

These instructions will walk you through the steps to make sure your BCIS Roster is up to date and has an email address entered for each staff member.

If you are licensed child care center, group child care home, or license-exempt Care 4 Kids child care facility, and you have not registered for BCIS yet, [please register now](#). Note: you must register using the email address on file with OEC.

If you have started entering staff data into BCIS but have not yet finished, please add your additional staff members and be sure to click the “confirm roster completion” button once you have entered all of your staff.

**Step 1:**

[Log-in](#) to main screen



The screenshot shows the 'OEC Staff Roster' page. At the top left is the Connecticut Office of Early Childhood logo. The navigation menu includes 'Home', 'People', and 'Roster'. The user is logged in as 'Welcome abis@roscco.org' and can click 'Log off'. The main content area features a fingerprint icon on the left and text on the right explaining the roster's purpose: to create a list of staff and volunteers for background checks. It provides instructions on how to update the roster and what data is required for each person. At the bottom right, there is a blue 'Continue »' button with an orange arrow pointing left.

**Step 2:**

Click “Continue” button to go to next screen.

### Step 3:

The second screen is utilized to invite administrative staff to complete the Roster. NOTE\* that any staff invited will have access to all other staff data for your program. You can skip this by clicking “Skip for Now” button shown below;

Connecticut Office of Early Childhood Home Welcome abis@ scco.org Log off

▼ Show Instructions

Please Select a Program to Invite Staff To Help Edit.

#### Invite Staff to Help Complete Your Roster(s)

If you would like to invite staff to help complete your Roster(s). Select the Program from the dropdown list. Enter an email address and click the [Add Button](#)

That person will receive an email from you with a [Link](#) and a [Program Code](#) allowing them to set up an account for the program selected.

If you do not need to invite anyone at this time you may click the [Skip for Now](#) button to continue.

Your Program(s) Invited Email Address

Select

←

### Step 4:

Click “Add/Remove/View BC Status” to proceed. Note: if you have not yet finished entering all of your staff members and clicked the “Confirm Roster Completion” button, you will need to complete those steps before you will be able to see this screen.

Connecticut Office of Early Childhood Home Welcome abis@ scco.org Log off

▼ Show Instructions

Please Select a Program to Edit.

### Thank you for completing your Roster List(s).

The OEC will process the data you entered and the **Background Check Status will be available within 24 hours following the submission of your completed roster**, by clicking on the button below.

The changes made here will not be reflected in the [OEC Professional Registry](#). Please login to the Registry to make any necessary updates.

#### Adding Additional Program Staff to Completed Rosters or **Viewing Current Background Check Status**

Once you have completed and submitted a Roster to the OEC, you may [Add](#) additional staff or [Remove](#) staff if they are no longer with the Program. Please click on the [Add/Remove/View BC Status](#) button below to modify a Submitted Program's Roster.

←

**Step 5:**

If you manage multiple child care facilities, you can select the roster you would like to edit from the list shown below, and then click the green "Get Current Roster" button. If you have one location, you can skip this step.

The screenshot shows the top navigation bar with the logo and links for Home, People, and Roster. Below the navigation is a purple bar with a "Show Instructions" dropdown. The main content area is titled "Maintain Roster For:" and features a dropdown menu currently set to "Davco Activities Program", with an orange arrow pointing to it. Below the dropdown are two buttons: "Get Current Roster" (green) and "Download Current Roster VAMS" (blue). At the bottom of this section are buttons for "Excel", "PDF", and "Add New Employee/Volunteer", along with a search field. Below these is a table with the following columns: \*Last Name, \*First Name, \*DOB, \*Gender, Roster Data, Entered After Completion, and BC Status. The table contains two rows of data.

*Last Name	*First Name	*DOB	*Gender	Roster Data	Entered After Completion	BC Status
[REDACTED]	Faith	08-05-2001	Female	Data Complete		Pending
		04-07-		Data		

This close-up shows the "Maintain Roster For:" dropdown menu expanded. The menu lists several activity programs: Davco Activities Program, Roxco Activities Program, Hartco Activities Program, Springco Activities Program, Roscco Activities Program, Newco Activities Program, Starkco Activities Program, and Westco Activities Program. The "Westco Activities Program" option is highlighted in blue. An orange arrow points to the dropdown arrow icon. In the background, parts of the "Download Current Roster VAMS" button and the "Add New Employee/Volunteer" button are visible.

**Step 6:**

Once the Program Roster is selected, you can click the “People” tab on the top panel of the screen.

Connecticut Office of Early Childhood | Home | **People** | Roster | Welcome abis@roscco.org | Log off

▼ Show Instructions

**Maintain Roster For:**  
Westco Activities Program

Get Current Roster | Download Current Roster VAMS

Excel | PDF | Add New Employee/Volunteer | Search:

*Last Name	*First Name	*DOB	*Gender	Roster Data	Entered After Completion	BC Status
Doe	John	01-01-1990	Male	Data Complete		<a href="#">Remove Employee/Volunteer</a>

Showing 1 to 1 of 1 entries

**Step 7:**

Click the edit button for the respective personnel in the Roster to add/edit/remove information. This can be performed for multiple personnel in the Roster list for a respective program.

Connecticut Office of Early Childhood | Home | People | Roster | Welcome abis@roscco.org | Log off

▼ Show Instructions

Change Program | Current Roster - Westco Activities Program | - Total Number in Current List 1

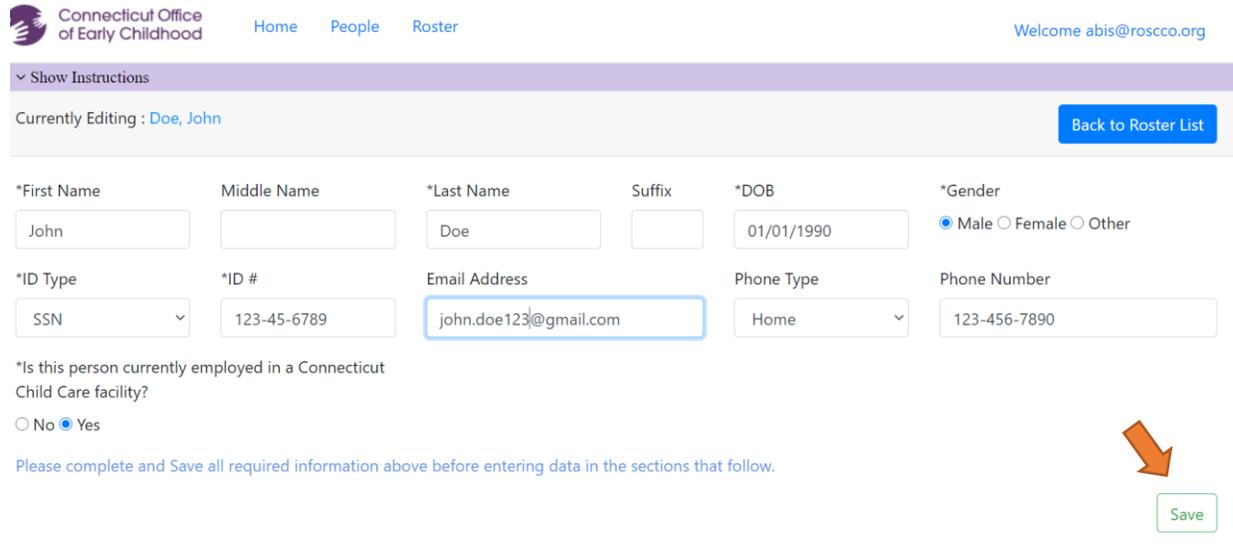
Excel | PDF | Add Person | Confirm Roster Completion | Search:

*Last Name	*First Name	*DOB	*Gender	Roster Data	BC Status
Doe	John	01-01-1990	Male	Data Complete	<a href="#">Edit</a>   <a href="#">Remove from Roster</a>

Showing 1 to 1 of 1 entries

**Step 8:**

You are able to edit the information and can add/edit/remove e-mail and can click “Save” button. In this example we have changed the e-mail form [john.doe@gmail.com](mailto:john.doe@gmail.com) to [john.doe123@gmail.com](mailto:john.doe123@gmail.com).



Connecticut Office of Early Childhood | Home | People | Roster | Welcome abis@roscco.org

▼ Show Instructions

Currently Editing : Doe, John [Back to Roster List](#)

\*First Name: John | Middle Name: | \*Last Name: Doe | Suffix: | \*DOB: 01/01/1990 | \*Gender:  Male  Female  Other

\*ID Type: SSN | \*ID #: 123-45-6789 | Email Address: john.doe123@gmail.com | Phone Type: Home | Phone Number: 123-456-7890

\*Is this person currently employed in a Connecticut Child Care facility?  
 No  Yes

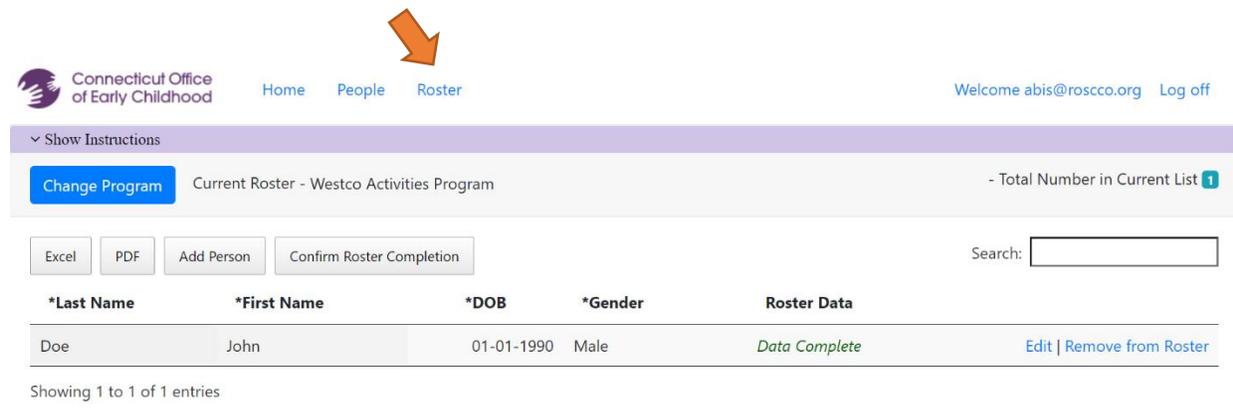
Please complete and Save all required information above before entering data in the sections that follow.

[Save](#)

Once you have added an individual email address for each staff member, if you would like to download your staff roster in order to upload it into VAMS or provide it to your local health district however they instruct you to, complete the following steps.

**Step 1:**

Click the Roster tab on the top panel of the screen.



Connecticut Office of Early Childhood | Home | People | Roster | Welcome abis@roscco.org | Log off

▼ Show Instructions

[Change Program](#) Current Roster - Westco Activities Program | - Total Number in Current List 1

Excel | PDF | Add Person | Confirm Roster Completion | Search:

*Last Name	*First Name	*DOB	*Gender	Roster Data
Doe	John	01-01-1990	Male	Data Complete <a href="#">Edit</a>   <a href="#">Remove from Roster</a>

Showing 1 to 1 of 1 entries

**Step 2:**

Click the “Download Current Roster VAMS” button to download the list of personnel in the Roster with First Name, Last Name and E-mail address.

Maintain Roster For:  
Westco Activities Program

Get Current Roster Download Current Roster VAMS

Excel PDF Add New Employee/Volunteer Search:

*Last Name	*First Name	*DOB	*Gender	Roster Data	Entered After Completion	BC Status
Doe	John	01-01-1990	Male	Data Complete		<a href="#">Remove Employee/Volunteer</a>

Showing 1 to 1 of 1 entries

[Back to List](#)

Westco Activities P...csv [Show a](#)

**Step 3:**

The downloaded file will be in the correct CSV format to be uploaded into VAMS. If you need to add any additional staff who will need to access the vaccine but are not required to get a background such as custodial or office staff, you can do so prior to uploading your list into VAMS or sending to local health.

File Home Insert Page Layout Formulas Data Review

Cut Copy Paste Format Painter

Clipboard Font Align

A1 First name

1	First name	Last name	Email
2	John	Doe	john.doe@gmail.com
3			
4			
5			
6			
7			
8			
9			

**\*\*\*IMPORTANT \*\*\*** Please note: once you have downloaded your roster with an email address for each staff member, you must wait for instructions from your local health department on how to share the roster with them because not all health districts in the state are using VAMS.