

## NC Weekly Provider Status, Enrollment, and Vacancies

Providers who have been approved to reopen during the COVID-19 pandemic will receive an email. The email will contain a link to the Provider Portal.

Once they click on the link, they will be taken to the log in screen with the username and password pre-populated:

**CCR&R Council**  
North Carolina Child Care Resource & Referral Council  
Please contact us for any assistance:  
childcaresearch@childcareresourcesinc.org

Welcome to the NC Child Care Resource & Referral (CCR&R) Council's new Provider Profile Portal – a new secure web portal (powered by WorkLife Systems) for NC child care providers like you! If you have questions or need help with your child care program's profile, please contact your local CCR&R agency or email childcaresearch@childcareresourcesinc.org.

Please Enter Your Information

Email Address  
dsquier@childcareresourcesinc.org

Password  
\*\*\*\*\*

Login Create Account

Request Password

childcaresearch@childcareresourcesinc.org

After logging in, there will be three pop-up questions. The first asks about the program's current status:

Please update your program's status

Is your program currently open? (Even if you are not caring for children at this time, you should still respond "yes" to this question if you consider your child care to be open)

Yes

No, but my program is now enrolling for the fall

No, my program is closed right now

child care search A program of child care resources inc. North Carolina Child Care Resources Inc. 4600 Park Rd Ste 400 Charlotte, NC 28209 Phone (704) 348-2181 Email childcaresearch@ Child Care Resources Inc. Web www.childcareresourcesinc.org

After they select a status, the second question, which asks if the program has openings, will pop up:

The screenshot shows a modal window titled "Please update your program's status" with a close button (X) in the top right corner. The background is a dimmed view of a profile page for "child care search" (a program of "child care resources inc."). The profile information includes: "North Carolina Child Care Resources Inc.", "4600 Park Rd Ste 400 Charlotte, NC 28209", "Phone (704) 348-2181", "Email childcaresearch@...", and "Web www.childcarereso...". Below the profile information are navigation tabs: "date Data", "Pictures", "View Profile", "Consumer Ed", "Referral Counts", and "Trainings". The modal form contains two questions, each with a dropdown menu:

- Question 1: "Is your program currently open? (Even if you are not caring for children at this time, you should still respond 'yes' to this question if you consider your child care to be open)". The dropdown menu is currently set to "Yes".
- Question 2: "Do you have openings available to enroll additional children?". The dropdown menu is currently empty.

A blue "Save" button is located at the bottom right of the modal.

If the provider selects *No*, the provider can save the information. After information is entered and saved, the provider will receive a message that says please wait and then will receive confirmation in the green box below which says "Your information was saved successfully." provider will then be taken to the top of the program's *Contact Information* and have the option to review and/or update the program's record (shown below).

If the provider selects *Yes* or *No*, but my program is now enrolling now for the fall, another box will pop up that asks about openings, enrollment and capacity as seen below:

Please update your program's status ✕

Is your program currently open? (Even if you are not caring for children at this time, you should still respond "yes" to this question if you consider your child care to be open)

Yes

Do you have openings available to enroll additional children?

Yes

How many openings, by age, do you have available at this time?

Age Group	Openings	Enrolled	Capacity
Birth-12 months:	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 Year Olds:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Year Olds:	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Year Olds:	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Year Olds:	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Year Olds:	<input type="text"/>	<input type="text"/>	<input type="text"/>
School-Age:	<input type="text"/>	<input type="text"/>	<input type="text"/>

After information is entered and saved, the provider will receive a message that says please wait and then will receive confirmation in the green box below which says "Your information was saved successfully."

✓ Your information was saved successfully.  
Welcome CCR Test Program 1 Logout

Child Care Resource & Referral Council  
Inc.

400  
09  
181  
arch@childcareresourcesinc.org  
resourcesinc.org/

Please wait...

View Available Training

Name	Last Name	Trainer	County	Registered Date	Completed?
------	-----------	---------	--------	-----------------	------------

The provider will then be taken to the top of the program's *Contact Information* and have the option to review and/or update the program's record.

+ Contact Information

Business Name:

CCRI Test Program

DBA (If not License Name):

Address:

4600 Park Rd

City:

Charlotte

State:

NC

Zip Code:

28209

Check if you receive mail at a different address. Uncheck if you do not.

County:

Mecklenburg

Region:

Region 6

Contact:

Denise Squier

Telephone Primary:

(704) 376-6697

2nd Telephone:

Fax:

Save