How to Create an Account

If you are new to the NJCCIS system, then you must register an account before using the system.

1. Click on the Register button to go to the Register Account screen.

2. Fill in the mandatory fields, as well as any additional fields, with the correct information.
   a. Enter the name you would like displayed throughout the system – on professional development certificates, reports, etc.
   b. Enter the email address you would like to use for your NJCCIS login. This email will also be used for any NJCCIS alert.
   c. Enter the password you would like to use to log into the system. The password must:
      i. Be a minimum of 10 characters.
      ii. Contain both letters and numbers.
      iii. Contain both uppercase and lowercase characters.
      iv. Not match the previous 10 passwords used for this system.
   d. Enter the address where you currently reside.

3. If you would like to request access for certain roles within the system, click on the appropriate position under “Requesting access for:” to expand that section.
a. Check the boxes for each position for which you are requesting access. If you check the ECE Assistant Teacher, ECE Teacher, and/or Trainer roles under the Registry position, additional fields appear at the bottom of the screen.

b. To add a provider(s), click on the Search Providers button if it is available. This displays the Add Provider(s) section.

c. Select a field from the Select Field to Search dropdown menu.
   i. Type the term to search for within the Type Term for Search field.
d. To add additional search criteria, click on the Add Search Criteria button and repeat the process as necessary.

e. Click on the Search button to display the Provider Results in a grid.

f. Check the box next to one of the providers and click on the Select Provider button. This enters the provider name into the Child Care Employer field.

4. Click on the Register button. This sends an email with a confirmation link to your email address listed in the system.

5. Check your email for the confirmation email link. Once you get your confirmation email, click on the “Activate my Account” link and log in.

6. Follow the next few steps onscreen to complete your profile.

To enroll in Grow NJ Kids, you must have the correct role. If you have issues with your role in NJCCIS, please contact the NJCCIS Help Desk.