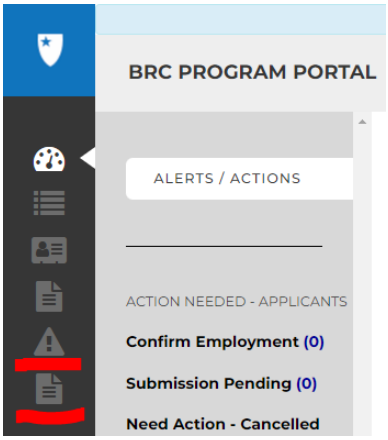
MASSACHUSETTS
Department of
Early Education and Care

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 an R&P Reports link on the left side of the Navigator BRC Program Portal when they log-in.



When a BRC Program Portal user for an R&P program clicks on the link they will be brought to the Reports page in Portal, where the available R&P reports are listed with links to each report.



March 2024

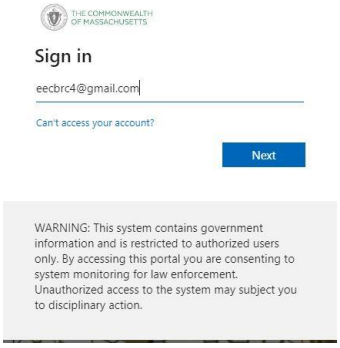
There are currently two reports available on the Reports page:

1. The **BRC Manager Umbrella Candidate Report** shows candidates entered within the last 4 years. The report shows the overall disposition for these candidates in the BRC Manager system.
2. The **BRC Manager Renewal/Expiration Report** 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.

After clicking on one of the report links, you will 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 one of the report links, you will be asked to enter your email. This must be the exact email address you used to log-in to BRC Program Portal.



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.



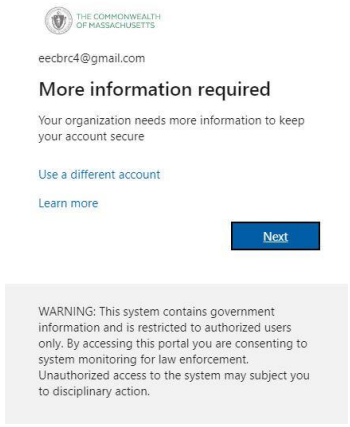
3. Go back to the BRC Program Portal and enter the code from your email address.



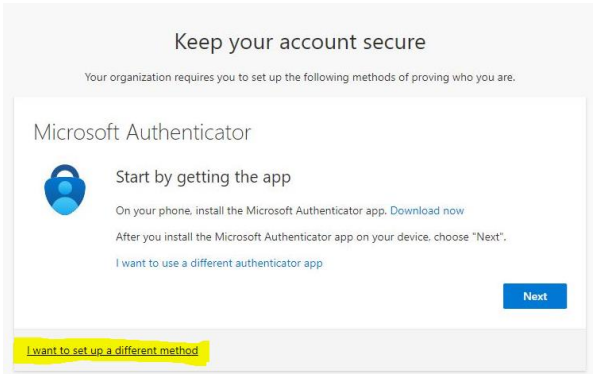
4. Click “Sign-in.” You will then get the below notice. Click “Accept” in order to proceed.

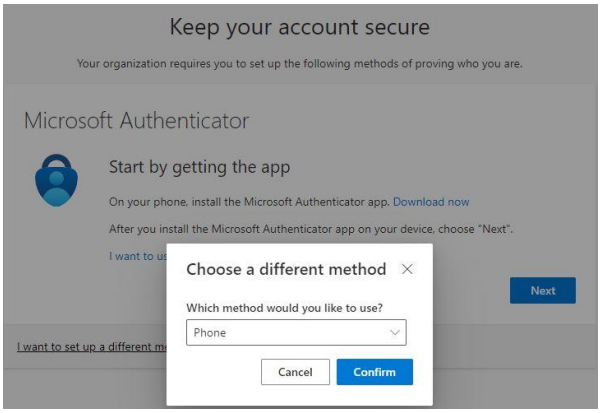


5. Click “Next.”

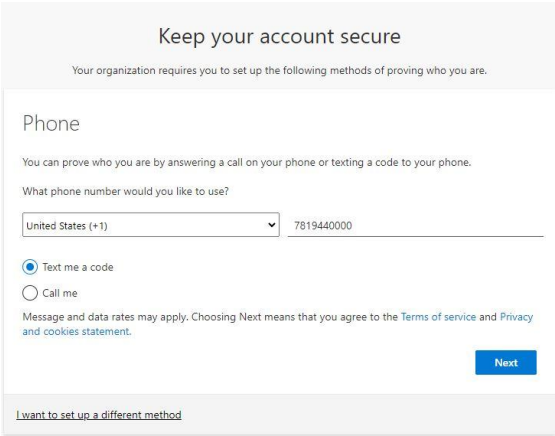


6. You will then see a series of screens on “Keeping your account secure.” We recommend you choose “I want to set up a different method” and proceed with authentication via a text message on your phone.

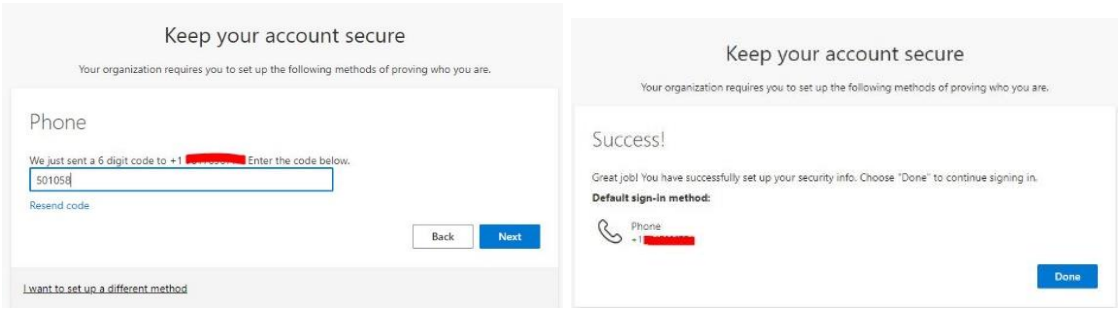




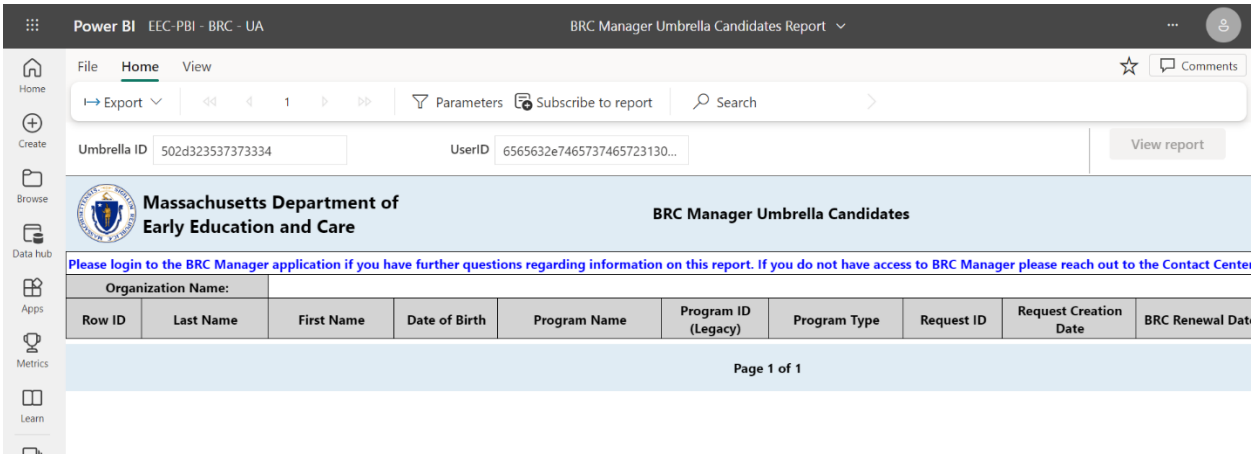
7. Enter your phone number and choose either getting a code via text or phone call.

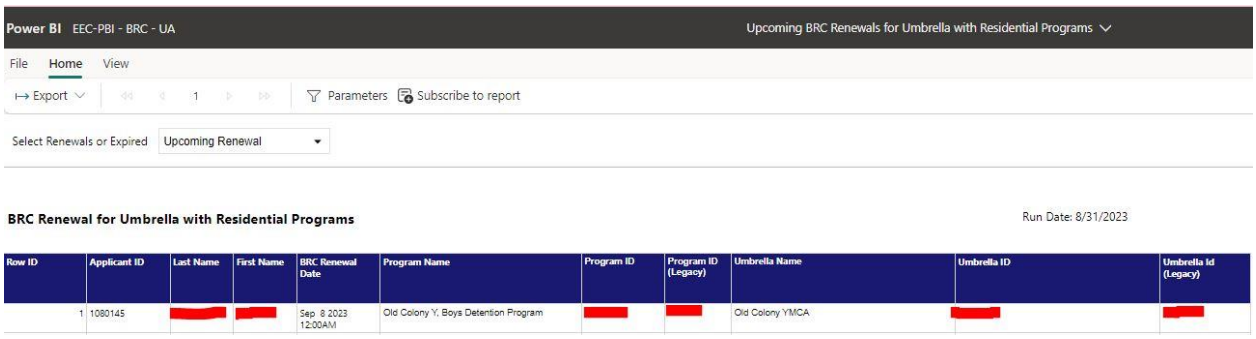


8. Click on the “Next,” “Confirm” and “Done” tabs. Upon completion, you will see the reports with the data from BRC Manager.

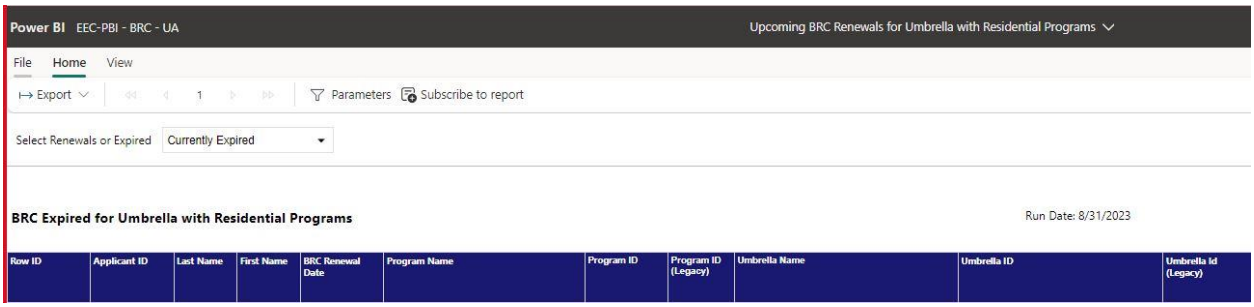


9. You will see the default report appear on the screen. Data for your umbrella will appear here.





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.



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.