



# About the Delegation Tab and granting ECEDS access to another individual.

The Administrator (administrator, family child care provider, and public school educational lead are all collectively referred to as administrator in this documentation) is not always the person who completes applications, does administration work, or maintains the staff files. The Early Care and Education Data System is designed to support others who will do this work.

## Before you begin:

The administrator must be connected to the program. The administrator creates a personal account and connects their account to the program using the credentials provided in their registration letter. Only the administrator listed by their respective regulatory authority can initially connect to the program.

The person who wants access to the program portal must have created their own workforce registry account, list the program they want to have access to in the employment history section, have the "present job" box checked, and be confirmed by the administrator. See the box on the right for information on how to create an account.

## How do I create an account?

Creating an account is easy! Go to [Exceed.ri.gov](https://exceed.ri.gov) and click "Login". Then click "Create New Account".

Fill in each of the required fields. Pay close attention to the requirements for username, password and security question. When you're done, click "Create". You will be emailed a confirmation letter upon the creation of your account.

Remember to complete the "Employment History" Tab to link your account to the program.

## Using the Delegation Feature:

**The administrator logs into their account.** Go to [Exceed.ri.gov](https://exceed.ri.gov) and click "Login". Enter your username and password.

**Click on the "Staff Roster" Tab.** Confirm the employees that have linked their accounts to your program. They will then appear in the program's staff roster.

**Click on the "Delegation" Tab.** Next to each employee's name, select the program portal features you would like to grant them access to.

- **Delegation:** Allows the employee to delegate ECEDS features to other employees listed on the staff roster. Delegation does not allow the delegate to grant themselves access, or to modify the administrator's access.
- **Program Profile:** Allows the employee to complete the tabs related to the profile listed in the Early Learning Program Search, also known as the public view of the program's information.
- **Reports:** Allows the employee access to the staff management report. The staff management report includes confidential information, such as educational transcripts and background checks.
- **Staff and Space Management:** Allows the employee to manage the staff roster and staff position assignments, create program spaces, assign staff to classrooms, select age groups, and upload documents.
- **COMING SOON! Applications:** Allows the employee to start an application, review and confirm all information in ECEDS, and submit an application.

**Click Save.** The next time the employee logs into their account, the program profile will appear. They can toggle back to the Workforce Registry by clicking their name in the top right corner and selecting "Switch to Workforce Registry".

More help can be found at our Helpdesk: <https://support.exceed.ri.gov>