

## Quick Start to Access your “Provider Profile Registry”

➔ Using your preferred device with Internet Access go to <https://stage.worklivesystems.com/program/16>



Welcome Programs & Providers!

**Announcement:** If you need assistance, please call 855-750-3343 (Monday-Friday, 8:00am-5:00pm) or email [helpdesk@ks.childcareaware.org](mailto:helpdesk@ks.childcareaware.org)

### ➔ Registered Users

1. Enter your login Email
2. Enter your login Password
3. Click Login

#### Forgot Password?

Click “Request Password”

**Need Help?** Our email and telephone number are located at the end of each screen.

### Please Enter Your Information

Email

Password

Login

Create Account

Request Password

### ➔ First time users

1. Click Create Account
2. Enter your Email
3. Enter desired Password
4. Enter your License ID
5. Enter your ZIP code
6. Click Save

### Provider Main Menu Tabs

Home

Update Data

Pictures

View Profile

➔ **Home** tab displays our contact information.

➔ **Update Data** tab opens up to your Contact Information section displaying the data fields available for you to update, as often as you'd like. Data is organized in sections with one section open at a time. Remember to “Save”.

➔ **Pictures** add up to 5 pictures to showcase your child care program to families.

➔ **View Profile** pulls your data together for you to view and share with families, serves as a nice marketing piece.

➔ **Referral Count** shows you the number of times a family has viewed your profile over the last 3 months.

➔ **Professional Development** view and register for trainings, add demographic data about you and any staff.