How to Log In To Your Workforce Registry Account
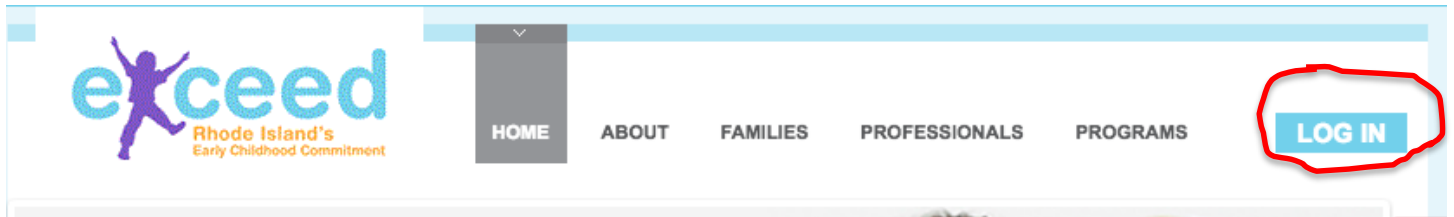
To login to your workforce registry account, go to any page on https://exceed.ri.gov and click **Log In** at the top of the page:

If you have forgotten your password, click on **Forgot My User Name or Password**. The next screen will ask you to enter your personal email address that you used to register your account to reset your password. If the supplied email address exists in our system, you will see the security question that you selected and be asked to supply the answer. If you answer correctly, you will be sent a link allowing you to change your password. Please allow 2-3 minutes for this email to arrive. Your current password will not be changed until you complete the reset process. If you do not receive a link and you are sure that you are using the correct email address and answered your security question correctly, please submit a helpdesk ticket at https://support.exceed.ri.gov/.

Unless you are a Program Administrator, Family Child Care Provider, or Educational Lead, once you successfully log-in you will see the following Welcome screen with some tips on information to gather before beginning your profile. If you are a Program Administrator, Family Child Care Provider, or Educational Lead please skip to the next section for what to expect.

Welcome to the Rhode Island Workforce Registry for Early Care and Education!

The Registry is where you can enter and maintain important information about yourself as a professional. Think of this as an electronic staff file to store the information you are required to submit to your employer. For more information about how we protect and use the information you provide, please click here.

Before beginning we suggest that you have the following documents available:

- Transcripts from all colleges and universities you have attended
- Professional Development Certificates
- First Aid and CPR Certificates

Stay tuned because over the next few months we will be adding additional sections to the Registry, including a place to keep track of your references, professional memberships, awards and activities.

If you have questions or have any issues, please contact our helpdesk here.

Logging In for Program Administrator, Family Child Care Provider, or Educational Leads

If you are a Program Administrator, Family Child Care Provider, or Educational Lead, once you successfully log-in you will see the Welcome screen to the Program Portal with some different tips on information to gather before beginning your profile. This screen allows you to access and utilize the Program Portal and the Workforce Registry.

Welcome to the Program Portal

Welcome to your Program Portal!

Rhode Island's Early Care and Education Data System (ECEDS) is a centralized system to align data collection and data use across programs and state agencies which will provide policymakeers and stakeholders with a comprehensive picture of Rhode Island's young children, its early care and education programs, and the early childhood education workforce. ECEDS will help stakeholders improve program quality, workforce quality, and access to high quality programs and understand child outcomes through your data entry into the system in the program portal and the workforce registry.

As a first step, please visit the **Program Profile** tabs on the left menu bar. Here you can manage the information about your program that appears in the Early Learning Program Search at Exceed.ri.gov. You can view your profile at any time by clicking on the **View Profile** tab. Navigate all of the tabs and update your information regularly.

Visit the **Reports** tab to check on your staff's progress in completing their Workforce Registry. You can visit your personal Workforce Registry by clicking on your name in the upper right hand corner and clicking "Switch to Workforce Registry".

If you have questions or have any issues, please contact our helpdesk here.

To get to the Workforce Registry section, click on your name in the upper right hand corner and select "Switch to Workforce Registry".