

## 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.



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.

🗌 🕁 Comme	onwealth 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.

← eecbrc4@gmail.com		
Enter code		
We just sent a code to eec	brc4@gmail.com	
11153788		

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

	Microsoft
-	achre4@amail.com
-	corcaegmancom
Р	ermissions requested by:
Co m	ommonwealth of Massachusetts assgov.onmicrosoft.com
Ву	accepting, you allow this organization to:
$\sim$	<ul> <li>Receive your profile data</li> </ul>
$\sim$	Collect and log your activity
$\sim$	<ul> <li>Use your profile data and activity data</li> </ul>
Yo Ma pr the htt	a should only accept if you trust Commonwealth of sssachusetts. Commonwealth of Massachusetts has not ovided links to their terms for you to review. You can update see permission sat tps://mysccount.microsoft.com/organizations. arm more
T	his resource is not shared by Microsoft
	THE COMPONNEALTH
	The commonwealth of MASSCHUSTTS eecbrc4@gmail.com
	eecbrc4@gmail.com More information required
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	eecbrc4@gmail.com More information required Your organization needs more information to keep your account secure
	ecbrc4@gmail.com More information required Your organization needs more information to keep your account secure Use a different account Learn more
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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.

	Your organization requires you to set up the following methods of proving who you are.							
Micro	soft Authenticator							
6	Start by getting the app							
	On your phone, install the Microsoft Authenticator app. Download now							
	After you install the Microsoft Authenticator app on your device. choose "Next".							
	i want to use a different authenticator app							
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7. Enter your phone number and choose either getting a code via text or phone call.

	in requires you to s	et up the fol	owing method:	or proving wh	o you are.
Phone					
You can prove who you ar	by answering a ca	II on your ph	one or texting a	a code to your p	ohone.
What phone number wou	d you like to use?				
United States (+1)		~	7819440000		
Text me a code					
○ Call me					
Message and data rates m and cookies statement.	ay apply. Choosing	Next means	that you agree	to the Terms of	service and Priva

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	Keep your account secure
Your organization requires you to set up the following methods of proving who you are.	Your organization requires you to set up the following methods of proving who you are.
Phone	Success!
We just sent a 6 digit code to +1 Enter the code below.	Great job! You have successfully set up your security info. Choose "Done" to continue signing in.
501058	Default sign-in method:
Resend code	Phone
Back Next	+1 B
I want to set up a different method	Done

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

	Power BI EE	C-PBI - BRC	- UA			BRC	: Manager I	Umbrella Ca	ndidates	s Report 🗸					🕒
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Home	⊢→ Export ∨		₫ 1		√ Parameter	s 🕞 Subscribe	e to report	,₽ se	arch						
Create	Umbrella ID	502d323537	373334		UserID	6565632e74657	3746572313	30						View re	eport
Browse	Massachusetts Department of Early Education and Care BRC Manager Umbrella Candidates														
	Please login to	the BRC Ma	inager app	lication if you	have further quest	ions regarding i	informatior	n on this rep	ort. If y	ou do not have acce	ess to BRC M	Manager ple	ase reach out to	the Co	ontact Cente
Apps	Row ID	Last Nam	e	First Name	Date of Birth	Program	Name	Program (Legac	n ID y)	Program Type	Reques	t ID Red	quest Creation Date	BRC	Renewal Dat
Metrics									Page 1	of 1					
Learn															
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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.