



## NJCCIS System Upgrades

### How To Complete a One-Time Account Activation in NJCCIS

This document provides instructions for completing your one-time account activation. These steps must be taken by all NJCCIS users, including those with existing accounts.

From the “NJCCIS Homepage”, check the **I agree to the NJCCIS Web Portal Terms and Conditions** box and select the **Login** button.



New Jersey's Integrated Child Care Information System, or NJCCIS, supports business operations related to child care in NJ - including child care licensing, family child care provider registration, grants, inspections, and complaints. NJCCIS also is the point of access to the NJ Workforce Registry - allowing child care professionals to maintain a record of their experience, education and professional development and to access training resources. Providers also can enroll in Grow NJ Kids and access other quality initiatives. For more information on NJCCIS, visit the [help page](#).

NJCCIS Announcements

**NJ Workforce Registry implementing Multi-Factor Authentication (MFA) for all user accounts within the NJ Workforce Registry Billing & Claiming System**

As part of the ongoing commitment to ensure the continued protection of valuable user account information in the New Jersey Child Care Information System (NJCCIS), participating New Jersey Workforce Registry Child Care Providers were informed of new enhancements made to the **New Jersey Workforce Registry Billing & Claiming System**.

Login to NJCCIS

You must agree to the NJCCIS Web Portal Terms and Conditions to log in.

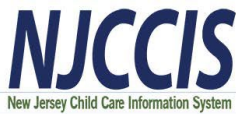
I agree to the NJCCIS Web Portal Terms and Conditions.

Login

Need help logging into NJCCIS?

This will open the “NJCCIS Sign In” page. Select the **Activate Account** link.

**Note: All existing users must complete this one-time account activation.**



Sign in to your account

Email

Password

Remember me [Forgot Password?](#)

Sign In

**STOP:** Steps to complete a one-time account activation

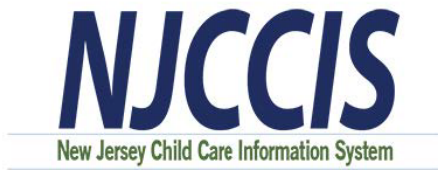
All existing users need to do this on

On the next **Activate Account** screen, enter your current email address and password. You will receive an email with a link to complete your activation.

After you successfully complete this one-time process, you can simply sign in with your email address and password.

This will open the “Activate Account” page. Enter your existing account’s email address and password.

**Note: Current account passwords may be used or a new password may be created.**



Activate Account

A screenshot of the "Activate Account" form. The form is enclosed in a white box with a thin border. At the top, the text "Activate Account" is centered. Below this, there are three input fields: "Email \*", "Password \*", and "Confirm password \*". Each field is currently empty. Below the input fields is a dark blue button with the text "Activate Account" in white. At the bottom of the form is a link that says "« Back to Login". A red rectangular border highlights the three input fields.

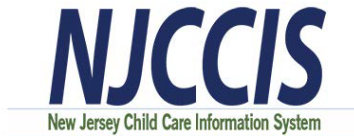
Once all fields have been completed, select the **Activate Account** button to continue.

Activate Account

A screenshot of the "Activate Account" form, identical in layout to the previous one. The "Email \*" field is now filled with the text "jamestcctesting+CCCDirector2@gmail.com". The "Password \*" and "Confirm password \*" fields are filled with a series of dots, indicating that the passwords have been entered. A large red arrow points from the left side of the form towards the dark blue "Activate Account" button. The "« Back to Login" link remains at the bottom.

This will open the “Email Verification” page and send a verification email.

**Note: Keep this page open until the verification is complete as a verification email may be re-sent from this page.**



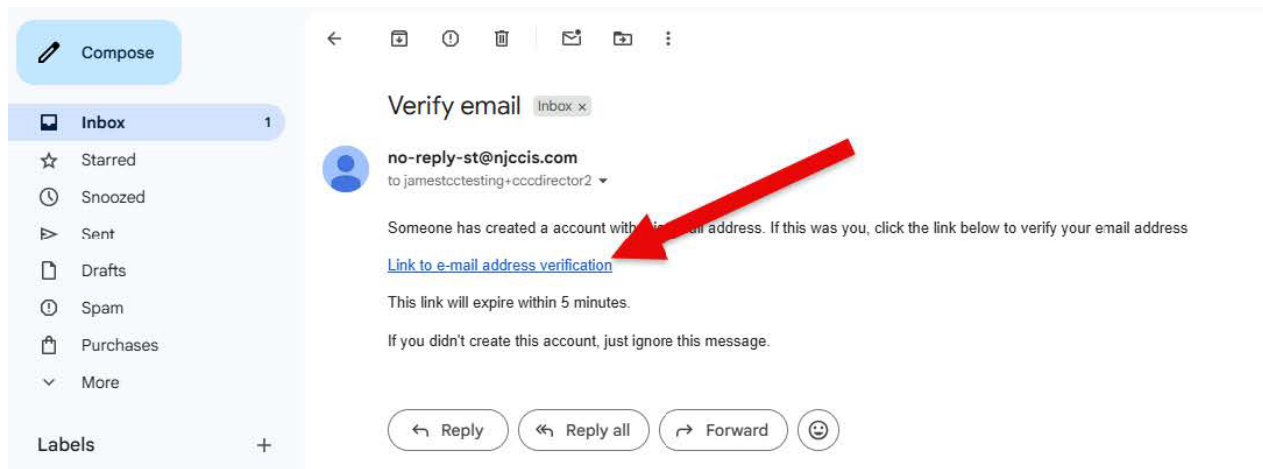
### Email verification

**⚠ You need to verify your email address to activate your account.**

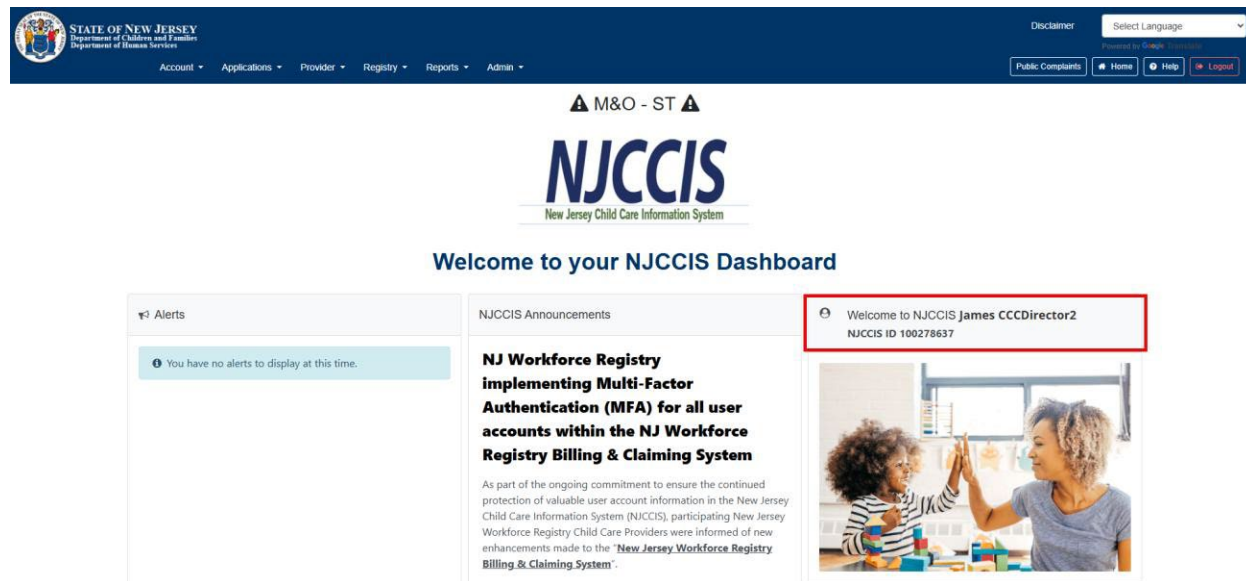
An email with instructions to verify your email address has been sent to your address jamesccctesting+cccdirector2@gmail.com. Haven't received a verification code in your email?

[Click here to re-send the email.](#)

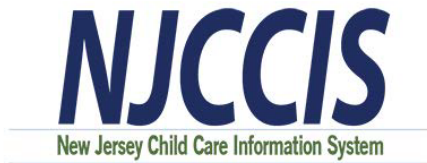
Click the link in the verification email.



This will open the “NJCCIS Homepage” and automatically log in to the now activated account.



This completes the one-time activation process and allows users to sign in directly to NJCCIS in the future.



Sign in to your account

Email  
jamestcctesting+CCCDirector2@gmail.com

Password  
.....

Remember me      [Forgot Password?](#)

**Sign In**

**STOP:** Steps to complete a one-time account activation

All existing users need to do this once.

On the next **Activate Account** screen, enter your current email address and password. You will receive an email with a link to complete your activation.

After you successfully complete this one-time process, you can simply sign in with your email address and password.

## Need Assistance?

For help with your one-time account activation in NJCCIS, contact:

Email: [NJCallCenter@e-tcc.com](mailto:NJCallCenter@e-tcc.com)

Phone: 1-800-332-6512