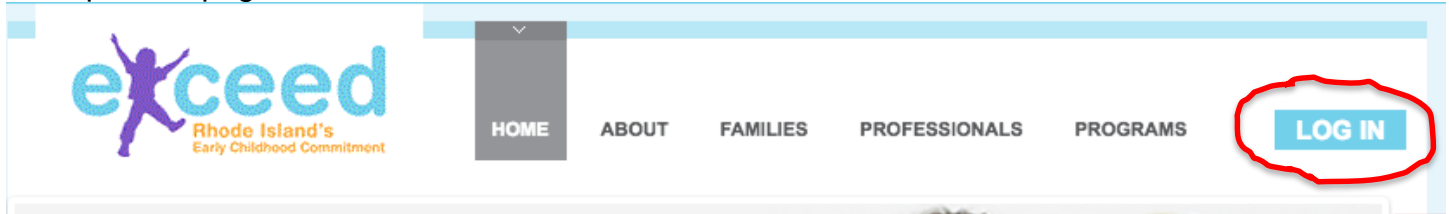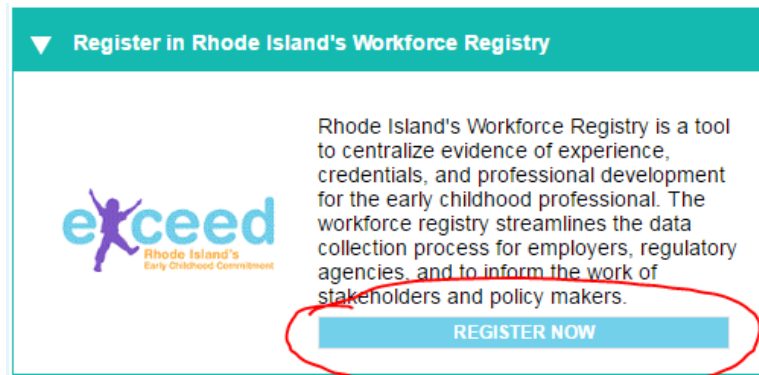# How to Create Your Workforce Registry Account

V2 October 2016

To create a workforce registry account, go to any page on https://exceed.ri.gov and click **Log In** at the top of the page:

Or navigate to the **Register in Rhode Island's Workforce Registry** section, and then click on Register Now.

Once you are on the Log In page, click on "Create New Account".

> *Note: If you are a Program Administrator, Family Child Care Provider, or Educational Lead, you will need the registration letter that you should have received in the mail to register. If you did not receive a letter, submit a helpdesk ticket at https://support.exceed.ri.gov*

Account Creation for Program Administrator, Family Child Care Provider, or Educational Leads

Once you click on **Create New Account** you will be asked if you a Program Administrator, Family Care Provider, or Educational Lead in a public school. If you click **yes**, the system will refer you to an ECEDS registration letter that you should have received in the mail. This letter provides you with a state assigned person ID and a state assigned program ID.

You will need to enter both of those ID numbers on this screen to create your account. If you did not receive such a letter, please request one by submitting a helpdesk ticket at https://support.exceed.ri.gov/.

Note: If you accidently click "yes" when asked if you are a Program Administrator, Family Care Provider, or Educational Lead in a

To create an account, use the drop down box to select either Center, Home, or Public School. Depending on what you select you will asked to complete several fields as follows:

Fields Required for Everyone
- State assigned person ID (Provided in the registration letter)
- State assigned program ID (Provided in the registration letter)
- Date of Birth (your own)
- Last 5 digits of your social security number (administrators who work in Centers or School's can enter a 5 digit pin that they select in lieu of the last 5 digits.)

Other Fields For Specific Program Types
- Federal Identification Number (Centers only)
- School Code (School's Only)

Person ID

[State Assigned Person ID (Provided in the registration letter)]

Program Type *

[Center]

IMPORTANT: This screenshot is for Centers. The screen will look slightly different for a home or school.

Federal Employer Identification Number *

[Federal Employer Identification Number]

State Assigned ID *

[State Assigned Program ID (Provided in the registration letter)]

Date of Birth *

[DD/MM/YYYY]

Last 5 digits of your SSN *

[XXXXX]

☐ Show as plain text

Please note that, if you are a Program Administrator, Family Care Provider, or Educational Lead in a public school, your First Name and Last Name are already entered into the account by your regulating authority (either DCYF for Centers and Homes or RIDE for Schools). This is because you are registered as the Program Administrator, Family Care Provider, or Educational Lead in a public

school with the State. Unlike other users, you will need to contact your regulatory authority to make changes or corrections to your name. Changes made by the regulating authority will generate a new user account. Your regulating authority will ensure that your new account is associated with your program so you have access to your program data.

IMPORTANT: If you are a Program Administrator and you need to make changes to your First or Last name, you will need to contact your regulatory authority.

You will also need to create a user name and password. Your username must be 6-20 characters in length. It may include letters, numbers, the underscore ("_") or the period ("."). If you use a period (".") or an underscore ("_"), they may not be the first or last characters of your username. Usernames are not case sensitive, so uppercase and lowercase letters are considered to be the same value (so the username JQpublic would be the same as jqpublic). (Sample valid usernames: jquser; jdoe57; j.doe75).

Your password must be at least 7 characters with at least one uppercase, at least one number, and one special character (!,%,&,@,#,$,^,*,?,_,~).

You are asked to enter your password a second time, to confirm what your password will be.

Then, enter your **personal** email address and set-up your security question. **Do not use the email address given to you by your program.** To select a security question, place your cursor in the box and a drop down list of questions will appear on the screen. **Click on a question to select it.** You may also type your own security question into box, if desired. The security question is used to confirm your identity in the case that you forget your password, so select a question and answer that you will be able to remember.

Note: Be sure to write down your user name and password once you successfully create your account. If you forgot your password, click on "Forgot My Password" and enter your personal email address to reset your password.

Next, review the **ECEDS Terms and Conditions** (the page will open in new tab when you click on the blue link) as well as the **Privacy Policy** (the page will open in new tab when you click on the blue link) and check the box indicating that you agree with the Terms and Conditions and the Privacy Policy.

Finally, click on **Create** to save your information and create an account.

Account Creation for All Others
If you are not a Program Administrator, Family Care Provider, or Educational Lead in a public school, click **no**. To create an account you will need to complete the following fields:
- First Name
- Last Name
- Date of Birth
- Last 5 digits of your social security number or a 5 digit pin created by you.

First Name *

First Name

Last Name *

Last Name

Date of Birth *

DD/MM/YYYY

Last 5 digits of your SSN *

XXXXX

☐ **Show as plain text**

You will also need to create a user name and password. Your username must be 6-20 characters in length. It may include letters, numbers, the underscore ("_") or the period ("."). If you use a period (".") or an underscore ("_"), they may not be the first or last characters of your username. Usernames are not case sensitive, so uppercase and lowercase letters are considered to be the same value (so the username JQpublic would be the same as jqpublic). (Sample valid usernames: jquser; jdoe57; j.doe75).

Your password must be at least 7 characters with at least one uppercase, at least one number, and one special character (!,%,&,@,#,$,^,*,?,_,~).

You are asked to enter your password a second time, to confirm what your password will be.

Then, enter your **personal** email address and set-up your security question. **Do not use the email address given to you by your program.** To select a security question, place your cursor in the box and a drop down list of questions will appear on the screen. Click on a question to select it. You may also type your own security question into box, if desired. The security question is used to confirm your identity in the case that you forget your password, so select a question and answer that you will be able to remember.

Next, review the **ECEDS Terms and Conditions** (page opens in new tab when you click on a the blue link) as well as the Privacy Policy (page opens in new tab when you click on the blue link) and check the box indicating that you agree with the Terms and Conditions and the Privacy Policy.

Finally, click on **Create** to save your information and create an account.

The system should bring you back to the Log In screen after you click **Create** and successfully create your account. If not, navigate to https://exceed.ri.gov/ExceedMVC/Home/Login and enter the user name and password that you just created to log-in.