

CT Office of Early Childhood Division: Early Care & Education

ECE Reporter Video Tutorials:

The ECE Reporter video tutorials have been developed to support providers and authorized users in using the system efficiently. Their goals are to:

- Facilitate understanding of key ECE Reporter functions
- Reduce data entry errors
- Provide accessible visual resources that allow users to engage in training at their own pace and can be accessed at any time.



Video Objective:

To guide users through the correct process for requesting access to ECE Reporter, ensuring that permissions are assigned appropriately and securely.

How to Request User Access

Link: https://youtu.be/jui8CuwAipA

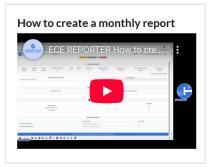


Video Objective:

To guide users through the correct process of downloading the import template, entering information for more than 15 children, and uploading the file to the system efficiently and without errors.

How to Find, Download, and Use the Child Roster Template

Link: https://youtu.be/ecSvcamrNVE



How to Create a Monthly Report

Link: https://youtu.be/P98UtkS0Seo

Video Objective:

To explain step-by-step how to start and complete a monthly report in ECE Reporter, ensuring that all required prior steps (Roster Confirmation, Attestation for Program Level Assessment Data) are completed for the correct submission of the report.



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To explore and access our resources for ECE Reporter and Early Start CT (ESCT), please visit the <u>OEC website</u>. Our resources have been updated to assist you and help answer your questions.

Other Resources:

ECE Reporter User Guide (English)

Monthly Report Submission Schedule

ECE Reporter Frequently Asked Questions (FAQ)