



New Jersey Child Care Information System

www.NJCCIS.com

Preparing for the \$1,000 Hiring and Retention Bonus Grant Application

First, make sure you are associated (linked/connected) to your NJCCIS Family Child Care Program record via the Personnel button on your Program’s Quicklinks Profile. If you are not, you must associate yourself and then contact the NJ Workforce Registry (1-877-522-1050 or NJWorkforceRegistry@pcgus.com) to have them approve the association.

Next, check your User Account Profile to make sure your account profile information is correct and updated, such as email and demographics (gender, race and ethnicity.) The grant rules require collection of demographic information and this information will be displayed on the application from what you have saved in your profile.

The following pages contain step-by-step instructions with screenshots or you can visit www.njccis.com/njccis/help.

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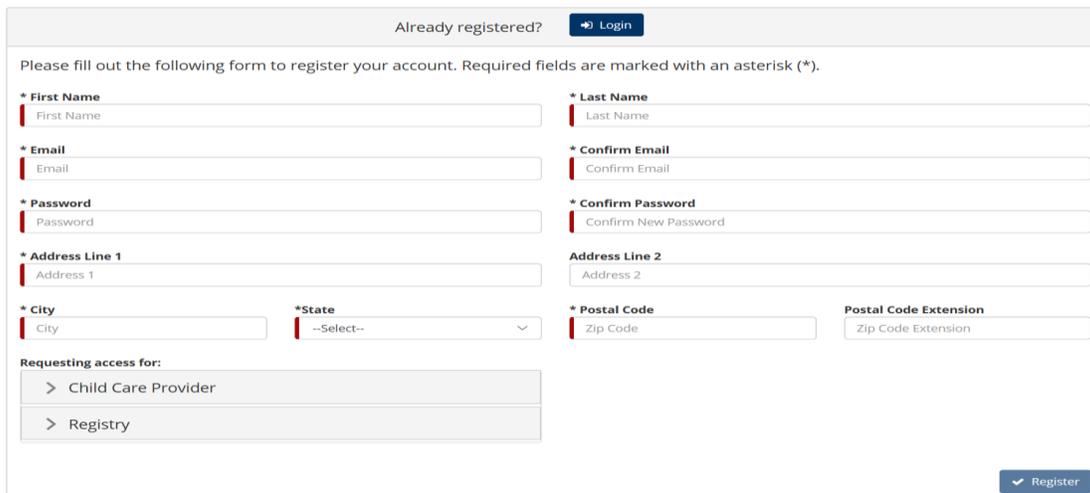
How to Create an Account

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, * Last Name, * Email, * Confirm Email, * Password, * Confirm Password, * Address Line 1, Address Line 2, * City, * State (a dropdown menu with '--Select--'), * Postal Code, and Postal Code Extension. 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
--Select--

* Title
--Select--

* Race
--Select--

Child Care Employer

[+ Search Providers](#)

* Educational Level
--Select--

* Ethnicity
--Select--

[Register](#)

Training Agencies you are associated with

[Print](#)

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

[+ Add](#)

[Register](#)

- b. To add a provider(s), click on the Search Providers button [+ Search Providers](#) 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

--Select-- ✕

[+ 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

Facility Name

* Type Term for Search

little angels

[+ 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



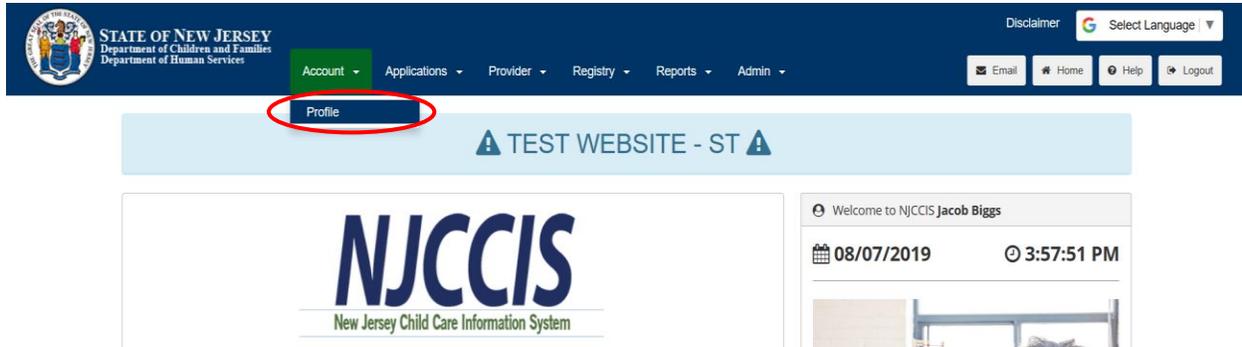
	<input type="checkbox"/>	Id	Facility Name	Facility Type	Address	City	Zip Code	County
	<input type="checkbox"/>	700000	QUINTERO, GLA...	Family Child Care	52 CLARK STREET	DOVER	07801	Morris
	<input checked="" type="checkbox"/>	700000	QUINTERO, GLA...	Family Child Care	52 CLARK STREET	DOVER	07801	Morris
	<input type="checkbox"/>	700001	Happy Days Pre...	Child Care Center	801 ROUTE 9	LANOKA HARBOR	08734	Ocean
	<input checked="" 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.

How to Add your Work Experience and Position Details Employee Association Request to a Provider Record

Once you have logged into your NJCCIS account, click on the Account tab, and select "Profile".



STATE OF NEW JERSEY
Department of Children and Families
Department of Human Services

Account Applications Provider Registry Reports Admin

Profile

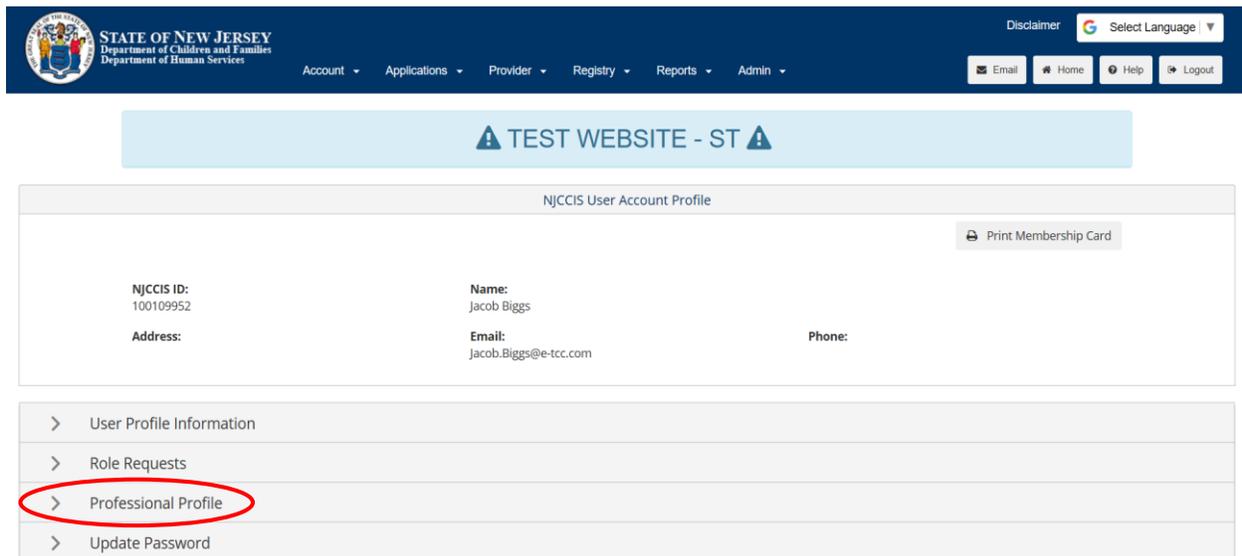
TEST WEBSITE - ST

NEW JERSEY CHILD CARE INFORMATION SYSTEM

Welcome to NJCCIS Jacob Biggs

08/07/2019 3:57:51 PM

On the Profile screen, click on the Professional Profile section to expand it.



STATE OF NEW JERSEY
Department of Children and Families
Department of Human Services

Account Applications Provider Registry Reports Admin

TEST WEBSITE - ST

NJCCIS User Account Profile

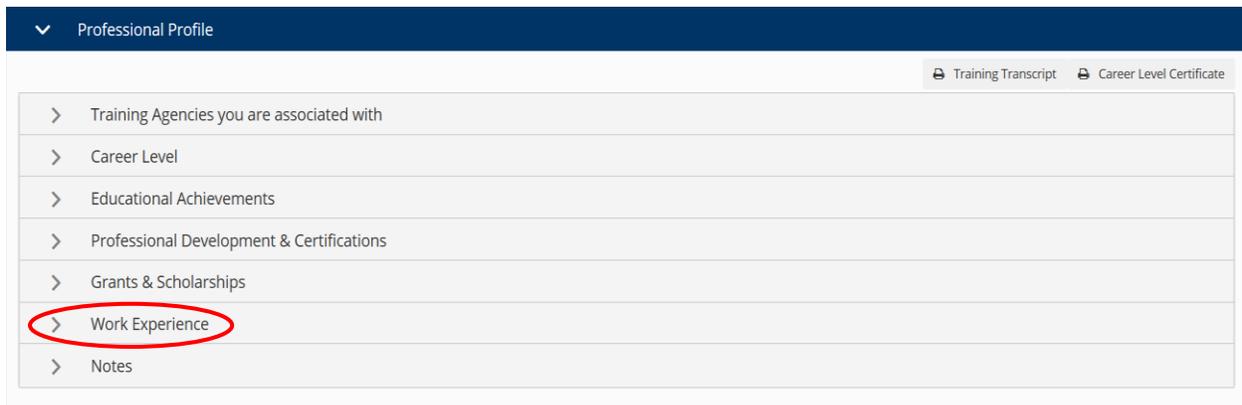
Print Membership Card

NJCCIS ID: 100109952 Name: Jacob Biggs

Address: Email: jacob.biggs@e-tcc.com Phone:

- > User Profile Information
- > Role Requests
- > Professional Profile
- > Update Password

In the Professional Profile section, click on the Work Experience section to expand it.

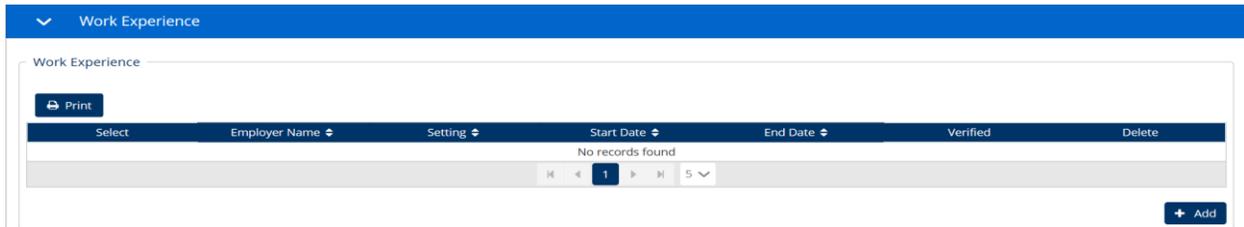


Professional Profile

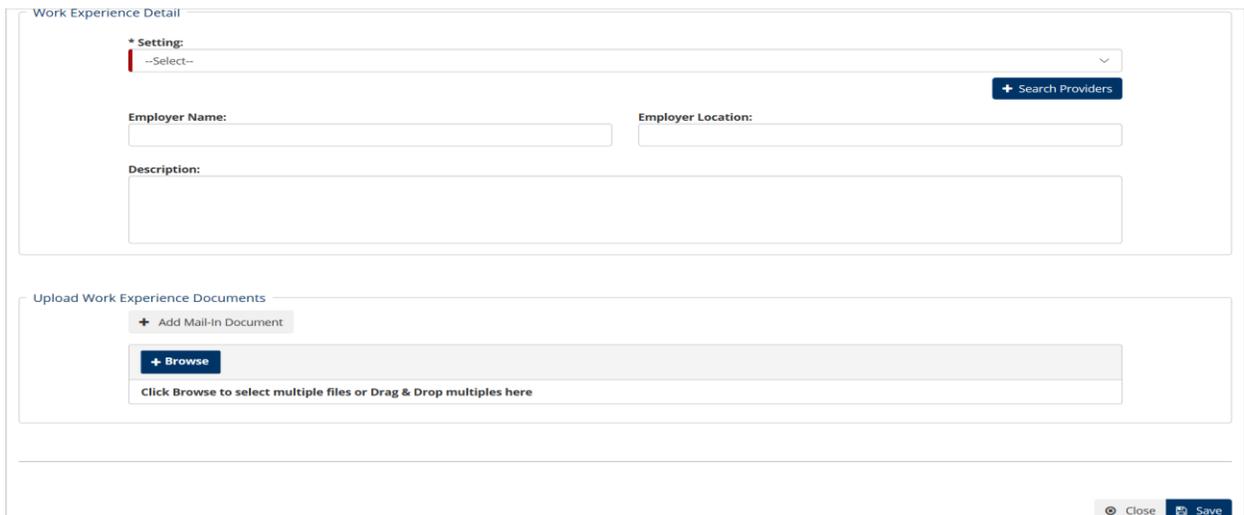
Training Transcript Career Level Certificate

- > Training Agencies you are associated with
- > Career Level
- > Educational Achievements
- > Professional Development & Certifications
- > Grants & Scholarships
- > Work Experience
- > Notes

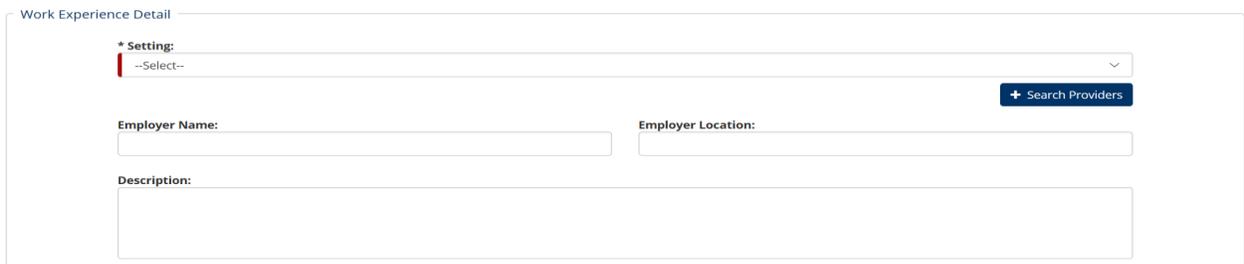
In the Work Experience section, you have the ability to add a work experience record to your Profile.



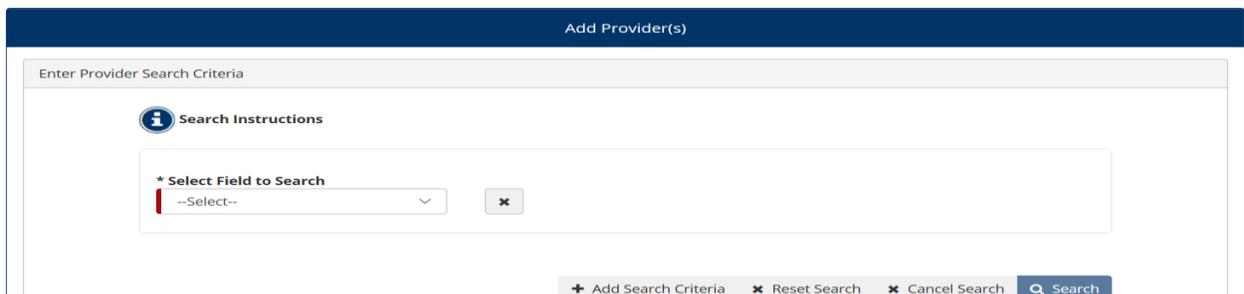
To add a new work experience record, click on the **+ Add** button. Two new sections will appear below: Work Experience Detail and Upload Work Experience Documents.



In the Work Experience Detail section, select a Provider type from the Setting dropdown list.



To search for a Provider, click on the **+ Search Providers** button. The Add Provider(s) section appears below.



Click on the Select Field to Search pulldown menu to select a field to search within, and then fill out any fields that appear.

Add Provider(s)

Enter Provider Search Criteria

Search Instructions

* Select Field to Search: County
* Select which State: New Jersey
* Select which County: --Select--

+ Add Search Criteria x Reset Search x Cancel Search **Search**

Click on the **Search** button to search for Providers that meet the selected criteria.

Add Provider(s)

Enter Provider Search Criteria

Search Instructions

* Select Field to Search: County
* Select which State: New Jersey
* Select which County: Essex

+ Add Search Criteria x Reset Search x Cancel Search **Search**

Provider Results: 2307

Print

	License #	Facility Name	Facility Type	Address	City	Zip Code	County
<input checked="" type="radio"/>	07PAM0001	The Pampered C...	Child Care Center	182 EAGLE ROC...	ROSELAND	07068	Essex
<input type="radio"/>	21KID0004	Bright Horizons...	Child Care Center	424 ROUTE 57	LOPATCONG	08865	Essex
<input type="radio"/>	07KID0019	Kids Foundation...	Child Care Center	382 CENTRAL AVE	EAST ORANGE	07018	Essex
<input type="radio"/>	07PAG0001	Page Academy, I...	Child Care Center	530-532 CENTR...	NEWARK	07107	Essex
<input type="radio"/>	R07-5335	LEWIS, ALICE	Family Child Care	889 HUNTERDO...	NEWARK	07112	Essex

x Cancel Provider Search **Select Provider**

Click on the check icon in the leftmost column of the Provider Results to select that Provider. You may only select one Provider per search.

Click on the **Select Provider** button to directly add that Provider's information to the Employer Name and Location fields in the Work Experience Detail section.

Work Experience Detail

* Setting: --Select-- **Search Providers**

Employer Name: Bright Horizons at Lopatcong Employer Location: 424 ROUTE 57 LOPATCONG 08865

Description:

In the Upload Work Experience Documents section, you can upload documents that are relevant to your past work experience.

Click on the **+ Browse** button to open the File Explorer for your computer. Select a file to upload and click on the Open button to generate additional fields below. Alternatively, you can click on the

+ Add Mail-In Document button to generate those fields without selecting a file.

* Mailing Documents

Select a file to upload:

Description:

The Mailing Documents check box is checked by default when you click on the **+ Add Mail-In Document** button, and unchecked by default when you click on the **+ Browse** button. Leave it checked if you are planning to mail in the document that you are adding, or unchecked if you are not.

If you did not already select a document to upload, click on the **Browse...** button to open the File Explorer for your computer. Select a file to upload and click on the Open button.

Add a description into the Description field if necessary.

Click on the **Save** button to save the new Work Experience into the Work Experience table. The Positions section appears at the bottom of the Work Experience section.

Click on the **+ Add a Position** button to generate the Position Details section.

Click on the Title dropdown menu to select a position title. If you select 'Other', then the Title Other field will appear where you can enter the name of your title.

Position Details

* Title: * Title Other:

In the Salary/Wages section, click on the Full Time or Part Time radio button, as well as the Salary or Hourly radio button, to select the correct payment type. Additional fields are generated below, depending on your selection of the Salary or Hourly buttons.

Salary/Wages

Full Time Part Time Salary Hourly

* Start Date: End Date:

Salary: Months Worked Per Year:

Use the Start Date and End Date dropdown calendars to select the beginning and ending dates for your previous position, and enter your Salary/Hourly Rate and Months Worked Per Year/Hours Per Week into the fields.

Click on the button to save the position to your profile.

As a family child care provider, you can not approve your own association. Once you have gone through the above steps, contact the NJ Workforce Registry (1-877-522-1050 or NJWorkforceRegistry@pcgus.com) to have them approve the association.