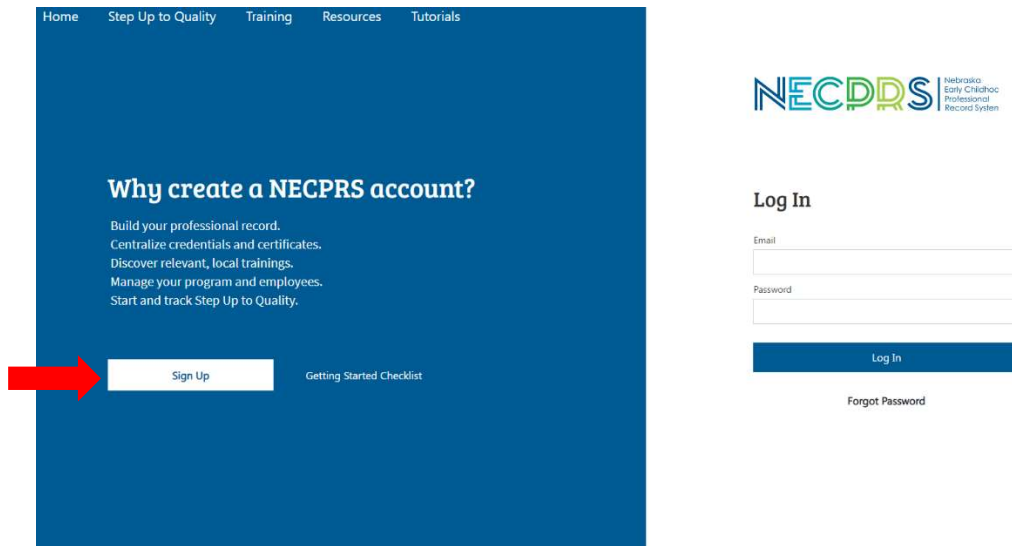


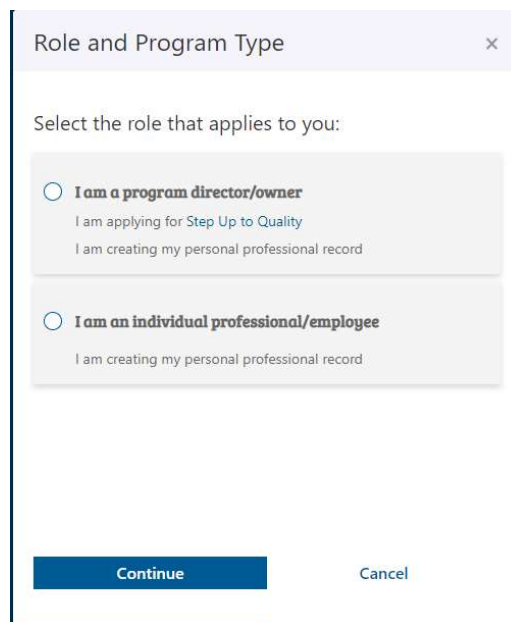
HOW TO SET-UP AN ACCOUNT

- Start by going to the homepage of the Nebraska Early Childhood Professional Record System.
 - <https://necprs.ne.gov>
- Click the *Sign up* button.



The screenshot shows the homepage of the Nebraska Early Childhood Professional Record System (NECPRS). The navigation menu at the top includes Home, Step Up to Quality, Training, Resources, and Tutorials. The main content area features the heading "Why create a NECPRS account?" followed by a list of benefits: "Build your professional record.", "Centralize credentials and certificates.", "Discover relevant, local trainings.", "Manage your program and employees.", and "Start and track Step Up to Quality." Below this text is a "Sign Up" button, which is highlighted with a red arrow. To the right of the "Sign Up" button is a "Getting Started Checklist" link. On the right side of the page, there is a "Log In" section with input fields for "Email" and "Password", a "Log In" button, and a "Forgot Password" link.

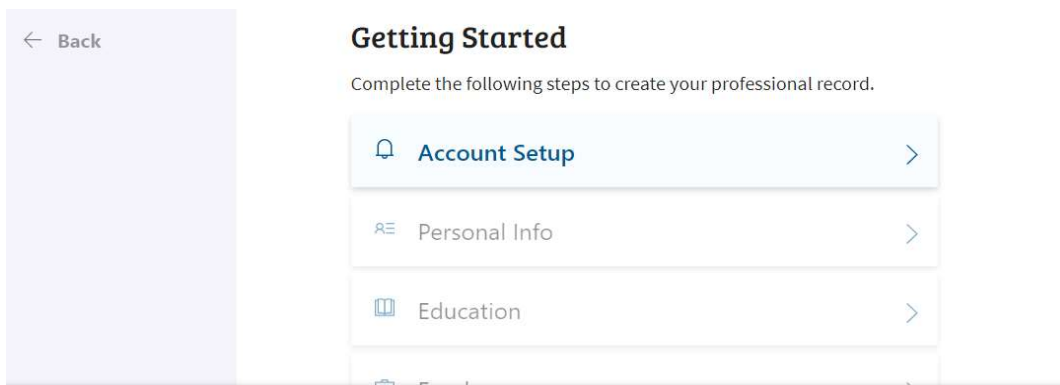
- Select *I am an individual professional/employee* and click *Continue*.



The screenshot shows a dialog box titled "Role and Program Type" with a close button (X) in the top right corner. The dialog asks the user to "Select the role that applies to you:" and provides two radio button options. The first option is "I am a program director/owner" with sub-points: "I am applying for Step Up to Quality" and "I am creating my personal professional record". The second option is "I am an individual professional/employee" with the sub-point: "I am creating my personal professional record". At the bottom of the dialog, there are two buttons: "Continue" and "Cancel".

Getting Started

- On the *Getting Started* screen, read the instructions and click *Okay*.



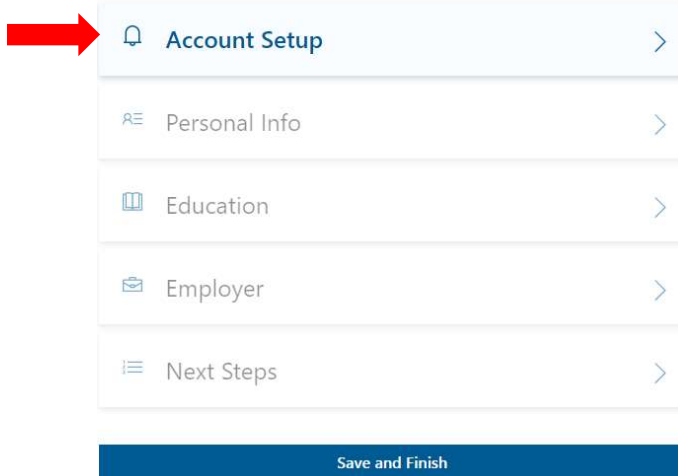
Complete the following steps as an introduction to the professional record system. Setting up your professional record account only takes a few minutes.



- Select the *Account Setup* bar.

Getting Started

Complete the following steps to create your professional record.



Account Setup

- Complete all the fields to get your account set up.
 - When finished click the *Save and Finish* button.

Account Setup

Login

First

Middle












Last

Date of Birth
 

- Continue to complete each section on the *Getting Started* screen.

Getting Started

Complete the following steps to create your professional record.

	Account Setup		
	Personal Info		
	Education		
	Employer		
	Next Steps		

[Save and Finish](#)

Personal Info

- Complete fields for your *Professional Profile*.
 - Make sure to complete all required fields.

Personal Info

Personal

First*

Middle

Last*

Education

- Select the highest level of education that you have earned and click *Save*.

Education

Enter your highest level of education:

Highest level of education

- ⓘ After completing the 'getting started' tasks, you will be able to add your complete educational history to your professional record.

Save

Employment

- Search for your current employer. The search feature only includes current licensed childcare programs, Public School Districts and current Head Start programs.
 - If your employer cannot be found, click the *My employer is not listed here* link and manually add your employer.

Employment

Select employer:

Search

EC Program

Search

Program Name

Owner

Address

City

County

« Previous Next »

[My employer is not listed here](#)

Next

- Once you have found the employer you are looking for, select the radio button next to their name and click next.
- The next screen will allow you to add employment information.
 - When finished you can click the *Save* button.

Employment Data

Employer

Employer Name*

Position Title*

Position Start Date*

MM/DD/YYYY



I am currently employed in this role.

Position End Date

MM/DD/YYYY



Employer Address

Address Line 1*

Address Line 2

City*

State*

Next Steps

- Review the information and click *Continue*.

Next Steps

You've created your NECPRS account.

Next, build your professional record by adding:

1. Previous employment info
2. Full education history
3. Professional credentials
4. Important trainings











Access your professional record via your NECPRS account dashboard.

[Continue](#)

- Once there are green check marks in each section, click the *Save and Finish* button.

Getting Started

Complete the following steps to create your professional record.

 Account Setup	 >
 Personal Info	 >
 Education	 >
 Employer	 >
 Next Steps	 >

[Save and Finish](#)

Congratulations! You have now created your NECPRS account!