



## The EEC Single Sign-In Users Guides

EEC created User Guides to assist you with the new Single Sign-In process. There are three guides. Each one provides step-by-step instructions with graphic examples. They are available on the Single Sign-In Home Page, in the Help link and on the EEC Website on BRC and TQ pages.

**Single Sign-In Users Guide:** This version contains instructions for all user types. It covers the registration process for both new and current users of ECCIMS, BRC only, and Professional Qualification Registry.

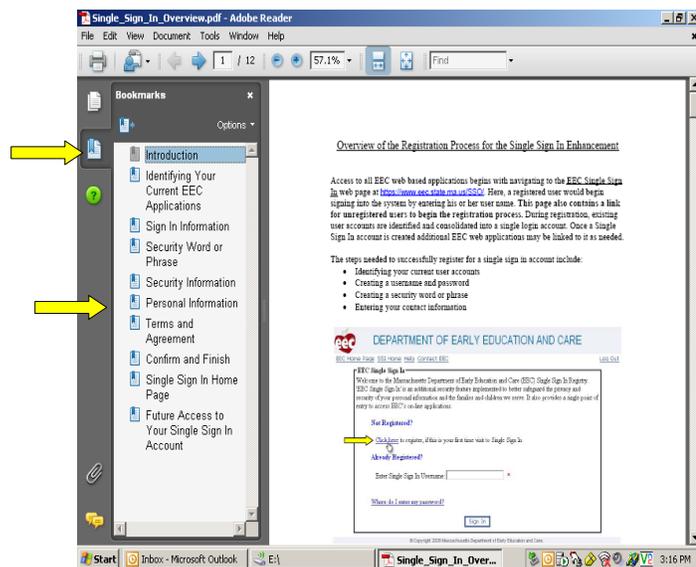
**Background Record Check:** This guide is designed for the BRC Reviewer and designees for organizations licensed with EEC and are not Contract Providers.

**Professional Qualification Registry User Guide:** This guide is for individuals that want to access the Professional Qualification (TQ) Registry.

**Single Sign-In Overview:** This is an abbreviated version of the Single Sign-In Users Guide and provides instructions for all user types.

To further assist you, each guide has a table of contents which allows you to go directly to a specific topic.

- Select the Icon on left to see the table of contents
- Select the Topic of interest.



**Note:** You may need Adobe Reader Version 8 or higher to view the table of contents.

## Single Sign In Enhancement for EEC Web Applications

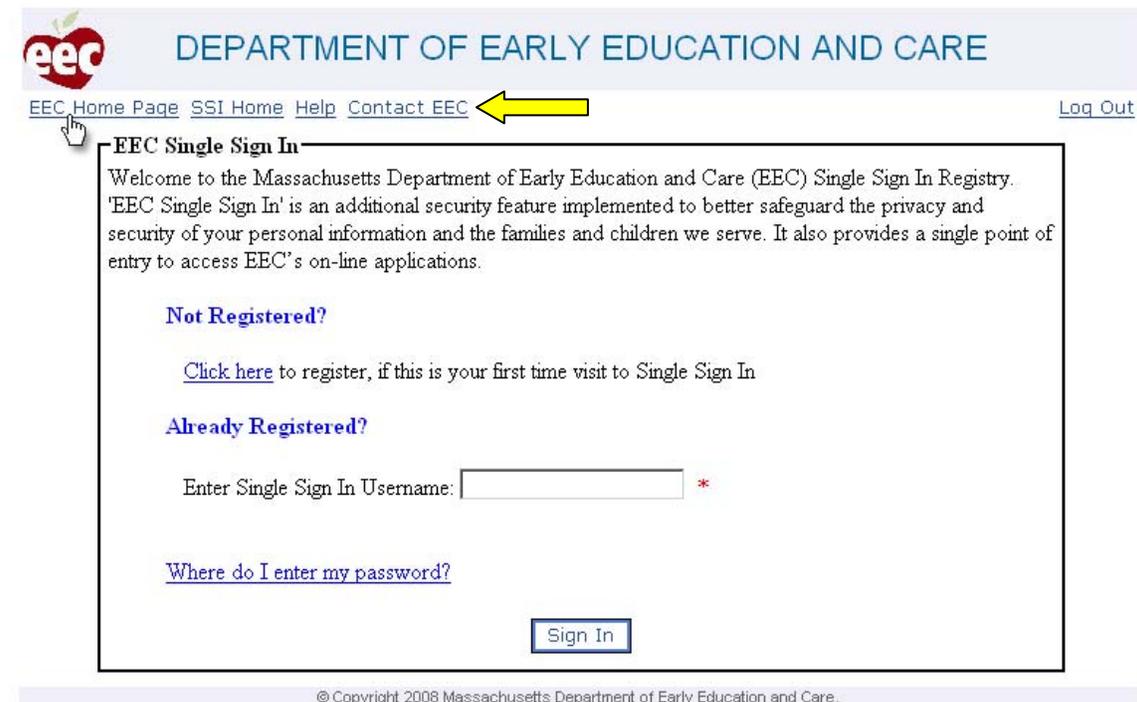
This document outlines the registration and login process for a Single Sign In user account used to access web based applications maintained by the Department of Early Education and Care. Users of the Teacher Qualification system (TQ), and the Electronic Child Care Information Management System (eCCIMS), as well as users of the Background Record Check system (BRC) are required to register for a Single Sign In user account.

A Single Sign In account will enable users of multiple EEC web applications to access all applications using a single user account. This enhancement also provides for better security; ensuring that the information within EEC systems is protected against unauthorized use.

Access to all EEC web based applications begins with navigating to the EEC Single Sign In web page at <https://www.eec.state.ma.us/SSO/>. Here, a registered user would begin signing into the system by entering his or her user name. **This page also contains a link for unregistered users to begin the registration process.** During registration, existing user accounts are identified and consolidated into a single login account. Once a Single Sign In account is created additional EEC web applications may be linked to it as needed.

Hyperlinks to the EEC Home Page, the Single Sign In login page, and Help documentation are available on all Single Sign In screens.

The Contact EEC link, will launch your email editor, and may be used to report problems, or submit questions related to the Single Sign In process.



**eec** DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

### EEC Single Sign In

Welcome to the Massachusetts Department of Early Education and Care (EEC) Single Sign In Registry. 'EEC Single Sign In' is an additional security feature implemented to better safeguard the privacy and security of your personal information and the families and children we serve. It also provides a single point of entry to access EEC's on-line applications.

**Not Registered?**

[Click here](#) to register, if this is your first time visit to Single Sign In

**Already Registered?**

Enter Single Sign In Username:  \*

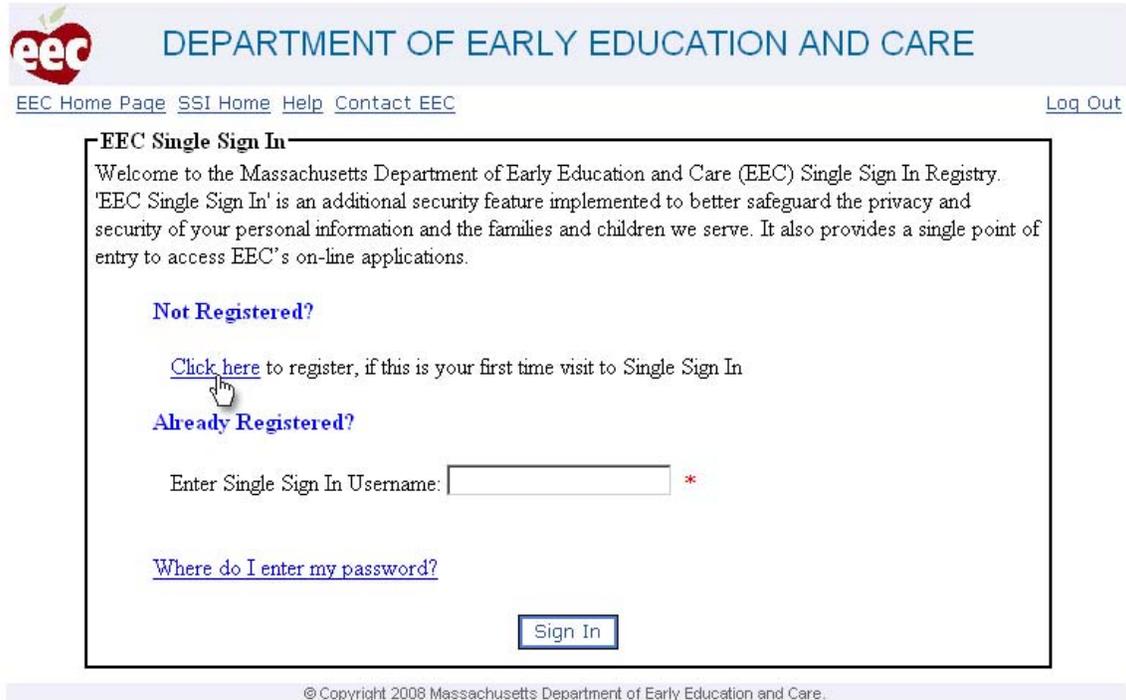
[Where do I enter my password?](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.

## Registration:

Navigate to the EEC Single Sign In web page, at <https://www.eec.state.ma.us/SSO/>, and click on the provided link to begin registration for a Single Sign In account.

To successfully complete the Single Sign In registration you must complete each step before exiting. If you exit the process before completing the registration, you must start the process over. It is best to have the user names and passwords to all your EEC web applications handy before beginning the single sign in registration.



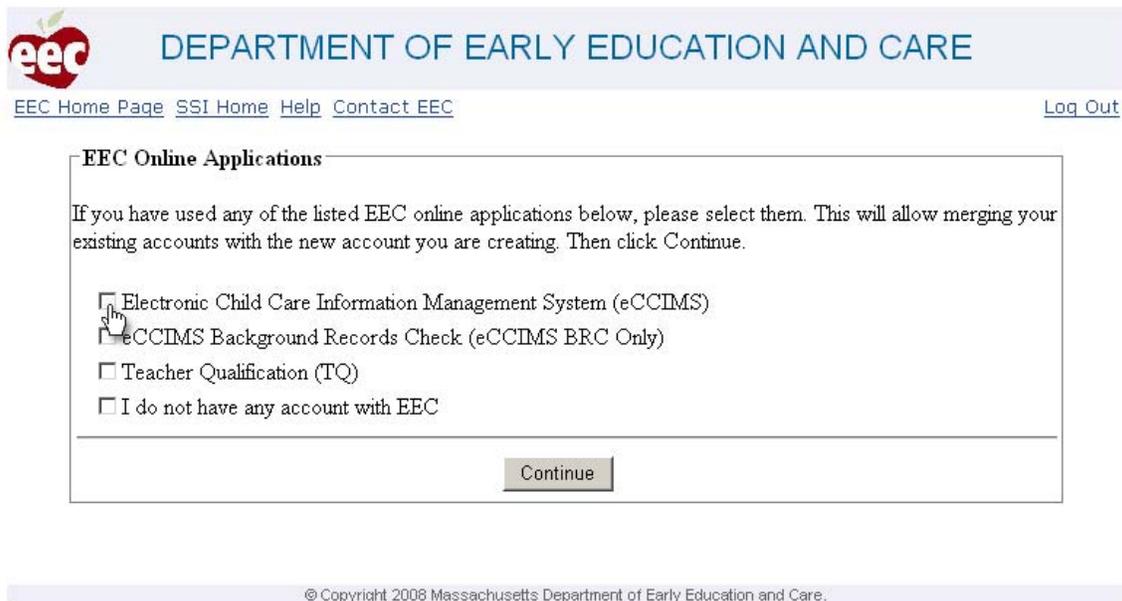
The screenshot shows the EEC Single Sign In registration page. At the top left is the EEC logo (a red apple with 'eec' in white). To its right is the text 'DEPARTMENT OF EARLY EDUCATION AND CARE'. Below the logo and text are navigation links: 'EEC Home Page', 'SSI Home', 'Help', 'Contact EEC', and 'Log Out'. The main content area is titled 'EEC Single Sign In' and contains the following text: 'Welcome to the Massachusetts Department of Early Education and Care (EEC) Single Sign In Registry. 'EEC Single Sign In' is an additional security feature implemented to better safeguard the privacy and security of your personal information and the families and children we serve. It also provides a single point of entry to access EEC's on-line applications.' Below this text are two sections: 'Not Registered?' with a link 'Click here' and a mouse cursor pointing to it, and 'Already Registered?' with a text input field for 'Enter Single Sign In Username:' followed by an asterisk. Below the input field is a link 'Where do I enter my password?'. At the bottom center is a 'Sign In' button. At the very bottom of the page is a copyright notice: '© Copyright 2008 Massachusetts Department of Early Education and Care.'

## Identifying Your Existing EEC Applications:

The first step of the Single Sign In registration process is to identify the types of existing EEC applications you currently have. Users of the Electronic Child Care Information Management System, Background Record Check users, and those with Teacher Qualification user accounts should select the corresponding check box for each account type they have. For each account type selected, you will later be asked to enter your current user names and passwords.

If needed, additional EEC applications may be linked to your Single Sign In account after the initial registration.

**If you do not currently have an EEC application user account you may proceed with the Single Sign In registration by selecting the check box to the left of I do not have any account with EEC. After clicking on Continue you would be taken to the Sign In Profile screen which is outlined beginning on page 8 of this guide.**



**EEC Online Applications**

If you have used any of the listed EEC online applications below, please select them. This will allow merging your existing accounts with the new account you are creating. Then click Continue.

Electronic Child Care Information Management System (eCCIMS)

eCCIMS Background Records Check (eCCIMS BRC Only)

Teacher Qualification (TQ)

I do not have any account with EEC

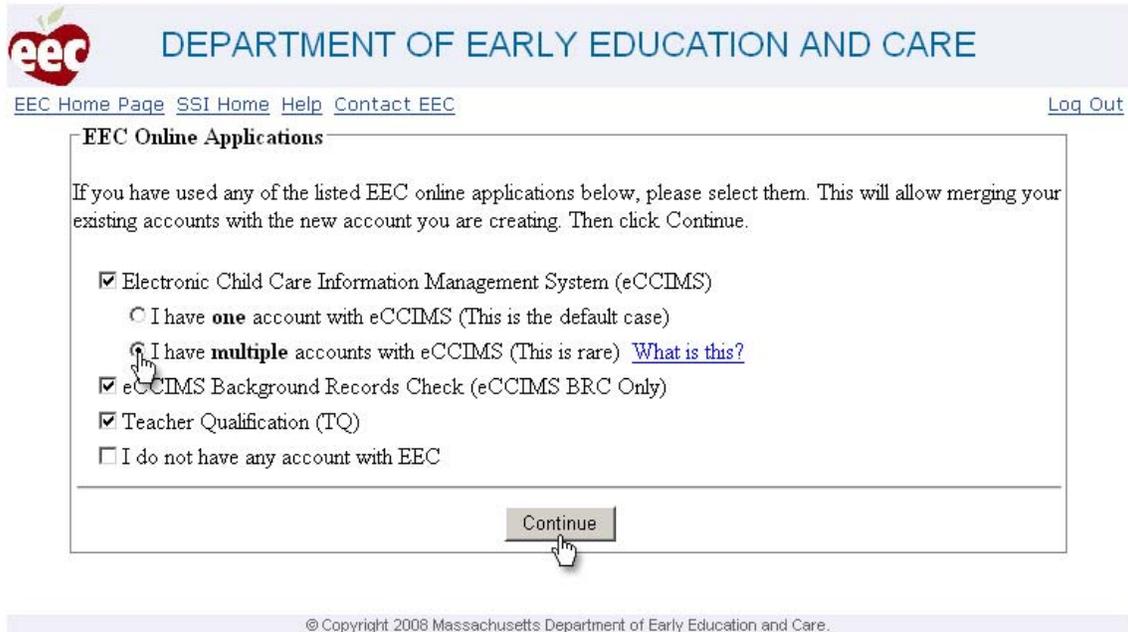
Continue

© Copyright 2008 Massachusetts Department of Early Education and Care.

## Registering eCCIMS Accounts:

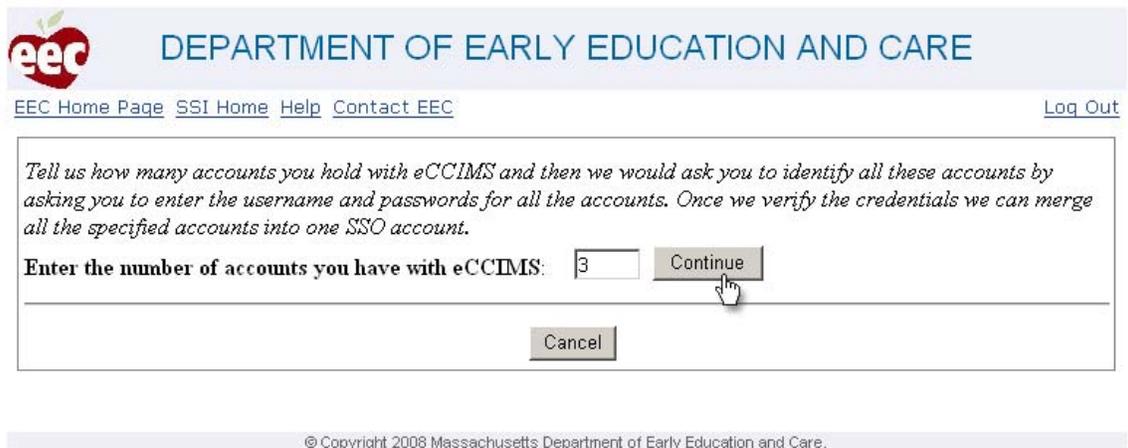
When selecting the Electronic Child Care Information Management System (eCCIMS) you must also indicate if you have a single or multiple eCCIMS accounts.

Once you have identified your current EEC applications click on Continue.



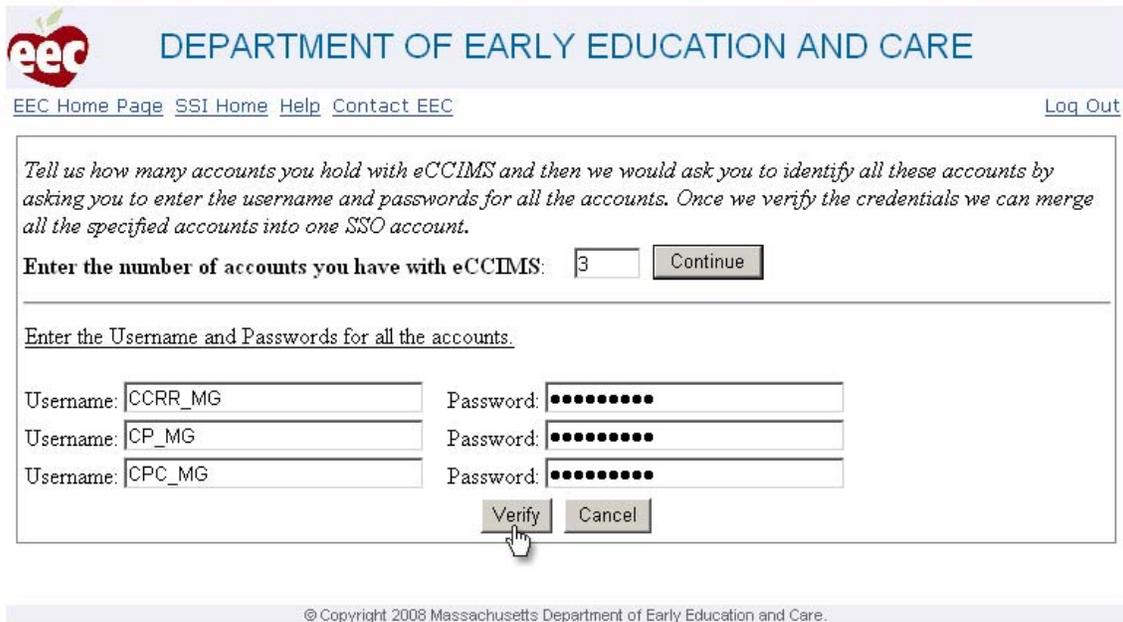
The screenshot shows the 'DEPARTMENT OF EARLY EDUCATION AND CARE' header with the 'eec' logo. Navigation links include 'EEC Home Page', 'SSI Home', 'Help', 'Contact EEC', and 'Log Out'. The main content area is titled 'EEC Online Applications' and contains the following text: 'If you have used any of the listed EEC online applications below, please select them. This will allow merging your existing accounts with the new account you are creating. Then click Continue.' Below this text are five radio button options: 1.  Electronic Child Care Information Management System (eCCIMS) with sub-options:  I have **one** account with eCCIMS (This is the default case) and  I have **multiple** accounts with eCCIMS (This is rare) [What is this?](#) 2.  eCCIMS Background Records Check (eCCIMS BRC Only) 3.  Teacher Qualification (TQ) 4.  I do not have any account with EEC A 'Continue' button is located at the bottom of the form area. A copyright notice at the bottom reads: '© Copyright 2008 Massachusetts Department of Early Education and Care.'

If you had indicated multiple eCCIMS accounts, the system will prompt you to enter the number of eCCIMS accounts you have. Enter the number of eCCIMS accounts in the provided text box and click on Continue.



The screenshot shows the 'DEPARTMENT OF EARLY EDUCATION AND CARE' header with the 'eec' logo. Navigation links include 'EEC Home Page', 'SSI Home', 'Help', 'Contact EEC', and 'Log Out'. The main content area contains the text: 'Tell us how many accounts you hold with eCCIMS and then we would ask you to identify all these accounts by asking you to enter the username and passwords for all the accounts. Once we verify the credentials we can merge all the specified accounts into one SSO account.' Below this text is a prompt: 'Enter the number of accounts you have with eCCIMS:' followed by a text input box containing the number '3'. To the right of the input box is a 'Continue' button. Below the input box and button is a 'Cancel' button. A copyright notice at the bottom reads: '© Copyright 2008 Massachusetts Department of Early Education and Care.'

The system will present a User name and Password text box for the number of eCCIMS user accounts entered. Enter your user name and password for each eCCIMS account and click on Verify.



EEC Home Page [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

Tell us how many accounts you hold with eCCIMS and then we would ask you to identify all these accounts by asking you to enter the username and passwords for all the accounts. Once we verify the credentials we can merge all the specified accounts into one SSO account.

Enter the number of accounts you have with eCCIMS:

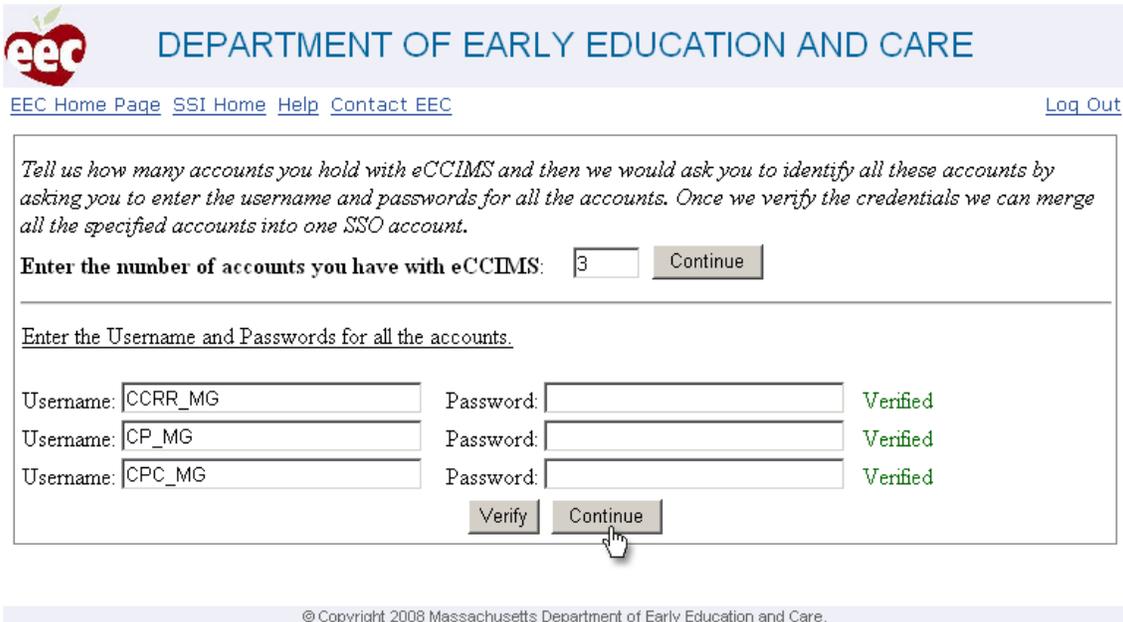
Enter the Username and Passwords for all the accounts.

Username:	<input type="text" value="CCRR_MG"/>	Password:	<input type="password" value="....."/>
Username:	<input type="text" value="CP_MG"/>	Password:	<input type="password" value="....."/>
Username:	<input type="text" value="CPC_MG"/>	Password:	<input type="password" value="....."/>

© Copyright 2008 Massachusetts Department of Early Education and Care.

If the system recognizes the user names and passwords it will indicate that the information has been verified. If the system fails to verify the information, first review what was entered to ensure that it has been entered correctly. Contact EEC User Services at [EECHelpDesk@MassMail.State.MA.US](mailto:EECHelpDesk@MassMail.State.MA.US) if you continue to experience problems verifying your user account login information.

Once the information has been verified; click on Continue to proceed with the registration process.



EEC Home Page [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

Tell us how many accounts you hold with eCCIMS and then we would ask you to identify all these accounts by asking you to enter the username and passwords for all the accounts. Once we verify the credentials we can merge all the specified accounts into one SSO account.

Enter the number of accounts you have with eCCIMS:

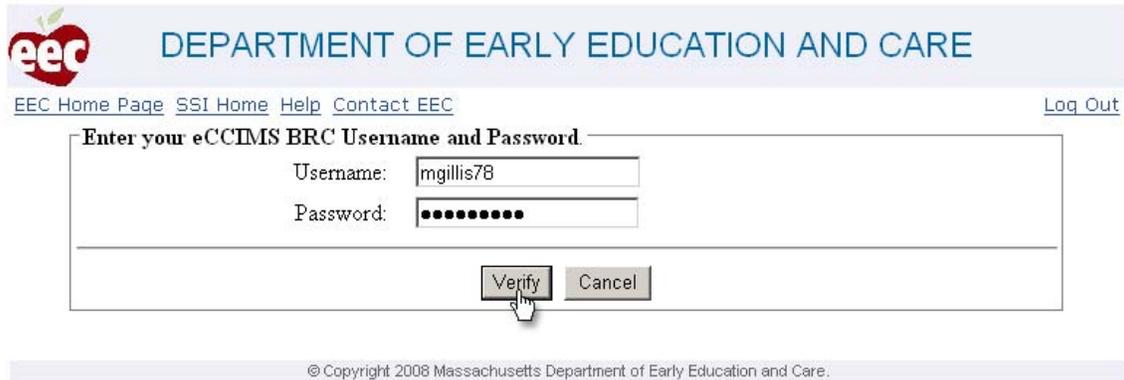
Enter the Username and Passwords for all the accounts.

Username:	<input type="text" value="CCRR_MG"/>	Password:	<input type="password"/>	Verified
Username:	<input type="text" value="CP_MG"/>	Password:	<input type="password"/>	Verified
Username:	<input type="text" value="CPC_MG"/>	Password:	<input type="password"/>	Verified

© Copyright 2008 Massachusetts Department of Early Education and Care.

## Registering Background Record Check (BRC) Accounts:

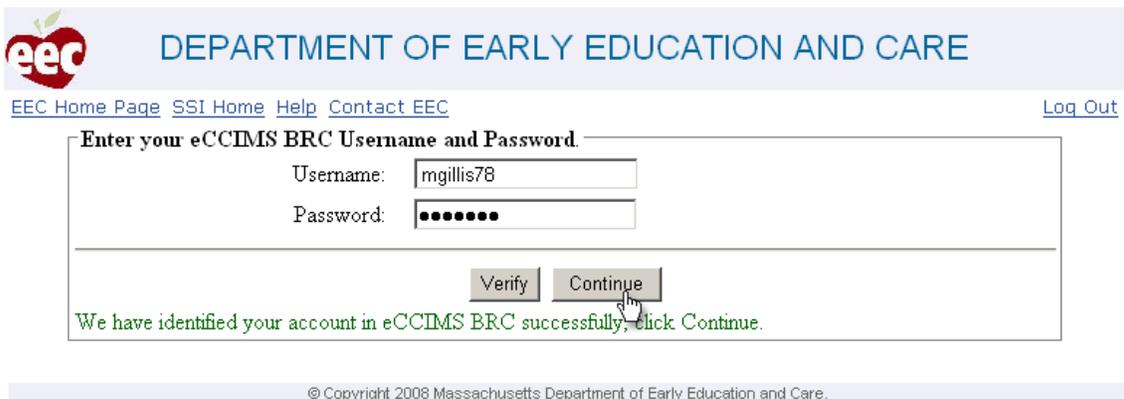
If an eCCIMS Background Record Check account was indicated in step one; the system will prompt you for a user name and password. Enter your user name and password in the text boxes provided and click on Verify.



The screenshot shows the eec logo and the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below this are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main heading is "Enter your eCCIMS BRC Username and Password". There are two input fields: "Username:" with the value "mgillis78" and "Password:" with masked characters. Below the fields are two buttons: "Verify" and "Cancel". A mouse cursor is clicking on the "Verify" button. At the bottom, there is a copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

If the system recognizes the information entered it will indicate that your eCCIMS BRC account has been successfully identified. If the system is unable to identify your account first ensure that your information has been entered correctly. If the problem continues contact EEC User Services at [EECHelpDesk@MassMail.State.MA.US](mailto:EECHelpDesk@MassMail.State.MA.US).

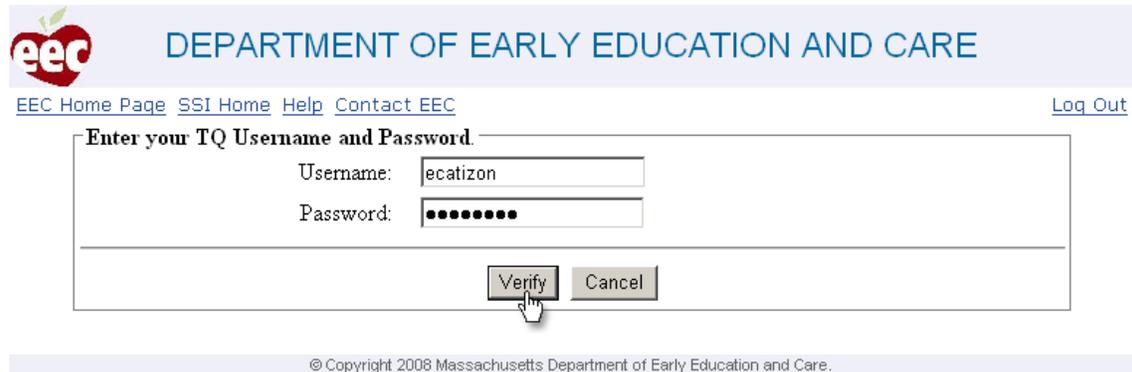
Once your user account has been successfully identified; click on Continue to proceed with the registration process.



The screenshot shows the eec logo and the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below this are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main heading is "Enter your eCCIMS BRC Username and Password". There are two input fields: "Username:" with the value "mgillis78" and "Password:" with masked characters. Below the fields are two buttons: "Verify" and "Continue". A mouse cursor is clicking on the "Continue" button. Below the buttons, there is a green message: "We have identified your account in eCCIMS BRC successfully, click Continue." At the bottom, there is a copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

## Registering Teacher Qualification (TQ) Accounts:

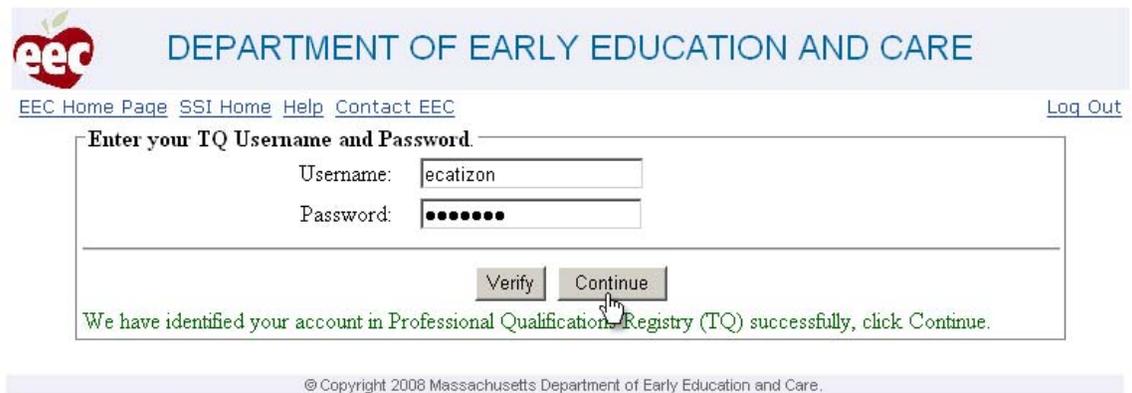
If a Teacher Qualification (TQ) account was indicated in step one; the system will prompt you for a user name and password. Enter your user name and password in the text boxes provided and click on Verify.



The screenshot shows the EEC Department of Early Education and Care login interface. At the top left is the EEC logo. The header text reads 'DEPARTMENT OF EARLY EDUCATION AND CARE'. Below the header are navigation links: 'EEC Home Page', 'SSI Home', 'Help', 'Contact EEC', and 'Log Out'. The main content area is titled 'Enter your TQ Username and Password'. It contains two input fields: 'Username:' with the value 'ecatizon' and 'Password:' with masked characters. Below the fields are two buttons: 'Verify' and 'Cancel'. A mouse cursor is pointing at the 'Verify' button. At the bottom of the page is a copyright notice: '© Copyright 2008 Massachusetts Department of Early Education and Care.'

If the system recognizes the information entered it will indicate that your Teacher Qualification account has been successfully identified. If the system is unable to identify your account first ensure that your information has been entered correctly. If the problem continues contact EEC User Services at [EECHelpDesk@MassMail.State.MA.US](mailto:EECHelpDesk@MassMail.State.MA.US).

Once your user account has been successfully identified; click on Continue to proceed with the registration process.



This screenshot shows the same EEC login interface as the previous one, but with a success message. The 'Verify' button is now disabled, and the 'Continue' button is highlighted. Below the buttons, a green message reads: 'We have identified your account in Professional Qualification Registry (TQ) successfully, click Continue.' The mouse cursor is now pointing at the 'Continue' button. The rest of the page, including the header, navigation links, and copyright notice, remains the same.

## Sign In Information:

Once all your existing EEC web application accounts have been identified the system will require you to create a user name and password for your single sign in account. By default, the system will display the user name for the first account entered in step one. You may check if this user name is available for use, by clicking on Check Availability, or you may enter another user name. After entering a user name [click on Check Availability](#) to ensure that the name is not already in use, and that it meets the minimum requirements for a user name.

A User Name must:

- be at least four characters long.
- not contain only numbers.
- be a maximum of 20 characters long.
- contain no spaces between characters.

The screenshot shows the EEC Department of Early Education and Care website. At the top left is the EEC logo. To its right is the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below this are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out".

The main content area is titled "Sign In Profile". It contains the following text:

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with \* are required.

On the left side of the form, there is a vertical list of steps:

- 1) Sign In Information
- 2) Security Word/Phrase
- 3) Security Information
- 4) Personal Information
- 5) Terms and Agreement
- 6) Confirm and Finish

The main form area is titled "Sign In Information" and contains the following fields and requirements:

**User Name: \***

**Examples:**

- JohnDoe
- Mike1970
- Mary30

**Minimum requirements for the User ID:**

- At least four characters long.
- Only numbers are not allowed.
- Maximum 20 characters.
- No Spaces between characters.

**Password: \***

**Confirm Password: \***

**Minimum Requirements for the Password:**

- At least six characters long.
- At least one lowercase character.
- At least one uppercase character.
- At least one number.
- No spaces between characters.

At the bottom right of the form is a "Next" button.

© Copyright 2008 Massachusetts Department of Early Education and Care.

The system will indicate that the user name entered is available if it is not already in use, and meets the minimum requirements.



## DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#)[Log Out](#)

### Sign In Profile

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with \* are required.

- [1\) Sign In Information](#)
- [2\) Security Word/Phrase](#)
- [3\) Security Information](#)
- [4\) Personal Information](#)
- [5\) Terms and Agreement](#)
- [6\) Confirm and Finish](#)

#### Sign In Information

User Name: \*

**Examples:**

- JohnDoe
- Mike1970
- Mary30

User name is available!

Password: \*

Confirm Password: \*

**Minimum requirements for the User ID:**

- At least four characters long.
- Only numbers are not allowed.
- Maximum 20 characters.
- No Spaces between characters.

**Minimum Requirements for the Password:**

- At least six characters long.
- At least one lowercase character.
- At least one uppercase character.
- At least one number.
- No spaces between characters.

© Copyright 2008 Massachusetts Department of Early Education and Care.



**Department of  
Early Education and Care**

9

If the user name entered is not available; you must select and enter a different user name. The system will also display suggested user names which may be used. Be sure to click on Check Availability after entering a different user name.

**DEPARTMENT OF EARLY EDUCATION AND CARE**

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

**Sign In Profile**

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with \* are required.

**1) Sign In Information**

**Sign In Information**

User Name: \*

**Examples:**

- JohnDoe
- Mike1970
- Mary30

**Check Availability**

User name is not available!

**Suggested User names :**

- mgillis7810
- mgillis782008

**Minimum requirements for the User ID:**

- At least four characters long.
- Only numbers are not allowed.
- Maximum 20 characters.
- No Spaces between characters.

Password: \*

Confirm Password: \*

**Minimum Requirements for the Password:**

- At least six characters long.
- At least one lowercase character.
- At least one uppercase character.
- At least one number.
- No spaces between characters.

[Next](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.

Enter a password in the text box labeled Password, and to ensure that the password was typed in correctly, enter the same password in the text box labeled Confirm Password. The system will not accept a password that does not meet the minimum requirements.

A password must:

- be at least six characters long.
- contain at least one lower case character.
- contain at least one upper case character.
- contain at least one number
- contain no spaces between characters.

It is important to remember that your password must never be shared with anyone.

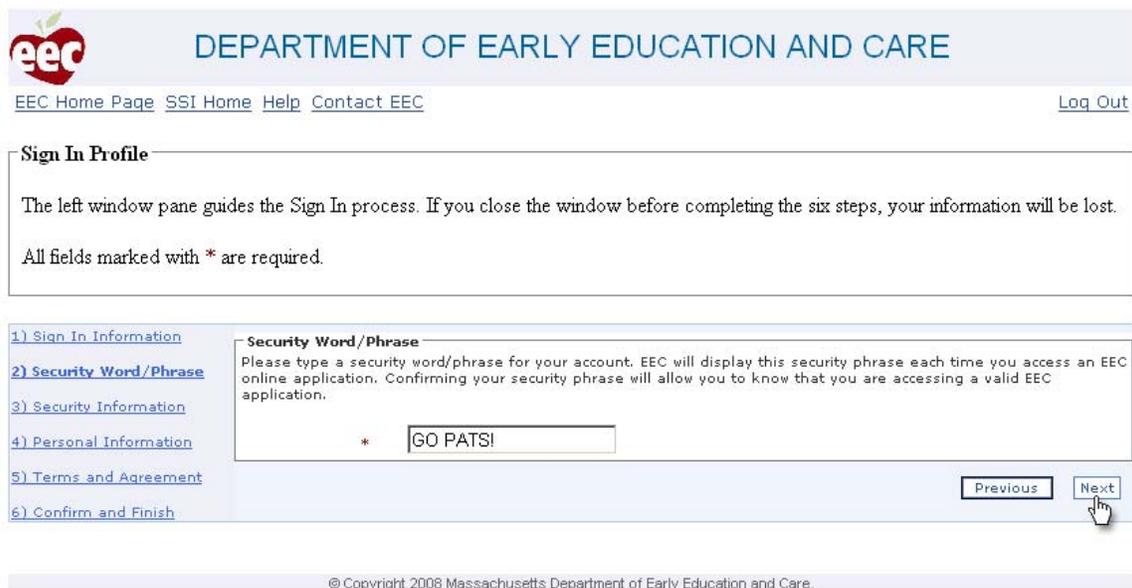
After entering a valid user name and password; click on Next to continue the registration process.

## Security Word / Phrase:

On the Security Word / Phrase screen you are asked to enter a security word, or phrase, to be linked to your account. This phrase will be displayed after entering your user name, but before entering your password. **If at anytime you do not see this phase when logging into the system you should not complete the login process.** If your security phase is not displayed before entering your password contact EEC User Services at [EECHelpDesk@MassMail.State.MA.US](mailto:EECHelpDesk@MassMail.State.MA.US) .

This important step helps ensure that your password is protected.

After entering the required security phase; click on Next to continue with the registration process.



The screenshot shows the EEC Department of Early Education and Care registration interface. At the top left is the EEC logo, and to its right is the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below this are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out".

A "Sign In Profile" section contains the following text: "The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost. All fields marked with \* are required."

The main registration area has a sidebar with six steps: "1) Sign In Information", "2) Security Word/Phrase", "3) Security Information", "4) Personal Information", "5) Terms and Agreement", and "6) Confirm and Finish". The "Security Word/Phrase" step is active and contains the following text: "Please type a security word/phrase for your account. EEC will display this security phrase each time you access an EEC online application. Confirming your security phrase will allow you to know that you are accessing a valid EEC application." Below this text is a text input field with an asterisk (\*) to its left and the text "GO PATS!" inside the field. To the right of the input field are two buttons: "Previous" and "Next". A mouse cursor is pointing at the "Next" button.

At the bottom of the page, there is a copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

## Security Information:

Information entered on the Security Information screen will help the EEC to properly identify you; if you should forget your password. The information includes a security question and answer; as well as the date of the day in which you were born.

**eec** DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

**Sign In Profile**

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with \* are required.

1) [Sign In Information](#)  
2) [Security Word/Phrase](#)  
3) **Security Information**  
4) [Personal Information](#)  
5) [Terms and Agreement](#)  
6) [Confirm and Finish](#)

**Security information**

*In case of a lost password, this information will help EEC identify you and reset your password.*

Security Question: \*

Security Answer: \*

Enter the Day of Your Birthday: \*  Ex: If your date of birth is June 30, 1980 enter 30

© Copyright 2008 Massachusetts Department of Early Education and Care.

Select one of the four available questions using the drop-down list provided in the Security Question field.

**eec** DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

**Sign In Profile**

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with \* are required.

1) [Sign In Information](#)  
2) [Security Word/Phrase](#)  
3) **Security Information**  
4) [Personal Information](#)  
5) [Terms and Agreement](#)  
6) [Confirm and Finish](#)

**Security information**

*In case of a lost password, this information will help EEC identify you and reset your password.*

Security Question: \*

Security Answer: \*

Enter the Day of Your Birthday: \*  enter 30

© Copyright 2008 Massachusetts Department of Early Education and Care.

Enter your answer to the chosen security question, in the text box labeled Security Answer, and enter the date of the day in which you were born in the textbox labeled Enter the Day of Your Birthday.

After entering the required information; click on Next to continue the registration process.

The screenshot shows the EEC Department of Early Education and Care registration interface. At the top, the EEC logo and the department name are displayed. Below the header, there are navigation links: EEC Home Page, SSI Home, Help, Contact EEC, and Log Out. The main content area is titled "Sign In Profile" and contains instructions: "The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost. All fields marked with \* are required." Below this, a vertical list of steps is shown: 1) Sign In Information, 2) Security Word/Phrase, 3) Security Information (highlighted), 4) Personal Information, 5) Terms and Agreement, and 6) Confirm and Finish. The "Security information" section includes a sub-header "Security information" and a note: "In case of a lost password, this information will help EEC identify you and reset your password." The form fields are: "Security Question: \*" with a dropdown menu showing "What is the name of your pet?"; "Security Answer: \*" with a text box containing "CHOMP"; and "Enter the Day of Your Birthday: \*" with a text box containing "22" and an example: "Ex: If your date of birth is June 30, 1980 enter 30". At the bottom right of the form, there are "Previous" and "Next" buttons, with a mouse cursor pointing to the "Next" button. A copyright notice at the bottom reads: "© Copyright 2008 Massachusetts Department of Early Education and Care."

## Personal Information:

Your contact information is entered in the Personal Information section. Fields that are marked with an asterisk are required. If a valid email address is not available a mailing address is required.

After entering the required information; click on Next to continue with the registration process.



# DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

---

### Sign In Profile

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with \* are required.

---

- [1\) Sign In Information](#)
- [2\) Security Word/Phrase](#)
- [3\) Security Information](#)
- [4\) Personal Information](#)**
- [5\) Terms and Agreement](#)
- [6\) Confirm and Finish](#)

#### Tell us about yourself

First Name: \*

Last Name: \*

Gender: \*

**Note:** You must submit either your email address or mailing address.

Email:

Phone:  -  -  Ext:

---

If you do not have an email address, you must enter your mailing address to enable EEC to contact you.

Address 1:

Address 2:

City:

State:

Zipcode:

© Copyright 2008 Massachusetts Department of Early Education and Care.

## Terms and Agreement:

To complete the single sign in registration; you must indicate that you understand and agree to the terms of use by clicking on the check box labeled “I agree to the Terms and Agreement”.

The screenshot shows the EEC Department of Early Education and Care registration interface. At the top, there is a header with the EEC logo and the text 'DEPARTMENT OF EARLY EDUCATION AND CARE'. Below the header are navigation links: 'EEC Home Page', 'SSI Home', 'Help', 'Contact EEC', and 'Log Out'. The main content area is titled 'Sign In Profile' and contains the following text: 'The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost. All fields marked with \* are required.' Below this text is a navigation pane on the left with six steps: '1) Sign In Information', '2) Security Word/Phrase', '3) Security Information', '4) Personal Information', '5) Terms and Agreement', and '6) Confirm and Finish'. The 'Terms and Agreement' step is selected. The main content area shows the 'Terms and Agreement' section with the title 'TERMS OF USE FOR SINGLE SIGN IN' and the following text: '1. INTRODUCTION AND USE OF SITE The Department of Early Education and Care (EEC) is pleased to provide you with the services, contents, tools, and information provided on our Single Sign-In. These services'. Below the text is a checkbox labeled 'I agree to the Terms and Agreement' which is currently unchecked. At the bottom right of the form are 'Previous' and 'Next' buttons.

© Copyright 2008 Massachusetts Department of Early Education and Care.

After indicating agreement to the terms of use; click on Next to continue with the registration process.

The screenshot shows the EEC Department of Early Education and Care registration interface, identical to the previous one. However, in this screenshot, the checkbox labeled 'I agree to the Terms and Agreement' is now checked. Additionally, a mouse cursor is pointing at the 'Next' button at the bottom right of the form.

© Copyright 2008 Massachusetts Department of Early Education and Care.

## Confirm and Finish:

The system will display the information that has been collected in the previous steps. If needed, you may return to a previous section to make changes.

Once you have confirmed that the information displayed is correct; click on Finish to complete the registration process.

The screenshot shows the EEC Department of Early Education and Care registration confirmation page. At the top left is the EEC logo, and to its right is the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below this are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out".

The main content area is titled "Sign In Profile" and contains the following text:

The left window pane guides the Sign In process. If you close the window before completing the six steps, your information will be lost.

All fields marked with \* are required.

On the left side, there is a vertical list of steps:

- 1) Sign In Information
- 2) Security Word/Phrase
- 3) Security Information
- 4) Personal Information
- 5) Terms and Agreement
- 6) Confirm and Finish

The "Confirm" section displays the following information:

**NOTE:** To ensure your profile is saved, please click on Finish button

**User ID:** Mike1978  
**Password:** \*\*\*\*\*  
**Security Phrase:** GO PATS!  
**Security Question:** What is the name of your pet?  
**Security Answer:** CHOMP

**Day of the Month of Date of birth:** 22  
**Name:** Gillis, Mike  
**Gender:** Male  
**Email:** michael.gillis@massmail.state.ma.us  
**Phone:** 617-988-6645  
**Address:**

At the bottom right of the confirmation area are two buttons: "Previous" and "Finish". A mouse cursor is pointing at the "Finish" button.

At the bottom of the page is the copyright notice: © Copyright 2008 Massachusetts Department of Early Education and Care.

The system will display a list of EEC online applications from which you may select to include or exclude from being displayed within your Single Sign In account. This feature allows you some customization of your Single Sign In home page. Click on Continue to begin accessing the EEC applications linked to your account.

The screenshot shows the EEC Department of Early Education and Care online applications selection page. At the top left is the EEC logo, and to its right is the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below this are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out".

The main content area is titled "EEC Online Applications" and contains the following text:

Please select from the following list, the applications you would like access to.

Below this text is a list of three applications, each with a checked checkbox:

- Electronic Child Care Information Management System
- Teacher Qualification
- Electronic Child Care Information Management System Background Records Check Only

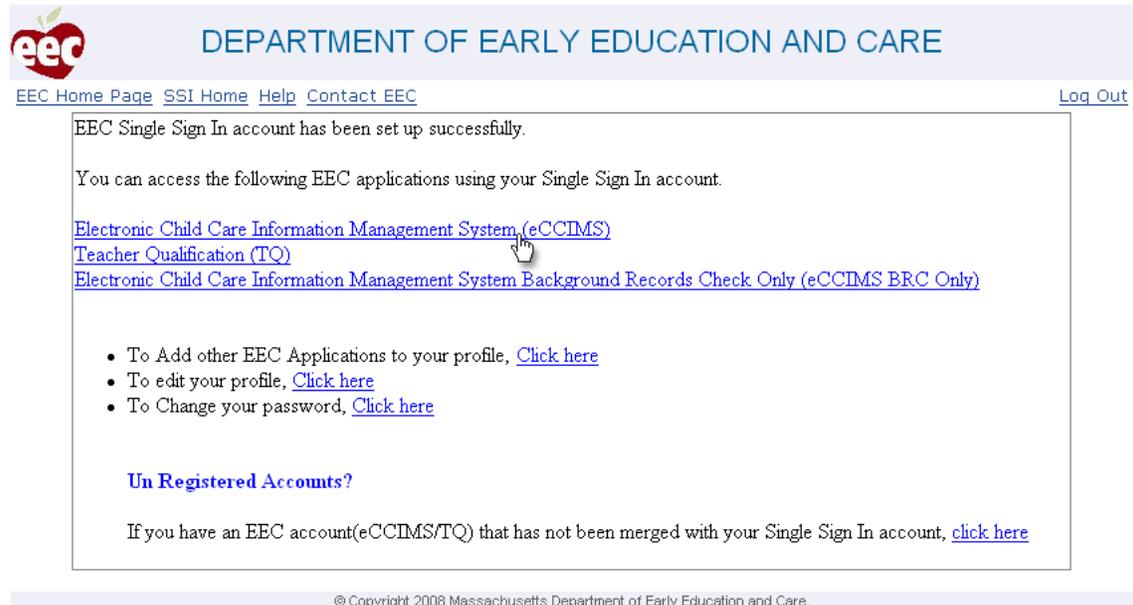
At the bottom center of the selection area is a "Continue" button. A mouse cursor is pointing at the "Continue" button.

At the bottom of the page is the copyright notice: © Copyright 2008 Massachusetts Department of Early Education and Care.

## Your Single Sign In User Account:

The system will indicate that your Single Sign In account has been set up successfully, and will list the applications that are linked to your account. This page is also displayed after successfully logging into the system. From this page you may also update your password or make changes to your user profile.

Click on a listed EEC application to access that application.



The screenshot shows the EEC Department of Early Education and Care website. At the top left is the EEC logo (a red apple with 'eec' in white). To its right is the text 'DEPARTMENT OF EARLY EDUCATION AND CARE'. Below the logo are navigation links: 'EEC Home Page', 'SSI Home', 'Help', and 'Contact EEC'. On the far right is a 'Log Out' link. The main content area is enclosed in a box and contains the following text:

EEC Single Sign In account has been set up successfully.

You can access the following EEC applications using your Single Sign In account.

- [Electronic Child Care Information Management System \(eCCIMS\)](#)
- [Teacher Qualification \(TQ\)](#)
- [Electronic Child Care Information Management System Background Records Check Only \(eCCIMS BRC Only\)](#)

- To Add other EEC Applications to your profile, [Click here](#)
- To edit your profile, [Click here](#)
- To Change your password, [Click here](#)

**Un Registered Accounts?**

If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, [click here](#)

At the bottom of the page, there is a copyright notice: © Copyright 2008 Massachusetts Department of Early Education and Care.

## Accessing eCCIMS Accounts:

If you had linked one eCCIMS user account, to your single sign in user name, you will be taken directly to the eCCIMS application after clicking on [Electronic Child Care Information Management System \(eCCIMS\)](#).

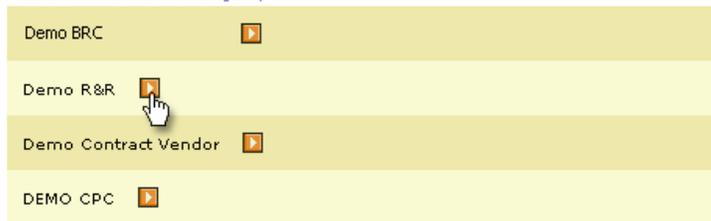
When multiple eCCIMS user accounts are linked, to a single sign in user name, they are listed by agency name for individual access. Click on the arrow to the right of the agency's name to access that account.



### ACCOUNT INFORMATION:

*Multiple Agency Home*

*Please choose one of the Agency*



Copyright 2007 Massachusetts Department of Early Education and Care [Terms of Use](#)

The eCCIMS homepage indicates which account you are currently accessing. You may quickly access your other eCCIMS accounts by clicking on “Change”. This will return you to the listing of your eCCIMS accounts from which another account may be chosen.

**Hello, Mike Gillis** ●●●●●●●●●●

Welcome to the Massachusetts Department of Early Education and Care Electronic Child Care Information Management System. This is a place where you can manage waitlists, process background record checks, determine eligibility and generate SDRs and PVs, as well as generate a variety of data reports.

**ACCOUNT INFORMATION:**  
*Demo R*

<p><b>Intake</b></p> <ul style="list-style-type: none"> <li>+ Families 0</li> <li>+ Family Members 0</li> <li>+ Eligibility 0</li> <li>+ Placement 0</li> <li>+ In Process Waiting List 0</li> </ul>	<p><b>Admin</b></p> <ul style="list-style-type: none"> <li>+ Total Contract Slots 0</li> <li>+ Locations of Care 0</li> <li>+ Branches 0</li> <li>+ Classrooms 0</li> </ul>
--	---

**ACCOUNT INFORMATION:**  
*Multiple Agency Home*

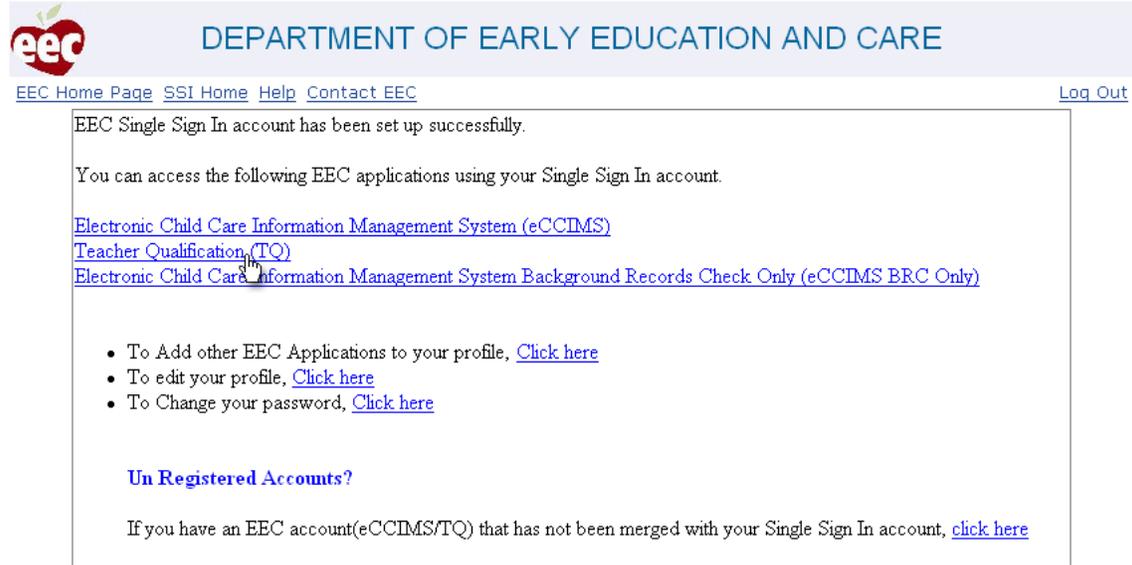
Please choose one of the Agency

- Demo BRC
- Demo R&R
- Demo Contract Vendor
- DEMO CPC

Copyright 2007 Massachusetts Department of Early Education and Care [Terms of Use](#)

## Accessing Teacher Qualification (TQ) Accounts:

If a Teacher Qualification user account had been linked to your Single Sign In account the application will be listed within the list of accessible EEC applications. Click on TQ to access your Teacher Qualification user account.



The screenshot shows the EEC Department of Early Education and Care website. At the top left is the EEC logo (a red apple with 'eec' in white). To its right is the text 'DEPARTMENT OF EARLY EDUCATION AND CARE'. Below the logo are navigation links: 'EEC Home Page', 'SSI Home', 'Help', 'Contact EEC', and 'Log Out'. The main content area is enclosed in a box and contains the following text:

EEC Single Sign In account has been set up successfully.

You can access the following EEC applications using your Single Sign In account.

- [Electronic Child Care Information Management System \(eCCIMS\)](#)
- [Teacher Qualification \(TQ\)](#)
- [Electronic Child Care Information Management System Background Records Check Only \(eCCIMS BRC Only\)](#)

- To Add other EEC Applications to your profile, [Click here](#)
- To edit your profile, [Click here](#)
- To Change your password, [Click here](#)

**Un Registered Accounts?**

If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, [click here](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.



## Welcome to EEC's On-line Professional Registry!

### How to Prepare Your Online Application

1. Complete the online EEC professional certification. All required fields are identified by asterisk (\*). You will be asked about:

- o **PERSONAL INFORMATION** (biographical information)
- o **APPLICATION** (the qualification you are applying for)
- o **EDUCATIONAL BACKGROUND** (the level of education you have completed)
- o **ECE RELATED COURSES** (early education and care courses you have taken)
- o **GROUP CHILD CARE WORK EXPERIENCE** (your experience working in a center-based child care program).

You will need to print an **experience form** for each program you have worked in. A supervisor or director must verify your experience by signing the form.

- A practicum can also be considered part of your work experience. Please identify practicum in the appropriate section. A practicum requires you to obtain a letter of recommendation from the practicum instructor or supervisor attesting the number of hours, children age and content addressed throughout the experience.

- o **FAMILY CHILD CARE WORK EXPERIENCE** (your experience as a family child care provider, if applicable).

You will need to print an **FCC experience form** so the Lead Teacher who supervised you can verify your experience by signing the form.

2. Obtain copies of your diploma, degree(s), transcript(s), and/or certificate(s).
3. Print the **Application Cover Sheet** and mail it to EEC with the following documents attached:
  - o *Official* college transcript(s) or grade report(s). Copies cannot be accepted.
  - o A copy of your high school diploma or degree if it is not on your transcript.
  - o Printed work experience form(s) signed by a Supervisor, Lead Teacher or Director. You cannot verify your own experience or alter the signed forms

For additional information contact:

Marian Caesar  
[Marian.Caesar@massmail.state.ma.us](mailto:Marian.Caesar@massmail.state.ma.us)  
(617) 988-7807

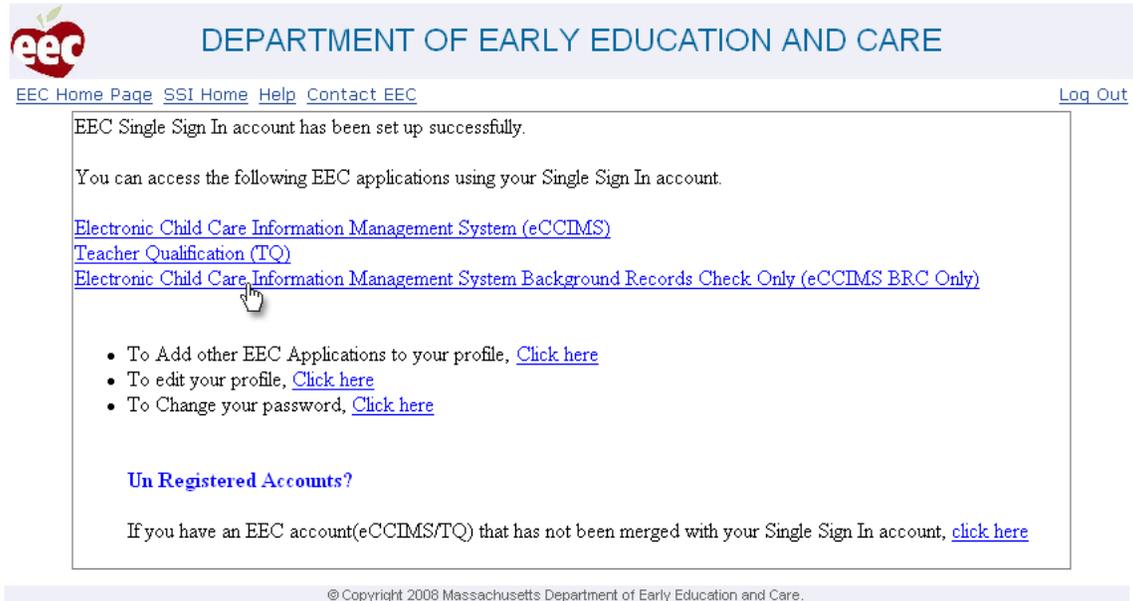
or Rosanna Lococo  
[Rosanna.Lococo@massmail.state.ma.us](mailto:Rosanna.Lococo@massmail.state.ma.us)  
(617) 988-7808

or Natou Sissoko  
[Natou.Sissoko@MassMail.State.MA.US](mailto:Natou.Sissoko@MassMail.State.MA.US)  
(617) 988-7808

Continue

## Accessing eCCIMS Background Record Check (BRC) Accounts:

If an eCCIMS BRC User Only account had been linked to your Single Sign In account the application will appear within the list of accessible EEC applications. Click on eCCIMS BRC User Only to access your Background Record Check user account.



The screenshot shows the eCCIMS user interface. At the top left is the eec logo. The header reads "DEPARTMENT OF EARLY EDUCATION AND CARE". Navigation links include "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". A message box states: "EEC Single Sign In account has been set up successfully. You can access the following EEC applications using your Single Sign In account." Below this are three links: "Electronic Child Care Information Management System (eCCIMS)", "Teacher Qualification (TQ)", and "Electronic Child Care Information Management System Background Records Check Only (eCCIMS BRC Only)". A mouse cursor is hovering over the third link. A bulleted list provides instructions: "To Add other EEC Applications to your profile, [Click here](#)", "To edit your profile, [Click here](#)", and "To Change your password, [Click here](#)". There is a link for "Un Registered Accounts?" and a note: "If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, [click here](#)". The footer contains the copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

If your BRC account is the only eCCIMS account that you have; you will be taken directly to the BRC application.



The screenshot shows the eCCIMS dashboard header. It includes the Massachusetts Department of Early Education and Care logo, the eCCIMS logo, and the text "electronic Child Care Information Management System". Navigation links include "+ HOME", "+ CONTACT EEC", "+ HELP?", and "+ LOGOUT". Below the header is an orange navigation bar with "BRC REPORTS" and "ADMINISTRATION". A grey bar below the navigation bar shows "You logged in as 'Demo BRC'" and a "Change" link.

**Hello, Mike Gillis** ●●●●●●●●●●  
Welcome to the Massachusetts Department of Early Education and Care Electronic Child Care Information Management System. This is a place where you can perform Background Record Checks(BRC), as well as generate a variety of BRC reports.

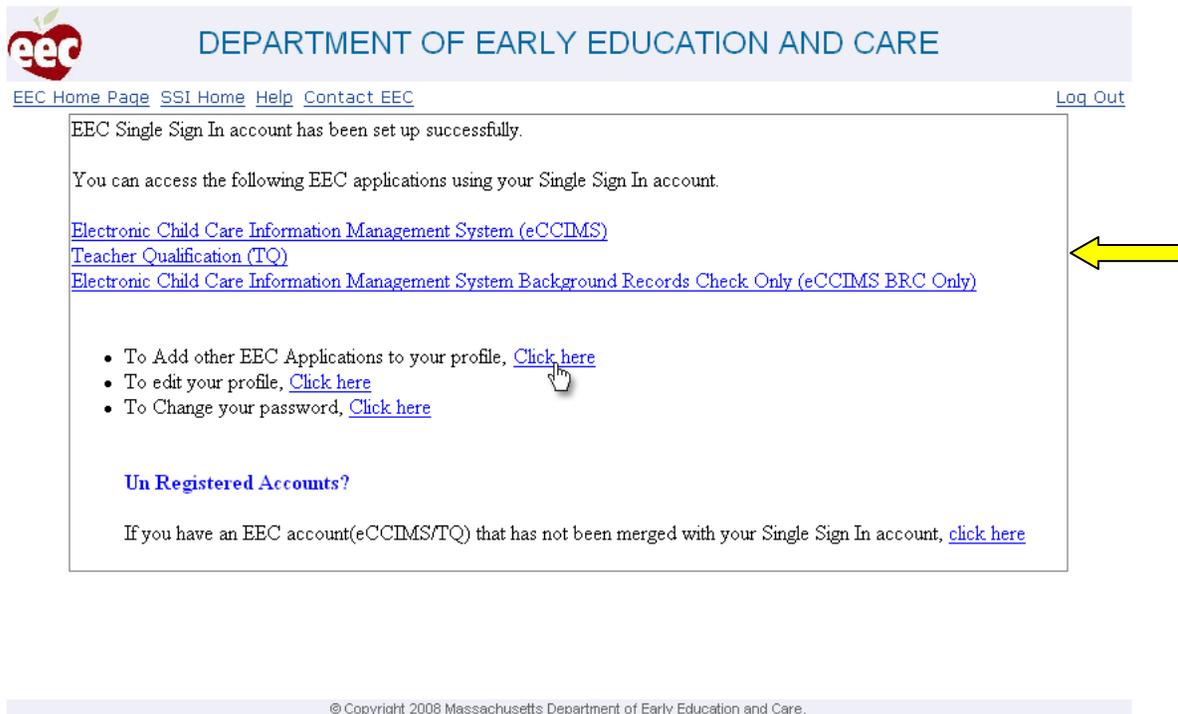
+ Visit the [EEC Web site](#) for more information on Child Care licensing and regulations.  
Copyright 2007 Massachusetts Department of Early Education and Care [Terms of Use](#)



## Editing Your List of EEC Applications:

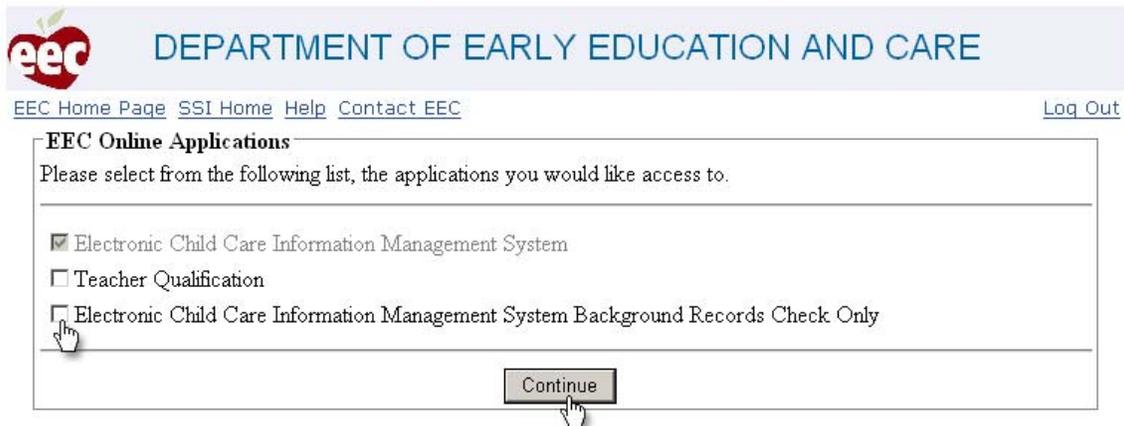
The link to the right of To Add other EEC Applications to your profile allows you to edit the list of EEC applications which have been linked to your Single Sign In account. This is most useful to users who have registered both an eCCIMS BRC Only account, and one or more other eCCIMS accounts.

The image below shows that there are currently three EEC applications displayed on this user's profile. The user would click on the provided link to edit this listing. This function applies only to EEC applications which have already been registered, or merged, with your Single Sign In account.



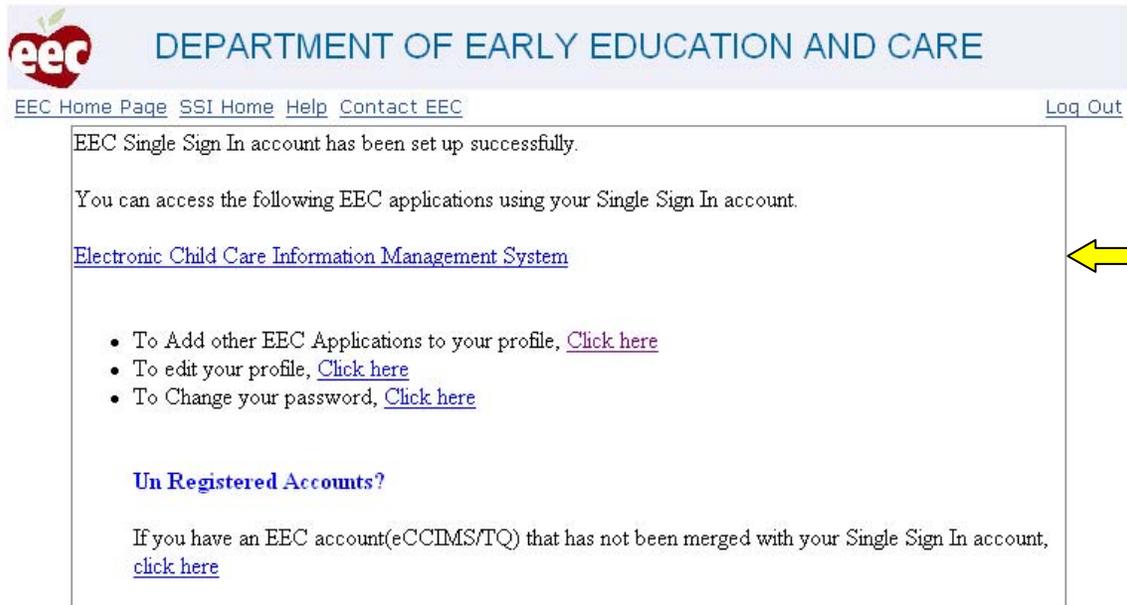
The screenshot shows the EEC Department of Early Education and Care website. At the top left is the eec logo. The header reads "DEPARTMENT OF EARLY EDUCATION AND CARE". Below the header are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main content area contains a message: "EEC Single Sign In account has been set up successfully. You can access the following EEC applications using your Single Sign In account." Below this are three blue hyperlinks: "Electronic Child Care Information Management System (eCCIMS)", "Teacher Qualification (TQ)", and "Electronic Child Care Information Management System Background Records Check Only (eCCIMS BRC Only)". A yellow arrow points to the right of these links. Below the links is a bulleted list: "To Add other EEC Applications to your profile, Click here", "To edit your profile, Click here", and "To Change your password, Click here". At the bottom of the message box is a link "Un Registered Accounts?" and a note: "If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, click here". At the very bottom of the page is a copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

From the list of EEC applications, select those which should be displayed within your profile, and deselect those which should not be displayed.



The screenshot shows the EEC Department of Early Education and Care website. At the top left is the eec logo. The header reads "DEPARTMENT OF EARLY EDUCATION AND CARE". Below the header are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main content area is titled "EEC Online Applications" and contains the text: "Please select from the following list, the applications you would like access to." Below this text is a list of three applications with checkboxes: "Electronic Child Care Information Management System" (checked), "Teacher Qualification" (unchecked), and "Electronic Child Care Information Management System Background Records Check Only" (unchecked). A mouse cursor is hovering over the checkbox for the third application. At the bottom of the list is a "Continue" button with a mouse cursor hovering over it.

In the example below, the list of available EEC applications has been edited.



 DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

EEC Single Sign In account has been set up successfully.

You can access the following EEC applications using your Single Sign In account.

[Electronic Child Care Information Management System](#)

- To Add other EEC Applications to your profile, [Click here](#)
- To edit your profile, [Click here](#)
- To Change your password, [Click here](#)

**Un Registered Accounts?**

If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, [click here](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.

## Editing Your Profile Information:

The link to the right of To edit your profile allows you to edit your security phrase, your password retrieval information, and your contact information. Click on the provided link to make changes to your profile information.



DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#) [Log Out](#)

EEC Single Sign In account has been set up successfully.

You can access the following EEC applications using your Single Sign In account.

[Electronic Child Care Information Management System \(eCCIMS\)](#)  
[Teacher Qualification \(TQ\)](#)  
[Electronic Child Care Information Management System Background Records Check Only \(eCCIMS BRC Only\)](#)

- To Add other EEC Applications to your profile, [Click here](#)
- To edit your profile, [Click here](#)
- To Change your password, [Click here](#)

**Un Registered Accounts?**

If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, [click here](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.



**Edit My Profile**

All fields marked with \* are required.

**Security phrase**

Security Phrase: \*

**Password Retrieval Information**

Security Question: \*

Security Answer: \*

Enter the Day of Your Birthday: \*  Ex: If your date of birth is June 30, 1980 enter 30

**Contact information**

First Name: \*

Last Name: \*

Gender: \*

**Note:** You must submit either your email address or mailing address.

Email:

Phone:  -  -  Ext:

If you do not have an email address, please enter your mailing address to enable EEC to contact you.

Address 1:

Address 2:

City:

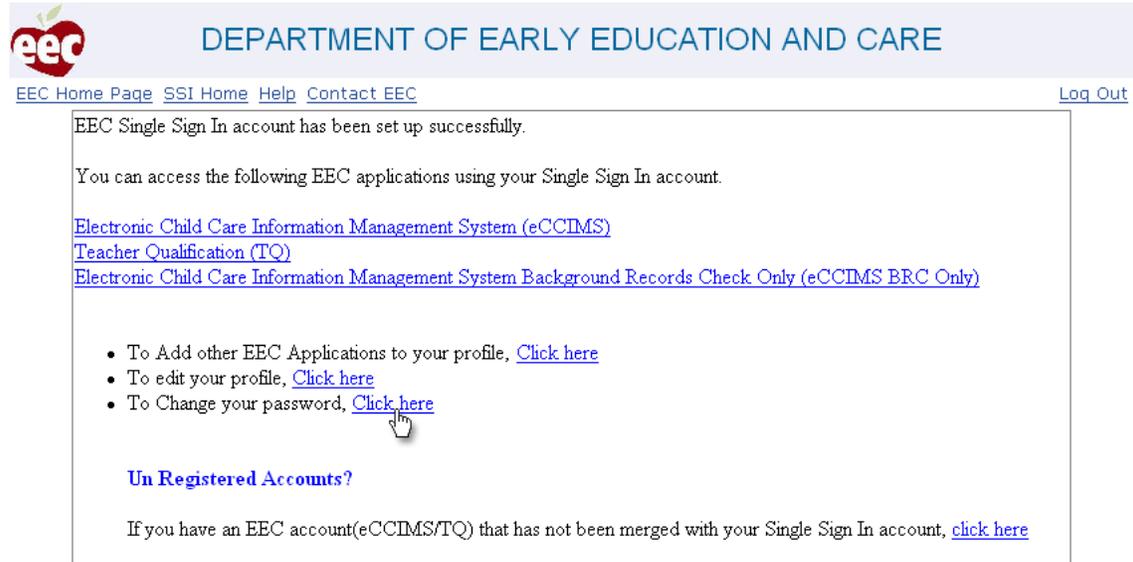
State:

Zipcode:

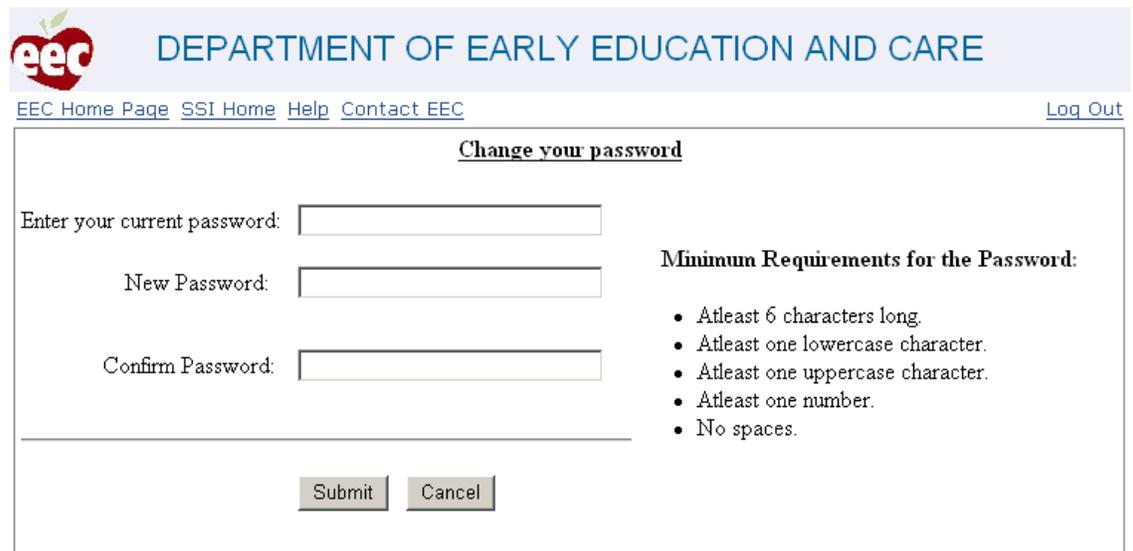
After editing your profile information; click on Submit to save your changes.

## Changing Your Password:

The link to the right of To Change your password allows you to edit your password information. Click on the provided link to change your single sign in password.



The screenshot shows the EEC Department of Early Education and Care website. At the top left is the EEC logo. The header text reads "DEPARTMENT OF EARLY EDUCATION AND CARE". Below the header are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main content area contains a message: "EEC Single Sign In account has been set up successfully. You can access the following EEC applications using your Single Sign In account." It lists three applications with blue underlined links: "Electronic Child Care Information Management System (eCCIMS)", "Teacher Qualification (TQ)", and "Electronic Child Care Information Management System Background Records Check Only (eCCIMS BRC Only)". Below this is a bulleted list of actions: "To Add other EEC Applications to your profile, Click here", "To edit your profile, Click here", and "To Change your password, Click here". A mouse cursor is hovering over the "Click here" link for changing the password. Below the list is a section titled "Un Registered Accounts?" with a link: "If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, click here". At the bottom of the page is a copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

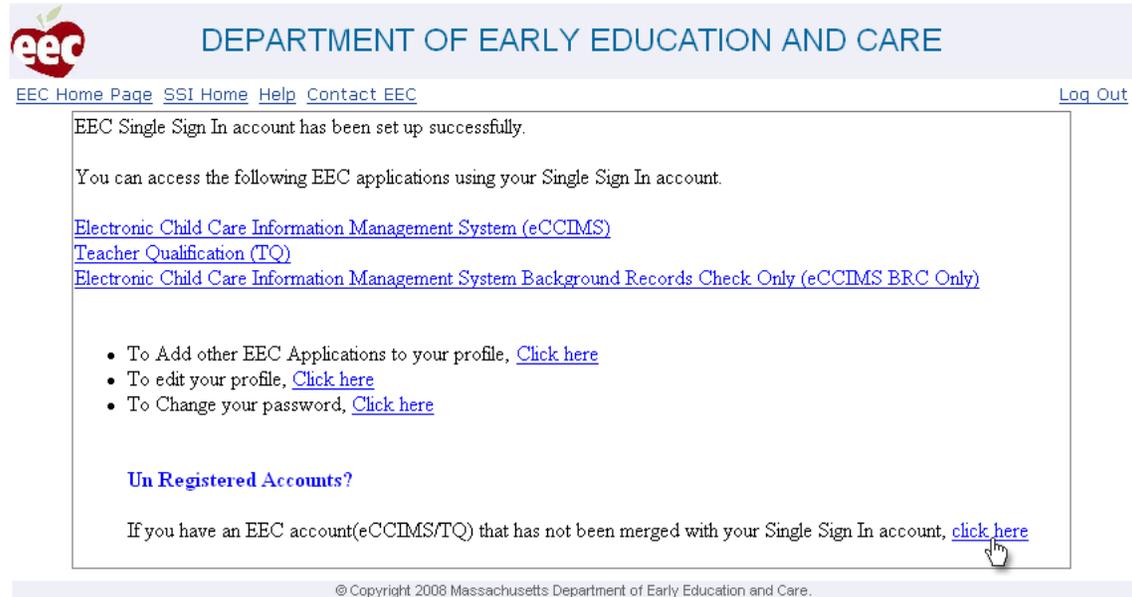


The screenshot shows the EEC Department of Early Education and Care website. At the top left is the EEC logo. The header text reads "DEPARTMENT OF EARLY EDUCATION AND CARE". Below the header are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main content area is titled "Change your password" and contains three input fields: "Enter your current password:", "New Password:", and "Confirm Password:". To the right of the input fields is a section titled "Minimum Requirements for the Password:" with a bulleted list: "At least 6 characters long.", "At least one lowercase character.", "At least one uppercase character.", "At least one number.", and "No spaces." Below the input fields are two buttons: "Submit" and "Cancel". At the bottom of the page is a copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

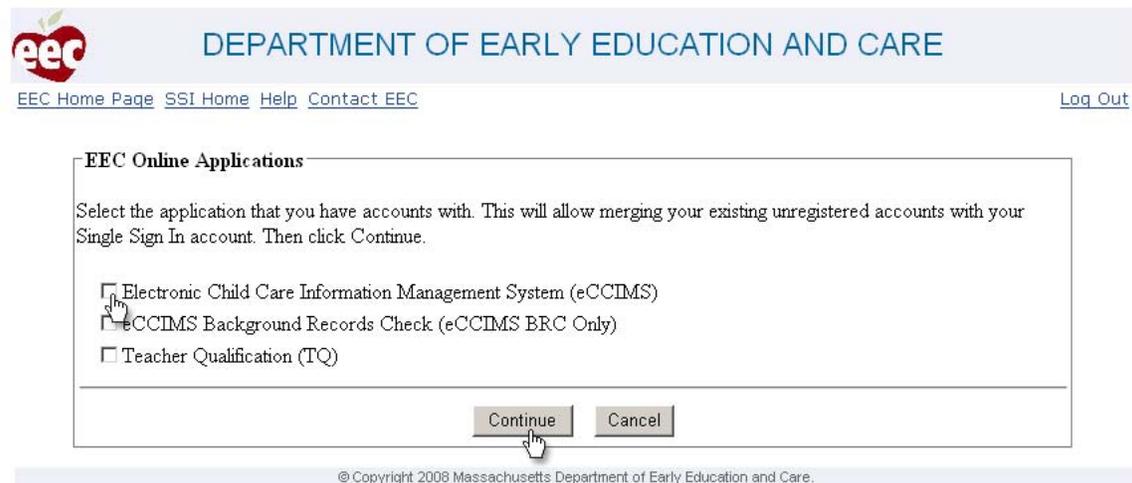
After entering your password information; click on Submit to save your changes.

## Linking Additional EEC User Accounts to your Existing Single Sign In Account:

Once you have completed the single sign in registration; you may link, or merge, EEC applications which have not yet been linked to your single sign in account. To begin adding additional EEC applications to your single sign in profile; click on the link that appears below Un Registered Accounts?.



The screenshot shows the EEC Department of Early Education and Care website. At the top left is the EEC logo. The header contains the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below the header are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main content area displays a message: "EEC Single Sign In account has been set up successfully." followed by "You can access the following EEC applications using your Single Sign In account." Below this are three links: "Electronic Child Care Information Management System (eCCIMS)", "Teacher Qualification (TQ)", and "Electronic Child Care Information Management System Background Records Check Only (eCCIMS BRC Only)". A bulleted list provides instructions: "To Add other EEC Applications to your profile, [Click here](#)", "To edit your profile, [Click here](#)", and "To Change your password, [Click here](#)". A link for "Un Registered Accounts?" is also present, with a sub-message: "If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, [click here](#)". The footer contains the copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."



The screenshot shows the EEC Department of Early Education and Care website. At the top left is the EEC logo. The header contains the text "DEPARTMENT OF EARLY EDUCATION AND CARE". Below the header are navigation links: "EEC Home Page", "SSI Home", "Help", "Contact EEC", and "Log Out". The main content area displays a section titled "EEC Online Applications". Below the title is the instruction: "Select the application that you have accounts with. This will allow merging your existing unregistered accounts with your Single Sign In account. Then click Continue." Below this are three checkboxes: "Electronic Child Care Information Management System (eCCIMS)", "eCCIMS Background Records Check (eCCIMS BRC Only)", and "Teacher Qualification (TQ)". At the bottom of the form are two buttons: "Continue" and "Cancel". The footer contains the copyright notice: "© Copyright 2008 Massachusetts Department of Early Education and Care."

Click on the checkbox to the left of each EEC application that is to be linked to your single sign in account and click on Continue. As outlined in the Registration section of this guide; you will be prompted for the usernames and passwords for each application selected.

## EEC Application Access Using Your Single Sign In Account:

Once you have registered for a Single Sign In account simply navigate to the EEC Single Sign In web page, at <https://www.eec.state.ma.us/SSO/>, and enter your user name. Click on Sign In to advance to the Security Phrase screen.

**EEC Single Sign In**

Welcome to the Massachusetts Department of Early Education and Care (EEC) Single Sign In Registry. 'EEC Single Sign In' is an additional security feature implemented to better safeguard the privacy and security of your personal information and the families and children we serve. It also provides a single point of entry to access EEC's on-line applications.

**Not Registered?**

[Click here](#) to register, if this is your first time visit to Single Sign In

**Already Registered?**

Enter Single Sign In Username:  \*

[Where do I enter my password?](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.

Before entering your password verify that your security phrase is displayed correctly. This important step helps to keep your login information secure. Enter your password and click on Sign In.

**Confirm that your Security Phrase is correct**

Your Security Phrase is : **GO PATS!**

\_\_\_\_\_

If you identify the Security Phrase displayed above then

Enter your Password:  \*

[Forgot your password?](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.

The applications which have been linked to your account, and which you have chosen to display, will be listed. Click on any listed application to access the application.



## DEPARTMENT OF EARLY EDUCATION AND CARE

[EEC Home Page](#) [SSI Home](#) [Help](#) [Contact EEC](#)

[Log Out](#)

EEC Single Sign In account has been set up successfully.

You can access the following EEC applications using your Single Sign In account.

[Electronic Child Care Information Management System \(eCCIMS\)](#)

[Teacher Qualification \(TQ\)](#)

[Electronic Child Care Information Management System Background Records Check Only \(eCCIMS BRC Only\)](#)

- To Add other EEC Applications to your profile, [Click here](#)
- To edit your profile, [Click here](#)
- To Change your password, [Click here](#)

**Un Registered Accounts?**

If you have an EEC account(eCCIMS/TQ) that has not been merged with your Single Sign In account, [click here](#)

© Copyright 2008 Massachusetts Department of Early Education and Care.