Child Care Facility/Program Administrator User Guide

How to invite an authorized staff person to assist with roster management

> Invite program managers to assist with roster review and management. Note this person will have access to the data in your entire program roster so only invite someone who is authorized to have this level of access to all of your staff data

> ➔ To invite someone to assist with roster management, click "Program" from the left menu
> ➔ Then select the relevant program from the drop down menu
> ➔ Then enter the email address of the person who want to invite (for example an assistant director or human resources manager).
> ➔ Click Invite manager and an invitation will be sent to the email address you entered
> ➔ The list below will show any program managers you've invited to your program roster. Later you can use this screen to remove program managers if necessary. For example, this would be used if that person no longer works at this child care facility.

CT Office of Early Childhood Background Check Information System (BCIS)

Program

Use this screen to invite a Program Manager to access your BCIS roster. The person invited will have access to all data in your roster for this program location. Only invite authorized individu this information and assist with roster management

Please select your program
Test Program-DCCC.70023

Email
MyAssistantDirector@email.com

Invite Manager

Filter

Program Name ↑	Role	Email	Status	Action	
Test Program - DCCC.70023	Program Manager	MyAssistantDirector@email.com	Pending Activation	**Resend Invite**	**Remove**

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How to Manage your Program Roster

➔ Navigate to the roster tab from the left menu

➔ If your account is affiliated with multiple programs, you will see the roster for one of your programs and you can click the drop down list to select a different roster. If you only have one program, your roster will display below.

➔ In order to provide your staff members with access to BCIS, you will need to click "Invite to BCIS" and enter an individual email address for each staff member. Then click Submit.

➔ Once that staff member has created their account and verified their email address, then you will be able to request that they submit a background check when they are due for one.

➔ For each staff member with a status of "Needs BC" who has created their BCIS account, click "Request Background Check."

Background Check Expiry Date	Status	Role	Action	
11/06/2022	Current	Staff	🗑	Invite to BCIS
08/30/2021	Needs BC	Staff	🗑	Request Background Check
04/17/2024	Current	Staff	🗑	Invite to BCIS
09/13/2021	In progress	Staff	🗑	Invite to BCIS
08/30/2021	Needs BC	Staff	🗑	Invite to BCIS
05/06/2026	Current	Staff	🗑	Invite to BCIS
03/12/2024	Current	Staff	🗑	Invite to BCIS
09/05/2024	Current	Staff	🗑	Invite to BCIS
07/26/2022	Current	Staff	🗑	

➔ To download your roster as a PDF file, click "PDF" or to download it as an excel spreadsheet, click "Excel."

Roster

Select your roster from the drop down list below

Select Roster
Test Program-DCCC.70023

Add Person   Download PDF   Download Excel

Filter

Please hover your mouse over the status columns to get more details

Name ↑	DOB	Background Check Expiry Date	Status	Role	Action	
New Staff Member	01/01/1983	09/22/2021	Need FP	Staff	🗑	Request Background Check
TestFirstName Darlene TestLastName	01/01/1981	07/26/2024	Current	Staff	🗑	Invite to BCIS

How to add staff to your roster

➔ To add a new staff member to your roster, click "Add Person"

➔ Then you may search to check if the person you would like to add has already been added to BCIS.

➔ To search the person you must enter their; 1) full name 2) DOB 3) Last 4 digits of SSN/ITIN or Zip Code

➔ If you locate the person you were searching for and they have already created a BCIS account, you can add them to your roster. If they have not created a BCIS account, you can enter their email address to invite them to BCIS.

Add New Person

Search below to check if the person you would like to add to your roster is already in our system.

Unauthorized use of this data is prohibited. Only add current or prospective staff to your roster. To search you must enter any of the criteria below:

1. Search by BCIS ID Number
2. Search by First Name, Last Name, DOB AND;
   - Last 4 digits of SSN / ITIN OR Zip Code

First Name	Last Name
testfirstname	testlastname

Date of Birth	Last 4 digits of SSN/ITIN
9/14/2021	2186

Zip Code	BCIS ID Number

Search   **Clear**

This individual does not have an email address listed in BCIS. Please enter their individual email address to send them an invitation to finish updating their BCIS profile.

Name: testfirstName testLastName   **Identification:** ***-**-2186

Status: Needs BC   **DOB:** 09/14/2021

Email
bcistest

➔ If no record is found matching the information you entered, you can invite the person to BCIS by selecting your program, selecting the employment type for the individual and entering their individual email address. Then, they will need to create their account once they receive the invitation in their email inbox. Once they create their BCIS account and enter their demographic information, you can return to the search to add them to your roster.

No record was found matching the information you entered. Check to make sure the information was entered correctly and try any aliases or other names (e.g. Maiden Names) for this person.

If you are still unable to locate a person, enter the person's email address below to invite them to add their demographic information to BCIS for the first time. Once they complete that step, they will be added to your program roster*.

If you believe this individual should be listed in BCIS but you are unable to find them in this search, you may e-mail **OECBCIS@Ct.gov** or call **860-500-4466**.

Please select your program	Please Select Employment Type
TestProgram-DCCC.70278	Staff

Email

Email is **required**

Send Invite