Quick Guide to Registering

If you are a person who is responsible for the regular care and education of children from birth through school age, you should register in the EEC Professional Qualifications Registry (PQ Registry). If you are working at an EEC-licensed small or large group, school age, or family child care program, your employer is required to make sure you register.

Register in five easy steps

Registration is easy and online.
Follow these five steps, and you will be registered.

Step 1: Visit the PQ Registry web site. The PQ Registry web address is (remember to type "https" to get to the secure web site).

https://www.eec.state.ma.us/PQRegistry/

This page also contains online instructions and frequently asked questions about the PQ Registry.

Step 2: Log in with your EEC Single Sign-In (SSI) account. You will need a SSI account to register. If you do not already have an EEC SSI account, then you can create one. Just click on the link to register and follow the instructions. If you do not already see it, you will need to add the "Professional Qualifications Registry" link to your account by clicking the "To Add other EEC Applications to your profile" link on your SSI page and selecting the "Professional Qualifications Registry." Now you are ready to access the application. Click the link to access the PQ Registry.

Step 3: Find your record. The PQ Registry will help you find your already started registration record if you have previously applied to EEC for Professional Certification as a teacher, lead teacher, or director, been granted a license as a Family Child Care provider, or had your registration started by your employer. Enter your name, date of birth, SSN (optional), and your Certification Number, Registry Number, or License Number, if you have one.   The PQ Registry will use that information to find your record.

Step 4: Complete your registration. Follow the screens to complete your professional qualifications registration. Enter information about yourself, your education, and your work experience to complete your profile. Use the "Next" and the "Save & Next" buttons to move from screen to screen until you reach the "Summary" page. Review your information and click the "Register" button. *You are now registered.*

Step 5: Share your registration. If you are currently employed, print your "Registration Confirmation" from the "My Registration" page and share it with your employer. That's it.

Thank you for registering! You're helping us grow the early education and care workforce.

Introduction to the Application

Below is a picture of one of the PQ Registry screens. Each of the number items on the page is described below the image.

❶ **Top navigation:** User can navigate around their profile by clicking on the corresponding link on the top navigation bar. The "Education" menu here has a sub-menu that lists the six pages that comprise education in the PQ Registry. Click on any item to jump to that page.

❷ **Record header:** When you open your record, your information will appear on the top of the page. This will show on all pages as you move around the application. This header shows your name, Registry Number, registration status, and registration and renewal dates.

❸ **Page help:** Each page has a short help to help orient the user to that page. Additional, more detailed, page level help will be available by clicking the 🔵 icon on each page. If after you try to save there is missing or incorrect information, the PQ Registry will inform you of the errors underneath this page help.

❹ **Information entry:** Many of the pages in the PQ Registry allow you to enter more than one record of that type of information. This page shows the information for entering your higher education. If you have more than one degree, you would enter each separately. Please note that the red * indicates required information.

❺ **Save and page navigation:** The buttons on the bottom of each page allow the user to save and to navigate sequentially through the PQ Registry. To save your record and enter another, click "Save & Add More." To save your record and move on, click "Save & Next >>". You can skip a page if you do not have anything to enter by clicking the "Next >>" button. Make sure to save new information you enter.

❻ **Entered information:** When you have entered information into the PQ Registry, you will see a summary row appear here. In this example, the user Sample Educator has two degrees. To edit previously entered information, click the pencil icon 🖉 corresponding to the record. To delete it, click the X ✕ icon. If the information has been verified by EEC as part of your certification application, then the EEC Verified column will indicate "Yes" and you will not be able to edit or delete the information.

❼ **Frequently asked questions:** The FAQs are a valuable tool to answer questions you or your program may have about the PQ Registry. The FAQs are available from each page on the application footer.

Tips for Using the PQ Registry

Here are some helpful tips to help you make the most out of the PQ Registry:

Tip 1: **Being certified does not mean you are registered.** EEC's Professional Certification for teacher, lead teacher, and director does not automatically register you in the PQ Registry. Whatever information EEC has from your certification application, though, will be made available to you as a starting point for your registration so you do not have to reenter that information. Just supplement that information to get your profile up to date. Please make sure to enter you Certification Number on the first page of the PQ Registry so we can make sure to find your record.

If you had applied for professional certification online, your information will automatically be available to you when you log on. Review and supplement your information. When you are done, click "Register" on the "Summary" page and you are registered.

Tip 2: **Having a problem finding your record? Try your maiden name and enter your SSN.** The PQ Registry will try to match you to your prior Professional Certification records based on your name, date of birth, SSN, and Certification Number. If you have a problem finding your match, make sure to enter your SSN or try an old name that EEC might have on record.

Tip 3: **Make sure to save on each page.** When using the PQ Registry, make sure to save your information before moving on to the next page. Click the "Save & More" button to save your information and enter more information or click "Save & Next" to save your information and move on to the next page.

Tip 4: **You can come back to your record at any time.** This is your profile, and you can come back and add information at any time. If you are not sure about some information (for instances, early education and care courses you may have taken), you can skip that page by clicking "Next" and complete it later. Don't forget to come back later to enter it, though.

Tip 5: **Make sure to share your confirmation with your employer.** Many programs are required to have their employees register in the PQ Registry, so make sure to print your "Registration Confirmation" off your "My Registration" page and give it to your employer. The confirmation is an Adobe PDF document, so you can also email it to them.

Tip 6: **Got questions? Look for help online.** EEC has published instructions for educators, instructions for programs, and a growing list of frequently asked questions (FAQs) to help you use the system. You can find these resources at https://www.eec.state.ma.us/PQRegistry/. The FAQs are available from any page in the application by clicking the "Frequently Asked Questions" link on the bottom of each page.

Additionally, EEC will be adding and updating page level help specific to each page. Look for the ? on each page in the PQ Registry. This help will be coming soon.

If you still have questions, EEC is here to help. For technical questions (problems with your user account, technical issues with accessing and using the system, etc.) contact the EEC Help Desk at EECHelpDesk@massmail.state.ma.us. If you have questions about the PQ Registry and its use, please contact the PQ Registry team at EECPQRegistry@massmail.state.ma.us.

# Step by Step Instructions on How to Register

If you are looking for more detailed instructions on how to register, here are step-by-step instructions on how to access and use the Professional Qualifications Registry.

1. Visit the PQ Registry web site.

1.1. Visit the PQ Registry web site by clicking on the link below or typing it in your browser:

https://www.eec.state.ma.us/PQRegistry/

1.2. The homepage for the PQ Registry has an overview of the application, a link to online resources, and a link to the

1.3. Click on the "Online Resources" for additional online help.

Online Resources

- Instructions on how to use the PQ Registry for Educators
- Instructions on how to use the PQ Registry for Programs
- Frequently Asked Questions

1.4. Select "Click here to login to the Professional Qualifications Registry" at the bottom of the page.

Click here to login to the Professional Qualifications Registry

1.5. You can also access the PQ Registry from the EEC Single Sign-In (SSI) home page. A link to the SSI login page is available on the EEC homepage.

1.5.1. Go to the EEC website by enter:

http://mass.gov/eec

1.5.2. The EEC Single Sign-In application is available on the right side of your screen. Click the link for "Early Education and Care (EEC) Single Sign In":

ONLINE SERVICES

* Find Early Education & Care Programs Near You

* Early Education and Care (EEC) Single Sign In

More...

2. Log in with your EEC Single Sign-In (SSI) account.

2.1. If you have an existing Single Sign-In account, follow these steps.

2.1.1.   Enter your user name and password.

EEC Single Sign In

Welcome to the Massachusetts Department of Early Education and Care (EEC) Single Sign In Registry. 'EEC Single Sign In' is an additional security feature implemented to better safeguard the privacy and security of your personal information and the families and children we serve. It also provides a single point of entry to access EEC's on-line applications.

Not Registered?

Click here to register, if this is your first time visit to Single Sign In

Already Registered?

Enter Single Sign In Username: UserAccount1   *

Where do I enter my password?

Sign In

2.1.2.   Confirm your security phrase and enter your password.

Confirm that your Security Phrase is correct

Your Security Phrase is : Twins

_____

If you identify the Security Phrase displayed above then

Enter your Password: [   ]   *

Forgot your password?

Sign In

2.1.3.   Select the "Professional Qualifications Registry" application for your profile. Please note that "Professional Certification" is a different application.

EEC Online Applications

Please select from the following list, the applications you would like access to.

☐ Electronic Child Care Information Management System (eCCIMS)
☐ Professional Certification
☐ Background Record Check (BRC) Manager
☐ Professional Development Training Calendar
☐ Licensing Manager
☑ Professional Qualifications Registry

Continue

2.2. If you do not have an existing SSI account, follow these steps. If you do have an account, skip this set of steps.

2.2.1. Request to create a new single sign in account. Click the link under "Not Registered?"

Not Registered?

Click here to register, if this is your first time visit to Single Sign In

2.2.2. Select the applications that you already have access to. Most every new SSI account user will select "I do not have any account with EEC".

EEC Online Applications

If you have used any of the listed EEC online applications below, please select them. This will allow merging your existing accounts with the new account you are creating. Then click Continue.

☐ Electronic Child Care Information Management System (eCCIMS)
☐ Background Record Check
☐ Professional Qualification (TQ)
☑ I do not have any account with EEC

Continue

2.2.3. Enter the information for the new SSI account as instructed on the page. You need to complete all screens for a new SSI (there are six pages).

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Sign In Profile

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with * are required.

---
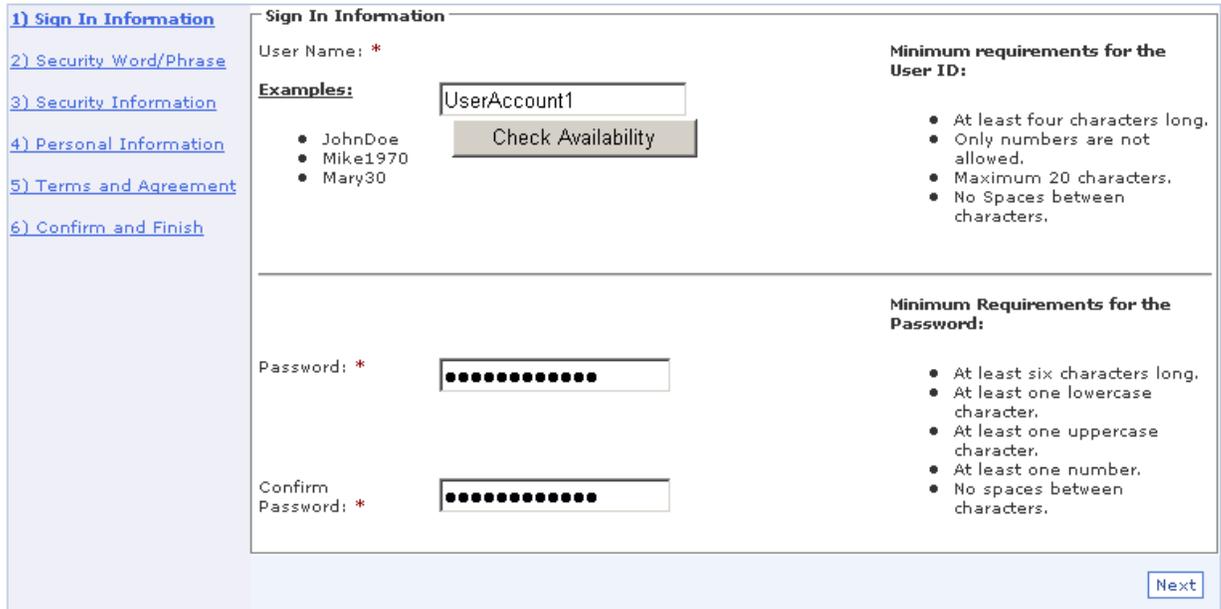
1) Sign In Information

2) Security Word/Phrase

3) Security Information

4) Personal Information

5) Terms and Agreement

6) Confirm and Finish

Sign In Information

User Name: *

Examples:

- JohnDoe
- Mike1970
- Mary30

UserAccount1

Check Availability

Minimum requirements for the User ID:

- At least four characters long.
- Only numbers are not allowed.
- Maximum 20 characters.
- No Spaces between characters.

Password: *

••••••••••••••

Minimum Requirements for the Password:

- At least six characters long.
- At least one lowercase character.
- At least one uppercase character.
- At least one number.
- No spaces between characters.

Confirm Password: *

••••••••••••••

Next

2.2.4.   If you need help on these page, consult the SSI Help at the top of the page.

EEC Home Page   SSI Home   Help   Contact EEC

2.2.5.   Select the "Professional Qualifications Registry" application for your profile. Please note that "Professional Certification" is a different application.
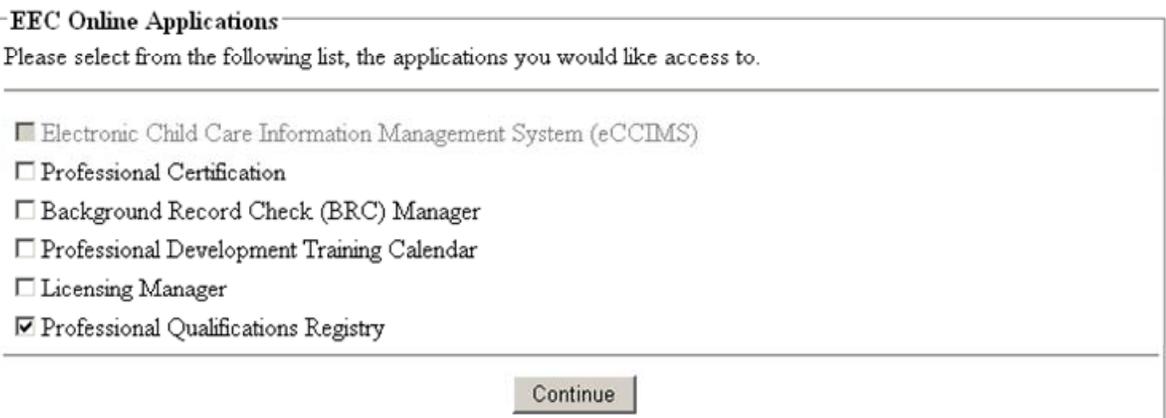
EEC Online Applications

Please select from the following list, the applications you would like access to.

☐ Electronic Child Care Information Management System (eCCIMS)
☐ Professional Certification
☐ Background Record Check (BRC) Manager
☐ Professional Development Training Calendar
☐ Licensing Manager
☑ Professional Qualifications Registry

Continue

2.2.6.   Your new SSI account is now created and you have access to the Professional Qualifications Registry. Click the link to access the "Professional Qualifications Registry".

EEC Single Sign In account has been set up successfully.

You can access the following EEC applications using your Single Sign In account.

Professional Qualifications Registry

- To Add other EEC Applications to your profile, Click here
- To edit your profile, Click here
- To Change your password, Click here

Un Registered Accounts?

If you have an EEC account that has not been merged with your Single Sign In account, click here

3. Find your record.

3.1. Enter your name, date of birth, and SSN (optional). If you have a prior EEC Professional Certification (for teacher, lead teacher, or director), enter that number. If your employer started your registration, enter the Registry Number he/she provided you. If you are a family child care license holder, enter the License Number here. If none of those, click "No, none of the above applies to me." Click "Next."

3.2. NOTE: It is important that you enter this information at this point to make sure we find any matching records.

3.3. If the PQ Registry cannot find your record, you will receive a message like:

3.3.1. Troubleshooting

3.3.1.1. The PQ Registry will try to match you to your prior Professional Certification records based on your name, date of birth, SSN, and Certification Number. If you have a problem finding your match, make sure to enter your SSN or try an old name (like a maiden name) that EEC might have on record.

3.3.1.2. If your employer started your registration, complete this page exactly as instructed on the instructions provided by your employer.

3.3.1.3. For FCC license holder, make sure to enter your name as it appears on your license.

3.3.2. Reenter your information and try again

3.3.3.   If no match can be found, you can create a new record by clicking the "click here to create a new educator record" link.

3.3.4.   Contact the EEC Help Desk (EECHelpDesk@massmail.state.ma.us) to find your license or certification number, if you do not know it.

3.4. If the PQ Registry finds a match, you will see a message like:

Matching Educator Found

A Professional Qualifications Registry record with the same last name, first name, social security number and date of birth has been found.

Please click the Continue button to update this educator record.
Or you may click here to create a new Professional Qualifications Registry profile.

Continue >>

3.4.1.   Click "Continue" to access the matching record.

4. Complete your registration.

4.1. Enter your **Personal Information**. Below is a sample of how the page looks when completed. Note: the header shown below will not appear until you first save the page.

4.1.1. If the application finds a match to your search criteria, it will bring in the matching information for the user to supplement. If not, the application will carry over the information from the search page and from you Single Sign-in account.

4.1.2. Items with a "*" are required. Enter "Save & Next >>" when complete.

Save and Next >>

4.1.3. Fix any errors as indicated on the top of the page.

- Invalid Home Address
- Invalid Mailing Address
- Please enter Ethnicity or check 'refuse to answer'
- Highest Education Level is required
- Marital Status is required

For addresses, you need to indicate if you are accepting the USPS standardized address or rejecting it and keeping your address.

Contact Information

Address Line 1 *	123 Main Street
Address Line 2	Apartment 222
City *	BOSTON State * MA Zip Code * 02129-3533

Please verify the following standardized address is your address:
123 MAIN ST, Apartment 222, BOSTON, MA 02129-3533

⊙ Yes ○ No

Then click "Save and Next >>" to continue.

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4.2. Enter your **Secondary Education** information.

Secondary Education

Do you have high school, GED, or vocational education?

⦿ Yes ◯ No

High School Education

Graduation Year [   ]

General Equivalency Diploma

GED Received Year [1996   ]

Vocational Education

Vocational Program [Hingham High School   ▼]

Enrollment Status [Graduated   ▼]

Graduation Year [1992   ]

[<< Previous]   [Next >>] [Save & Next >>]

4.3. Enter your **Higher Education** information.

    4.3.1.   Selecting the State will filter the list of Institutions. The type of Enrollment Status will determine which fields are required for that record.

Higher Education Information

Institution State *	MASSACHUSETTS
Institution Name *	Mass Bay Community College
Degree Type *	Associates
Degree *	Early Childhood Education*
Major	
Enrollment Status *	Graduated
Start Date	(mm/dd/yyyy)
End date	(mm/dd/yyyy)
Degree Year *	2002

`<< Previous`   `Update & Add More`   `Cancel`   `Next >>`   `Update & Next >>`

Institution Name	Year	Degree Type	Degree	EEC Verified	Actions
Mass Bay Community College	**2002**	**Associates**	**Early Childhood Education***	**No**	🖉 ✕
University of Massachusetts Amherst	2010	Bachelors	Elementary Education	No	🖉 ✕

    4.3.2.   If you cannot find your institution, you may select "X: Other, please specify" and enter the institution that is not listed.

Institution State *	ARIZONA
Institution Name *	X: Other, please specify _____
	if other, please specify *

    4.3.3.   At the bottom of the page, you will see a list of higher education information you have entered. Click the pencil to update. Click the X to delete.

    4.3.4.   If you change information, make sure to click the "Update & Add More" or "Update & Next" to save your changes.

    4.3.5.   Information listed as EEC Verified "Yes" cannot be changed or deleted.

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4.4. Enter your **Educational Coursework**.

Enter your educational coursework related to your current profession below. Click the 'Save & Add More' button to add multiple coursework records. Click 'Save & Continue' to proceed to the next section. Select the appropriate button in the grid at the bottom of the page to view/edit or delete existing coursework information. Please note that * indicate all required fields.

Educational Coursework

Institution State *	MASSACHUSETTS
Institution Name *	Mass Bay Community College
Course/Training Name *	Child Growth and Development
Course Year *	2001
Number of Credit(s) *	3
Competency	☑ Understanding the Growth and Development of Children and Youth
	☐ Guiding and Interacting with Children and Youth
	☐ Partnering with Families and Communities
	☐ Health, Safety, and Nutrition
	☐ Learning Environments and Implementing Curriculum
	☐ Observation, Assessment, and Documentation
	☐ Program Planning and Development
	☐ Professionalism and Leadership
	☐ Other

[<< Previous] [Update & Add More] [Cancel] [Next >>] [Update & Next >>]

Institution Name	Course Name	Credits	EEC Verified	Actions
Mass Bay Community College	**Child Growth and Development**	**3**	**No**	✏ ✕
Mass Bay Community College	Child Psychology	4	No	✏ ✕
Mass Bay Community College	Early Childhood Development	4	No	✏ ✕

4.4.1. When you select an "Institution State," the known institutions in that state will filter in the Institution Name dropdown.

4.4.2. Self-assess which of these competencies applies to the course you are entering.

4.4.3. When adding more than one course from the same institution (clicking "Save & Add More", the PQ Registry will keep the Institution State and Institution Name defaulted on the page (so you do not have to find them again).

4.4.4. When you save a course, it will appear in the table on the bottom of the page.

4.4.5. Try adding several from the same institution. Make sure they all appear in the grid on the bottom. Try to edit and delete courses you have already entered.

4.4.6. If you need to come back to this page because you do not have your transcript to enter these courses, click "Next >>" and come back later when you have the proper information.

4.5. View existing **EEC Certifications**.

4.5.1. If the PQ Registry found your prior Professional Certification records (for teacher, lead teacher, or director), they will appear here.

Below is the current EEC Certification information on file for you.

EEC Certificates

Position	Granted Date
Teacher: Infant/Toddler	11/9/1993
Teacher: Preschool	11/9/1993
Lead Teacher: Preschool	1/26/1998
Director I	9/17/1999
Director II	6/14/2001
Lead Teacher: Infant/Toddler	3/3/2004

<< Previous   Next >>
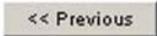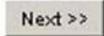
4.5.2. If you do not have a Professional Certification or the PQ Registry did not identify you as a prior Professional Certification applicant, you will see:

Below is the current EEC Certification information on file for you.

EEC Certificates

No EEC professional certificates found. If you have a previous EEC-issued Professional Certification, you can email the EEC Help Desk at EECHelpdesk@Massmail.state.ma.us to have those certifications appear on your PQ Registry profile. Please include your name, contact information, Registry Number, and your EEC Certificate Number in the email.

<< Previous   Next >>
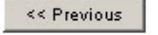
4.5.3. Please note that at this time, Family Child Care certified assistants are not intended to show on this page (only Professional Certifications for teacher, lead teacher, and director).

4.5.4. You may contact the EEC Help Desk (EECHelpDesk@massmail.state.ma.us) should you think that certifications are missing from your Registry record.

4.5.5. Click "Next >>" to move to the next page.

4.6. Add **other non-EEC certifications and/or licenses**. Other licenses and certifications include those issued by ESE, Montessori schools, CDA, and others.

4.6.1.   Select the type and sub-type (if applicable) for your license or certification.

4.6.2.   If you license does not expire, set an expiration date several years in the future.

4.6.3.   You can update and delete these using the table on the bottom.

4.6.4.   When you are done, click "Next >>" or "Update & Next" to move on.

4.7. Add your **Professional Development** information.

Professional Development

Experience Type *	⦿ Professional Development ○ Training ○ EEC Orientation
Code	[ ] Section [1] [Search...]
Name *	[Development and Characteristics of All Learners, Includ]
Description	[ ]
Start Date *	[9/11/2008] End Date * [12/11/2008]
	(mm/dd/yyyy) (mm/dd/yyyy)
Instructor Name	[Mr. Thomas Trainer]
Credit Hours/CEU	Credit Type [EEC Credit ▾]
	Credits [2 ▾]
Sponsor Organization	[ ]
Competency	☑ Understanding the Growth and Development of Children and Youth
	☐ Guiding and Interacting with Children and Youth
	☐ Partnering with Families and Communities
	☐ Health, Safety, and Nutrition
	☐ Learning Environments and Implementing Curriculum
	☐ Observation, Assessment, and Documentation
	☐ Program Planning and Development
	☐ Professionalism and Leadership
	☐ Other

[<< Previous] [Update & Add More] [Cancel] [Next >>] [Update & Next >>]

Type	Name	Start Date	Credit Hours	EEC Verified	Actions
Professional Development	Development and Characteristics of All Learners, Including Those with Special Needs	9/11/2008	0	No	✏ ✕

4.7.1. You may either enter the information from scratch or you may "Search…" to find an event on the EEC Professional Qualifications page.

Click the "Search…" button.

Professional Development

Experience Type *	⦿ Professional Development ○ Training ○ Orientation
Code	[ ] Section [ ] [Search...]
Name *	[ ]

4.7.2. When searching for a PD, you can enter part of the name, code, city, or time period. When you found the record, click select and it will bring in the related information to your record. If you do not find it, click cancel.

Find Professional Development

Name	development
Code	
Location City	-All-
Start Date	(mm/dd/yyyy)
End Date	(mm/dd/yyyy)

Cancel   Search

Search Results

Code	Name	Start Date	End Date	Location	
	Development and Characteristics of All Learners, Including Those with Special Needs	9/11/2008	12/11/2008	Coakley Middle School	Select
	Development in Early Childhood	9/14/2009	12/14/2009	Triumph, Inc. Joseph I. Quinn Child Care Center,	Select

4.7.3.   Self-assess which of these competencies applies to the course you are entering.

4.7.4.   When you are done, click "Next >>" or "Update & Next" to move on.

4.8. Add your **Work Experience.**

4.8.1.   To add work experience, you must search for and select a program. Click the "Search..." button to begin.

Work Experience

Employer Information

Program Number *	[Search...] (please find program first)
Program Name *	
Program Address *	
Program Type *	-- Select One -- ▼ Day Length * -- Select One -- ▼
Overall Employed Dates	

4.8.1.1.   Enter your search criteria and click "Search".

Find a Program (Employer)

Program Name contains	child
Program Number	
Address contains	
City	-All- ▼

[Cancel] [Search]

If the search does not find your program, click here to add it

Program Name	Program Number	Location Address	
Child Adoption Associates, Inc.	490344	200 SWANTON ST APT 635, WINCHESTER, MA 01890-1949	Select
Child and Family Services at Merrimack Valley	4904101	439 S UNION ST, LAWRENCE, MA 01843-2837	Select

4.8.1.2.   Select the program you want to use or click the link "If the search does not find your program, click here to add it" to add a new program.

4.8.1.3.   Only add a new program after you are sure that yours does not exist. All licensed programs will appear on this list. For Family Child Care, make sure the search for the address, as EEC tracks family child care by the provider's name.

4.8.2.   Enter the position information for your work experience.

4.8.3.   You can add another position for the same employer by clicking the "Add another position" link that will appear above the save and navigation buttons on the bottom of the screen.

4.8.4.   Record your salary and benefits for your current position or the last position you had with an employer. NOTE: Your current employer will only be able to see salary information related to your work with that program.

4.9. Now you have entered all the information for your registry. **Review your registration** on the "Summary" page.

Educator, Sample (9558376)

Registration Status:	Registration Date:	Renewal Date:

Below is a summary of the information entered for [name -- please change to FirstName LastName] to be included in the Massachusetts Professional Qualifications Registry. Please confirm this information

Below is a summary of the information entered for Educator, Sample Jane in the Massachusetts Educator Registry. Please confirm this information and complete your registration by clicking the Register button below.

Summary of Educator Profile   Print Summary Info

Personal Information   [Maintain]

Name: **Educator, Sample Jane**   Former Last Name: **Teacher**

Date of Birth: **12/11/1956**   Place of Birth: **Paris, France, , Other**

SSN: **123-45-6789**

Primary Language: **English**   Secondary Language: **German**

Gender: **F**

Race/Ethnicity: **Caucasian**

Address(es): **Home - 123 MAIN ST Apartment 222, BOSTON, MA 02129-3533**

Phone Number(s): **Home - 6175551234 Work - 6175554321 ext 54321**

Email: **sample.educator@childcareprogram.com**

Secondary Education Information   [Maintain]

GED Received Year: **1996**

Vocational Program Graduation Year: **1992**

Vocational Program Enrollment Status: **Graduated**

Vocational Program Name: **Hingham High School**

4.9.1. If you want to change any section of this page, click on the "Maintain" link next to the corresponding section that needs to be updated. When done, click "Register".

4.9.2. Click the "Print Summary Info" link in the upper right to view a printable version of this page.

4.9.3. To **complete your registration**, click the "Register" button on the bottom of the page.

Register >>

5. Share your registration.

5.1. You are now registered. You can see your registry status, date, and renewal date updated on the header underneath your name and registration number.

5.2. As employers list this educator as current staff, the program names will appear on this page.

5.3. Click the "registration confirmation" link to print your registration confirmation. Provide this page to your employer so he/she can properly list you as a registered employee or volunteer.

5.4. Should you wish to leave the PQ Registry, you can inactivate your profile from this page. Click the "click here to inactivate your profile" link and you will see this page:

5.5. You can log out by closing the browser or clicking Log Out on the top navigation. Remember to come back periodically to keep your profile up-to-date.