

Child Care Resource & Referral (CCR&R) has an online database, Work Life Systems. Please utilize our directions for assistance in navigating the provider profile portal.

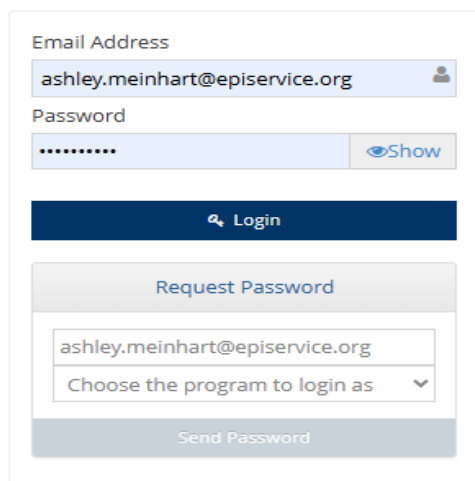
Log In

Go to the CCR&R website: www.iowaccrr.org/providers/UYF and scroll down to click on the **CCR&R Database Link** button:

- Enter your email address and password to login
 - If you do not know your password, select request password – you will need to choose a program to login as (multi-site programs will have all programs listed that are connected to your email) this will give you the option to reenter your email address so a new computer automated password can be sent to you
- Select **Login**

Home Screen

Please Enter Your Information



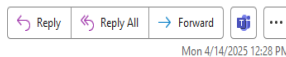
Email from Reset Password Option

Child Care System Password Reset



No Reply <support@worklifesystems.com>
To: Ashley Meinhart

- ① This sender support@worklifesystems.com is from outside your organization.
- ① If there are problems with how this message is displayed, click here to view it in a web browser.



Mon 4/14/2025 12:28 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Never provide your userID and password!

Hello,

You or someone on your behalf requested password reset. Below is the new password for you to log in with. After you log in, you can change the password.

If you did not request this change, please call Iowa Child Care Resource & Referral at (855) 244-5301

Login credentials:

User Name : ashley.meinhart@epIService.org

Password : XXXXXXXXXX

Update Your File

Once logged into the provider profile portal:

- The top information provides your Child Care Resource & Referral's contact information.
- You will see the following tabs:
 - Update Data
 - Pictures
 - View Profile
 - Consumer Ed
 - Referral Counts
 - Documents
- **Update Data** tab is selected:
 - You will see the following options. Select the "+" sign to expand each section.
 - Contact Information
 - Credentials
 - About Our Program
 - Our Schedule
 - Program Data by Age
 - Special Needs

+ Program Data by Age

+ Child Details:

Age Group	\$Hourly PT	\$Hourly FT	\$Daily PT	\$Daily FT	\$Weekly PT	\$Weekly FT	\$Monthly PT	\$Monthly FT	Preschool
Infant (Birth-12 months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Infant (13-23 months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toddler (2 years old)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool (3 years old)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool (4-5 years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Age (Before/After School)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Age (Full-time)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


+ More Details:

Age Group	Licensed Capacity by Age	Desired Capacity	FT Openings	PT Openings
Infant (Birth-12 months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Infant (13-23 months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Please edit by simply changing information within the field that you wish to edit.
- Shaded areas are read-only, meaning you don't have access to edit. (If you see something that you believe should be updated in a shaded area, please reach out to your CCR&R agency to discuss. The CCR&R contact information is at the top of the screen next to the CCR&R logo.)

License Expiration Date: <input type="text" value="06/30/2022"/>	First Provided Care: <input type="text"/>
Background Check Expired: <input type="text"/>	Regulation: <input type="text" value=""/>
Provider ID: <input type="text"/>	

- Hover over hand icon for further descriptions on select fields. 

National Association for Family Child Care 

Accredited



- You can edit your email and password in the **Contact Information** section.

+ Contact Information

Business Name: <input type="text" value="test - Region 2"/>	DBA (if not License Name): <input type="text"/>
First Name: <input type="text" value="test"/>	Last Name: <input type="text" value="test"/>
Address: <input type="text"/>	City: <input type="text"/>
State: <input type="text" value="IA"/>	Zip Code: <input type="text"/>
<input type="checkbox"/> Check if you receive mail at a different address. Uncheck if you do not.	
County: <input type="text" value="Black Hawk"/>	Telephone Primary: <input type="text" value="(319) 111-1111"/>
Subscribe to SMS Updates Cell Phone for Text: <input type="text"/>	Primary Email: <input type="text"/>
<input type="checkbox"/> By checking this box and adding my cell phone number, I agree to Opt-in to receive SMS updates from WorkLife Systems and understand that message frequency may vary and that Msg & data rates may apply. To Opt-out at any time, reply STOP to any message or you may remove your cell phone number as that will also STOP messages.	2nd Telephone: <input type="text"/>
Email for Public: <input type="text"/>	Web Site URL (http://...): <input type="text"/>
Login Password: (Required when Login Email is entered) <input type="password" value="*****"/> Show	Login Email: (Required when Login Password is entered) <input type="text" value="ashley.meinhart@epIService.org"/>
	Consultant Name: <input type="text" value="password1"/>

- Please use the **Share about my program** comment box in the **About Our Program** section to share narrative about your program. Ideas include: what makes your program unique or what you'd like others to know about your program.
- Once you are done editing in the **Update Data** tab, select **Save** on the right-hand side of screen.

Email: childcare@epIService.org
Web: www.iowaccr.org

update Data | Pictures | View Profile | Consumer Ed | Referral Counts | Documents

green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be updated.

Last Update Approved: 1/31/2023

If you have completed ALL updates, click OK to submit for review. If you have additional updates to make, please click Cancel to continue and Click Save once All updates are made.

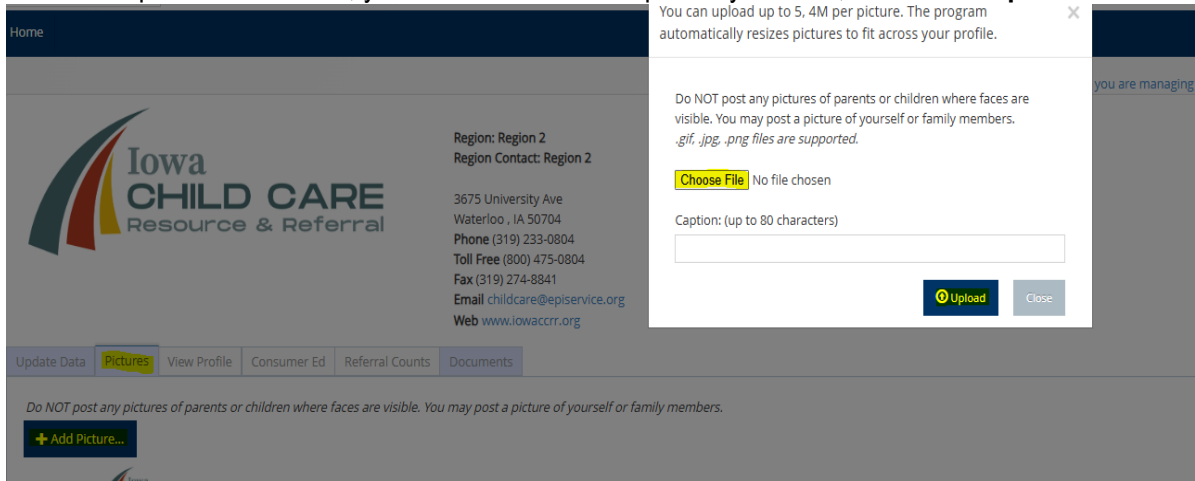
Cancel OK

+ Contact Information

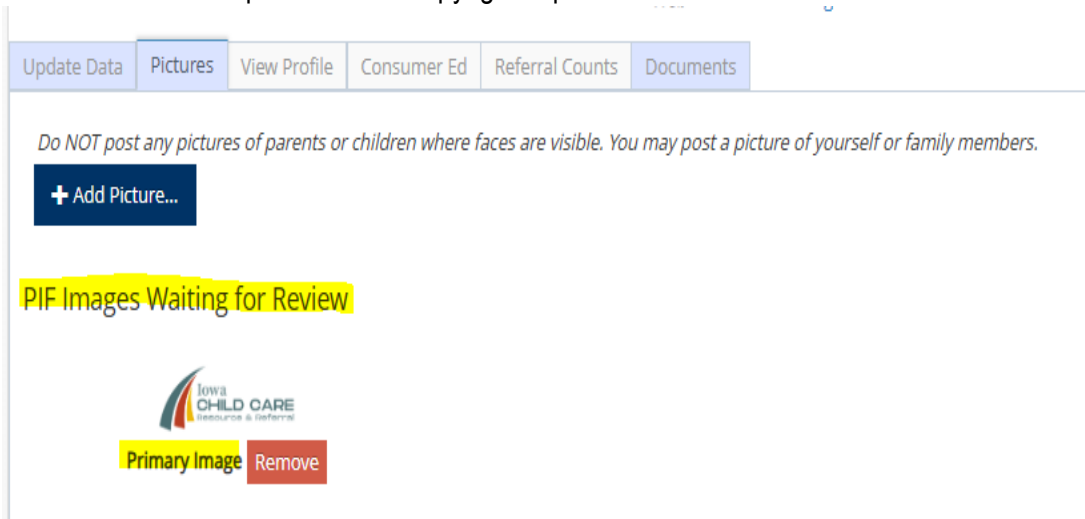
Business Name: <input type="text" value="test - Region 2"/>	DBA (if not License Name): <input type="text"/>
First Name: <input type="text" value="test"/>	Last Name: <input type="text" value="test"/>
Address: <input type="text"/>	City: <input type="text"/>
State: <input type="text" value="IA"/>	Zip Code: <input type="text"/>
<input type="checkbox"/> Check if you receive mail at a different address. Uncheck if you do not.	

Save

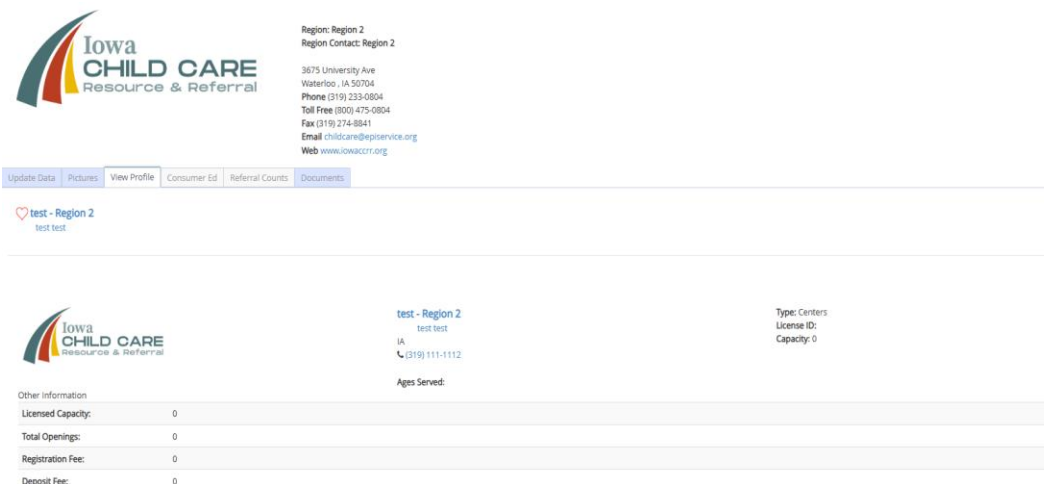
- **Pictures tab is selected:**
 - Select **Add Picture** and Choose File to upload picture for your program.
 - After a picture is selected, you are able to add a caption if you'd like, then select **Upload**.



- Please add pictures! Just a reminder to not use images without proper permission. For example, images with children without permission or copyrighted photos.



- **View Profile tab is selected**
 - Shows you what individuals looking for care will see about your child care program.



- **Consumer Ed** tab is selected
 - Offers quick links to helpful resources for your child care program.

Iowa CHILD CARE Resource & Referral

Region: Region 2
Region Contact: Region 2

3675 University Ave
Waterloo, IA 50704
Phone (319) 233-0804
Toll Free (800) 475-0804
Fax (319) 274-8841
Email childcare@episervice.org
Web www.iowaccrr.org

Update Data | Pictures | View Profile | **Consumer Ed** | Referral Counts | Documents

Choosing and Using Child Care

* HHS Resources for Families

4. Iowa Quality for Kids (IQ4K) Parent Guide

ABCs to Safe Sleep

CDC Milestone Tracker

IQ4K Coloring Book with Parent Checklist

Provider Information

CCR&R Child Care Center Information

CCR&R Child Care Homes (Non-Registered) Information

CCR&R Child Care Homes Accepting CCA

CCR&R Child Development Homes Information

CCR&R Staff Information

Iowa Quality Rating System (QRS)

- **Referral Counts** tab is selected
 - Gives you the number of times your profile has been referred in the last 2 months.

Iowa CHILD CARE Resource & Referral

Region: Region 2
Region Contact: Region 2

3675 University Ave
Waterloo, IA 50704
Phone (319) 233-0804
Toll Free (800) 475-0804
Fax (319) 274-8841
Email childcare@episervice.org
Web www.iowaccrr.org

Update Data | Pictures | View Profile | Consumer Ed | **Referral Counts** | Documents

Last Date Viewed: _____

Last Date Printed: _____

Last Date Emailed: _____

This Month Total Number of times Viewed: 0

This Month Total Number of times Printed: 0

This Month Total Number of times Emailed: 0

Last Month Total Number of times Viewed: 0

Last Month Total Number of times Printed: 0

Last Month Total Number of times Emailed: 0

- **Documents** tab is selected
 - Select **Choose File** to upload a document for your program.
 - Once a document is selected, you are able to add a description if you'd like, then select **Upload**.
 - Only the program and CCR&R will be able to see uploaded documents.

Iowa CHILD CARE Resource & Referral

Region: Region 2
Region Contact: Region 2

3675 University Ave
Waterloo, IA 50704
Phone (319) 233-0804
Toll Free (800) 475-0804
Fax (319) 274-8841
Email childcare@episervice.org
Web www.iowaccrr.org

Update Data | Pictures | View Profile | Consumer Ed | Referral Counts | **Documents**

Document Name	Description	Date	Uploaded By

Add New Document

Document
Choose File No file chosen

Document Type

Description


Upload

- After all editing is complete, you can simply log out of the system.

Reminders

- Child Care Resource & Referral will be asked to approve your edits/pictures/documents once they are saved/uploaded.
- You will receive an email once your information has been approved.


Your program changes are approved



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Never provide sensitive information.

Your program changes are approved.

[Click here to login to your account!](#)



Region 2

Region 2

3675 University Ave
Waterloo, IA 50704
Phone: (319) 233-0804
Fax: (319) 274-8841
Email: childcare@episervice.org
<http://www.iowaccrr.org>

- Save your login request email or portal page once you select the login link! You can use it anytime you want to edit or update your profile: <https://stage.worklifesystems.com/program/48>

Any questions, reach out to a Child Care Resource & Referral agency: www.iowaccrr.org/staff