcomes.

To add a new record, go to the Education tab and click the Postsecondary Education or Training panel. Click the Add New Record link in the upper-left corner. An Add New Postsecondary Education or Training Record window opens. Enter the Postsecondary Institution Type. Address 1 and Zip Code must be entered. If you do not have this information, you can enter n/a for Address 1 and 00000 for the Zip. Enter Enroll Date, Exit Date, Credential Attained, and Date Earned. Click Save.

For a video demonstration, please see the [LACES tutorial video](http://www.doe.mass.edu/acls/laces/) “Table 5 Educational Outcomes.”

1. Outcomes tab/IETP Measurable Skills Gain panel

The Outcomes Tab/IETP Measurable Skills Gain panel is important for Table 11 follow-up of educational outcomes.

To add a new record, go to the Outcomes tab and click the IETP/Measurable Skills Gain panel. Click Add New Record. An Add New Measurable Skills Gain Record window appears. Enter the Date the student completed or attained that particular Measurable Skills Gain outcome. Click IETP MSG Type. Select Technical/Occupational Skills Exams if the student passed a technical or occupational exam or attained a credential that can only be attained by passing a technical or occupational exam. Click Save.

Source documentation is required for IETP/Measurable Skills Gain and must be kept in the student’s file. Source documentation can include the results of a knowledge-based exam or certification of completion, documentation from the training provider, or a copy of the credential that is required for a particular occupation and is only earned after passage of an exam.

Though it is not required, source documentation can be uploaded to LACES. To add documentation, Click the Student Data tab and click the Documents panel. Click Add New Record. Click Document Type and select an option (e.g., “IRC). Click Select File to Upload, locate the document, and click upload. The document will now be attached to the student record.

For more information, please see the [LACES tutorial video](http://www.doe.mass.edu/acls/laces/) “Table 11 Integrated Education & Training Gains and Outcomes.”