

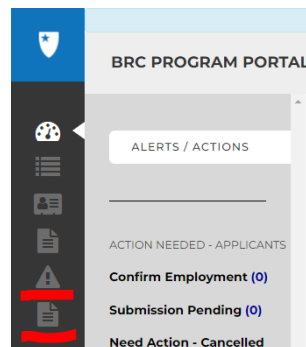


# MASSACHUSETTS Department of Early Education and Care

## Authenticating for R&P BRC Manager Reports on the Navigator BRC Program Portal Instructions

Residential and Placement (R&P) Licensees and Background Record Check (BRC) Program Administrators have a R&P Reports link on the left side of the Navigator BRC Program Portal when they log-in.

One report available is the **BRC Renewal for Umbrella Report** that shows candidates who are due to be submitted because their BRC expires within 120 days. The report includes all candidates in the BRC Manager who will need to have a new request submitted in Navigator if they are still employed by the program.



A new tab will open when a BRC Program Portal user clicks on the link. You will then be prompted to proceed through an authentication process. Note: the BRC Program Portal application will still be open on the original tab.

### Steps

1. After clicking on the R&P Reports icon, you will be asked to enter your email. This must be the exact email address you used to log-in to BRC Program Portal.



## Sign in

eecbr4@gmail.com

Can't access your account?

Next

WARNING: This system contains government information and is restricted to authorized users only. By accessing this portal you are consenting to system monitoring for law enforcement. Unauthorized access to the system may subject you to disciplinary action.

2. After entering your email, click “Next.” Open your email on another screen. You should then get an email from the State of Mass. This email contains a code you will need to enter on the next screen.

Commonwealth of Mas. Your Commonwealth of Massachusetts account verification code - Commonwealth of Massachusetts Account

3. Go back to the BRC Program Portal and enter the code from your email address.



← eecbr4@gmail.com

## Enter code

We just sent a code to eecbr4@gmail.com

11153788

Sign in

4. Click “Sign-in.” You will then get the below notice. Click “Accept” in order to proceed.



eecbr4@gmail.com

### Permissions requested by:

Commonwealth of Massachusetts  
massgov.onmicrosoft.com

By accepting, you allow this organization to:

- Receive your profile data
- Collect and log your activity
- Use your profile data and activity data

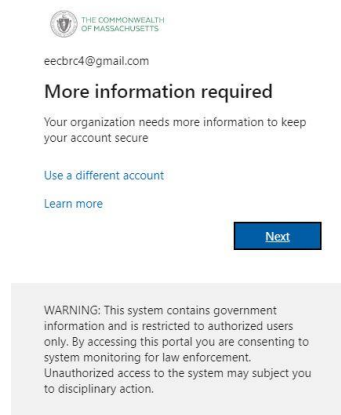
You should only accept if you trust Commonwealth of Massachusetts. Commonwealth of Massachusetts has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>.  
[Learn more](#)

This resource is not shared by Microsoft.

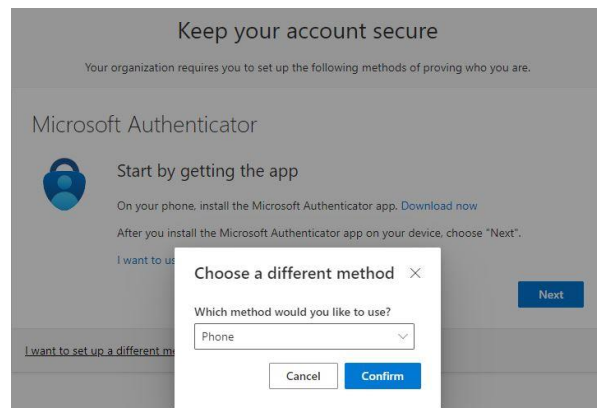
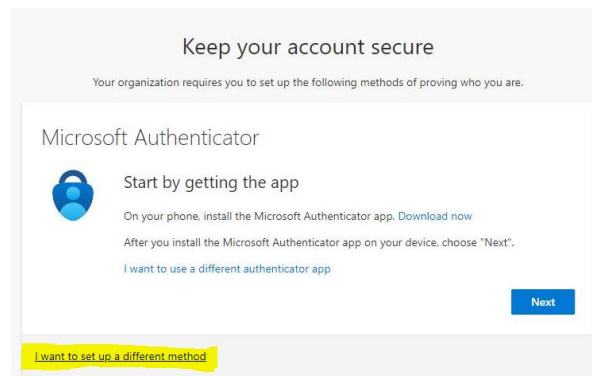
Cancel

Accept

## 5. Click “Next.”



6. You will then see a series of screens on “Keeping your account secure.” We recommend you choose “I want to set up a different method” and proceed with authentication via a text message on your phone.



7. Enter your phone number and choose either getting a code via text or phone call.

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) 7819440000

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

**Next**

[I want to set up a different method](#)

8. Click on the “Next,” “Confirm” and “Done” tabs. Upon completion, you will see the reports with the data from BRC Manager.

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 [REDACTED]. Enter the code below.

501058

[Resend code](#)

[Back](#) **Next**

[I want to set up a different method](#)


**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose “Done” to continue signing in.

**Default sign-in method:**

 Phone  
+1 [REDACTED]

**Done**

9. You will see the default report appear on the screen. Data for your umbrella will appear here.

The screenshot shows a Power BI report interface. At the top, it says 'Power BI EEC-PBI - BRC - UA' and 'Upcoming BRC Renewals for Umbrella with Residential Programs'. Below this is a navigation bar with 'File', 'Home', and 'View' tabs. There is an 'Export' button and a 'Parameters' section with a 'Subscribe to report' option. A dropdown menu is set to 'Upcoming Renewal'. The main content area is titled 'BRC Renewal for Umbrella with Residential Programs' with a 'Run Date: 8/31/2023'. Below the title is a table with the following data:

Row ID	Applicant ID	Last Name	First Name	BRC Renewal Date	Program Name	Program ID	Program ID (Legacy)	Umbrella Name	Umbrella ID	Umbrella Id (Legacy)
1	1080145	[REDACTED]	[REDACTED]	Sep 8 2023 12:00AM	Old Colony Y, Boys Detention Program	[REDACTED]	[REDACTED]	Old Colony YMCA	[REDACTED]	[REDACTED]

10. You can choose to review the BRC Expired for the Umbrella report by clicking on the drop-down arrow on the top left. The data will appear in the same format with the same column headings.

The screenshot shows the same Power BI report interface, but the dropdown menu is now set to 'Currently Expired'. The main content area is titled 'BRC Expired for Umbrella with Residential Programs' with a 'Run Date: 8/31/2023'. Below the title is a table with the same column headings as the previous report, but it is currently empty.

Row ID	Applicant ID	Last Name	First Name	BRC Renewal Date	Program Name	Program ID	Program ID (Legacy)	Umbrella Name	Umbrella ID	Umbrella Id (Legacy)
--------	--------------	-----------	------------	------------------	--------------	------------	---------------------	---------------	-------------	----------------------

Please note: to switch between reports you must choose the report in the drop down and then move to the right side of the window and click on the green "View Report" button to have the report updated.

11. Upon completion, you should close this report tab as it is not part of the BRC Program Portal.