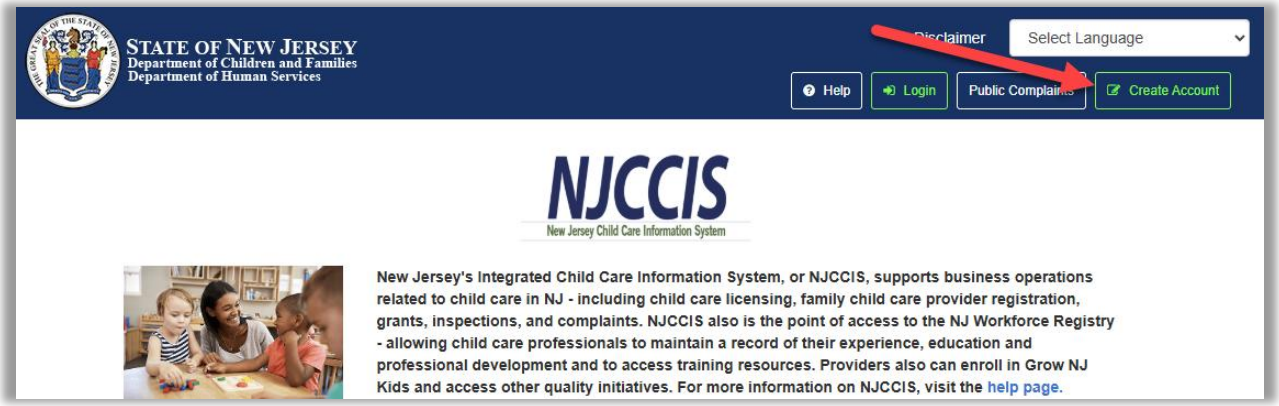
NJCCIS
New Jersey Child Care Information System

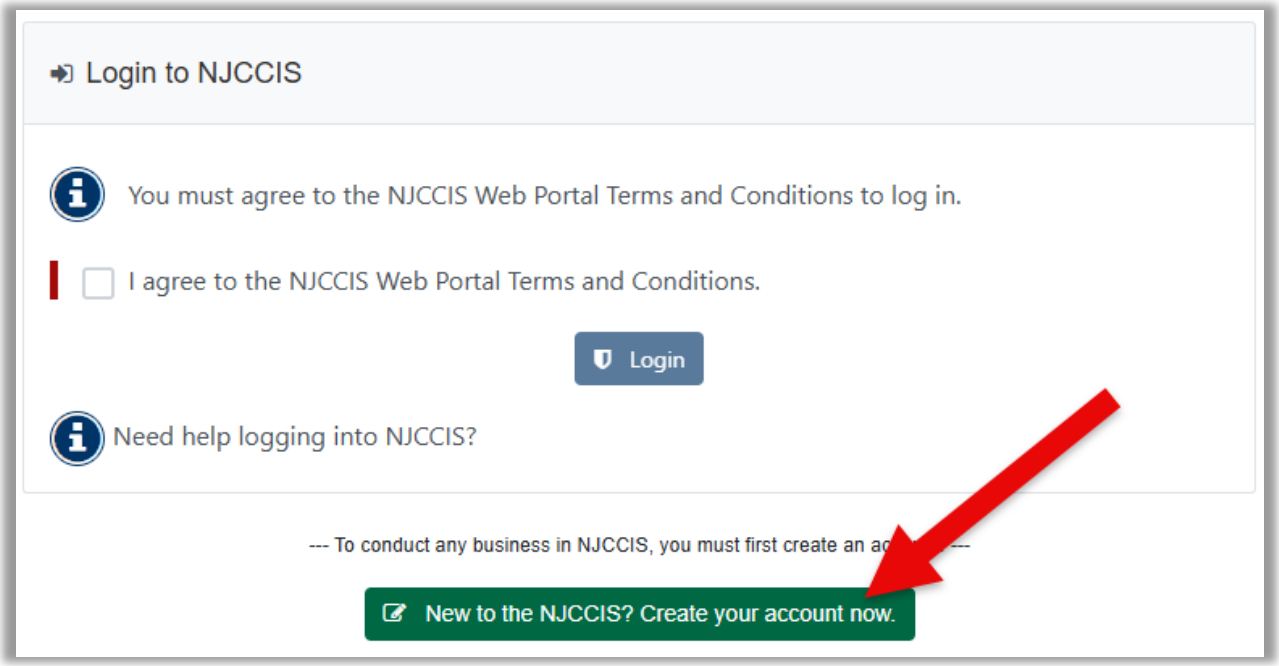
HOW TO CREATE AN ACCOUNT IN NJCCIS

This document will navigate new users through the registration process in NJCCIS.

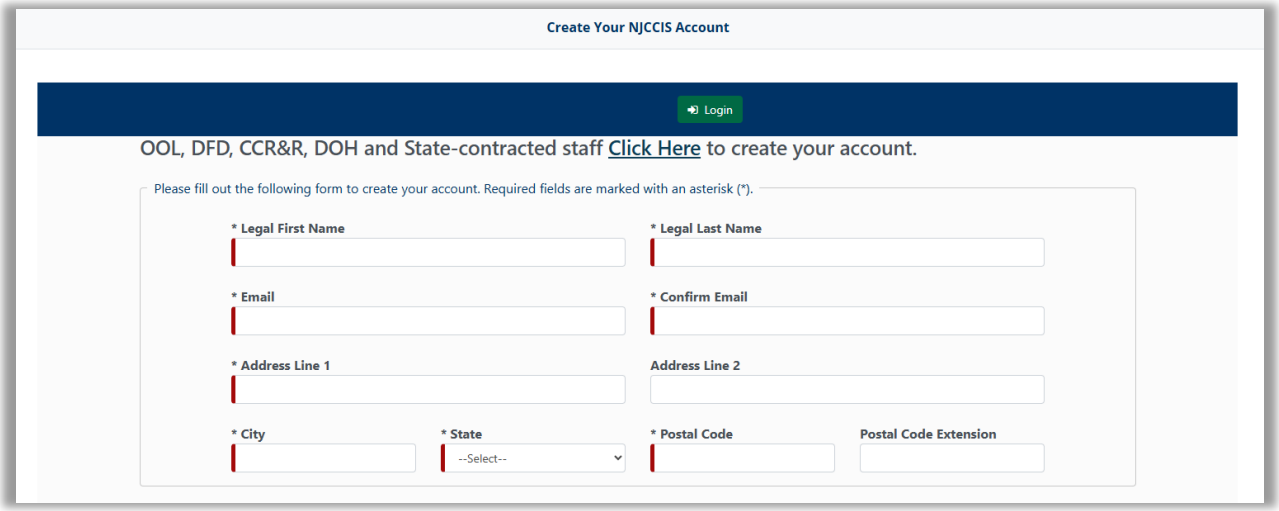
1. From the NJCCIS Home Page use the Create Account button found at the top right of the screen.



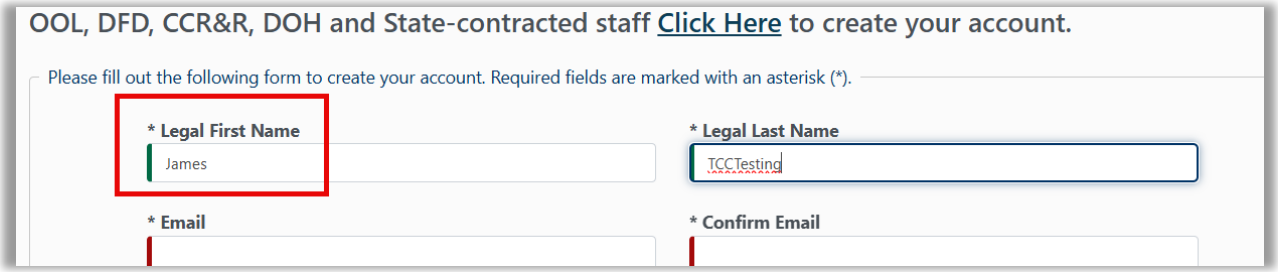
Alternatively, use the New to the NJCCIS? Create your account now. button found below the Login Area on the Home Page.



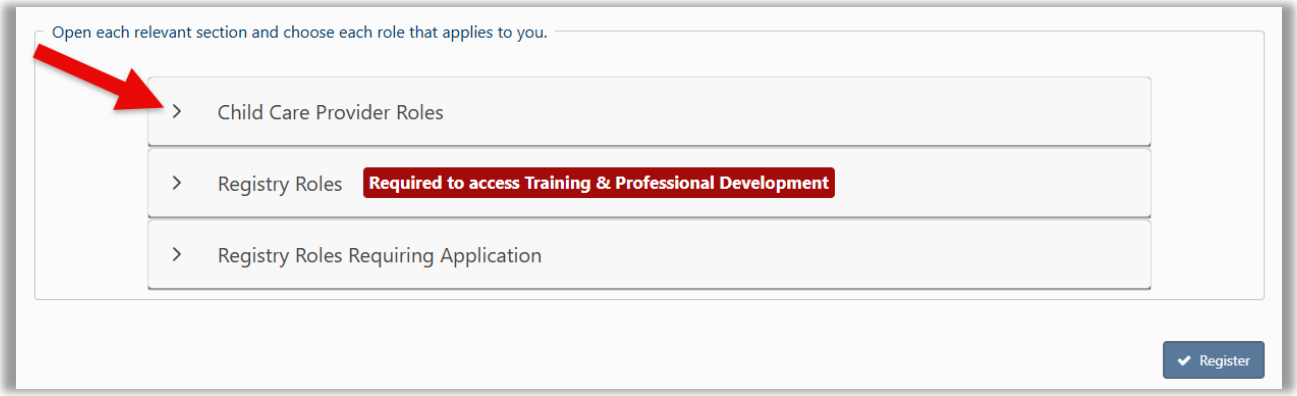
2. This will open the registration page. Fill in the required fields in the registration form.
   NOTE: QUESTIONS MARKED WITH AN ASTERISK "*" ARE REQUIRED



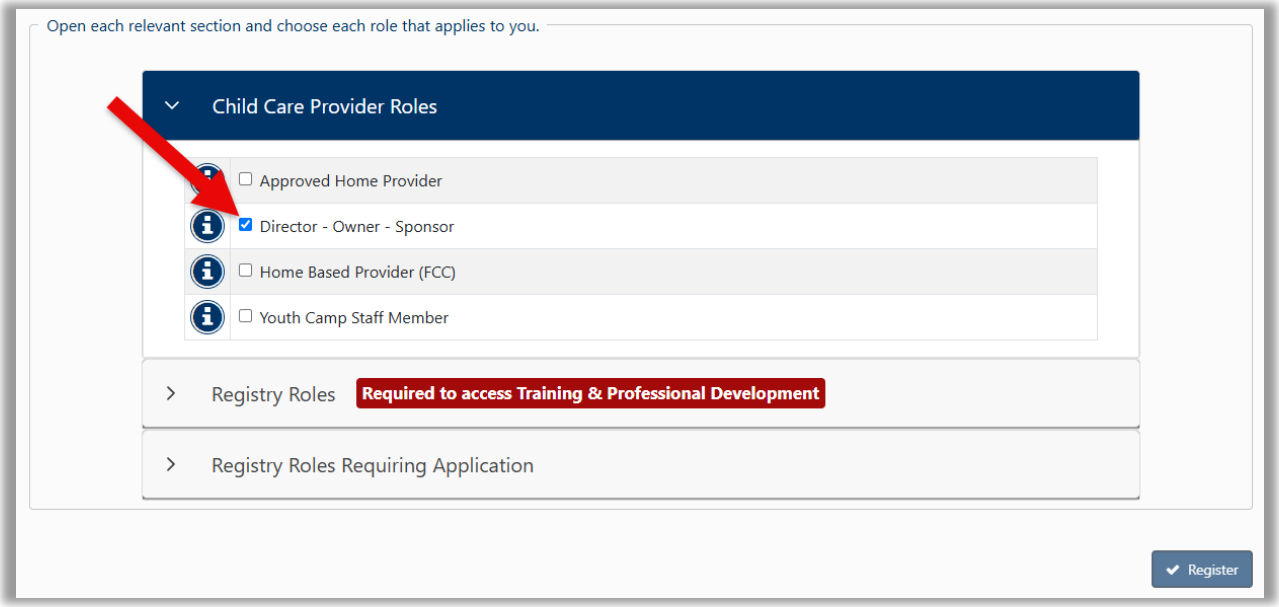
Required field indicators will turn from red to green as each field is entered.



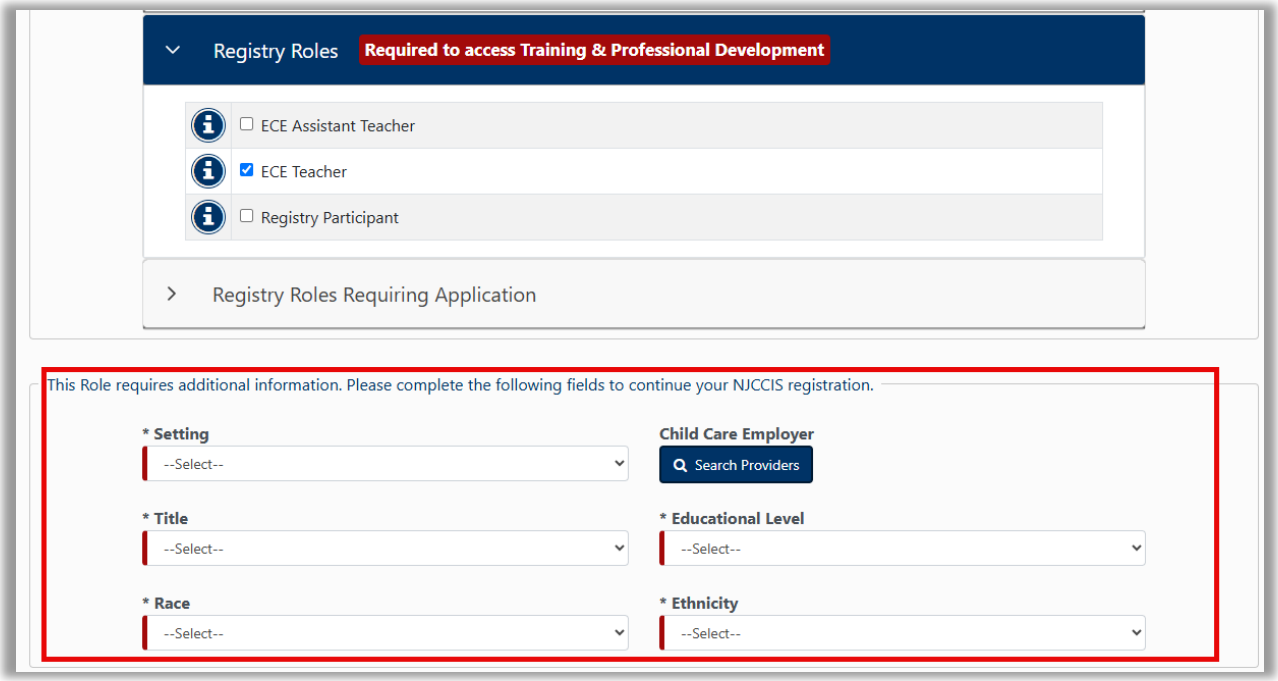
3. Next, scroll down and use the › to expand each section and see the requestable roles available.



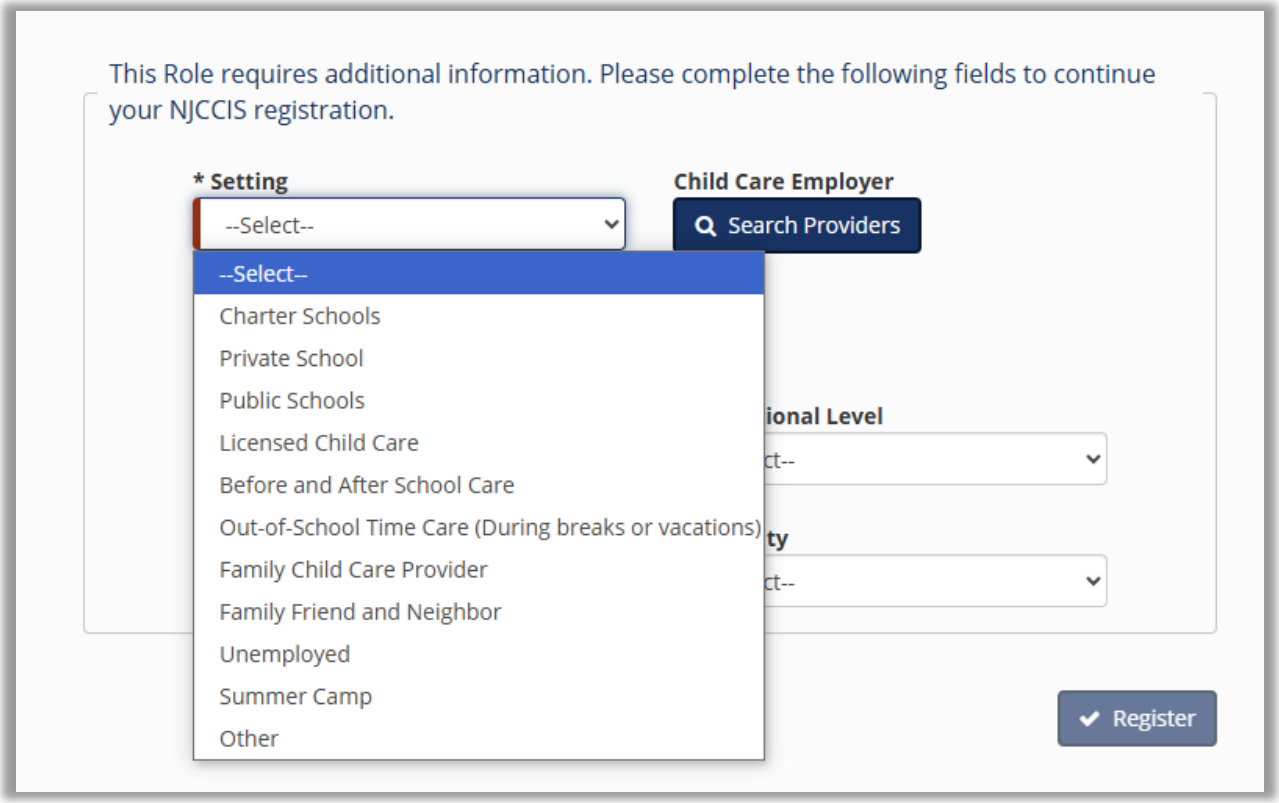
Check the box next to the role to select it.



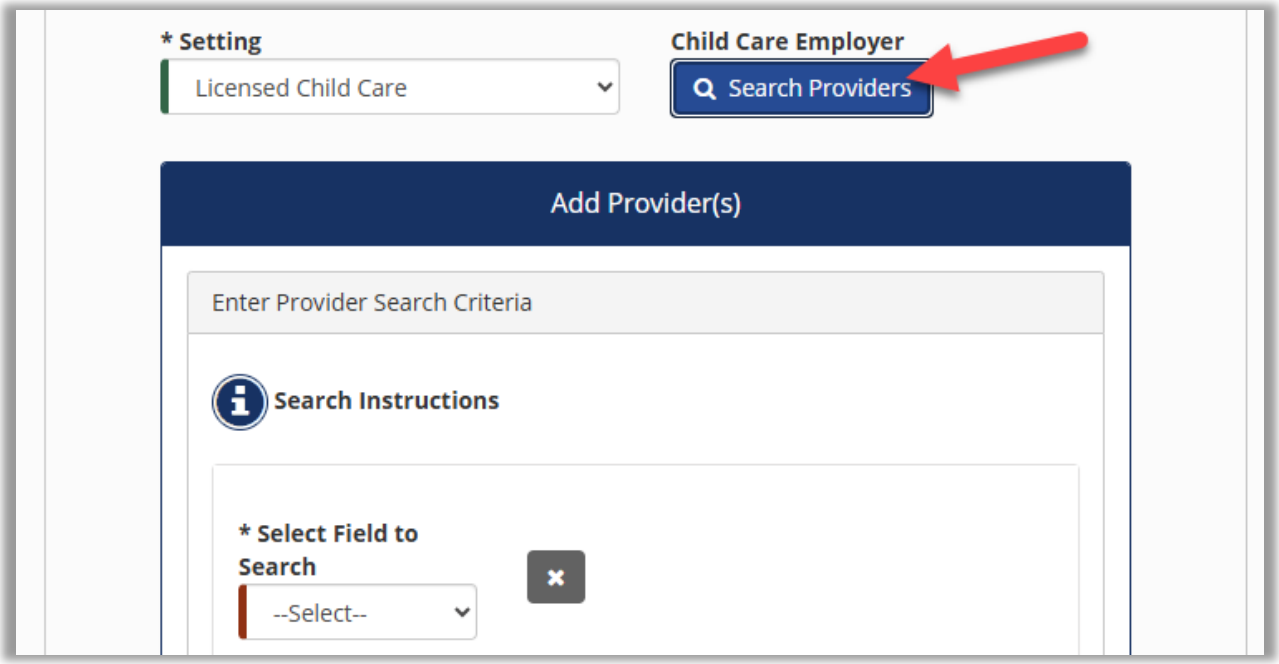
4. Selection of some Registry Roles will open additional mandatory fields below.



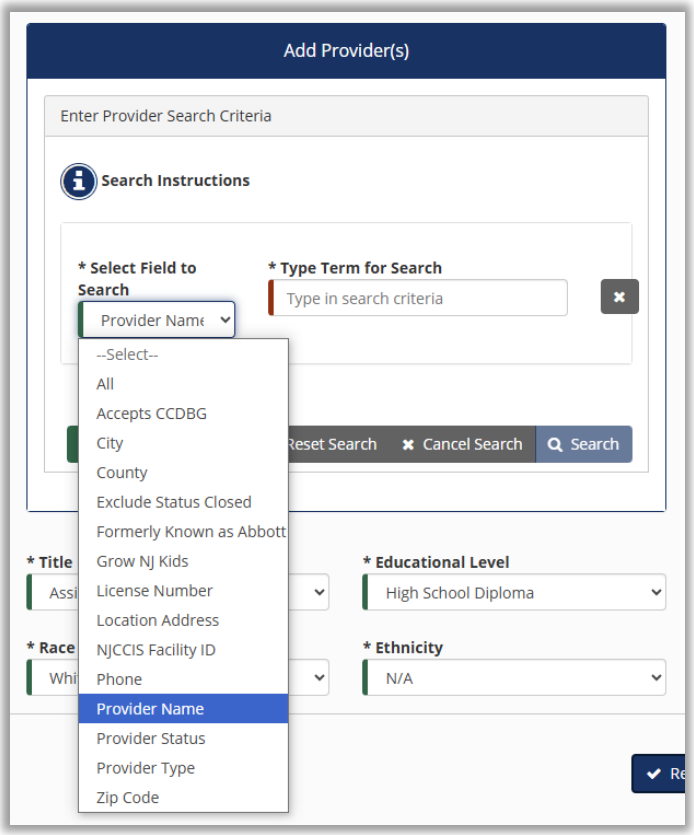
5. Use the drop-down boxes to select and complete each required field.



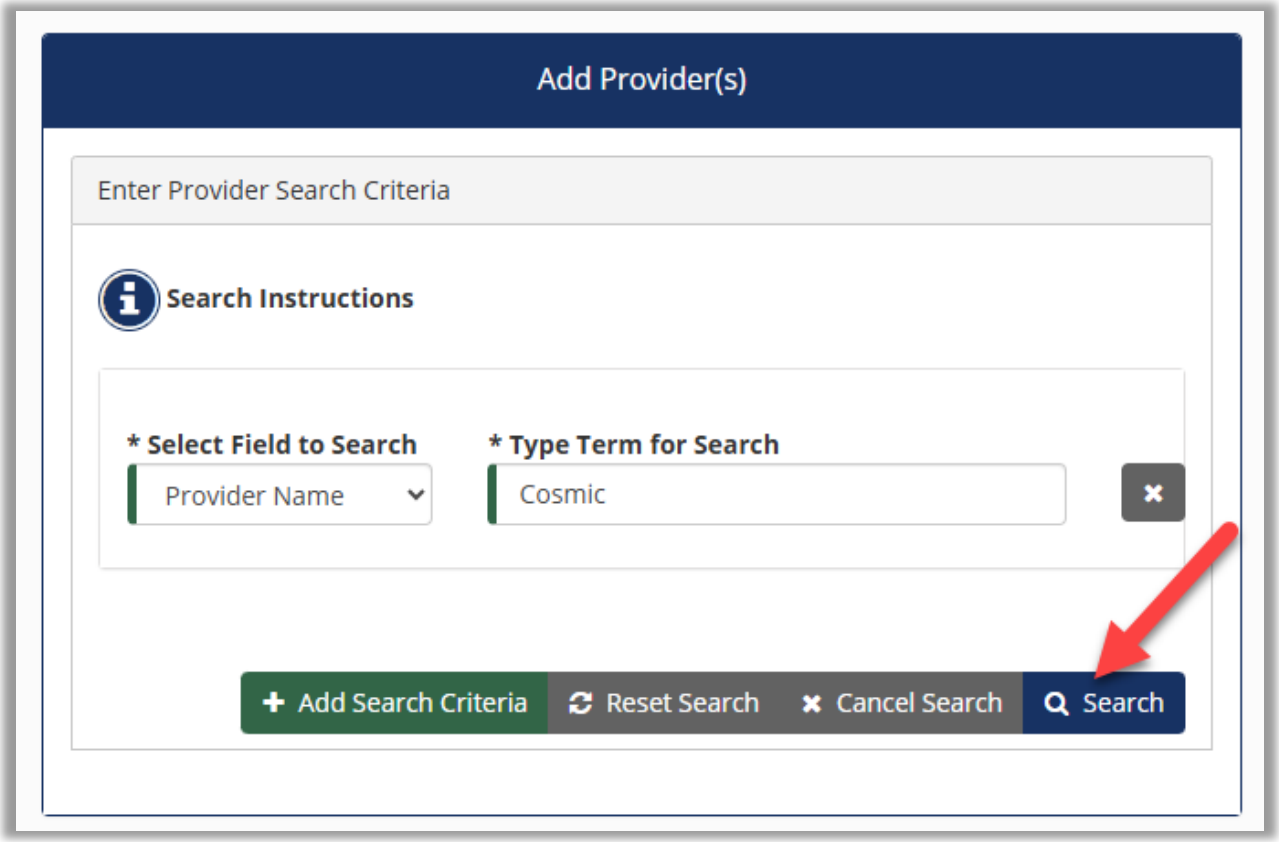
6. To add a provider, use the Search Providers button to open the provider search.



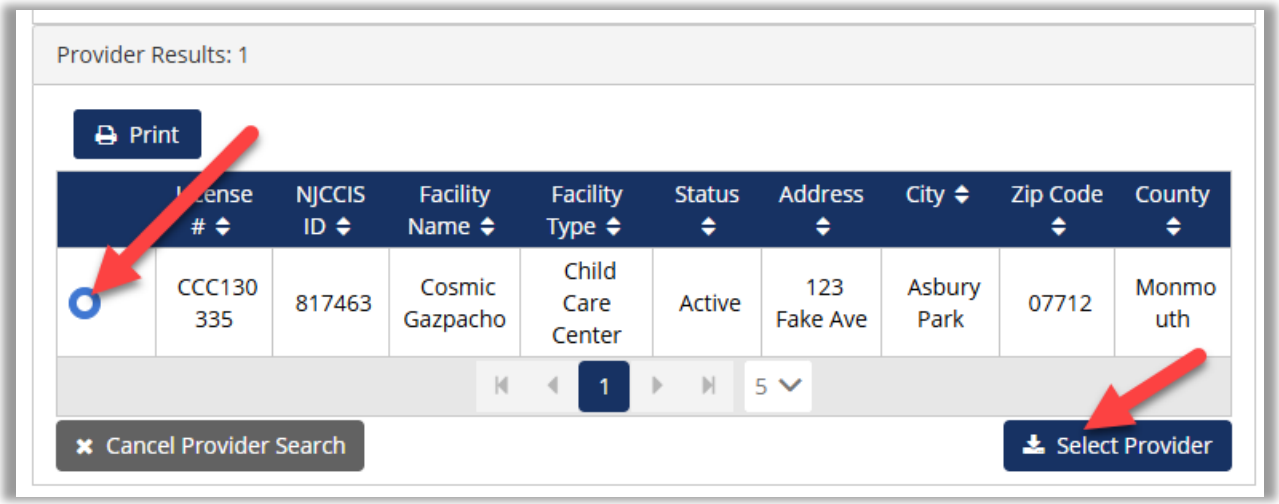
7. Use the **Select Field to Search** drop-down to select the search criteria.



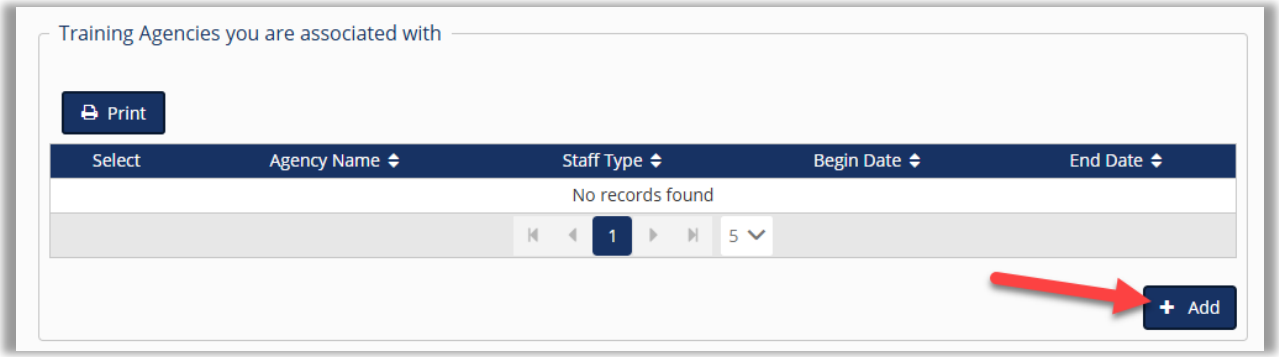
8. After entering text in the **Type Term for Search** field use the Search button to search for a provider



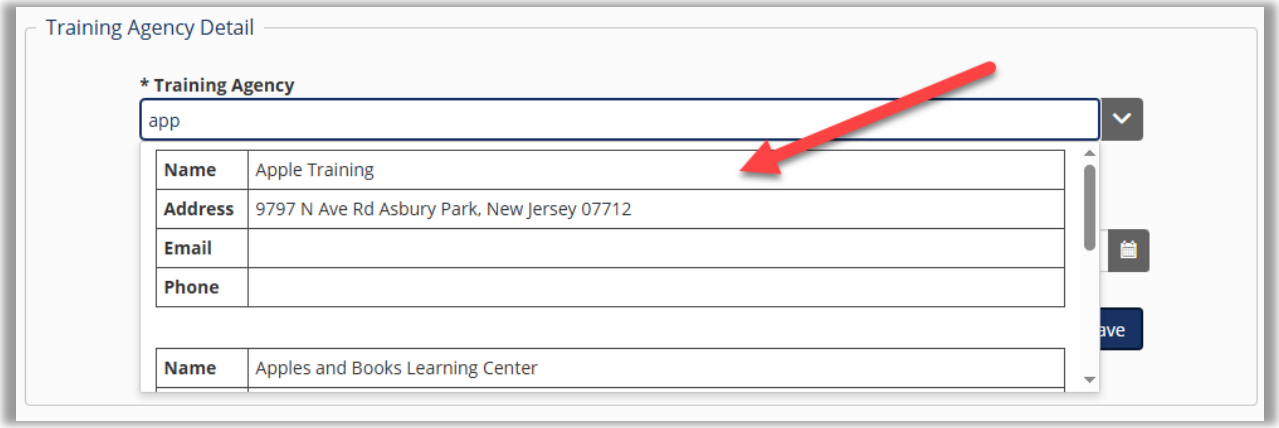
9. The search results will generate below. Select the circle next to the Provider and use the Select Provider button to continue.



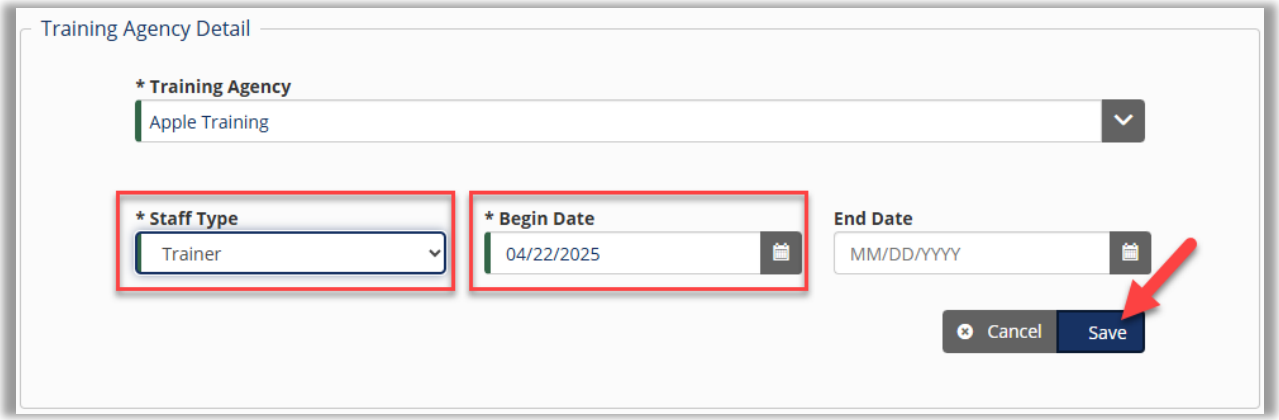
10. Selection of the **Registry Role – Trainer** will open a **Training Agency you are associated with** section below. Use the + Add button to search for a Training Agency.



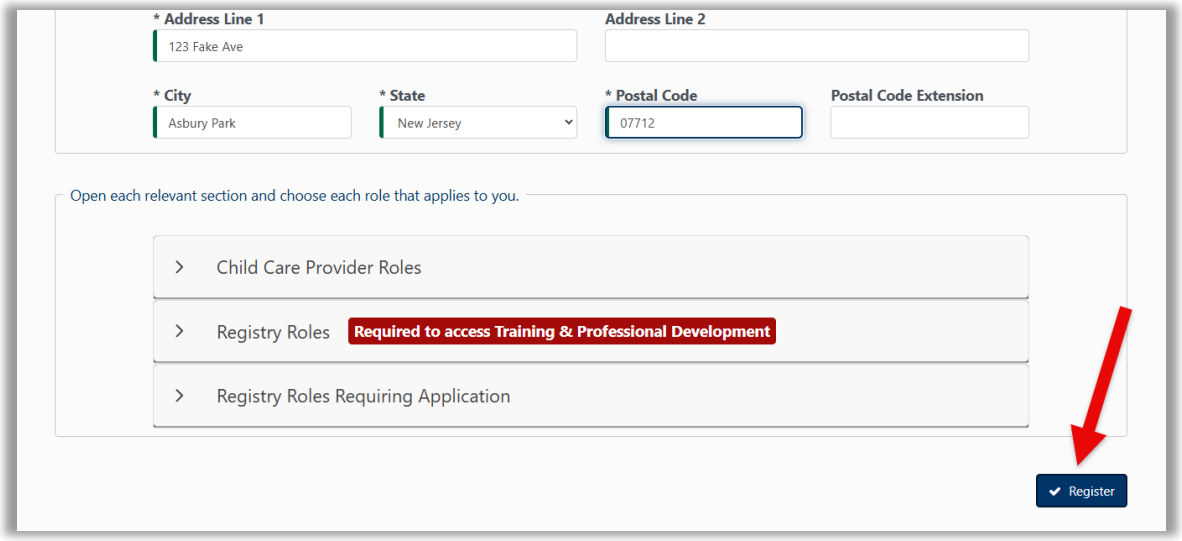
11. Type the name of the agency in the **Training Agency** field to populate a list of training agencies and select the appropriate agency.



12. Select the required **Staff Type** and **Begin Date** and select the Save button to continue.



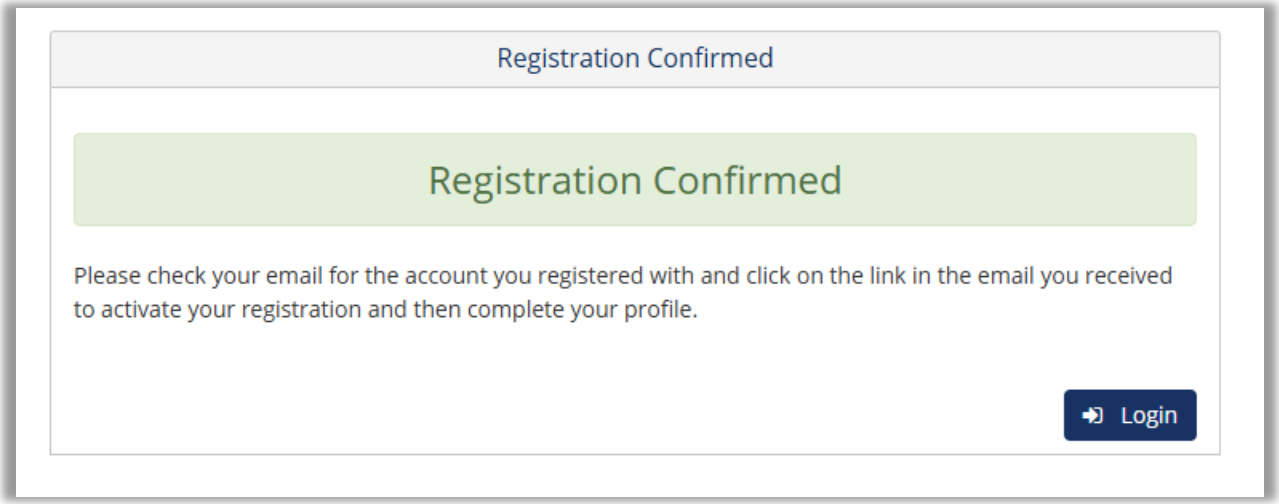
13. After all required fields have been completed, the ✔ Register button will become active. Select ✔ Register to continue.



NOTE: ENTERING AN EMAIL ADDRESS THAT IS ALREADY IN USE IN THE NJCCIS SYSTEM WILL DISPLAY THE FOLLOWING MESSAGE



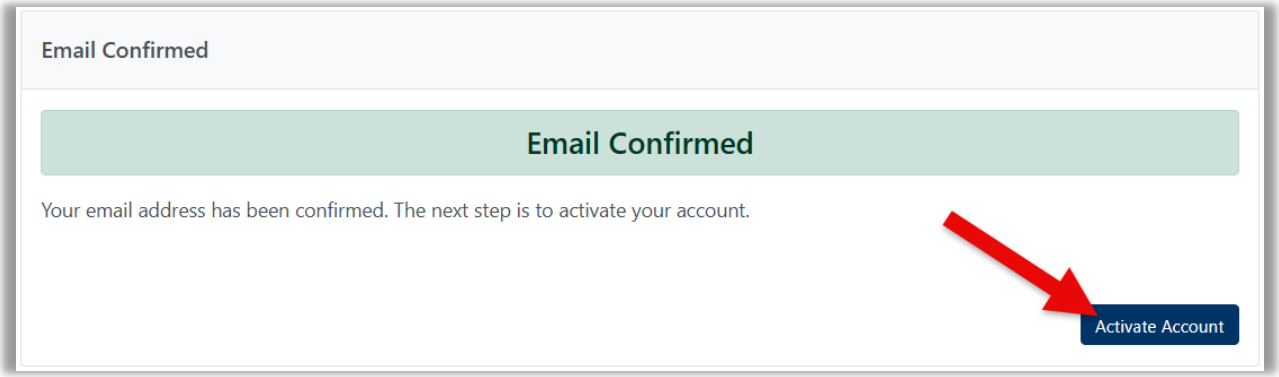
14. A **Registration Confirmed** message will appear indicating successful registration to the NJCCIS system.
    NOTE: CLOSE BROWSER AND OPEN EMAIL INBOX



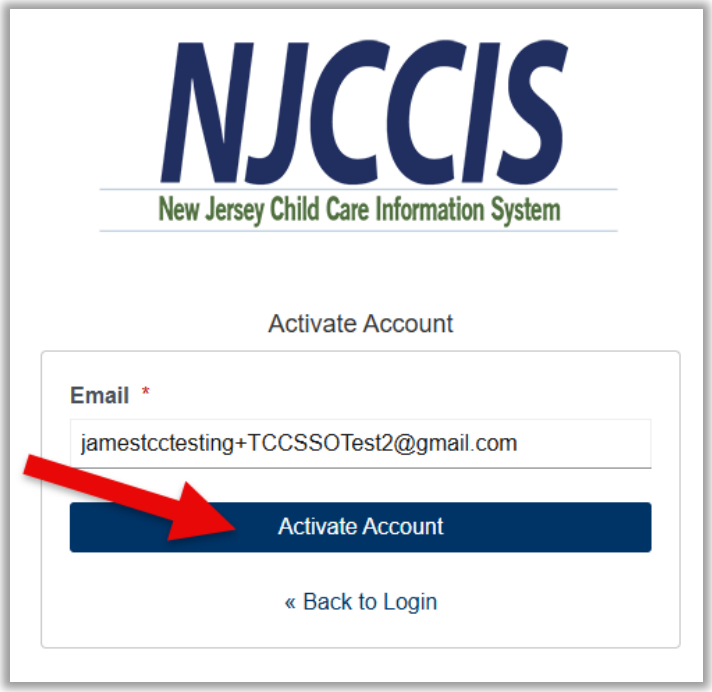
15. An email confirmation link will be sent to the registered email address, click the link in the email to complete the registration process.



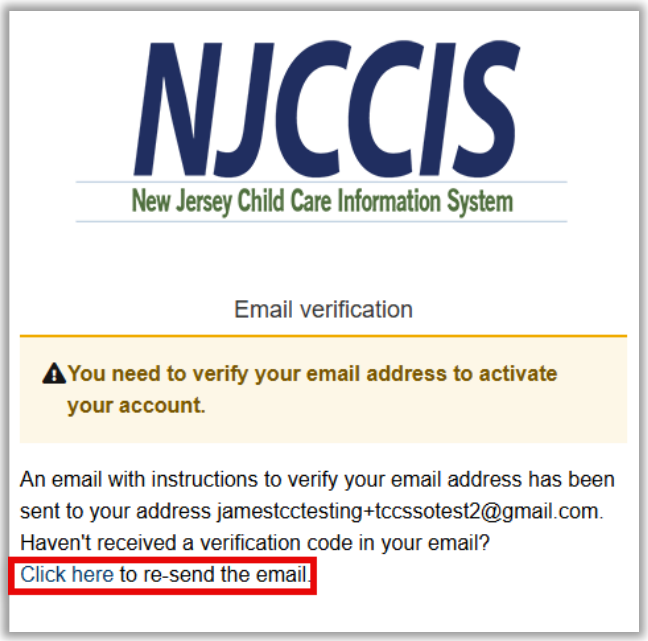
16. This will direct the user back to the NJCCIS site and show a confirmation message. Next, select the Activate Account button.



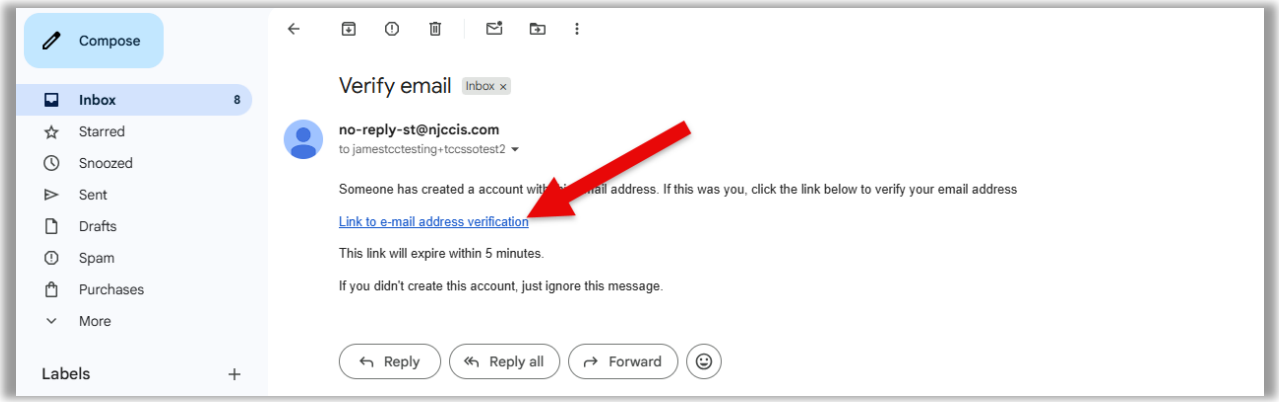
17. This will open the **Activate Account** screen, enter the registered email address. Next, select the Activate Account button.



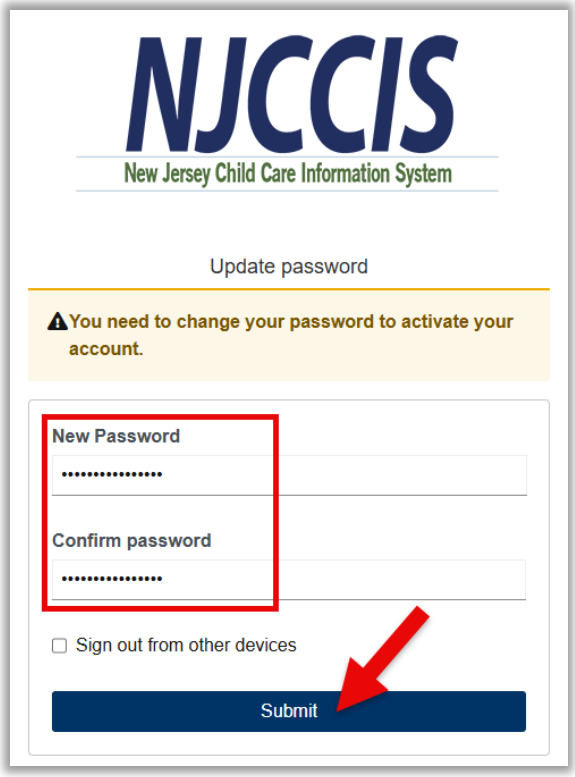
18. This will open the **Email Verification** page and send a verification email.
    NOTE: KEEP THIS PAGE OPEN UNTIL THE VERIFICATION IS COMPLETE AS A VERIFICATION EMAIL MAY BE RE-SENT FROM THIS PAGE.



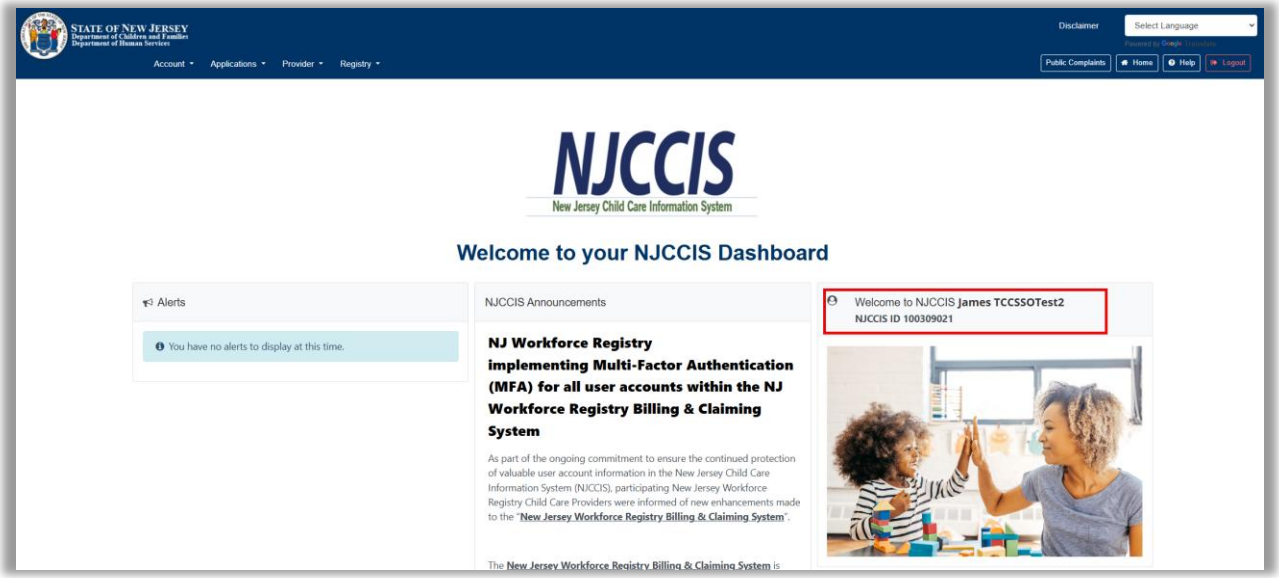
19. Select the **link** from the verification email.



20. This will open the **Update Password** screen. Create and confirm the new account password, then select the Submit button.



21. This will open the **NJCCIS Homepage** and automatically login to the now activated account.



This completes the one-time activation process and allows users to sign in directly to NJCCIS in the future.

