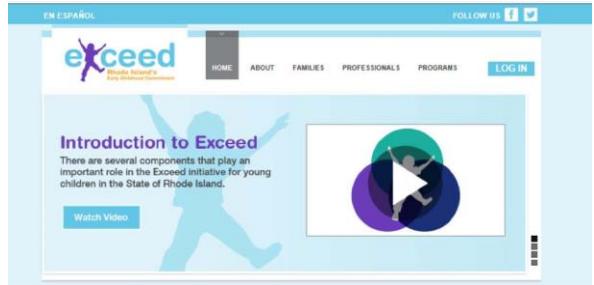# Step by Step Instructions for Administrators to register in the Early Care and Education Data System (ECEDS)

Please be sure you are the designated administrator and that you have your credential letter from Exceed prior to registration. If you need more information, please contact **support.exceed.ri.gov**

Step 1:
To register, go to **exceed.ri.gov**

Step 2:
Click **"Log In"** button

Step 3:
Click the **"Create New Account"** link. You only need to do this the first time you visit the site.

Once you are registered you can log into the Early Care and Education Data System (ECEDS) at any time.

Step 4:
Select "Yes" to the question that asks if you are a program administrator, family care provider, or public school educational lead.

Fill in all of the fields to register your program. This is where you will need your state and personal ID's from your registration letter. Click the **"Create"** button.

You will receive an email confirming your registration.

Step 5:

Return to the login and enter your Username and Password.

Step 6:

Complete your program's profile by reviewing the information under the Program Profile section. Information already there is related to your license from DCYF. If this information is incorrect, please visit support.exceed.ri.gov.

If you administer more than one program, select them from the dropdown list at the top left of the screen.
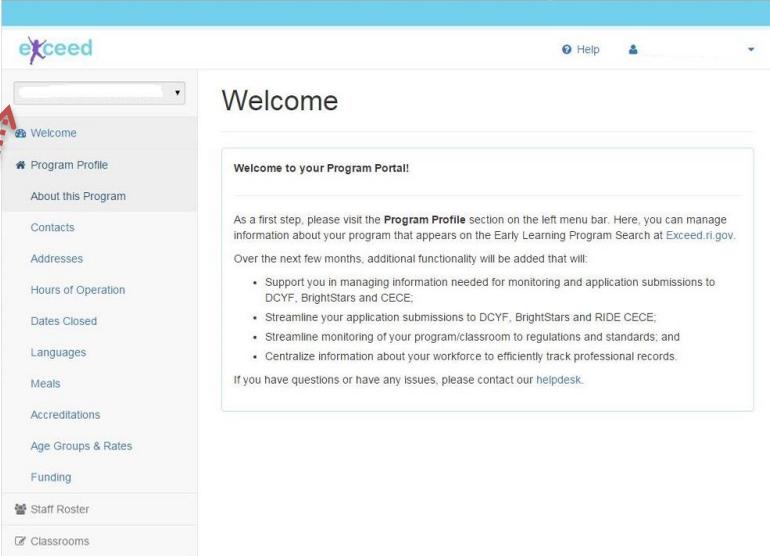
exceed

Welcome

⌂ Welcome

⌂ Program Profile

About this Program

Contacts

Addresses

Hours of Operation

Dates Closed

Languages

Meals

Accreditations

Age Groups & Rates

Funding

👥 Staff Roster

✎ Classrooms

❓ Help

Welcome to your Program Portal!

As a first step, please visit the **Program Profile** section on the left menu bar. Here, you can manage information about your program that appears on the Early Learning Program Search at Exceed.ri.gov.

Over the next few months, additional functionality will be added that will:

- Support you in managing information needed for monitoring and application submissions to DCYF, BrightStars and CECE;
- Streamline your application submissions to DCYF, BrightStars and RIDE CECE;
- Streamline monitoring of your program/classroom to regulations and standards; and
- Centralize information about your workforce to efficiently track professional records.

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

Step 7:

Check out your Program Profile in the Early Learning Program Search!

Click the "View Profile" button at the bottom of the screens in the Program Profile section. This will open a new tab with your program's profile webpage and the information families will see when they search for an early care and education program on the Exceed website. You can always check your updates as you go along.

Step 8:

Complete your workforce registry profile. Click your name on the upper right corner of the screen, and select "Switch to Workforce Registry". Your screen will switch to workforce registry screens where you can enter your professional information such as work and education history.

Find additional help:

Look on the Exceed website for more help documents, including how to log in, reset your password, or find your user name if you have forgotten it: support.exceed.ri.gov.