

The Connecticut Charts-A-Course Early Childhood Professional Registry

Registering for First Time Users

1. Go to www.ccacregistry.org
2. CLICK on the yellow **“Register Now”** box.
3. Fill in your personal information including your e-mail address and password. These will allow you to enter the Registry. When you have completed this section CLICK the **“Continue”** bar.
4. You will be instructed to check your e-mail for a message about validating your Registry account. You can leave the Registry site to check your e-mail.
5. When you receive the validation email, CLICK on the validation web address listed in the e-mail (<http://www.ccacregistry.org/index.cfm?validateEmail=FCE120C1%2DD823%2D2CEE%2D8BEE912ED78224F>) and it will take you back to the CCAC Registry, where you will log in with your e-mail address and password.

How to Log In Once You Are Registered

1. Log in to the Registry by entering your e-mail address and password.
2. This will take you to the page that says you can **“Update Now”** or **“Update Later”** by CLICKING the appropriate box to update your personal profile. You will have this option each time you log in. Completing your profile is important, but you can CLICK the **“Update Later”** button to bypass this step if you wish.
3. If you choose to complete the information, CLICK **“Update Now”** and you can add any information highlighted in yellow or change any information showing. Whenever you complete an action by CLICKING **“Submit”** or **“Continue”**, the system will take you to the **“My Career Ladder”** homepage. This page places you on the Career Ladder from the documentation of your credentials that you have submitted so far.
4. On the left side of all pages is the navigation bar. It is the menu of what you can do with the Registry.

Using the Registry Navigation Bar on the Left Side

1. The **Return Home** button will take you back to the Career Ladder page. If you are ever lost within the system, just click on the **Return Home** button.
2. **Request Admin Access** allows Program Administrators of sites to view the education qualifications of their staff, to confirm employment and indicate the funding source for each individual, and to use administrative tools such as the NAEYC Accreditation staff qualifications calculator.
3. **Request Trainer Access** allows Trainers to request approval to train on approved curricula.
4. **Request MSA Access** allows Program Administrators who are responsible for multiple sites to view the Career Ladder positions of their staff, to confirm employment and indicate the funding source for each individual at all of their sites.
5. **Request ECTC** allows individuals to apply for the Early Childhood Teacher Credential.
6. **Request Head Teacher** allows individuals to request approval from the Department of Public Health to serve as a Head Teacher in a licensed center or group day care home.
7. **Consultant Approval** allows consultants to request approval to post a profile on the Registry that can be viewed by any Registry participant.

8. **Search for Consultant** allows you to search for a consultant by expertise or name.
9. **Search for Trainer** allows you to search for an approved trainer.
10. **My Resources** allows you to find Resource Documents, Request Counseling or print your own Membership Card.
11. **My Scholarships** allows you to Request Scholarship; follow the prompts to request your scholarship. Also you can View Scholarships you have requested.
12. **My Tools and Settings** allows you to view your messages and profile page. You can make changes to your profile by CLICKING on the “Edit” button in the right hand corner of each section.
13. **My Completed Training** allows you to see all of your education documentation submitted to CCAC that has been verified and recorded in your Registry profile.
14. **Users Guide** allows you to see a guide to navigate the Registry.

Rev 9/13