

MY PROFILE PAGE OVERVIEW

The screenshot shows the top navigation bar with 'My Profile', 'Messages' (with a red '19' notification), 'Sign Out', and 'Help'. Below this is the 'My Profile' section containing links for 'Change Login Email', 'Change Password', 'View/Edit My Professional Record', 'Professional Development Dashboard', 'Employee School Readiness Tax Credit', and 'My NECPRS ID#: 254 Printable NECPRS ID Card'. Below that is the 'Trainings' section with links for 'Training Calendar' and 'My Upcoming Trainings'. Green circles with numbers 1-12 are placed over the corresponding elements.

1. **My Profile** – Will return you to this *My Profile* Page.
2. **Messages** – Any messages sent to you from within NECPRS can be found here.
 - The red number will indicate if you have any new messages.
3. **Sign Out** – Will sign you out of your NECPRS account and return you to the homepage the NECPRS homepage.
4. **Help** – Provides you a resource of written and video instructions to help you navigate NECPRS. It also provides you a list of Frequently Asked Questions about all parts of NECPRS.
 - Clicking this will log you out of your NECPRS account.
5. **Change Login Email** – Allows you to change the email address that you use to log NECPRS.
6. **Change Password** – Allows you to change your login password.
7. **View/Edit My Professional Record** – View or Edit any information you have entered into your *Professional Record*.
8. **Professional Development Dashboard** – Allows you quick access to view/add/edit your employer, education, credentials or training information. Provides access to a printable *Professional Resume* or *Employee Record*.
9. **Employee School Readiness Tax Credit** – A tax credit available for staff working in programs participating in Step Up to Quality. Visit the Step Up to Quality webpage for more information, [click here](#).
10. **Print NECPRS ID Card** – You can print a card that has your NECPRS ID Number on it. The NECPRS ID Number will be used to register for trainings as well as on sign in sheets. This will ensure that the training will be connected to your *Professional Record*.
11. **Training Calendar** – Search for NDE Approved Trainings on the *Training Calendar*.
12. **My Upcoming Trainings** – Will show all future trainings that NDE is sponsoring that you have registered for.