

## **SRA Portal Instructions for Voucher Participants**

- **Go to:**        [\*\*https://sra.ade.arkansas.gov\*\*](https://sra.ade.arkansas.gov)
- **Scroll down the page and click on [\*\*Go to SRA Portal Login\*\*](#)**
- **Click on [\*\*Citizen Portal\*\*](#) to register and apply for a new voucher or renew existing voucher documents.**
- **You MUST complete all required information in the portal as well as upload required documents for approval.**
- **In most cases the voucher process takes a couple of days unless you have not provided all the required information, please check your email daily once you have completed the application process.**  
**The incoming email address should include the following extension:**  
**[\*\*ade.arkansas.gov\*\*](mailto:ade.arkansas.gov)**
- **New Participants and parents renewing their voucher are required to take a mandatory parent training by using this link:**  
**<https://tipsforgreatkids.com/parent-workshops/> . Only one course is required, so feel free to select the course of your choice. Once you have completed the training, screenshot the confirmation and upload it as a document in your locker in the SRA portal.**
- **Parents are responsible for paying tuition until the voucher has been approved or renewed.**

**Feel free to contact our office staff to assist you with this process if you have any issues. Thank you for your immediate attention to this matter.**