



# Update Your File Provider Profile Portal Tips & Tricks

Child Care Resource & Referral (CCR&R) has an online database, NDS 2.0. Please utilize our directions for assistance in navigating the provider profile portal.

## Log In

Go to the CCR&R website: [www.iowaccrr.org/providers/UJF](http://www.iowaccrr.org/providers/UJF) and scroll down to click on the **NDS 2.0 Weblink** button:

- Enter your email address and password to login
  - If you do not know your password, select reset password – 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

## Email from Reset Password Option

Reply Reply All Forward IM

Wed 2/23/2022 1:12 PM

No Reply <support@worklivesystems.com>  
[EXTERNAL]: Child Care System Password Reset

To: Emily Dunlay

if there are problems with how this message is displayed, click here to view it in a web browser.

**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.

**Login credentials:**  
User Name : [emily.dunlay@episervice.org](mailto:emily.dunlay@episervice.org)  
Password : [REDACTED]

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If you did not request this change, please call our system administrator at 1-800-488-0301.

## 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
    - Our Schedule
    - Program Data by Age
    - About Our Program
    - 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	\$Other PT	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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>



**+ More Details:**

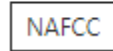
Age Group	Desired Capacity	FT Openings	PT Openings
Infant (Birth-12 months)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Infant (13-23 months)	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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 style="width: 100%;" type="text" value="06/30/2022"/>	First Provided Care: <input style="width: 100%;" type="text"/>
Background Check Expired: <input style="width: 100%;" type="text"/>	Regulation: <input style="width: 100%;" type="text" value=""/>
Provider ID: <input style="width: 100%;" type="text"/>	

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

 National Association for Family Child Care 



- You are able to edit email and password in the **Contact Information** section.

Region 2  
3675 University Ave  
Waterloo, IA 50704  
Phone (319) 233-0804  
Toll Free (800) 475-0804  
Fax (319) 274-8841  
Email [chilcare@epi-service.org](mailto:chilcare@epi-service.org)  
Web [www.iowaccrr.org](http://www.iowaccrr.org)

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

**Contact Information**

Business Name:  DBA (if not License Name):

First Name:  Last Name:

Co-Provider First & Last Name:  Address:

City:  State:

Zip Code:

Check if you receive mail at a different address. Uncheck if you do not.

County:  Region:

Telephone Primary:  2nd Telephone:

Cell Phone for Text:

Primary Email:

Web Site URL (http://...):

Email for Public:

Login Email: (Required when Login Password is entered)

Login Password: (Required when Login Email is entered)

Consultant Name:

- 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.

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.

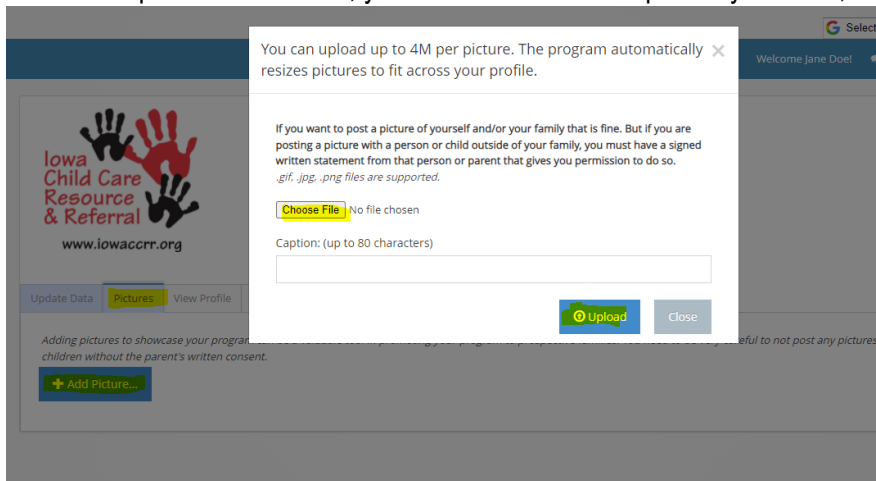
Cancel OK

Save

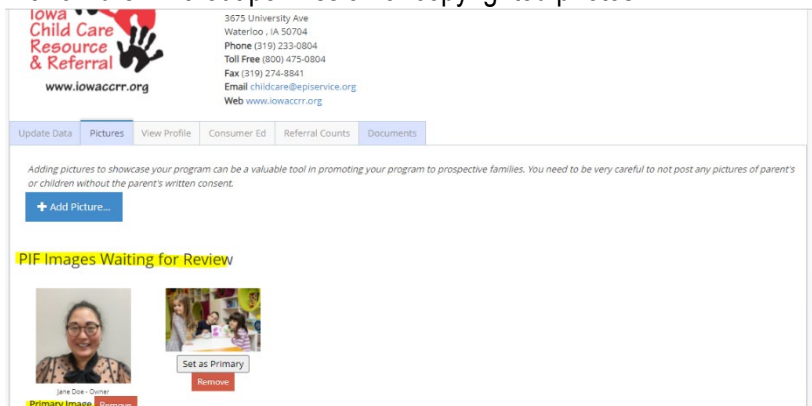
Save

Save changes back submitted for approval, necessary.

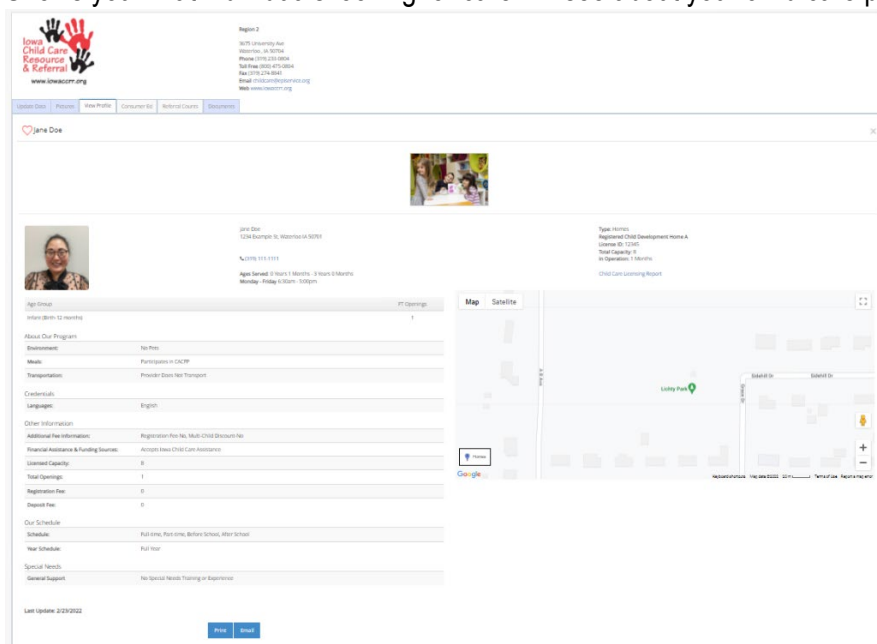
- **Pictures tab is selected:**
  - Select **Add Picture** and Choose File to upload picture for your program.
  - After a picture is selected, you are able to add a caption if you'd like, then select **Upload**.



- 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.

The screenshot shows the website header with the logo and contact information for Region 2. The navigation tabs include Update Data, Pictures, View Profile, **Consumer Ed**, Referral Counts, and Documents. Below the tabs is a section titled "Provider Information" with several links: 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, and 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.

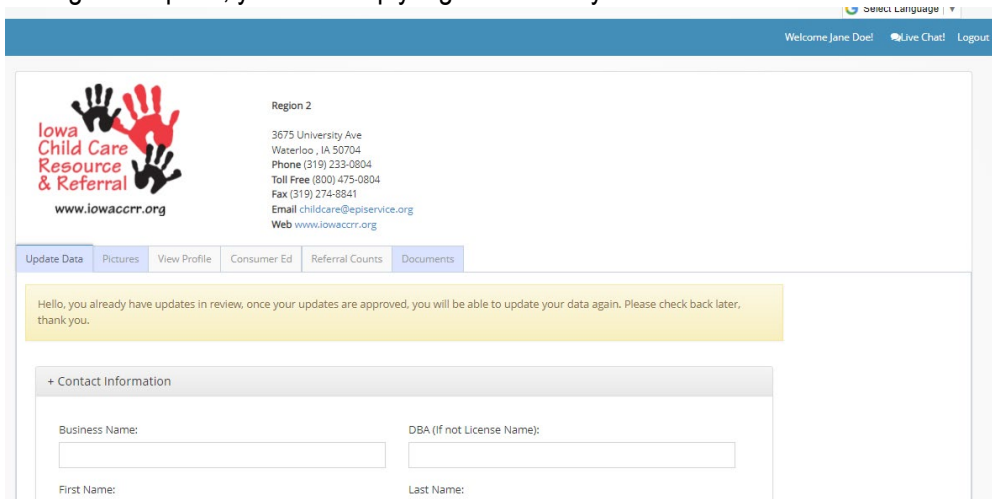
The screenshot shows the website header with the logo and contact information for Region 2. The navigation tabs include Update Data, Pictures, View Profile, Consumer Ed, **Referral Counts**, and Documents. Below the tabs is a table showing referral statistics:

Last Date Printed:	
Last Date Emailed:	
This Month Total Number of times Printed:	0
This Month Total Number of times Emailed:	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.

The screenshot shows the website header with the logo and contact information for Region 2. The navigation tabs include Update Data, Pictures, View Profile, Consumer Ed, Referral Counts, and **Documents**. Below the tabs is a table with columns for Document Name, Description, Date, and Uploaded By. To the right of the table is a "Add New Document" form with a "Choose File" button, a description text area, and an "Upload" button.

- 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.
- 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.worklivesystems.com/program/48>

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