# Tips for Multi-Site Administrators

The Early Care and Education Data System is designed to support administrators with a centralized location to manage and store program and staff information electronically.

Multi-Site Administrators have access to all of their sites from their personal account.

Upon login, notice the field with the program name, in the upper left corner or the screen (just below the exceed logo).
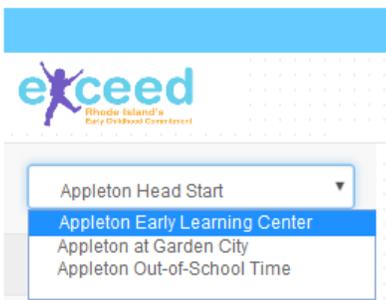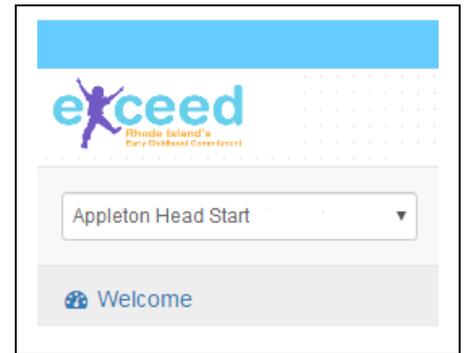
To select a different site to work on, click in the field (this is a dropdown menu) with the program name in it, and choose the site you would like to work on.

The program account for that site will be displayed in the screen.

Other Tips!

- Multi-Site Administrators often have large staff teams. The most helpful tip, related to all applications, is to have your staff complete a Workforce Registry account **before** completing the "Staff Roster" tab. This will avoid duplication in the ECEDS system. If you've created a duplicate account by mistake, simply contact the helpdesk and they will merge and delete accounts as necessary.

- Multi-site organizations often have "floater" or "substitute staff" that work at multiple locations. The employee can add each of the sites they work at in the "Employment History" tab. They should select each site they work at and click "Present Job" for each site.

- Multi-site organizations often have human resource staff, business office staff, site coordinators, and/or leadership staff that maintain or monitor staff files and/or complete administrative tasks. Administrators can delegate access to these staff by using the "Delegation" tab. The person who wants access to the program portal must have 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 as a staff member by the Administrator. They should select each site they work at and click "Present Job" for each site.

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