Quick Guide to Registering Your Staff

If your program is an EEC-licensed large or small group, school age, or family child care program or if you program is participating in the EEC-sponsored QRIS initiative, you are required to have your staff register in EEC's new Professional Qualifications Registry. Your staff can self-register or you may register on their behalf. You need to make sure your staff is registered by September 1, 2010.

Register in five easy steps

Registration is easy and online.
Follow these five steps to register your staff.

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: List your staff. Programs are asked to maintain an active listing of the employees and volunteers working at their various locations of care. The "Identify My Staff" page will allow you to add staff from a list of those indicating prior work experience at your program(s) or from your list of prior background record checks. Just click the "add" next to your employee's name and indicate where they are working and in what position. That's it. For staff already registered in the PQ Registry, the "Record an Employee/Volunteer Registration" page allows you to quickly add that individual to your staff list.
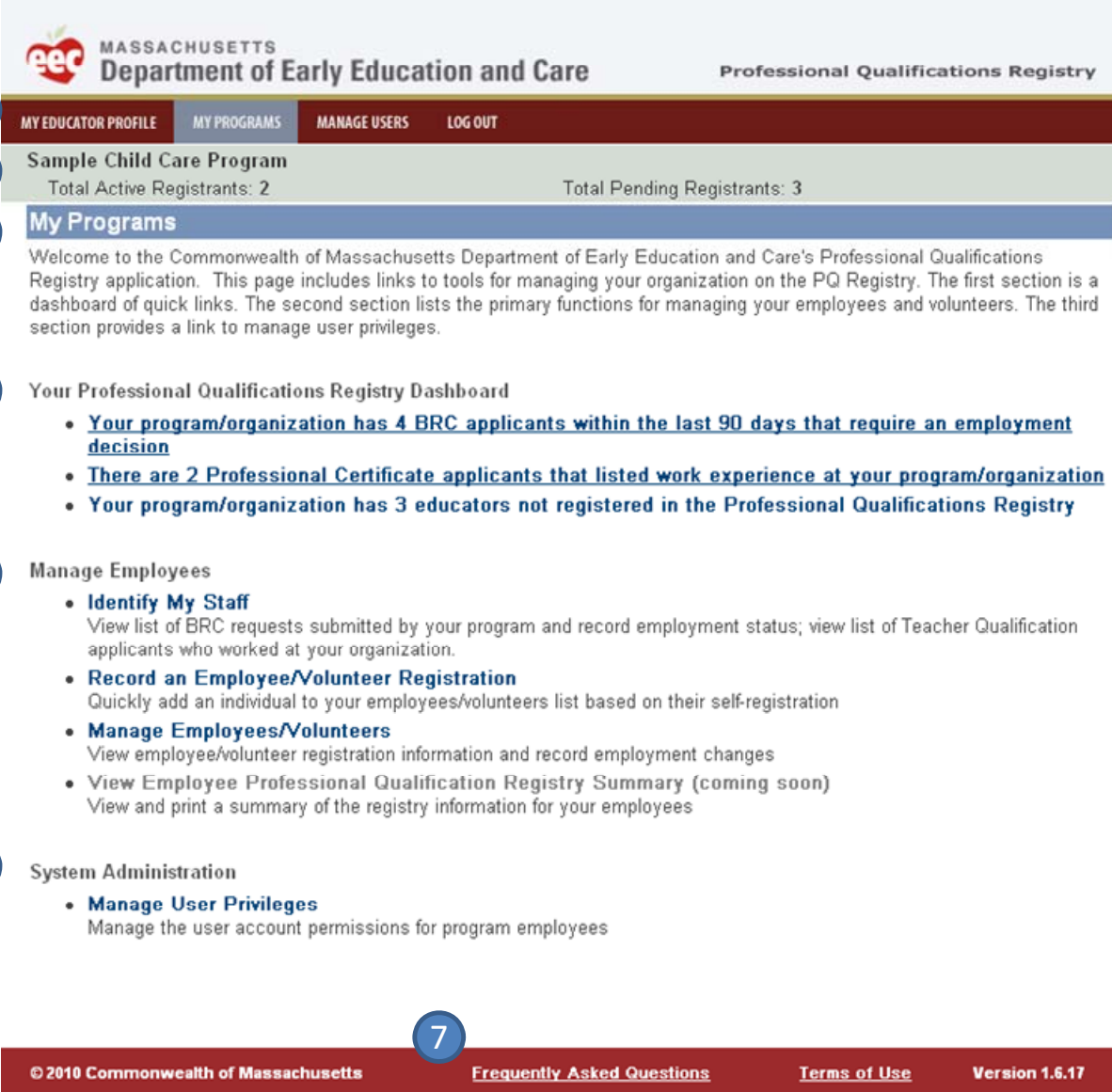
Step 4: Inform your staff on how to register. For your staff that has not yet registered, you can print a one-page instruction sheet tailored to that specific employee or volunteer that will instruct them on how to register in the PQ Registry. Select the individuals who need to register on the "Manage Employees/Volunteers" page and click "Print Instructions" to print these person-specific instructions. When your employees register, you will see their status change to "Active" automatically.

Step 5: Manage your program's staff. As you hire new staff or as current employees or volunteers leave, keep your staff list up-to-date by adding new individuals and changing the employment status of departing staff. You can see all your staff in a single list that you can filter in several ways to get the view that is right for you. Your "Manage Employee/Volunteers" list will allow you to track the registration status of your staff, view their educator profile, or register them yourself.

Thank you for helping register your staff!
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:** Users can to the "My Programs" home page, can manage users, and can access their own educator profile using this top navigation. Click on any item to jump to that page.

❷ **Record header:** When you open your organization, your organization's name, total active registrants and total pending registrations shows on the page header.

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 **Program dashboard:** The program dashboard provides you quick information and a direct link to information about potential new employees and current employees that are not yet registered in the PQ Registry.

❺ **Manage employees:** The three links on the Manage Employees menu provide your main tools for listing your staff, tracking your staff registrations, helping your staff register, and keeping your employee/volunteer lists up-to-date.

❻ **System administration:** For those with system administration privileges, an administrator can use this link to add a new program user, specify which programs a user can view, and to revoke user privileges.

❼ **Frequently asked questions:** The FAQs are a valuable tool to answer questions you or your educators 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: Start with a printed staff list. When creating your staff list online, start
with a printed alphabetical listing of your current staff. That will make it easier to quickly go through the lists of names on the "Identify My Staff" page to add staff to your online list.

Tip 2: Ask your staff if they have registered already. If your staff has
already registered, the quickest way to get them in the system is to use the "Record an Employee/Volunteer Registration" function. With the individual's last name, date of birth, and Registry Number, you can quickly add them to your organization.

Tip 3: Print instructions for your staff. Help your staff register by printing the
one-page instructions to register from your "Manage Employees/Volunteers" page. Also, point your employees to the online resources to help them register. In particular, the "Instructions on how to use the PQ Registry for Educators" and FAQs will answer many of their questions. You can find these resources at https://www.eec.state.ma.us/PQRegistry/.

Tip 4: Create more program users and specify their access. EEC has set
up BRC reviewers as the initial users for center-based programs on the PQ Registry. Family child care license holders will be set up to manage their programs. Please feel free to set up other users to help you manage your staff. For programs with more than one location, you can specify which users are allowed to see and manage the staff at specific locations of care.

Tip 5: 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.

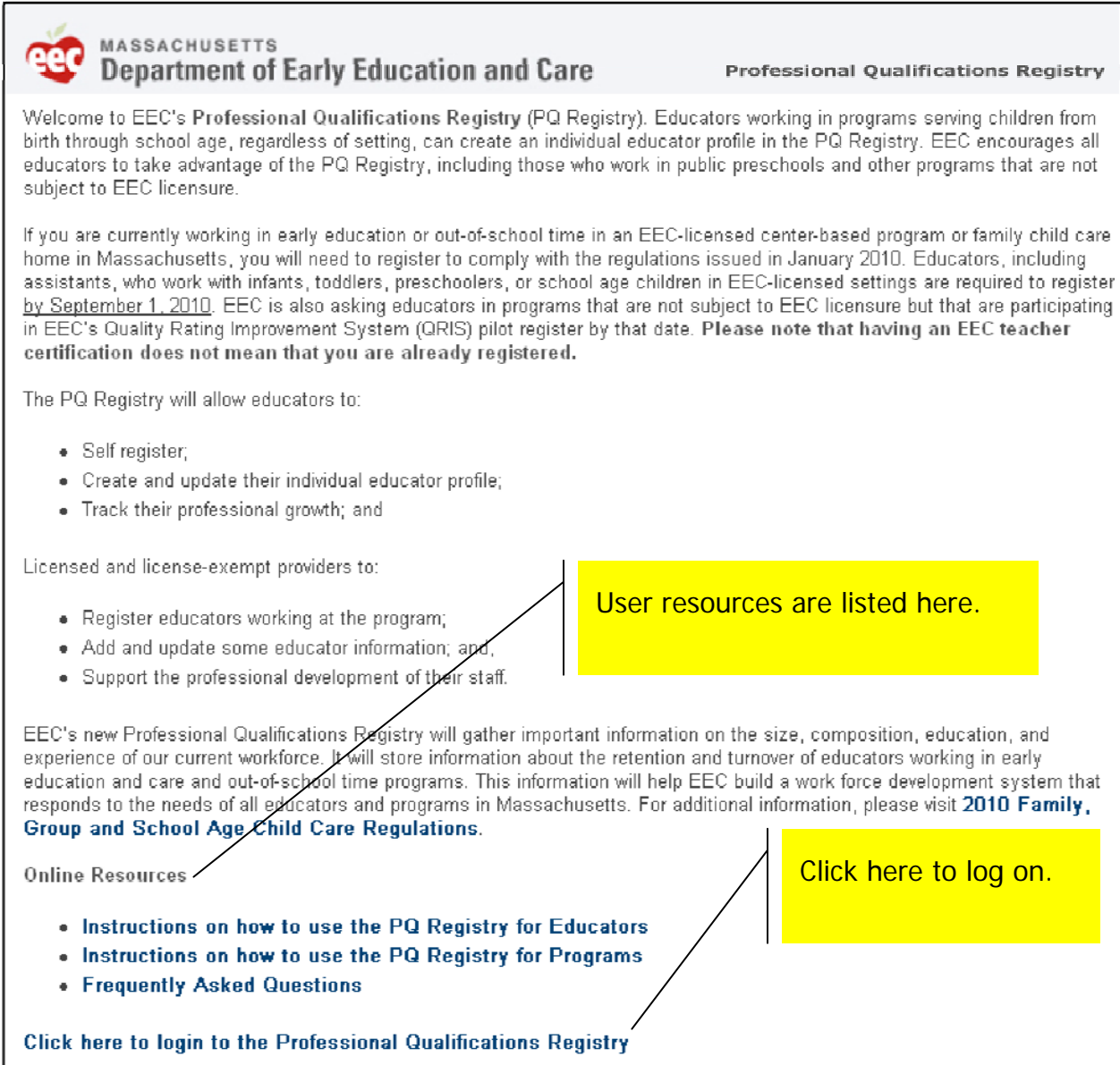# Step by Step Instructions on How to Register Your Staff

If you are looking for more detailed instructions on how to register your staff, 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

MASSACHUSETTS
Department of Early Education and Care   Professional Qualifications Registry

Welcome to EEC's **Professional Qualifications Registry** (PQ Registry). Educators working in programs serving children from birth through school age, regardless of setting, can create an individual educator profile in the PQ Registry. EEC encourages all educators to take advantage of the PQ Registry, including those who work in public preschools and other programs that are not subject to EEC licensure.

If you are currently working in early education or out-of-school time in an EEC-licensed center-based program or family child care home in Massachusetts, you will need to register to comply with the regulations issued in January 2010. Educators, including assistants, who work with infants, toddlers, preschoolers, or school age children in EEC-licensed settings are required to register by September 1, 2010. EEC is also asking educators in programs that are not subject to EEC licensure but that are participating in EEC's Quality Rating Improvement System (QRIS) pilot register by that date. **Please note that having an EEC teacher certification does not mean that you are already registered.**

The PQ Registry will allow educators to:

- Self register;
- Create and update their individual educator profile;
- Track their professional growth; and

Licensed and license-exempt providers to:

- Register educators working at the program;
- Add and update some educator information; and,
- Support the professional development of their staff.

User resources are listed here.

EEC's new Professional Qualifications Registry will gather important information on the size, composition, education, and experience of our current workforce. It will store information about the retention and turnover of educators working in early education and care and out-of-school time programs. This information will help EEC build a work force development system that responds to the needs of all educators and programs in Massachusetts. For additional information, please visit **2010 Family, Group and School Age Child Care Regulations**.

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**

Click here to login to the Professional Qualifications Registry

Click here to log on.

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. You will already have an account if you are a BRC reviewer on BRC Manager, use eCCIMS, or have applied online for an EEC Professional Certification.

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. NOTE: EEC will set up BRC reviewers for center-based programs with default access to the PQ Registry. If you are a BRC reviewer, this link will automatically be there for you when you log on.

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. NOTE: If you do not have an account already, you will not be an initial program user at your program. In that case, ask one of your BRC reviewers to set you up as a user.

    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
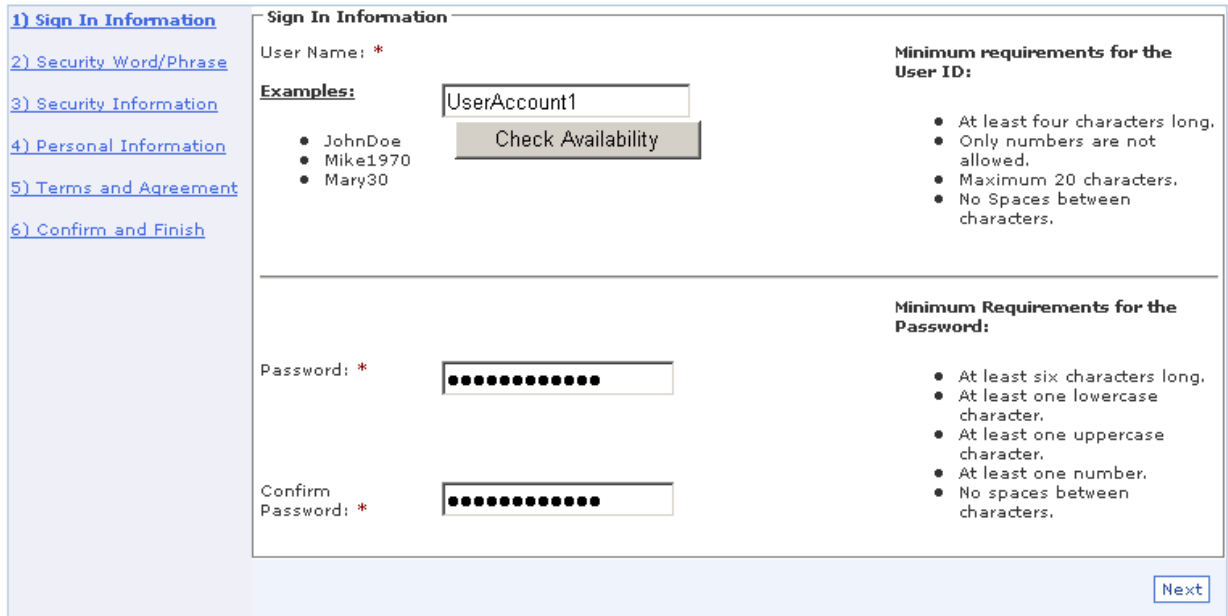
[Continue]

    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).

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.

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.

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. List your staff.

3.1. When you first log in, the PQ Registry will identify you as a program user and ask you to select the organization you administer. This allows users to administer more than one corporate organization.

Select Organization/Program

Organization/Program Name	Action
Sample Child Care Program	**Select**

3.2. The application starts you on the "My Programs" page. Use this page to navigate to manage your employees.

MY EDUCATOR PROFILE	MY PROGRAMS	MANAGE USERS	LOG OUT

Sample Child Care Program
Total Active Registrants: 2   Total Pending Registrants: 3

My Programs

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care's Professional Qualifications Registry application. This page includes links to tools for managing your organization on the PQ Registry. The first section is a dashboard of quick links. The second section lists the primary functions for managing your employees and volunteers. The third section provides a link to manage user privileges.

Your Professional Qualifications Registry Dashboard

- **Your program/organization has 4 BRC applicants within the last 90 days that require an employment decision**
- **There are 2 Professional Certificate applicants that listed work experience at your program/organization**
- **Your program/organization has 2 educators not registered in the Professional Qualifications Registry**

Manage Employees

- **Identify My Staff**
  View list of BRC requests submitted by your program and record employment status; view list of Teacher Qualification applicants who worked at your organization.
- **Record an Employee/Volunteer Registration**
  Quickly add an individual to your employees/volunteers list based on their self-registration
- **Manage Employees/Volunteers**
  View employee/volunteer registration information and record employment changes
- **View Employee Professional Qualification Registry Summary (coming soon)**
  View and print a summary of the registry information for your employees

System Administration

- **Manage User Privileges**
  Manage the user account permissions for program employees

3.2.1. The top of the page will show the organization you are log on as. It also shows your total number of active and pending registrants.

3.2.2. "Your Professional Qualifications Registry" dashboard has summary information and quick links to help you maintain your staff listing.

3.2.2.1. First link shows the number of recent BRCs that have not been added as staff or "hidden" on the "Identify My Staff" page. These are individuals that may be new staff.

3.2.2.2.   The second link shows the number of individuals listing your program as work experience. Originally, some of these may be old employees. Click "hide" to remove old employees from the list on the "Identify My Staff" page.

3.2.2.3.   The third link lists the number of educators listed as staff that have not completed the registration process (e.g., their status is "Pending" and not "Active").

3.3. To add an employee that has already registered, the easiest way is to click the "Record an Employee/Volunteer Registration" link.

Record an Employee/Volunteer Registration

Use this page to quickly add an employee/volunteer to your staff list. Make sure to enter the name, date of birth, and registration number exactly as it appears on the Registration Confirmation you received from your employee/volunteer. You do not need to use this page if the individual is already listed as an employee/volunteer with your organization.

Last Name *   [   ]

Date of Birth *   [   ] (mm/dd/yyyy)

Registration Number *   [   ]

[Cancel] [Add]

3.3.1.   List the individual's last name, date of birth, and registration number to add them to your staff list.

3.3.2.   If the record is already on your list the PQ Registry will inform you.

3.3.3.   If these three items do not match the record, you cannot add this individual. Please confirm the spelling of the last. Use the information as it appears on the educator's Registration Confirmation.

3.3.4.   If these three items match, enter the individual's employment status, position, and location of care. A staff member may work at more than one location of care. Add more than one position and location of care for these employees.

Update Employment Status

Enter the employment status, location of care, and position for your employee or volunteer. An individual may have a position at multiple locations within your organization.

Update Employment Status

Name	Infant Teacher
Employment Status *	Employed ▼
Comments	[ ]
Location of Care *	-- Select One -- ▼
Position *	-- Select One -- ▼

[Save and Add Another Location] [Cancel] [Save and Go Back] [Go Back]

Employment Location

Program Number	Program Name	Employment Status	Position	Comments	Actions
3910542	Sample Child Care Program @ Main St.	Employed	Assistant Leader		✎ ✗

NOTE: On this page, the PQ Registry may match this individual to prior BRC or Professional Certification records. If that is the case, indicate whether or not the identified record is the same person.

3.3.5. That individual is now listed as a member of your staff at the locations you have specified.

3.4. To create a staff listing for staff that has not registered yet, go to the "Identify My Staff" page. This page will be used primarily the first time a program is online to create their staff list. Going forward for educators that are already registered, use the "Record an Employee/Volunteer Registration" page.

3.4.1. The goal of the "Identify My Staff" page is to move likely staff candidates from the right side of the screen to the My Staff list on the left side of the screen.

3.4.2. On the right side of the screen, the PQ Registry lists two lists of likely staff members at your program. The "Educators Listing Work Experience at Your Program/Organization" lists those individuals that as part of Professional Certification or as part of the online PQ Registry process have listed that they have work experience at your program. PLEASE NOTE, some of these records may be old and no longer employees.

3.4.2.1. If an individual is not your employee, click "Hide" to hide the record.

3.4.2.2.   If an individual is your employee/volunteer, click "Add" to add that individual to your staff list.

3.4.2.3.   Use the last name search to quickly find a staff member. It is recommended to start with an alphabetical printed list of staff so you can quickly build your online staff list.

3.4.2.4.   Indicate the individual's employment status, location of care, and position. A staff member may work at more than one location of care. Add more than one position and location of care for these employees.

Update Employment Status

Enter the employment status, location of care, and position for your employee or volunteer. An individual may have a position at multiple locations within your organization.

Update Employment Status	
Name	Infant Teacher
Employment Status *	Employed
Comments	
Location of Care *	-- Select One --
Position *	-- Select One --

[Save and Add Another Location] [Cancel] [Save and Go Back] [Go Back]

Employment Location

Program Number	Program Name	Employment Status	Position	Comments	Actions
3910542	Sample Child Care Program @ Main St.	Employed	Assistant Leader		✏ ✕

NOTE: On this page, the PQ Registry may match this individual to prior BRC or Professional Certification records. If that is the case, indicate whether or not the identified record is the same person.

3.4.2.5.   The record will hide on the list on the right and will show on the My Staff list on the left. This individual is now listed as a staff member.

3.4.3.   If you cannot find an individual in the "Educators Listing Work Experience at Your Program/Organization," look for that individual in the "BRC Applicants of Your Organization" list.

3.4.3.1.   If a name is on both lists, it is recommended to select the one on the top list of work experience.

3.4.3.2.   These lists can be long. Use the date filter to see more recent BRC requests. Use the Last Name search to find a specific person. Use the navigation on the bottom to move from page to page on the list.

3.4.3.3.   If an individual was not hired, click "Hide" to hide the record.

3.4.3.4.   If an individual is your employee/volunteer, click "Add" to add that individual to your staff list.

3.4.3.5.   Indicate the individual's employment status, location of care, and position. A staff member may work at more than one location of care. Add more than one position and location of care for these employees.

Update Employment Status

Enter the employment status, location of care, and position for your employee or volunteer. An individual may have a position at multiple locations within your organization.

Update Employment Status	
Name	**Infant Teacher**
Employment Status *	Employed ▼
Comments	
Location of Care *	-- Select One -- ▼
Position *	-- Select One -- ▼

[Save and Add Another Location] [Cancel] [Save and Go Back] [Go Back]

Employment Location

Program Number	Program Name	Employment Status	Position	Comments	Actions
3910542	Sample Child Care Program @ Main St.	Employed	Assistant Leader		✎ ✕

NOTE: On this page, the PQ Registry may match this individual to prior BRC or Professional Certification records. If that is the case, indicate whether or not the identified record is the same person.

3.4.3.6. The record will hide on the list on the right and will show on the My Staff list on the left. This individual is now listed as a staff member.

3.4.4. In the rare instances that your employee has not had a background record check (because by regulation one is not needed) and this individual does not have a Professional Certification and has not registered online, then you can add this individual by clicking the "add an employee who did not need BRC check" link under the My Staff list.

Click here to add an employee who did not need BRC check

3.4.4.1. NOTE: Only use this after having searched for the individual on the Identify My Staff page.

3.4.4.2. Enter the following information about the individual.

Add Employee Not Requiring BRC

Only use this page if you have already searched for and could not find the employe or volunteer on the Identify My Staff page. Please note that * indicate all required fields.

Last Name *	
First Name *	
Middle Name	
Former Last Name	
Date of Birth *	(mm/dd/yyyy)
SSN	- -
Address Line 1 *	
Address Line 2	
City *	
State *	Zip Code *
Position *	-- Select One --
Location of Care *	Sample Child Care Program - WESTFORD
Employment Status *	-- Select One --
Comments	

[Cancel] [Save & Next >>]

3.4.4.3.   By specifying the employment status, position, and location, this record will be added to your staff list. If your employee did have a prior BRC or Professional Certification, that information will not be linked to this record (so use this only when needed).

4. Inform your staff on how to register.

4.1. To notify your staff on how to register, click on the "My Programs" page and then click the "Manage Employees/Volunteers" link in the middle of the page.

- **Manage Employees/Volunteers**
  View employee/volunteer registration information and record employment changes

4.2. Select your employees who have not registered (by clicking the checkbox next to their name). You can see their employment status in the "Registry Status (ID)" column. If their status is "Pending," they are not registered.

Manage Employees/Volunteers

Below are lists of your current employees and volunteers. Click on the appropriate links within the grid to update position or employment status or view/update Professional Qualifications Registry records. To view different subsets of this list, change the filter criteria below.

Organization: Sample Child Care Program

Location(s) of Care: ☑ Select all

Sample Child Care Program
Sample Child Care Program @ Abbott School
Sample Child Care Program @ Frost
Sample Child Care Program @ Main St.

Employment Status: ☑ Select all

Employed
Intern/Volunteer
Pending

Last BRC Request Date: Do not filter by BRC

Registry Status: -- All --

Last Name:

Get Results

	Name	Location(s) of Care	Last BRC Request Date	Employment Status	Registry Status (ID)	Registration Renewal Date	Action
☐	Abraham, Kimberly	Sample Child Care Program @ Main St. (Support Staff)	10/06/2009	Employed	**Not Required to Register (9546588)**		Update
☑	Bailey, Timothy	Sample Child Care Program (Family Child Care Certified Assistant)		Employed	**Pending (9558414)**		Update
☑	Daly, Laurel	Sample Child Care Program @ Main St. (Lead Teacher)	07/31/2009	Employed	**Pending (9541732)**		Update
☐	Doe, Jane	Sample Child Care Program @ Frost (Site Coordinator); Sample Child Care Program @ Main St. (Assistant Leader)	10/16/2008	Employed	**Active (20620)**	06/11/2011	Update
☐	Educator, Sample	Sample Child Care Program @ Abbott School (Assistant Teacher)		Employed	**Active (9558376)**	06/02/2011	Update
☐	Teacher, Infant	Sample Child Care Program @ Main St. (Assistant Leader)		Employed	**Active (9555291)**	06/10/2011	Update

Print Instructions   Print List

4.3. You may filter to just see those individual not registered by changing the Registry Status to "Pending" and clicking the "Get Results" button.

Registry Status:

Pending

4.4. Click the "Print Instructions" button to generate a one page instruction sheet for each selected employee/volunteer. When the instructions are ready, a link to the Adobe PDF file will appear under the "Print Instructions" button.

Print Instructions		Print List

Printable instructions for selected employees

4.5. Click the "Printable instructions for selected employees" link. The instructions can then be printed and given to each employee.

MASSACHUSETTS
Department of
Early Education and Care

Deval L. Patrick, Governor
Sherri Killins, Commissioner

Early Education and Care
Instructions to Employees/Volunteers on How to Register

You have been listed as an educator at an early education and care program that requires your registration in the EEC Professional Qualifications Registry (PQ Registry). You can self-register in the PQ Registry online at the EEC website following the instructions below.

1. **Access the Professional Qualifications Registry web site.** The PQ Registry web address is:
   https://www.eec.state.ma.us/PQRegistry/

2. **Log in with your 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 from the web page above.

3. **Add the "Professional Qualifications Registry" to your list of EEC applications.**

   - Click on the "To Add other EEC Applications to your profile" link from your SSI page.

   - Once you select the "Professional Qualifications Registry" and click "Continue," you will see a link to "Professional Qualifications Registry" appear below the "You can access the following EEC applications using your Single Sign In account."

   Find your record. Your employer has begun your registration by listing you as an active employee or volunteer. You can find your record by entering the following information precisely as listed below on the "Create a New Educator Profile" page:

   Last Name: Bailey

   First Name: Timothy

   Date of Birth: 1/1/1990

4. You will also need to select, "Yes, my employer has registered me in the Professional Qualification Registry" and enter the following Registry Number:

   Registration Number: 9558414

5. **Complete your registration.** Follow the screens to complete your professional qualifications registration. Once you have completed your registration, your status will change to "Active." Your employer will be able to see your updated professional qualifications profile and status.

Additional information on how to register can be found on the web site above and within the PQ Registry application.

4.6. Also, please direct employees to the online resources at
https://www.eec.state.ma.us/PQRegistry/

5. Manage your program's staff.

5.1. To **manage your staff and track registration status**, click on the "My Programs" page and then click the "Manage Employees/Volunteers" link in the middle of the page.

- **Manage Employees/Volunteers**
  View employee/volunteer registration information and record employment changes

5.1.1. On the Manage Employees/Volunteers page, you can see different views of your staff.

5.1.2. Filter the list by changing the criteria on the top of the page. You can filter by:

5.1.2.1. Location of care – to see staff working at a specific location

5.1.2.2. Employment status – to see either employees or intern/volunteers.

5.1.2.3. Last BRC request date – to see those coming up on BRC renewal

5.1.2.4. Registry status – to track the status of registrations

5.1.2.5. Last name – to find a specific record

5.1.3. You can get a printable version of this list by clicking the "Print List" button on the bottom of the page.

5.1.4. To update an employee/volunteer's employment status, position, or location of care, click the "Update" link for that record.

5.1.4.1. If an employee record has been listed twice, you can mark a record as a "Duplicate"

5.1.4.2. If an employee is no longer working for you, change their employment status to "Not Employed".

5.1.4.3. Use this screen to also record if an employee has a new position or moves to another location of care within your organization.

5.1.5. To view an educator's profile, click the link under the "Registry Status (ID)" for the individual.

5.1.5.1. Using these links, you can drill down into the educator's record.

5.1.5.2. If you have arranged with your employee to update their profile, you can navigate through the employee's record, update their Registry information, and register them by clicking the "Register" button on the "Summary" page. Note that the record you have opened is shown on the header. This program user is looking at employee/volunteer Sample Educator's Registry profile.

5.1.5.3. See the "User Instructions for Educators" for details on how to register.

5.1.5.4. You can navigate back by clicking the "My Programs" link on the top navigation.

5.1.5.5. As you register your employee/volunteers or they register themselves, you will be able to track their Registry status on the "Manage Employee/Volunteers" page. This status is automatically updated when the educator registers.

5.2. You can **access your PQ Registry record** by clicking the "My Educator Profile" on the top navigation.

MY EDUCATOR PROFILE	MY PROGRAMS	MANAGE USERS	LOG OUT

5.2.1.   When you click the "My Educator Profile", you will see all of the navigation that is part of your educator's records.

PERSONAL INFO	EDUCATION	WORK EXPERIENCE	SUMMARY	MY REGISTRATION	MY PROGRAMS	LOG OUT

Doe, Jane (20620)
Registration Status: **Active**   Registration Date: **6/11/2010**   Renewal Date: **6/11/2011**

Summary of Educator Profile   Print Summary Info

Below is a summary of your educator information. Click on the appropriate 'Maintain' link to view/add/edit profile information. Click on 'Print Summary Info' to print a copy of this educator profile summary.

Personal Information   **[Maintain]**

Name: **Jane Doe**   Former Last Name:

Registry #: 20620

5.2.2.   If you have already registered, the PQ Registry will take you to the "Summary" page of your profile.

5.2.3.   If you have not registered, the PQ Registry will ask for you to search for your record.

5.2.4.   See the "User Instructions for Educators" for details on how to register.

5.2.5.   You can navigate back by clicking the "My Programs" link on the top navigation.

5.3. You can **add or remove program users** using the "Manage Users" page.

5.3.1.   Click the "Manage Users" link on the top of the page. If you do not have this link, you do not have privileges to create or manage user accounts.

5.3.2.   There are two types of users – licensee users and program users. Licensee users can access all of your organizations locations of care and can manage users. Program users can access only those locations of care specified under on the "Manage Users" page.

Manage Users

Select the user type and user name to specify which programs within you organization can be used by that user. A 'licensee' user can see and manage all of the programs within your organization. A 'program' user is limited to the programs you indicate below. Add a new user by clicking on the corresponding button on the bottom of the page.

Program/Organization Users

User Type	Program User
User Name	Scott Test2
Programs Managed by User	☐ Roudenbush Children's Center At Frost - WESTFORD
	☐ Roudenbush Children's Center at Frost - Parish Hall - WESTFORD
	☐ Sample Child Care Program - WESTFORD
	☐ Sample Child Care Program @ Abbott School - WESTFORD
	☑ Sample Child Care Program @ Frost - WESTFORD
	☑ Sample Child Care Program @ Main St. - WESTFORD
	☐ Sample Child Care Program @ Nabnassett - WESTFORD

Cancel   Update   Delete   Add New...

5.3.3.   First, select the user type of the new user (licensee or program).

5.3.4.   Select the user name. If the user is not listed, click "Add New…"

Add a User

User Information

User Type *	-- Select user type --
User Name *	
Password *	
Re-enter password *	
First Name *	
Last Name *	
Phone	EXT
Email Address	
Programs Managed by User *	

Cancel   Save

5.3.5.   Select the type of user for the new account.

5.3.6.   Specify the individual's user name and password for their EEC Single Sign-In account. This will create an account if one is not already active.

5.3.7.   If a program user, list which of the locations of care for your organization this individual will have access. This will restrict which locations appear when the user goes to the "Manage Employees/Volunteers" page.

5.3.8.   Click "Save".

5.4. 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.