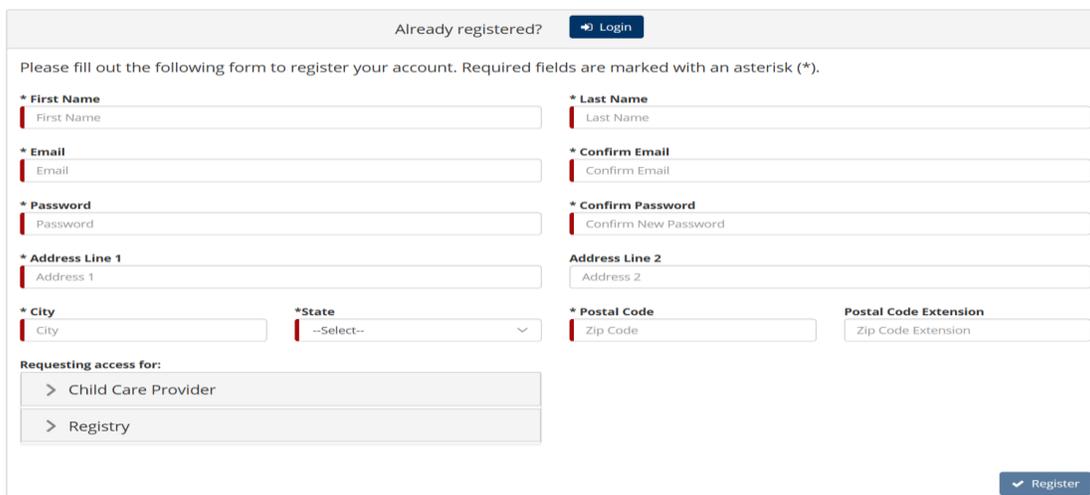# How to Create an Account

If you are new to the NJCCIS system, then you must register an account before using the system.

New User? You must register an account before gaining access to the system.   ☑ Register

1. Click on the Register button ☑ Register to go to the Register Account screen.

2. Fill in the mandatory fields, as well as any additional fields, with the correct information.
    a. Enter the name you would like displayed throughout the system – on professional development certificates, reports, etc.
    b. Enter the email address you would like to use for your NJCCIS login. This email will also be used for any NJCCIS alert.

Note: If the email address already exists in the system, the following message is displayed when the Register button is clicked: *Email is already* taken.

    c. Enter the password you would like to use to log into the system. The password must:
        i. Be a minimum of 10 characters.
        ii. Contain both letters and numbers.
        iii. Contain both uppercase and lowercase characters.
        iv. Not match the previous 10 passwords used for this system.
    d. Enter the address where you currently reside.
3. If you would like to request access for certain roles within the system, click on the appropriate position under "Requesting access for:" to expand that section.

a. Check the boxes for each position for which you are requesting access. If you check the ECE Assistant Teacher, ECE Teacher, and/or Trainer roles under the Registry position, additional fields appear at the bottom of the screen.

b. To add a provider(s), click on the Search Providers button if it is available. This displays the Add Provider(s) section.

c. Select a field from the Select Field to Search dropdown menu.

    i. Type the term to search for within the Type Term for Search field.

d. To add additional search criteria, click on the Add Search Criteria button
    ➕ Add Search Criteria and repeat the process as necessary.

e. Click on the Search button 🔍 Search to display the Provider Results in a
    grid.

Provider Results: 12304

🖨 Print

	Id ⇕	Facility Name ⇕	Facility Type ⇕	Address ⇕	City ⇕	Zip Code ⇕	County ⇕
◯	700000	QUINTERO, GLA...	Family Child Care	52 CLARK STREET	DOVER	07801	Morris
◯	700000	QUINTERO, GLA...	Family Child Care	52 CLARK STREET	DOVER	07801	Morris
◯	700001	Happy Days Pre...	Child Care Center	801 ROUTE 9	LANOKA HARBOR	08734	Ocean
◯	700002	Work-Family Co...	Child Care Center	525 COUNTY RD...	ALEXANDRIA TO...	08867	Hunterdon
◯	700003	The Children's Pl...	Child Care Center	145-147 HAVEN...	OCEAN CITY	08226	Cape May

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✖ Cancel Provider Search   ⬇ Select Provider

f. Check the box next to one of the providers and click on the Select Provider
    button ⬇ Select Provider . This enters the provider name into the Child Care
    Employer field.

4. Click on the Register button ✔ Register . This sends an email with a confirmation link
    to your email address listed in the system.
5. Check your email for the confirmation email link. Once you get your confirmation
    email, click on the "Activate my Account" link and log in.
6. Follow the next few steps onscreen to complete your profile.