



The Early Childhood Registry
of Palm Beach County

Program Portal Guide

Document issued *April 2025*



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Overview

The Early Childhood Registry of Palm Beach County is a professional workforce registry dedicated to empowering early learning educators (<https://registry.earlylearningpbcc.org>). This website supports professional growth through a variety of services, including training, scholarships, and financial awards.

The Early Childhood Registry of Palm Beach County is an innovative local collaboration between the Early Learning Coalition (ELC) of Palm Beach County, The Children's Services Council of Palm Beach (CSC), and the Institute for Excellence in Early Childhood Education at Palm Beach State College.

Approved representatives from each licensed child care facility can be granted access to the **Program Portal**. Here, they will verify employment in the **Staff Roster**.

This technical guide provides you with step-by-step instructions on how to navigate the **Program Portal** and verify employment in the **Staff Roster**.

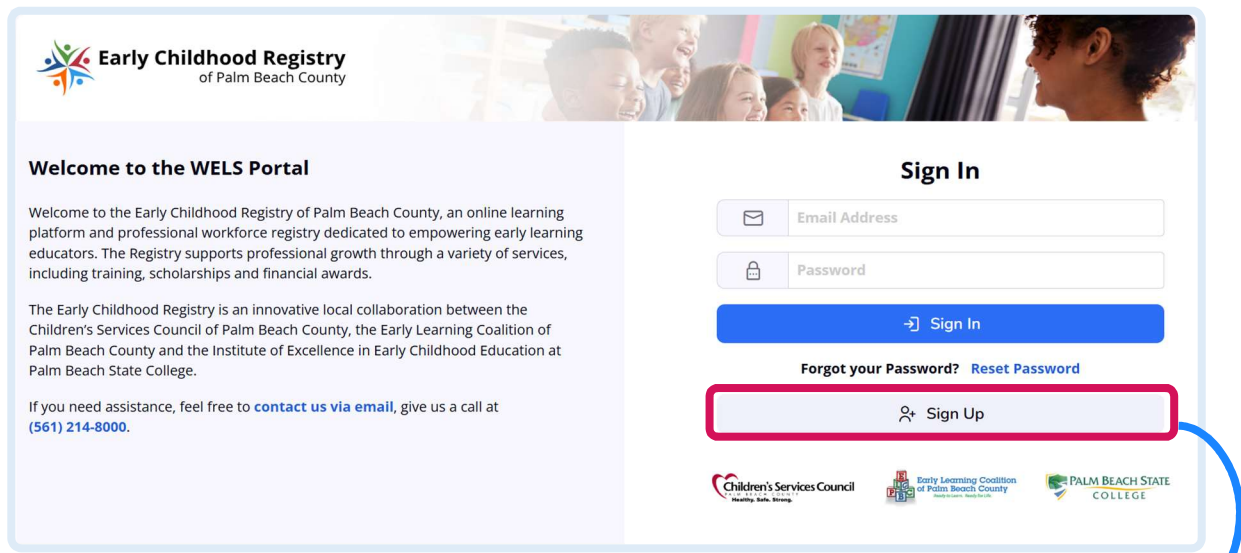
Need Help?

Send an email to the ELC team at: cscstar.award@elcpalmbeach.org

Sign Up

To access The Early Childhood Registry of Palm Beach County, you will need to create an account. Open a browser window and type <https://registry.earlylearningpbc.org> to get to the homepage.

From the homepage, click **Sign Up** to create your personal account.

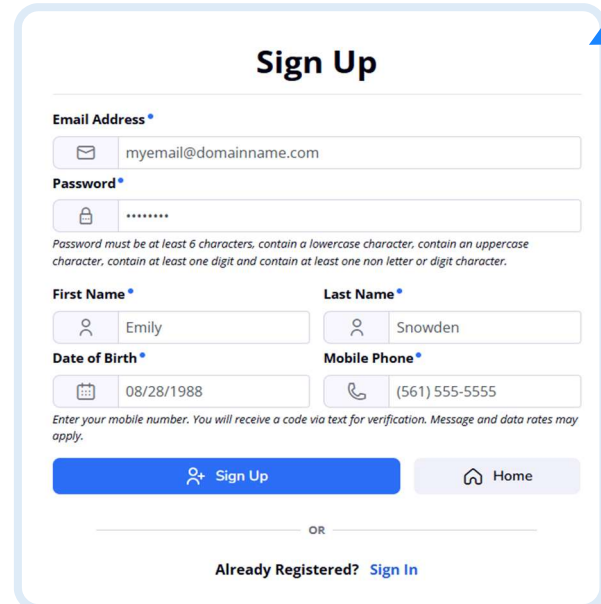


Fill in basic information about yourself, including:

- **Email Address**

***NOTE:** Your email address will also be your username. It is recommended that you use a personal rather than work email so you can always have access to your Registry account.

- **Password**
- **First and Last Name**
- **Date of Birth***
- **Mobile Phone Number**



**This information is required for verification purposes.*

When you are done, click **Sign Up**. After you have signed up, you will receive an email confirming that your account has been created.

Sign In

Access the Sign In page by typing <https://registry.earlylearningpbc.org> in your browser.

Once you have created your account, enter your username (this is your email address) and password and click **Sign In**.

Reset Your Password

From the Sign In page, click the **Reset Password** link. Enter the email address you used to sign up and click **Send**. You will receive an email with a link to reset your password.

Clicking this link will take you back to the Sign In page where you will be prompted to create a new password. Make sure your new password has each of the following:

- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#\$%^&*()+_{}?~]
- At least 6 characters

When you are finished, click **Update** and use your new password to sign in to your account.

The image displays two screenshots of a web application interface. The top screenshot is the 'Sign In' page, featuring input fields for email (myemail@domainname.com) and password (masked with dots), both with green checkmarks indicating they are valid. Below these fields is a blue 'Sign In' button. A link for 'Forgot your Password?' is present, with a red bracket highlighting the 'Reset Password' text. Below this is a 'Sign Up' button. The bottom of the page shows logos for Children's Services Council, Early Learning Coalition of Palm Beach County, and Palm Beach State College. A blue arrow points from the 'Reset Password' link in the top screenshot to the 'Reset Password' page below. The bottom screenshot is the 'Reset Password' page, showing the same email input field with a checkmark. It has a blue 'Send' button and a grey 'Home' button. Below these is a horizontal line with 'OR' in the center, followed by a link for 'Already Registered? Sign In'.

Two-Factor Authentication

We want to keep your account safe by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging in to your account from a new device or browser.

Two-factor authentication ensures it is you signing in to your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the **Sign In** page.

Once you have clicked **Sign In**, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code that was sent via email, text message, or call to the phone number you provided when you created your profile.

When you receive your code, enter it in the *Verification Code* box.

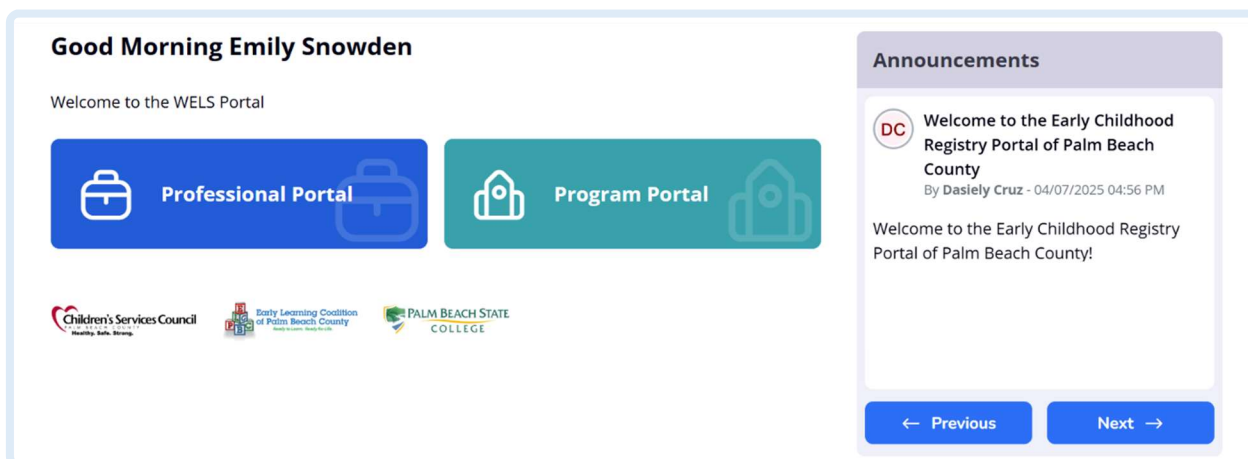
Click **Yes** under **Remember Browser** to save your information and skip two-factor authentication when signing in from the browser you are currently using.

Click **Sign In** to access your account.

The image displays two screenshots of the Wels Two-Factor Authentication process. The top screenshot shows the selection screen for verification methods. It features the Wels logo at the top, followed by an instruction: "Select an option below where a verification code will be sent. You will then be asked to enter this code after you make a selection." Below this are three blue buttons: "SMS Message" (highlighted with a red border), "Phone Call", and "Email". Each button contains a description of the verification method and a placeholder for a phone number or email address. A blue arrow points from the "SMS Message" button to the bottom screenshot. The bottom screenshot shows the verification code entry screen. It features the Wels logo at the top, followed by the text: "Two Step Authentication is required for your account. Your code was sent to: XXX-XXX-0320". Below this are two input fields: "Remember Browser" with a "No" button, and "Verification Code*" with a green input field containing "77777" and a checkmark. Below the input fields are links for "Didn't receive a verification code? Resend" and "Can't access your Phone? Use another verification method". At the bottom are two buttons: "Sign In" and "Home".

Home Page

When you first sign in, you will see The Early Childhood Registry of Palm Beach County **Home Page**. Here, you can review any **Announcements** and access the different areas of the site.



This includes:

Professional Portal

Keep your personal information updated in the *My Early Childhood Career Journey* and access supports.

If you are logging in for the first time, you will need to visit this section to finish setting up your personal profile.

Program Portal

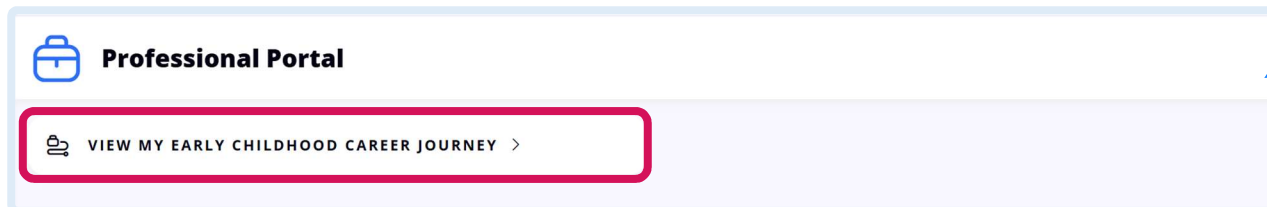
An area of the website specifically for program leaders like Owners and Directors to support staff and verify employment information. To be granted access to this area of the site, you must be approved by ELC of Palm Beach County.

Accessing the Program Portal

The **Program Portal** is locked for a specific program until a review process has been completed and an individual is granted access by the Early Learning Coalition of Palm Beach County.

To complete this process, you will first need to enter your information in the *My Early Childhood Career Journey* section of the site before putting in a request to claim the program.

My Early Childhood Career Journey



Before you can access the Program Portal, you will need to complete the **My Early Childhood Career Journey** in the **Professional Portal** (if you have not done so previously).

To complete your Career Journey, start by clicking **Professional Portal**. Then, select *View My Early Childhood Career Journey* to get started. You will be required at minimum to enter some demographic, contact, and employment information.

For step-by-step instructions on completing your *Career Journey*, see the **Professional Portal Guide**. You can access this resource by clicking the **Help** tab at the top of your screen then selecting *Professional Portal Guide*.

Program Portal Dashboard

Once you have been granted access, you will be able to access the **Program Portal** from the Home Page.



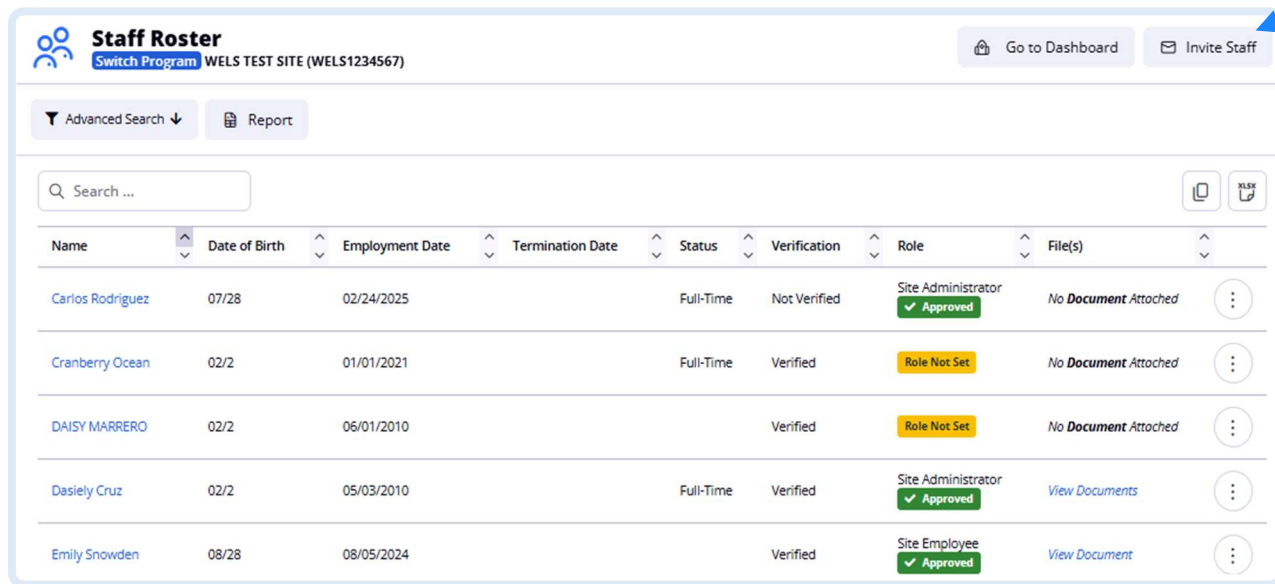
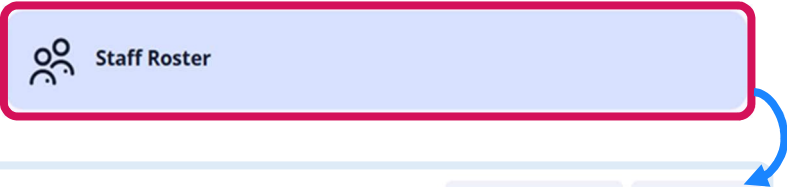
On the **Program Portal Dashboard**, you will also see the areas of the **Program Portal** that you have access to. This includes the **Staff Roster**.

Staff Roster

The **Staff Roster** provides you with a list of individuals who created an account in the Registry and listed your program as their *Place of Employment*.

Click the **Staff Roster** button on your **Program Portal Dashboard** to access this list.

This will open a new screen with your Program’s **Staff Roster** list. For each individual on your **Staff Roster**, you will see information at a glance.



This includes:

Name	<i>First and last name.</i>
Date of Birth	<i>Month and date from the DOB provided.</i>
Employment Start Date	<i>On what date did this staff member begin working at the program?</i>
Employment End Date	<i>On what date did this staff member stop working at the program? (This is not required—use this field as needed).</i>
Status	<i>Is this staff member employed full-time or part-time?</i>
Verification	<i>Has this employment record been verified by the program?</i>
Portal Role	<i>Has this account holder been assigned another role that gives them access to the Program Portal? If so, which role? (Owner, Portal Representative, QIP Portal Representative).</i>
File(s)	<i>Review any documents that have been attached for that staff member.</i>

Use the **Actions** on the right side of your screen to update a staff member’s status. Available *Actions* include:

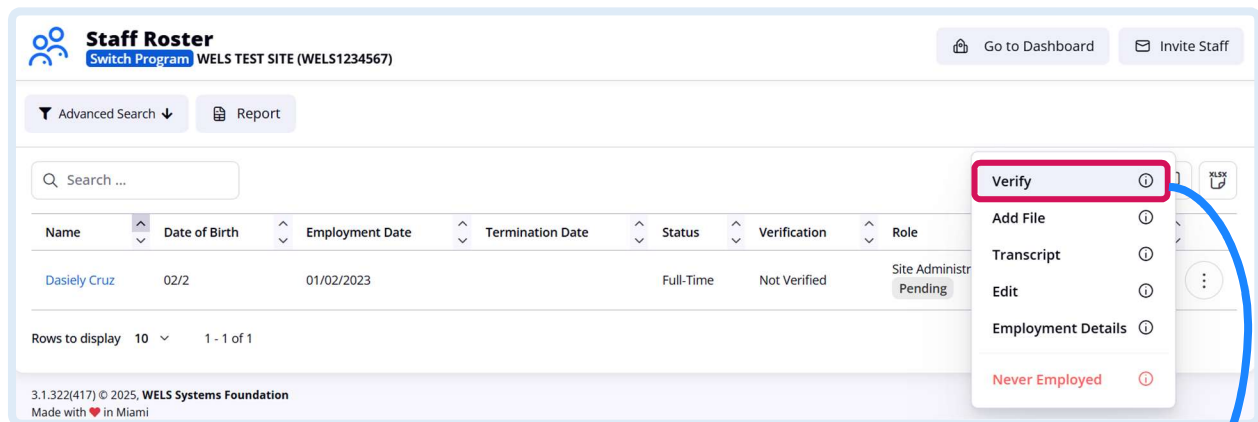
Verify or “Unverify”	Verify that an individual is employed at your program/site or remove existing verification status.
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Add File	<i>Add</i> a File to the staff member's <i>Professional Staff</i> record.
Transcript	Download a transcript with the employee's Professional Development information.
Edit	<i>Add, Edit, or Remove</i> a staff member's Position . Clicking this button will take you to a new screen titled Update—[Employee Name] where you can edit, update, and save the information.
Employment Details	View and update details about the individual's Employment dates and status at your program. *This includes the ability to remove an inactive employee by providing an Employment End Date (see the Remove a Staff Member who is No Longer Active section of this guide for more information).
Never Employed	A special status to show that the individual incorrectly added this program as their <i>Place of Employment</i> in the Career Journey and was Never Employed .

Verify Employment

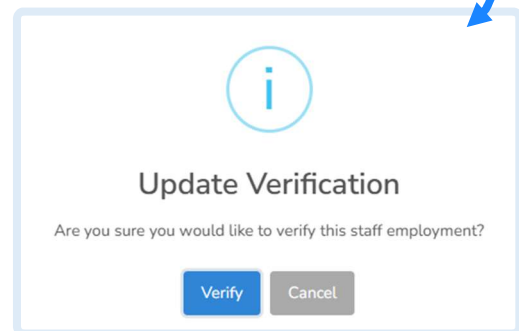
Each individual who makes an account in the Early Childhood Registry of Palm Beach County is asked to add the child care facility where they work. When someone adds your program as their *Place of Employment*, you will see them show up in your **Staff Roster**. When an individual adds your program as their place of work, their **Verification** status will show in the **Staff Roster** as *Not Verified*.

You will need to confirm that each person who adds your program as their *Place of Employment* is currently working at the program by updating their verification status in the **Staff Roster**.



To verify the employment of a staff member in your list, find the individual in the list and click **Actions** in the column on the right side of your screen. From this menu, select **Verify**.

This will open a new screen where you will be asked to confirm that you want to update this individual's verification status. Click **Verify** to finish updating this individual's record. A message will appear confirming the verification status was successfully updated.



The **Verification** section for this individual will update from *Not Verified* to *Verified*.

***NOTE:** If you need to remove the verified status from an individual's employment record in your program's Staff Roster, follow these same steps and select "Unverify" from the list. This will update the Verification section for the individual from *Verified* to *Not Verified*.

[Invite Staff Members to Create an Account in the Registry](#)

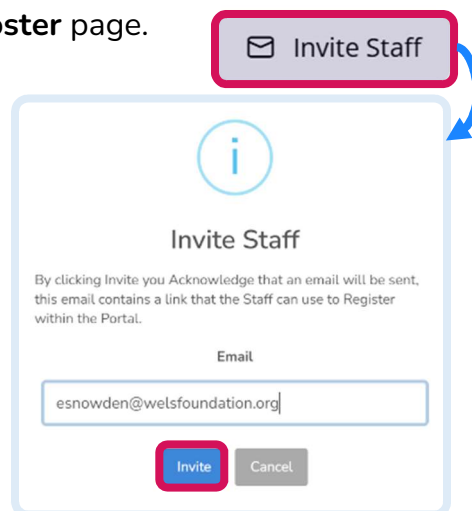
To begin building your **Staff Roster** list, you will invite each of your staff members to create an account in the Early Childhood Registry of Palm Beach County.

Click the **Invite Staff** button at the top of the **Staff Roster** page.

A new window will appear where you will type in the staff member's email address. Click **Invite** to send an email message inviting them to create their Registry account.

The staff member will be added to your roster after they:

1. Create their account.
2. List your program as their *Place of Employment* in their *Early Childhood Career Journey*.



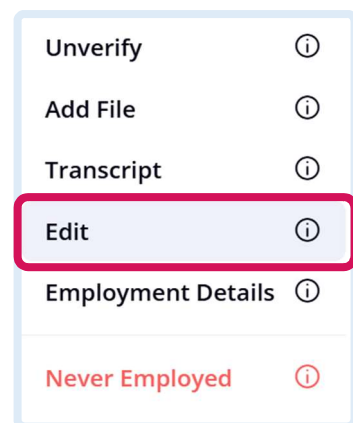
Remove a Staff Member who is no longer “Active”

In the event that an individual in your **Staff Roster** is no longer actively working at your program or is no longer working in a specific position, you will return to the **Staff Roster** to **Edit** the information listed about their **Employment Date(s)** and/or **Position(s)**.

a) **Edit** the record

Start by finding the individual in your **Staff Roster** list. Click the **Actions** button next to their name then select **Edit** from the list.

This will open a new window labeled **Update—[Employee Name]**.



b) Add a **Position End Date** and **Termination Reason**

Scroll down on the **Update—[Employee Name]** page and review the **Staff Position**. Find the position in the **Staff Position** list and click **Edit** (on the right side of the screen).

This will open a new window labeled **Update Professional Staff**. Here, add the date the person stopped working in this position in **Position End Date**.

Staff Roster | Update - Melissa Hernandez
WELS TEST SITE (WELS1234567)

← Back to Roster ✓ Save All

When a field is followed by a * the field is required.

Program Name: WELS TEST SITE License Number: WELS1234567
Licensed Date: 08/20/2015 Expiration Date: 06/20/2099

Employment Date*: 04/21/2020 Termination Date: Enter Termination Date Employment Status*: Full-Time

Staff Position + Add New

Position(s)	Age Group(s)	Effective Date	End Date
Director	12-23 Months	04/21/2020	

Edit Remove

Once you add the date, a new field will appear labeled **Termination Reason**. Select one of the reasons from the list (or choose 'Other.')

When you have entered a **Position End Date** and **Termination Reason**, click **Update** to save.

This will return you to the **Update—[Employee Name]** page where you will see the new **Position End Date** in the **Staff Position** section.

PORTAL Update Professional Staff

When a field is followed by a * the field is required.

Employment Date: 04/21/2020 Termination Date:

Position*: Director Age Group*: 12-23 Months Hours Worked Per Week*: 16-29

Wage: Enter Wage

Position Start Date*: 04/21/2020 ✓ Position End Date: 04/21/2025 ✓

Termination Reason*: To find a job that pays more ▼

✓ Update ✕ Close

If this individual has continued work at your program in a different position, click the **Add New** button and enter the information about their new position at your program.

If this individual has entirely stopped working in any position at your program, proceed to the next step and add a **Termination Date**.

c) Enter a Termination Date

From the **Update—[Employee Name]** page, provide the date when the individual's employment ended your program in **Termination Date**.

Staff Roster | Update - Melissa H.
WELS TEST SITE (WELS1234567)

← Back to Roster ✓ Save All

When a field is followed by a * the field is required.

Program Name
WELS TEST SITE

Licensed Date
08/20/2015

License Number
WELS1234567

Expiration Date
06/20/2099

Employment Date*
04/21/2020 ✓

Enter Termination Date

Employment Status*
Full-Time ▼

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

***NOTE:** Make sure you have also included the **Employment Type** (Full- or Part-Time) by selecting from the list provided.

When you have entered this information, click *Save All* to finish updating. This person will no longer appear as an “Active” employee in the program **Staff Roster**.

Sign Out

Sign out of your Early Childhood Registry of Palm Beach County account by clicking the arrow next to your name (in the top right corner of the page). From this menu, select **Sign Out**.

This will sign you out of your Registry account and take you back to the “Sign In” page.

ES Emily Snowden ▼

- Administration Hub
- Account Information
- Sign out