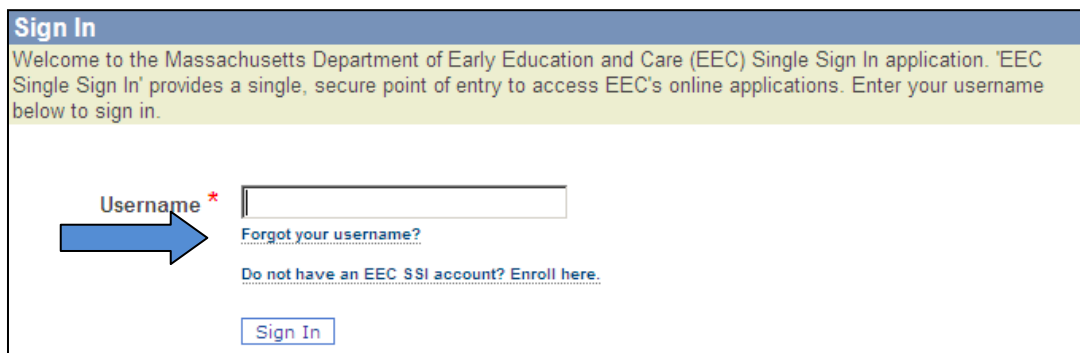


How to Access the QRIS Program Manager

Step 1: Log in via EEC's Single Sign In Application

The QRIS Program Manager is accessible via EEC's Single Sign In (SSI) application available at https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx.

- If you **HAVE** an SSI user account to access another of EEC's web based applications (e.g., Professional Qualifications Registry, Professional Certifications, eCCIMS, etc.), log in as usual.
- If you **DO NOT HAVE** a SSI user account, set one up by clicking the **Do not have an EEC SSI account? Enroll here** link and following the instructions.



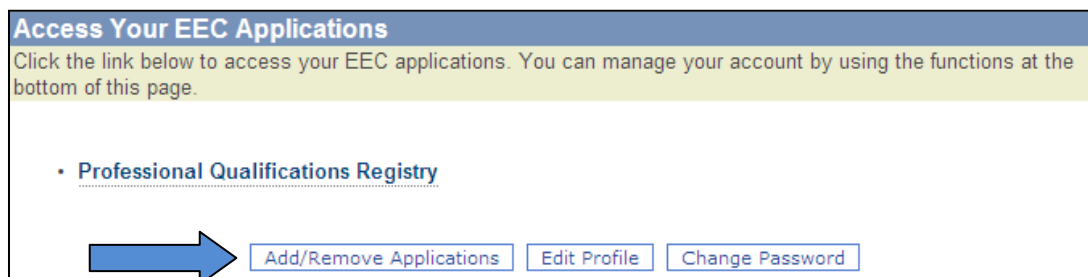
The screenshot shows the 'Sign In' page of the EEC Single Sign In application. It features a blue header with the text 'Sign In'. Below the header is a yellow banner with a welcome message: 'Welcome to the Massachusetts Department of Early Education and Care (EEC) Single Sign In application. 'EEC Single Sign In' provides a single, secure point of entry to access EEC's online applications. Enter your username below to sign in.' The main content area contains a 'Username *' label with a blue arrow pointing to a text input field. Below the input field are two links: 'Forgot your username?' and 'Do not have an EEC SSI account? Enroll here.'. At the bottom of the form is a 'Sign In' button.

Click the **Help** link in the top right corner to get additional information about setting up a SSI user account or go to https://www.eec.state.ma.us/SSI_V2/Help.aspx.



Step 2: Add the QRIS Program Manager to the list of your SSI applications

Click the **Add/Remove Applications** button to navigate to the **Select Your EEC Applications** page.



The screenshot shows the 'Access Your EEC Applications' page. It has a blue header with the text 'Access Your EEC Applications'. Below the header is a yellow banner with the text: 'Click the link below to access your EEC applications. You can manage your account by using the functions at the bottom of this page.' The main content area contains a list item: '• Professional Qualifications Registry'. Below the list item are three buttons: 'Add/Remove Applications', 'Edit Profile', and 'Change Password'. A blue arrow points to the 'Add/Remove Applications' button.

How to Access the QRIS Program Manager

Click the checkbox for the **Quality Rating and Improvement System (QRIS) Program Manager**.

Note: The QRIS Program Manager is integrated with EEC's Professional Qualifications (PQ) Registry. Educators who have registered and been identified as program staff can use the QRIS Program Manager.

- If you **HAVE** access to the PQ Registry, leave the checkbox next to the **Professional Qualifications Registry** checked and click the **Save and Continue** button. For more information about the use of the PQ Registry click the **Help** link while accessing the PQ Registry or go to <https://www.eec.state.ma.us/pqregistry/help.htm>.
- If you **DON'T HAVE** access to the PQ Registry, click the checkbox next to the **Professional Qualifications Registry** and click **Save and Continue**.



Select Your EEC Applications
Please select the EEC applications you wish to access.

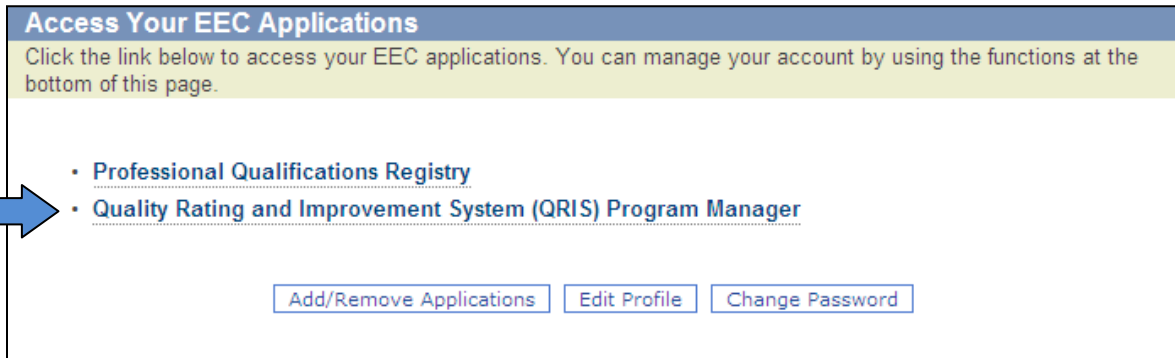
- Professional Qualifications Registry**
Select to maintain your own educator profile and, if authorized by your program administrator, support the registration of your program staff.
- Professional Certification (TQ)**
Select to apply for an EEC certification (e.g., teacher, lead teacher, director) using information shared with the PQ Registry (where applicable).
- Background Record Check (BRC) Manager**
Select if you have been authorized to submit background checks for your program or approved by EEC to view the results of BRCs for your program staff.
- Professional Development Training Calendar**
Select if your agency has been approved by EEC to list professional development offerings for educators statewide.
- Quality Rating and Improvement System (QRIS) Program Manager**
Select to create, update, and manage your program QRIS application(s).

Note: When creating a new SSI user account, the **Select Your EEC Applications** page will appear automatically after you create your user account.

How to Access the QRIS Program Manager

Step 3: Open and begin using the QRIS Program Manager

Click the **Quality Rating and Improvement System (QRIS) Program Manager** link to open and begin using the QRIS Program Manager application.



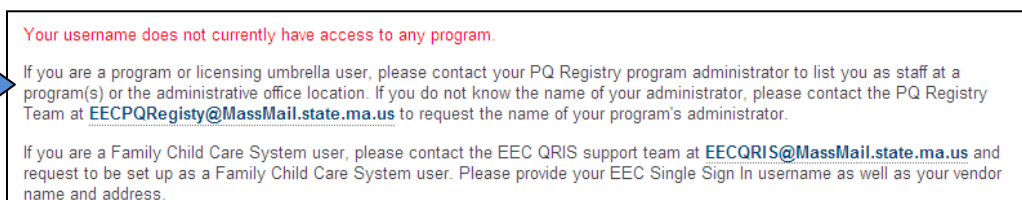
Access Your EEC Applications

Click the link below to access your EEC applications. You can manage your account by using the functions at the bottom of this page.

- [Professional Qualifications Registry](#)
- [Quality Rating and Improvement System \(QRIS\) Program Manager](#)

[Add/Remove Applications](#) [Edit Profile](#) [Change Password](#)

- **Staff at One Program in the PQ Registry:** If you are listed as staff in the Professional Qualifications Registry at one program (center/school based, family child care or after/out of school time), you will be taken to the **Home** page for that program.
- **Staff at Multiple Programs in PQ Registry:** If you are listed as staff in the PQ Registry at more than one center/school based, family child care or after/out of school time program in the PQ Registry, or have been listed as staff of the Administrative Office (e.g. ,Licensing Umbrella staff), you will be taken to the **Select Organization/Program** page.
- **Not Listed as Staff in PQ Registry:** If you work at a center/school based, family child care or after/out of school time program and a) have not yet registered and/or b) have not been identified as staff, you will not be able to access your program’s QRIS information in the QRIS Program Manager and will see the “Your username does not currently have access to any program” message. Contact your program’s PQ Registry administrator for assistance.



Your username does not currently have access to any program.

If you are a program or licensing umbrella user, please contact your PQ Registry program administrator to list you as staff at a program(s) or the administrative office location. If you do not know the name of your administrator, please contact the PQ Registry Team at EECPQRegistry@MassMail.state.ma.us to request the name of your program’s administrator.

If you are a Family Child Care System user, please contact the EEC QRIS support team at EECQRIS@MassMail.state.ma.us and request to be set up as a Family Child Care System user. Please provide your EEC Single Sign In username as well as your vendor name and address.

- **Family Child Care System:** If you work for a Family Child Care (FCC) System with a contractual arrangement to provide administrative services to FCC providers, you will need to be set up by EEC as a QRIS user for your FCC System. This will allow you to access the QRIS information for programs associated with your FCC System. Please contact the EEC QRIS support team at EECHelpDesk@MassMail.state.ma.us and provide your Single Sign In username as well as your vendor name and address