

## CREATING AN ACCOUNT

- Start by going to the homepage of the Nebraska Early Childhood Professional Record System.
  - <http://ecrecords.education.ne.gov/homepage.aspx>
- Click the blue *New Users Click Here To Start* button, located in the center of the homepage.

The screenshot shows the homepage of the Nebraska Early Childhood Professional Record System (NECDRS). At the top, the logo 'NECDRS' is displayed in large, colorful letters, with the full name 'Nebraska Early Childhood Professional Record System' underneath. To the right of the logo is a graphic of a hand holding a tablet with various icons. Below the logo is a navigation bar with links: Home, Apply to Step Up to Quality, Training Calendar, and FAQ. On the left side, there is a vertical menu with links: Nebraska Step Up to Quality Program, Office of Early Childhood, Child Care Licensing, and Child Care Subsidy Information. In the center, there are three small photos of children and a prominent blue button that says 'New Users Click Here To Start'. To the right of this button is a text box explaining the system's purpose. Further right, there is a 'Returning Users' section with fields for Email and Password, and buttons for 'Sign In' and 'Forgot Password?'. At the bottom, there is a footer with contact information for the Step Up to Quality program and the Early Childhood Training Center, along with the Nebraska Department of Education logo.

- Select the circle next to New User.

This screenshot shows the 'Create Your Professional Record' page on the NECDRS website. The layout is similar to the homepage, but the central focus is on the registration process. A green header bar at the top of the main content area says 'Create Your Professional Record'. Below this, a text box states: 'Creating your professional takes approximately 10-15 minutes. Professional records consist of the following information:'. A bulleted list follows: Profile and contact information, Employment history, Education information, Early childhood credentials, and Training history. Below the list, another text box says: 'You may save your partially completed record at any time and finish it later by logging into your professional record using the email address and password you provided.' At the bottom of this section, there are two radio buttons: 'New User' and 'Returning User'. A red arrow points directly to the 'New User' radio button. The left-side navigation menu and the bottom footer are also visible.

- Fill in all required fields
  - Make sure you click the memo of understanding box.
- After all fields are complete, click *Log In*.

**Create Your Professional Record**

Creating your professional takes approximately 10-15 minutes. Professional records consist of the following information:

- Profile and contact information
- Employment history
- Education information
- Early childhood credentials
- Training history

You may save your partially completed record at any time and finish it later by logging into your professional record using the email address and password you provided.

**New User**

Note: \* indicates required fields

First Name\*

Middle Name

Last Name\*

Email\*   
(e.g. john.smith@example.com)

Confirm Email\*   
(e.g. john.smith@example.com)

Password\*

Confirm Password\*

Date Of Birth\*     
Month Day Year

I am Signing Up to Participate In Step Up to Quality\*

I the undersigned, understand that the Nebraska Early Childhood Professional Record System is a public entity and will protect the confidentiality of personal information provided to the extent permitted under state and federal law as per our [Privacy Policy](#)

Log In

Please enter your personal email address, you will use it to access your records on your next visit.

Password requirements:  
 -Must contain at least 10 and at most 30 characters.  
 -Must contain at least 3 of the 4 character types:  
 lowercase, uppercase, numbers or symbols !@#%\$%^&\*?\_~{}()

- If you chose yes to *I am Signing Up to Participate in Step Up to Quality*, you will see the following options. If you marked no, skip to the section about completing your Professional Profile Instructions.
  - Choose the option that pertains to you.
  - Choose the type of program you work in.
  - Click Save and Continue to proceed to the next screen.

Choose from the following options about your early childhood program:

I am a **program** applying for Step Up to Quality (this includes the professional record for the director/owner)  
 I am creating a personal professional record

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at a...

Licensed family child care home  
 Licensed child care center  
 Public school district  
 Head Start/Early Head Start program  
 Other/not sure

This website is to be used exclusively by Nebraska Early Childhood programs that are applying to or participating in Step Up to Quality. By submitting your records, you are confirming your intent to participate. If you have questions about Step Up to Quality or the application process, please review the [Step Up to Quality Program Guide](#) or contact us at [nde.StepUpToQuality@nebraska.gov](mailto:nde.StepUpToQuality@nebraska.gov) or (844) 807-5712.

- Search for the name of the program you are working at.
  - You can search for any part of the name of your program, address or license number.
  - Once you have found your employer, click the Select button.

**Search for an Employer**

Enter Partial Name, Address, or License Number

License Number	Business Name	Owner Name	Address	City	County
<input type="button" value="Select"/> PRE9053	DOTS PRESCHOOL	CODI O'BRIEN	205 S COMMERCIAL AVENUE	Wallace , NE	Lincoln

\*Note: Click on column headings to sort by that column.

- If you indicated that you are a director applying to participate in Step Up to Quality you will need to complete the Program Profile (3 screens). If you marked that you are not the director, skip to the section about completing your Professional Profile Instructions.
  - Make sure to complete all required fields.
  - Click the *Save & Continue* button after each page is completed.

**Early Childhood Program Profile – Part 1**

Note: \* indicates required fields

Program Name* <input type="text" value="DOTS PRESCHOOL"/> <small>(The name on your license)</small>	
DBA Names (Doing Business As) <input type="text"/>	
I am the Director of Record for this Program* <input type="checkbox"/>	
<b>Mailing Address</b>	
Address Line 1* <input type="text" value="PO BOX 41"/>	
Address Line 2 <input type="text"/>	
City* <input type="text" value="Wallace"/>	State* <input type="text" value="NE"/> Zip Code* <input type="text" value="69169"/>
<b>Physical Address</b>	
Address Line 1* <input type="text" value="205 S COMMERCIAL AVENUE"/>	
Address Line 2 <input type="text"/>	
City* <input type="text" value="Wallace"/>	State* <input type="text" value="NE"/> Zip Code* <input type="text" value="69169"/>
Phone* <input type="text" value="308-660-1731"/> <small>(e.g. xxx-xxx-xxxx)</small>	
Fax* <input type="text"/>	
Program Email* <input type="text"/> <small>(e.g. ContactUs@MyBusiness.com)</small>	
Website* <input type="text"/>	

## PROFESSIONAL PROFILE INSTRUCTIONS

- Complete the remaining fields for your *Professional Profile*.
  - Make sure to complete all required fields.

Professional Record

Note: \* indicates required fields

First Name*	Janet		
Middle Name			
Last Name*	Planet		
Date of Birth*	January	12	2005
	Month	Day	Year
Gender*	<input checked="" type="radio"/> Female <input type="radio"/> Male		
Prior Last Names, or Other Names Used	World		
Home Address			
Address Line 1	123 Main Street		
Address Line 2			
City	Doniphan	State	NE
Zip Code	68504		

- To add information to your Employment History, click the Add Employer button

Click the *Add Employer* button to enter any current or past employment information that you would like included on your professional record. When you have finished entering employment information, click Save & Continue.

Employment History

Employer Name	Start Date	End Date	Edit	Delete
DOTS PRESCHOOL			<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Employer](#)
[Exit](#)
[Save & Continue >](#)

[< Back](#)

- From here you can search and add any current or past early childhood employers. The search feature only includes current licensed childcare programs, Public School Districts and current Head Start programs.
  - If you cannot find the program you are looking for, you can click the “My Employer is Not Listed Here” button and manually add an employer.
  - Once you have found the employer you are looking for, click Select.

Search for an Employer

Enter Partial Name, Address, or License Number  Search

Business Name	Owner Name	Address	City	County
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; background-color: #008000;">Select</span> IVY LEAGUE CHILD DEVELOPMENT CTR	Nebraska Farm Bureau Services, Inc.	5225 SOUTH 16TH ST	LINCOLN, NE	Lancaster

\*Note: Click on column headings to sort by that column.

[Exit](#)
My Employer is Not Listed Here

- A screen will come up that will allow you to add information about your employment with that employer.
  - When finished you can click the Save and Continue button.
  - Complete this same process for all other employers you want to add

Employer Data	
Employer Name	IVY LEAGUE CHILD DEVELOPMENT CTR
Position Title	<input type="text"/>
Position Start Date	<input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>
Position End Date	<input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small> <small>Leave End Date blank if currently employed</small>
Employer Address	5225 SOUTH 16TH ST
Address Line 1	
Address Line 2	
City	LINCOLN
State	NE
Zip Code	68512
Employer Phone	402-423-1919 (e.g. xxx-xxx-xxxx)
Employer Fax	<input type="text"/> (e.g. xxx-xxx-xxxx)
Employer Email	<input type="text"/> (e.g. john.smith@example.com)
Months Worked Per Year	<input type="text"/>
Hours Worked Per Week	<input type="text"/>
Gross Wage	<input type="text"/> Per Hour
Age Groups Worked With	<input type="checkbox"/> Infants <input type="checkbox"/> Toddlers <input type="checkbox"/> Preschoolers <input type="checkbox"/> School-agers <small>PC Ctrl and click/Mac ⌘ and click to select all that apply</small>
Works Directly With Children	<input type="radio"/> Yes <input type="radio"/> No

< Back
Exit
Save & Continue >

- *Select the highest level of education that you have earned.*
- To add information to your Education History, click the Add Education button

Education History			
<small>Note: * indicates required field</small>			
Select the highest level of education that you have earned* <input type="text"/>			
Institution Name	Start Date	End Date	Degree Level
<input type="button" value="Add Education"/>			

< Back
Exit
Save & Continue >

- Here you can search and add any accredited institutions that you have attended.
  - Once you have found the institution you are looking for click the select button.
  - If you cannot find the program you are looking for, you can click the “*My Institution is Not Listed Here*” button and manually add it.

**Search for a higher education institution**

Enter Partial Name or Location

Institution Name	City	State
<input type="button" value="Select"/> PERU STATE COLLEGE	PERU	NE

\*Note: Click on column headings to sort by that column.

- A Higher Education Profile screen will come up that will allow you to add information about your education with that institution.
  - You are also able to upload official transcripts and have NDE verify them. NDE verifies transcripts of degrees in early childhood or related fields.
  - To upload your transcripts, click the upload files button

**Higher Education Profile**

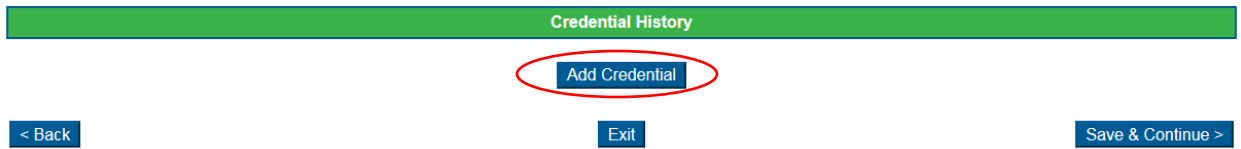
Institution Name <input type="button" value="Select"/>	PERU STATE COLLEGE
Start Date <input type="button" value="Select"/>	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <small>Month Day Year</small>
End Date <input type="button" value="Select"/>	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <small>Month Day Year</small> <small>Leave End Date blank if currently attending</small>
Major	<input type="text"/>
Minor	<input type="text"/>
Total Credits <input type="button" value="Select"/>	<input type="text"/> Semester Hours <input type="text"/>
Graduated	<input type="radio"/> Yes <input type="radio"/> No

- Use the Browse button to search for the saved document on your computer.
  - Once the document has been located, click the Upload file button, now that the file has been uploaded click the back button

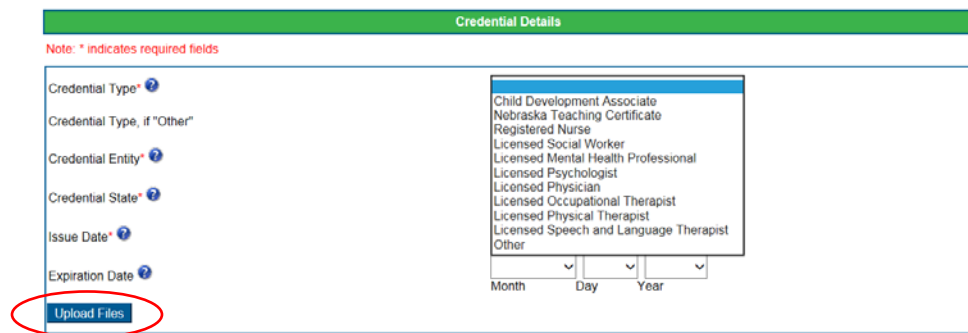
Select File\*

- You should now see a paperclip next to the Upload files button, to indicate that there is a file attached to this record.
  - When finished you can click the Save and Continue button.
  - This education will now be added to your education history.
  - Complete this same process for all other institutions of higher education that you want to add.

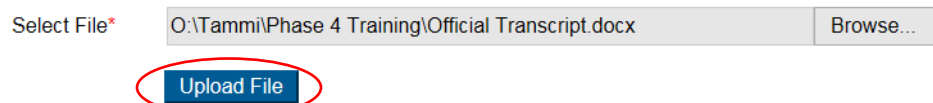
- To add information to your Credential History, click the Add Credential button



- Here you can add any licenses or certificates that you have earned that document an achievement in early childhood or a related field. In the credential type box you will see the list of credentials that you can add.
- Complete the information about the credential you want to add.
  - You are also able to upload official certificates and have NDE verify them.
  - To upload your credential certificate, click the Upload files button



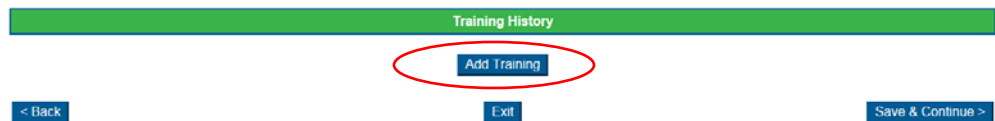
- Use the Browse button to search for the saved document on your computer.
  - Once the document has been located, click the Upload file button, now that the file has been uploaded click the back button



- You should now see a paperclip next to the Upload files button, to indicate that there is a file attached to this record.
  - When finished you can click the Save and Continue button.
  - This credential will now be added to your credential history.
  - Complete this same process for all credentials that you want to add.



- License required trainings that have been documented by NDE will automatically connect to your account.
- You also have the ability to add any other training you want to keep track of.
  - To add information to your Training history, Click the Add Training button



- Complete the information about the training you want to add.
  - You are also able to upload the official certificate from the training and have NDE verify it.
  - To upload a certificate, Click the Upload files button

- Use the Browse button to search for the saved document on your computer.
  - Once the document has been located, click the Upload file button, now that the file has been uploaded click the back button

- You should now see a paperclip next to the Upload files button, to indicate that there is a file attached to this record.
  - When finished you can click the Save and Continue button.
  - This training will now be added to your training history.
  - Complete this same process for all trainings that you want to add.





- After completing your Professional Record Information (5 screens), you will be able to review the *Professional Profile* information you entered.
  - Once you are done reviewing the information, click one of the *Submit* buttons.

Please review the information you have entered into your professional record, and press the *submit* button to complete it. Click the *printable view* button if you would like to print a copy of your professional record.

To view, or work with your professional development resume, visit your [Professional development dashboard](#).

Printable Version Submit

Professional Record

Employment    Education    Credentials    Training

First Name	Janet
Middle Name	
Last Name	Planet
Date of Birth	1/12/2005
Gender	Female
Prior Last Names, or Other Names Used	World
Home Address	123 Main Street, Doniphan, NE, 68504
Personal Phone	
Work Phone	
Personal Email	jp@example.com
Work Email	
Preferred Contact Method	Personal Email
Race/Ethnicity	
Hispanic	No
Primary Language	
Languages Spoken	
Education Level	Bachelor's Degree

< Back    Exit    Printable Version    Submit

- You have now set-up your NECPRS user account.
- Click the My Profile link at the top of the screen.
- In your My Profile box you will see My NECPRS ID#: XXX. This is your own unique number. This number can be used to register for trainings or added to sign in sheets, to ensure that the training will be connected to your NECPRS user account.
- You can print the Printable NECPRS ID card so that you can always have your ID# with you.