


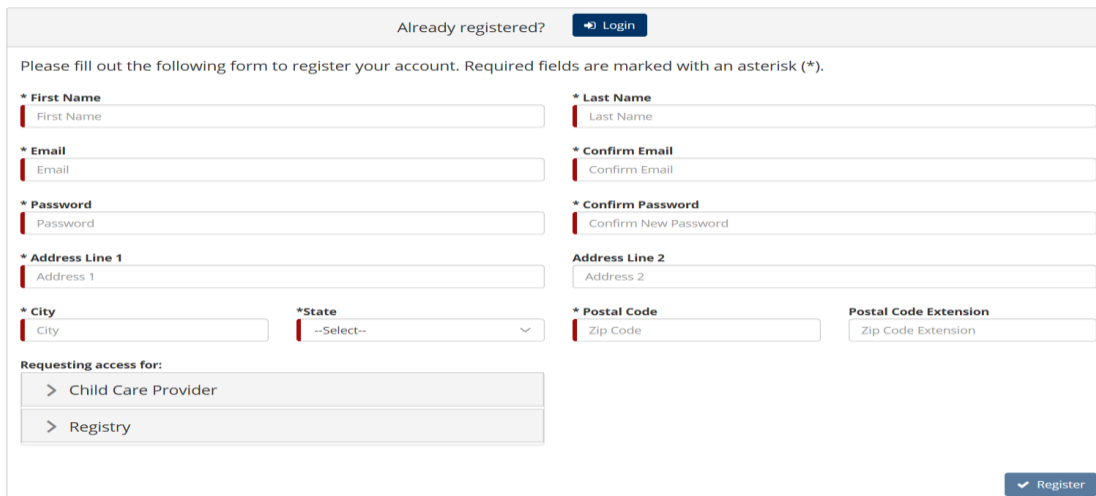
## How to Create an Account

If you are new to the NJCCIS system, then you must register an account before using the system.

New User? You must register an account before gaining access to the system.

 Register

1. Click on the Register button  to go to the Register Account screen.



The screenshot shows the 'Register Account' screen. At the top, there is a link for 'Already registered?' and a 'Login' button. Below this, a message states: 'Please fill out the following form to register your account. Required fields are marked with an asterisk (\*).' The form contains several input fields: '\* First Name' (text), '\* Last Name' (text), '\* Email' (text), '\* Confirm Email' (text), '\* Password' (text), '\* Confirm Password' (text), '\* Address Line 1' (text), 'Address Line 2' (text), '\* City' (text), '\* State' (dropdown menu), '\* Postal Code' (text), and 'Postal Code Extension' (text). At the bottom, there is a section titled 'Requesting access for:' with two expandable options: '> Child Care Provider' and '> Registry'. A 'Register' button is located at the bottom right of the form.

2. Fill in the mandatory fields, as well as any additional fields, with the correct information.
  - a. Enter the name you would like displayed throughout the system – on professional development certificates, reports, etc.
  - b. Enter the email address you would like to use for your NJCCIS login. This email will also be used for any NJCCIS alert.

**Note:** If the email address already exists in the system, the following message is displayed when the Register button is clicked: *Email is already taken.*

- c. Enter the password you would like to use to log into the system. The password must:
    - i. Be a minimum of 10 characters.
    - ii. Contain both letters and numbers.
    - iii. Contain both uppercase and lowercase characters.
    - iv. Not match the previous 10 passwords used for this system.
  - d. Enter the address where you currently reside.
3. If you would like to request access for certain roles within the system, click on the appropriate position under “Requesting access for:” to expand that section.

Requesting access for:

> Child Care Provider

> Registry

- a. Check the boxes for each position for which you are requesting access. If you check the ECE Assistant Teacher, ECE Teacher, and/or Trainer roles under the Registry position, additional fields appear at the bottom of the screen.

\* Setting

\* Title

\* Race

Child Care Employer

+ Search Providers

\* Educational Level

\* Ethnicity

Register

---

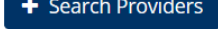
Training Agencies you are associated with

Print

Select	Agency Name	Staff Type	Begin Date	End Date
No records found				
<span>«</span> <span>«</span> <span>1</span> <span>»</span> <span>»</span> <span>5</span> <span>»</span>				

+ Add

Register

- b. To add a provider(s), click on the Search Providers button  if it is available. This displays the Add Provider(s) section.

Add Provider(s)

Enter Provider Search Criteria

First, select a field to search in and then either type or select the term you would like to search for within that field. If you would like to search multiple fields, click the "Add Search Criteria" button and again select the field you'd like to search and type or select the term to search for within that field. Once the search parameters are how you'd like them, click the "Search" button to execute your search.

\* Select Field to Search

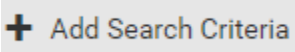

+ Add Search Criteria    ✕ Reset Search    ✕ Cancel Search    🔍 Search

- c. Select a field from the Select Field to Search dropdown menu.
  - i. Type the term to search for within the Type Term for Search field.


\* Select Field to Search

\* Type Term for Search


+ Add Search Criteria    ✕ Reset Search    🔍 Search


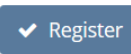
- d. To add additional search criteria, click on the Add Search Criteria button  and repeat the process as necessary.
- e. Click on the Search button  to display the Provider Results in a grid.

Provider Results: 12304



	<input type="checkbox"/>	<b>Id</b>	<b>Facility Name</b>	<b>Facility Type</b>	<b>Address</b>	<b>City</b>	<b>Zip Code</b>	<b>County</b>
	<input type="checkbox"/>	700000	QUINTERO, GLA...	Family Child Care	52 CLARK STREET	DOVER	07801	Morris
	<input type="checkbox"/>	700000	QUINTERO, GLA...	Family Child Care	52 CLARK STREET	DOVER	07801	Morris
	<input type="checkbox"/>	700001	Happy Days Pre...	Child Care Center	801 ROUTE 9	LANOKA HARBOR	08734	Ocean
	<input type="checkbox"/>	700002	Work-Family Co...	Child Care Center	525 COUNTY RD...	ALEXANDRIA TO...	08867	Hunterdon
	<input type="checkbox"/>	700003	The Children's Pl...	Child Care Center	145-147 HAVEN...	OCEAN CITY	08226	Cape May



- f. Check the box next to one of the providers and click on the Select Provider button . This enters the provider name into the Child Care Employer field.
4. Click on the Register button . This sends an email with a confirmation link to your email address listed in the system.
  5. Check your email for the confirmation email link. Once you get your confirmation email, click on the "Activate my Account" link and log in.
  6. Follow the next few steps onscreen to complete your profile.