MY PROFILE PAGE OVERVIEW

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 you *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.
13. **View/Edit Program Profile** – Allows you to view and print any information you have entered onto your program profile. There is also an *Update Program Profile* button that allows you to update the information you have previously entered.

14. **View My Employees** – Allows you to view all program staff who have listed your program as their current employer. Within this link you will find a printable version of your employee list, access to employee training histories, staff education training reports, and access to a director-level access request form.
15. **Step Up to Quality Status / Apply for Next Step** – This is where you will apply for Steps 1 and 2. This page also displays your current step rating.
16. **Submit an Application for an Additional Early Childhood Program** – Allows you to begin the process of setting up a program profile for another site that you are the director of.