

How To: Care About Childcare Website Program Access

The [Care About Childcare website](#) allows early learning and youth professionals to access training opportunities, register for courses, track and record professional development, participate in Utah’s Career Ladder system, apply for scholarships and more.

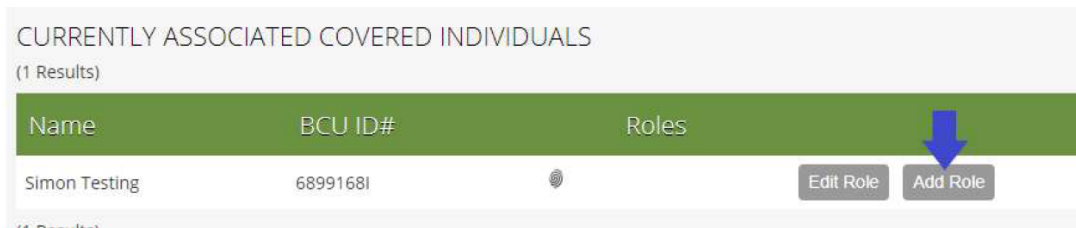
As a Program Director, Administrator and/or Owner you have access to many functions of the Care About Childcare website related to your Program.


A tutorial video on how to navigate Care About Childcare Website Program Access can be found [here](#).

First, Confirm Correct Roles in the Child Care Licensing Provider Portal

The Care About Childcare (CAC) Web Application uses information from the Child Care Licensing (CCL) Provider Portal to ensure correct access and association to programs. It is important to confirm that individuals who should have access to view and edit your program information in the CAC Web Application are associated with your program and have the correct roles assigned in the CCL Provider Portal.

1. Log in to the CCL portal (<https://ccl.utah.gov>) and click “Background Checks.”
2. Go to the section titled “Currently Associated Covered Individuals.” Individuals that you would like to have access to view and edit program information in the CAC Web Application should have an Owner (“O”), Director (“D”) or Business Administrator (“A”) role assigned to them. If not, click the “Edit Role” or “Add Role” button on the row next to the name of the person that needs roles added or edited.



| Name | BCU ID# | Roles |
|---------------|----------|--|
| Simon Testing | 68991681 |  <input type="button" value="Edit Role"/> <input type="button" value="Add Role"/> |

3. A “Create New Association” page will pop up. Select all roles that will apply to the individual and click the green “Save” button. *Please note that changes made will not be reflected in the CAC Web Application until the following day.*

Create New Association

Please select all applicable roles this individual fills in your facility

Owner/Licensee/Certificate Holder Director Board Member Other Staff (such as Cook, Driver, Secretary, etc.) Household Member Volunteer Caregiver

Other Individual With Unsupervised Access to Children Business Administrator Director Designee

Save Close

4. The individual’s roles will appear under the column marked “Roles.”

CURRENTLY ASSOCIATED COVERED INDIVIDUALS

(1 Results)

| Name | BCU ID# | Roles |
|---------------|----------|-------|
| Simon Testing | 68991681 | |

Edit Role

Then, Access, View and Edit Your Program Information

1. From your CAC Web Application home page, click on the “My Programs” icon. If you are associated with more than one program, click on the name of the program or the magnifying glass that you would like to view from the “My Programs” page.

The screenshot shows the top navigation bar with links for Search for Care, Professional Development, My Programs, and My Profile. Below the navigation bar is a welcome message for the user, CHILDCAREPROGRAMMANAGER, with User ID: 40828. A blue arrow points from the 'My Programs' icon in the navigation bar to the 'MY PROGRAMS' table below. The table has columns for Name, Address, and Director, with filter boxes for each. Two rows are visible: 'Test Center' with address 'Highland Dr.' and director 'John Smith', and 'Test Center #2' with address '123 Lane' and director 'Jane Doe'. Blue arrows point to the first and second rows of the table.

My Care About Childcare

My Profile My Programs Professional Development Inbox

MY PROGRAMS

| Name | Address | Director |
|----------------|--------------|------------|
| Test Center | Highland Dr. | John Smith |
| Test Center #2 | 123 Lane | Jane Doe |

Troubleshooting: Are you missing the “My Programs” icon? Your background check number from CCL is missing or incorrect, so you are not associated with your program(s). You will need to add or verify your background check number.

Click on “My Profile.”

The screenshot shows the same navigation bar as above. A blue arrow points to the 'My Profile' icon, indicating it should be clicked.

My Care About Childcare

My Profile My Programs Professional Development Inbox

Click on the "Contact Information" icon to go to the Contact Information page.



On the "Contact Information" page, scroll down to the "Background Check #" field, and click "Add (or Edit) Background Check #." Submit the form to update your background check number. After submission, a CAC Web Application will need to confirm your background check number. Please check back in the next few days.

Months Worked Per Year

Background Check # [Add Background Check #](#)

Current Licensed Program(s) None

ADD/EDIT BACKGROUND CHECK NUMBER

If you have received a background check through Utah Department of Health's Child Care Licensing Program, please check the number and enter it below.

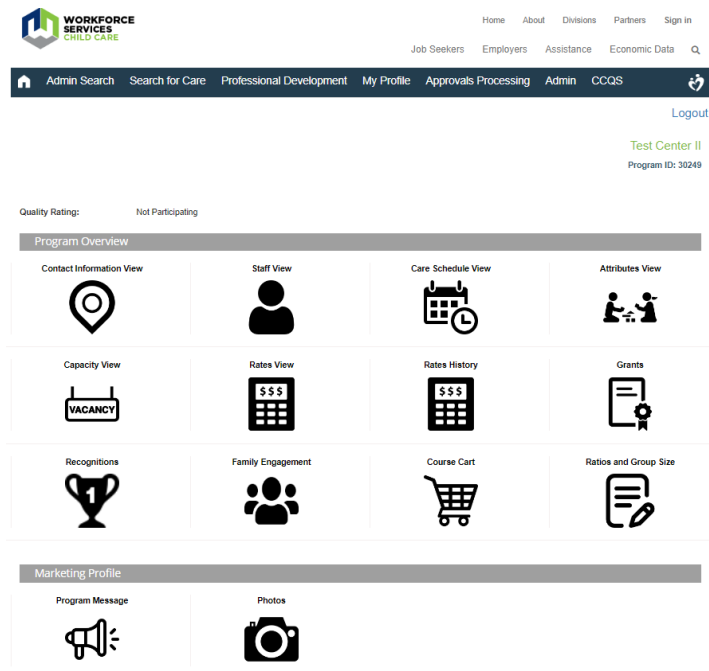
Please enter the following information so we can update the background check number in your account.

Background Check #

City (where your program is located)

I didn't find my program in the list

2. From your program landing page, you can access, view and edit all of the pages related to your program.



Troubleshooting: Are you taken directly to your program’s “Contact Information” page instead of the program landing page? Your role in the CCL Portal must be listed as Owner (“O”), Director (“D”) or Business Administrator (“A”) in order to access the program landing page to view and edit program information. Any additions or edits to roles in the CCL Portal will not show up until the next day. See information on the first page of this document to assist with adding or editing roles in the CCL Portal.

For additional assistance with the CAC Web application, reach out to your [regional Care About Childcare agency](#).