

HOW TO SHARE YOUR RECORD

- On your Professional Record, click the Share Record button.

First Name Last Name
NECPRS ID: 14622

Dashboard
Professional Record
Training Calendar
Application for Training Authorization
Tax Credits

Professional Record

Training Totals For 2020: **1 Hours Completed**

Notifications Account **Contact Us**

Print **Share Record**

Add Training

✓	Training Name ↑	Training Date	In-Service Hrs	Certificate	Status
○	Training 1	06/1/2020	1	Renewal CDA Letter.pdf	✓ Verified

- On the Permissions page you will be able to share your professional record with someone external to NECPRS or grant permission for your program director to be able to add training certificates to your record.

Permissions

Anyone with the link can view your professional record: ☐ Off

Share editing permissions with your program:
Directors can add trainings to your record.

Share permissions with directors at the following program:

Please select program... **Share**

Program with Editing Permissions	Status	Date	
KRUTSCH KIDS	Shared	Jun 11, 2020	Remove

- Turning on, *Anyone with the link can view your professional record*, allows you to share a view only version of your professional record.
 - The information on the link will update as you update your professional record.
 - The link can be sent to people external to NECPRS.
 - Once you regenerate the link no one with the old link will be able access your information .
 - You can turn this feature off at any time.

Anyone with the link can view your professional record: ☒ On

<https://necprsdev.ne.gov/professional-record-public?publicProfileId=4acd68d5-1d0c-4ce0-9d3b-83bfd03a226e> [Copy Link](#)

[Regenerate Link](#)

- If the program you work for has been set-up in NECPRS you can grant permission for your director to add training certificates to your professional record.
 - If your employer is not listed in the drop down:
 - They have not set-up the program in NECPRS and/or
 - You do not have them listed as a current employer on your professional record.
 - You can remove the permission at any time by clicking *Remove*.

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