

## Submitting an Enrollment Request

1. Log into your NJCCIS account.
2. In the Toolbar at the top of the screen, click on Provider>My Providers. This opens the Provider Facilities page, where you can view your GNJK eligible providers within the NJCCIS database and change their information.

STATE OF NEW JERSEY

Account ▾ Applications ▾ **Provider ▾** Registry ▾ Admin ▾

My Providers

Provider Facilities: 7

Print Sort By Global Filter

Provider Type	ID	Provider Status	Provider Name	License Number	County	Address	City	Zip
Family Child Care	800118	Pending	Amelia Jack	FCC166712	Mercer	234 Main St	Jersey City	06573
Approved Home	800124	Pending	Amelia Jack	APH166718	Somerset	123 Main St	Jersey	08527
Child Care Center	800128	Pending	Dog Run Child Care	CCC166722	Morris	123 Main St	Jersey	08654
Child Care Center	800160	Pending	Ocean Ridge Child Care	CCC166775	Ocean	123 Main St	Jersey	06452

3. Click on the  button next to one of the results to open the Provider Information page for that provider.

Name: Happy Days Preschool (15HAP0001)

Quicklinks

- Case Management
- Complaints
- Provider Information
- File Cabinet
- Inspection Tasks
- Personnel
- Enforcement
- Serious Incident Report
- Email
- Licensing Notes
- Subsidy Notes
- Technical Assistance
- Provider Admin
- Health and Safety Grants
- Grow NJ Kids**
- Letters

Provider Information

4. Click on the  button in the Quicklinks dropdown section to open the Grow NJ Kids section.

**Quicklinks**

- Case Management
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**Grow NJ Kids**

- Dashboard
- Portfolio

### Dashboard

- > Enrollment - **Not Started**
- > Orientation - **Not Started**
- > QIS - **Not Started**
- > Technical Assistance - **Not Started**
- > Rating - **Not Started**
- > Post-Rating - **Not Started**
- > Disengagement - **Not Started**

5. Click on the Enrollment heading to open the Enrollment dropdown section.

**Enrollment - Not Started**

Select	ID	Description	Status	Created By	Update Date	Has Violations
No records found						

**+ New**

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**Email Notification History**

ID	Email Address	Subject	Sent Date	Status
No records found				

6. Click on the button to view the enrollment information for an existing request, or click on the button to create a new request.

**Enrollment Grow New Jersey Kids Child Care Centers**

**Required Fields Completed: 44%**

Disclaimer Wizard View  Flat View

\* If any of the information that is pre-populated is incorrect, please contact your Licensing office to have the information updated appropriately before submitting your application.

Required Fields Remaining - 5 +

**Email Notification History**

ID	Email Address	Subject	Sent Date	Status
No records found				

7. Complete the enrollment request wizard, and then click on the Submit button to submit the enrollment request.

Enrollment - Received						
Select	Id	Description	Status	Created By	Update Date	Has Violations
 Select	1136	QRIS-Enrollment-GNJK-FCC	Submitted	Sindhura dcc	12/17/2018	No

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[+ New](#)