



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.

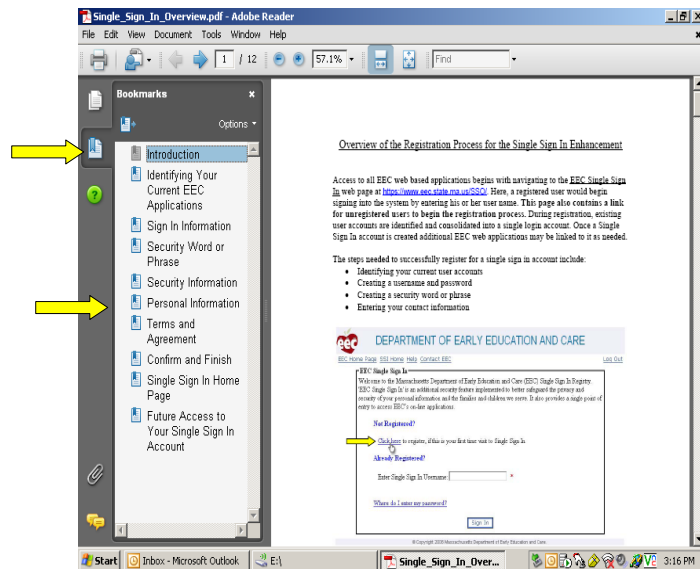
Background Record Check: This guide is designed for the BRC Reviewer and designees for organizations licensed with EEC and are not Contract Providers.

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.

Overview of the Registration Process for the Single Sign In Enhancement

Access to all EEC web based applications begins with navigating to the [EEC Single Sign In](https://www.eec.state.ma.us/SSO/) 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.

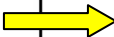
The steps needed to successfully register for a single sign in account include:

- Identifying your current user accounts
- Creating a username and password
- Creating a security word or phrase
- Entering your contact information

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?

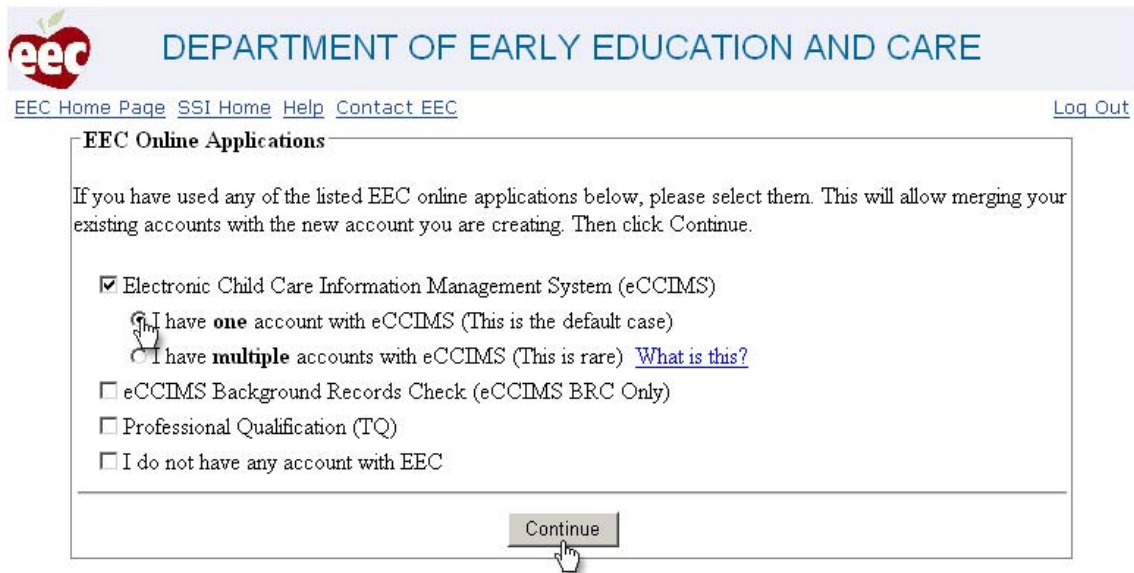
Enter Single Sign In Username: *

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

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Begin the Single Sign In registration process by clicking on the registration link provided for new users.

Identifying Your Current EEC Applications



DEPARTMENT OF EARLY EDUCATION AND CARE

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

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)

I have **one** account with eCCIMS (This is the default case)

I have **multiple** accounts with eCCIMS (This is rare) [What is this?](#)

eCCIMS Background Records Check (eCCIMS BRC Only)

Professional Qualification (TQ)

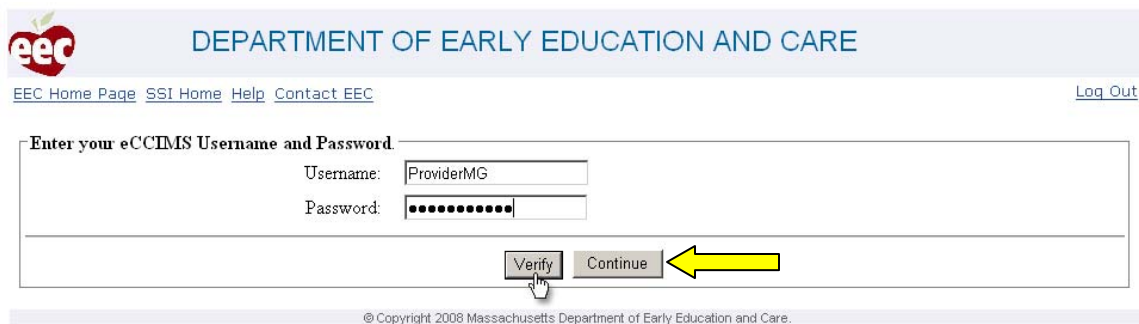
I do not have any account with EEC

Continue

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Next, identify the applications for which you currently have a user account and click on **Continue**.

EEC applications include the Electronic Child Care Information Management System (eCCIMS), the Background Record Check system (BRC), and the Professional/Teacher Qualification system (TQ).



DEPARTMENT OF EARLY EDUCATION AND CARE

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

Enter your eCCIMS Username and Password.

Username:

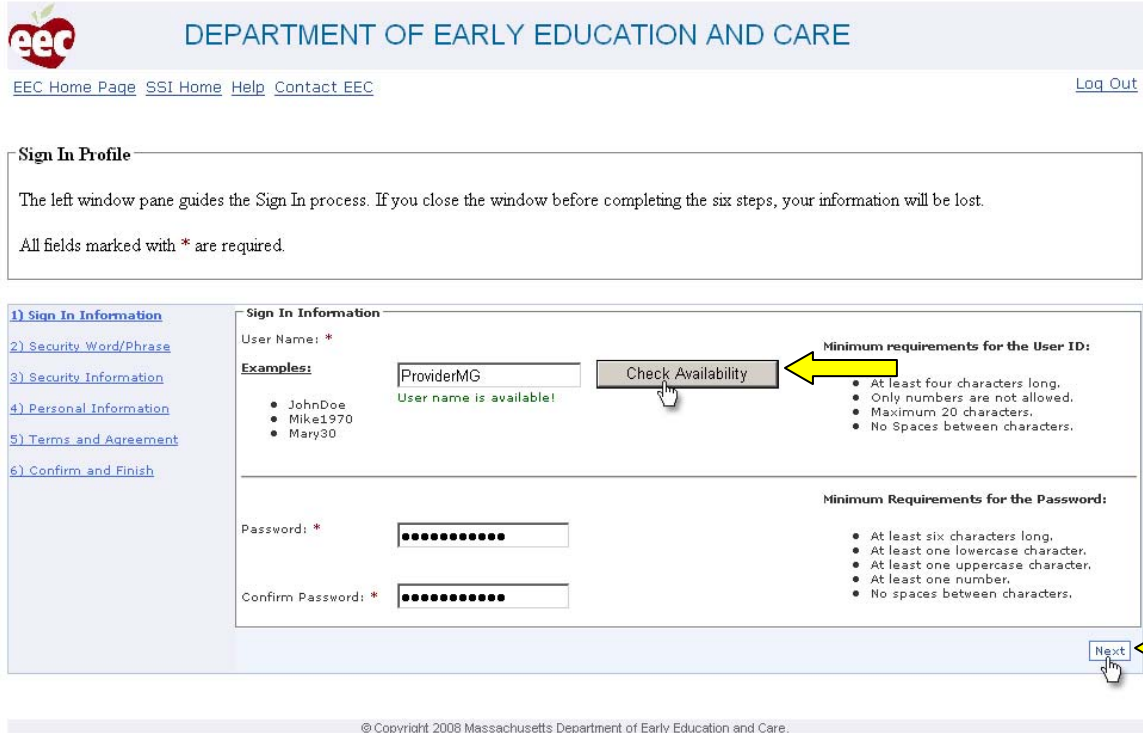
Password:

Verify **Continue** ←

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Enter the username(s) and password(s) for the account(s) you had identified in the previous step; and click on **Verify**. Once the system has verified the information you had entered; click on **Continue**.

Sign In Information



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: **Minimum requirements for the User ID:**

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

• JohnDoe
• Mike1970
• Mary30
User name is available!

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.

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Once your existing user accounts have been identified; you will be asked to create a username and password for your Single Sign In account. By default, the system will display the username for the first EEC application identified in the previous steps. You may choose to use this username, if it is available, or you may enter a new username. In either case you must click on the button labeled **Check Availability** to verify that the username is not already in use.

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

After selecting a username; enter a password in the text boxes labeled **Password** and **Confirm Password**.

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

Click on **Next** to continue with the registration process.

Security Word or Phrase

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 Word/Phrase
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.

*

Previous Next

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The next step requires you to enter a security word, or phrase, which will be displayed when you access your single sign in account. This added security protects your password, and indicates that you are accessing the EEC's web site. Your security word, or phrase, should be visible after entering your username. If this information does not appear; you should not enter your password, and contact the EEC.

Click on the button labeled **Next** after entering a security word or phrase.

Security Information

The Security Information screen requires you to select from a list of four security questions, enter an answer to the selected question, and enter the date of the day of your birth. This information will enable you to reset your password if you are unable to remember it.

After entering the required security information click on the button labeled **Next**.

Personal Information



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.

State:

City:

Address 1:

Address 2:

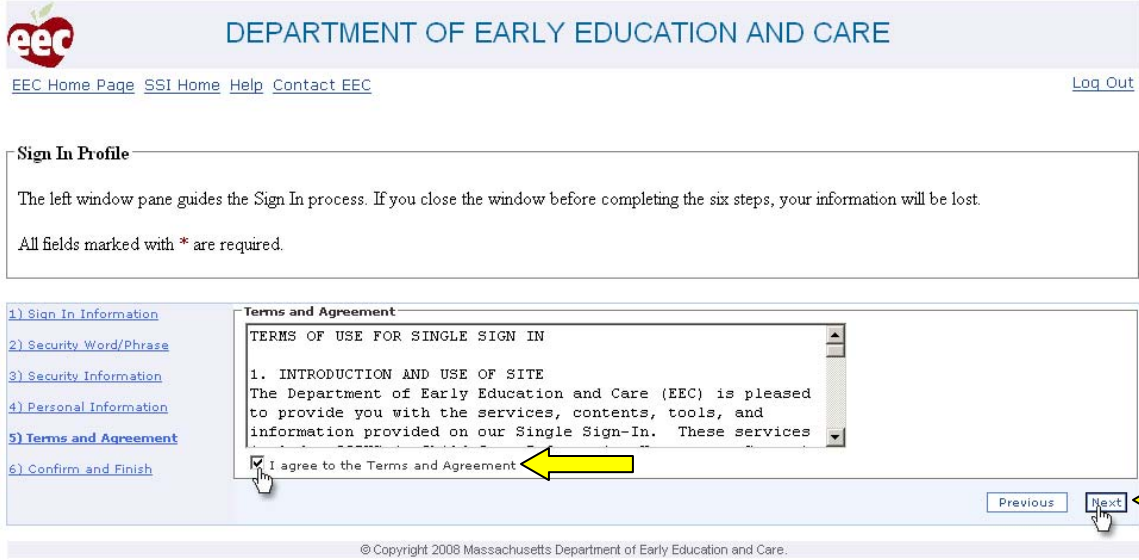
Zipcode:

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The required information, on the Personal Information screen, includes First Name, Last Name, and Gender. If an email address is not available a mailing address is also required.

After entering the required information click on the button labeled **Next**.

Terms and Agreement



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

Terms and Agreement

TERMS OF USE FOR SINGLE SIGN IN

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

I agree to the Terms and Agreement

Previous Next

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The Terms and Agreement screen displays the terms of use for single sign in and includes a check box for indicating agreement to these terms.

Click on the check box to the left of “I agree to the Terms and Agreement” and click on the button labeled **Next** to continue with the registration process.

Confirm and Finish

The screenshot shows the 'Confirm and Finish' step of the registration process. At the top left is the 'eec' logo, and at the top right is the text 'DEPARTMENT OF EARLY EDUCATION AND CARE'. Below the header are links for '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.' and 'All fields marked with * are required.' On the left is a vertical navigation menu with six items: '1) Sign In Information', '2) Security Word/Phrase', '3) Security Information', '4) Personal Information', '5) Terms and Agreement', and '6) Confirm and Finish'. The main content area is titled 'Confirm' and contains a 'NOTE: To ensure your profile is saved, please click on Finish button'. Below the note is a summary of the user's profile information: 'User ID: ProviderMG', 'Password: *****', 'Security Phrase: GO SOX !', 'Security Question: What is the name of your pet?', 'Security Answer: CHOMP', 'Day of the Month of Date of birth: 29', 'Name: Gillis, Mike', 'Gender: Male', 'Email: michael.gillis@massmail.state.ma.us', and 'Phone: 617-988-6645'. At the bottom right of the main content area are two buttons: 'Previous' and 'Finish'. A yellow arrow points to the 'Finish' button. At the bottom of the page is a copyright notice: '© Copyright 2008 Massachusetts Department of Early Education and Care.'

The system will display a summary of the information you had entered. Review the information to ensure that it is correct.

Click on the button labeled **Finish** to complete your single sign in registration.

The screenshot shows the 'EEC Online Applications' step of the registration process. At the top left is the 'eec' logo, and at the top right is the text 'DEPARTMENT OF EARLY EDUCATION AND CARE'. Below the header are links for 'EEC Home Page', 'SSI Home', 'Help', 'Contact EEC', and 'Log Out'. The main content area is titled 'EEC Online Applications' and contains the instruction: 'Please select from the following list, the applications you would like access to.' Below the instruction is a list of three applications with checkboxes: ' Electronic Child Care Information Management System (eCCIMS)', ' Professional Qualification (TQ)', and ' Electronic Child Care Information Management System Background Records Check Only (eCCIMS BRC Only)'. At the bottom center of the main content area is a 'Continue' button. A yellow arrow points to the 'Continue' button. At the bottom of the page is a copyright notice: '© Copyright 2008 Massachusetts Department of Early Education and Care.'

The system will display a list of EEC applications and indicate those which are linked to your account using the check box to the left of the application.

Click on the button labeled **Continue** to proceed to your single sign in home page.

Single Sign In Home Page

Select the application you want to access.

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

- 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 that has not been merged with your Single Sign In account, [click here](#)

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Your Single Sign In home page will include links to all the EEC applications associated with your account. Click a listed application for access.

Massachusetts Department of Early Education and Care

eCCIMS
electronic Child Care Information Management System

+ HOME + CONTACT EEC
+ HELP? + LOGOUT

INTAKE WAITING LIST ATTENDANCE BILLING REPORTS ADMINISTRATION

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 Contract Vendor

Intake		Admin	
+ Families	302	+ Total Contract Slots	65
+ Family Members	808	+ Locations of Care	2
+ Eligibility	86	+ Branches	3
+ Placement	26	+ Classrooms	37
+ In Process Waiting List	0		

SEARCH FOR A
Family
Enter name and town or client ID (e.g., Jane Smith, Tewksbury)

ADD A FAMILY
Enter name and town (e.g., Noah Grimmson, Boston)

YOUR MESSAGE CENTER

LATEST UPDATES

+ 1/30/2008 - **Urgent Notice: EEC System Shutdown for Maintenance - Feb 22 at 2 PM until Monday Feb 25 at 8 AM**

Future Access to Your Single Sign In Account

EEC Single Sign In

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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?](#)

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Using Microsoft's Internet Explorer, navigate to the Single Sign In web site at <https://www.eec.state.ma.us/SSO/>.

Enter your username into the text box provided and click on the button labeled **Sign In**.

Confirm that your Security Phrase is correct

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

If you identify the Security Phrase displayed above then

Enter your Password:

[Forgot your password?](#)

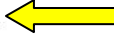
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Verify that your security phrase is displayed. If your security phrase is not displayed correctly do not proceed, and contact the EEC. Once you have verified your security phrase; enter your password and click on the button labeled **Sign In**.



Select the application you want to access.

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



- 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 that has not been merged with your Single Sign In account, [click here](#)

After successfully logging in, your Single Sign In home page will be displayed which includes links to all the EEC applications associated with your account. Click a listed application for access.

For Additional Help:
Contact EEC User Services:
EECHelpDesk@MassMail.state.ma.us