



## Youth and Early Care Workforce Bonus

### How to Associate your UtahID with an old Care About Childcare Account

1. Go to <https://cac.utah.gov> on Utah's Department of Workforce Services website.
2. Click on the "Log in to Care About Childcare" button.

WORKFORCE SERVICES CHILD CARE

Home About Divisions Partners Sign in

Job Seekers Employers Assistance Economic Data

### Care About Childcare and The Utah Registry for Professional Development

Utah's Early Childhood and Youth Education Program Database and Workforce Registry

Utah Registry for Professional Development

Families Searching for Care

Youth and Early Learning Professionals, Teachers, Caregivers and Program Administrators

**Log In to Care About Childcare** ←

[Tutorials and FAQs](#)

3. You will be directed to a UtahID login page. If you already have a UtahID for another state web application, you may log in with the same username and password. If not, you will need to select "Create an account." *Please note that if you use the same unique email address that was associated with your old Care About Childcare (CAC) account, your accounts will automatically be connected. Skip to step 9.*

# Utahid

About Get Help Contact

Username or Email

Password

☐ Remember my username

**SIGN IN**

[Forgot password?](#)

**Create an account** ←

4. Follow the instructions to authenticate your account and set up your username and password. For questions regarding UtahID, visit the [UtahID FAQs](#) page. If you need further assistance with your UtahID account, call the Department of Technology Services (DTS) Help Desk at 800-678-3440.
5. After you have signed in with your UtahID, if your email address did not match your old account, you will be directed to a Care About Childcare (CAC) “Account Not Found” page. If you had an account in the old CAC account, you will select the “Find My Account” button.



6. If you remember your old CAC account username and password, you can enter those credentials to link your UtahID with your old account. Click “Submit,” and skip to step 9. If you cannot remember your credentials, select “Forgot Username and Password.”

### ACCOUNT ASSOCIATION

Now that you've signed in to Utah ID, it's time to migrate your account from the old system onto the new system. Migration is easy, just sign in below with your old account credentials, and we'll take care of the rest.

Sign in with your old account credentials

Cancel

Submit

[Forgot Username or Password?](#)

7. On the “Account Retrieval” pages, enter in your old account information and background check number to link your UtahID to your old CAC account. ([Help](#)) Click “Submit.” If the information matches your old CAC account, skip to step 9.

ACCOUNT RETRIEVAL


An account could not be found with that username and password combination. Please provide some additional information to assist with finding your account in the previous system.

Enter the following information to help us find your old account

Username from the previous system (or best guess)

( ) \_ \_ \_ \_

Email address used in the previous system


Cancel Submit 

ACCOUNT RETRIEVAL CONT.


Your account could not be found. If you have a background check number, it may be used to find your account.

Please enter your background check number.

If you don't remember your BC#, click the "Submit" button.

Your Background check number 

☐ I have not received a background check through Utah Department of Health-Child Care Licensing

Cancel Submit 

8. If information does not fully match with an account in the system, you will be directed to an “Assisted Account Retrieval” page. Fill out the form, and click “Submit.” A CAC website administrator will review your information to match up your accounts and will reach out to you when your accounts have been linked so that you may log in.


ASSISTED ACCOUNT RETRIEVAL

Please answer the following question to help us find your old account.

Username (from the previous system) \*


( ) \_ \_ \_ \_ \*

E-Mail

Date of Birth (MM/DD/YYYY) 


Street Address

City

Utah 

Zip Code

Please include any other information that might help us find your account - perhaps the last date you recall logging in, or the name of a course you registered for.

Cancel Submit 

9. After submitting registration information and connecting accounts, complete all required fields on the “Contact Information” page. Ensure the following are listed so that you will receive access to the Youth and Early Care Workforce Bonus application when it becomes available: ([Help](#))

- Background Check # - Ensure your correct number is listed.
- Current Licensed Program(s) - Ensure your eligible program name is listed.
- Eligible Current Role(s) - Ensure one of the following eligible roles is listed:

- Caregiver;

For employees 18 or older:

- Owner;
- Director;
- Director Designee; OR
- Other Staff

After reviewing all information, click the orange “Save” button to be directed to your homepage.

The screenshot shows the 'CONTACT INFORMATION EDIT' page. At the top, there is a navigation bar with links: Search for Care, Professional Development, My Profile, and a Logout link. Below the navigation bar, the user's name 'Jane Doe' and 'User ID: 99999' are displayed. A welcome message states: 'Welcome to the new Care About Childcare website. Please complete your contact and profile information in order to access your Care About Childcare tools.' The form contains the following fields:

- First Name: Jane
- Middle Name: (empty)
- Last Name: Doe
- Background Check #: 1234567A
- Current Licensed Program(s): Test Center
- Current Role(s): Caregiver

At the bottom of the form, there is an orange 'Save' button, which is circled in red with a red arrow pointing to it.

Once you have completed all of these steps, you should receive an email with instructions and a link to apply for the bonus when the application period opens, or within one business day during the application period from mid-July through August 31, 2022.

If you have questions or need assistance associating your UtahID with your old CAC account, contact your [local Care About Childcare agency](#).

If you have further questions about the Youth and Early Care Workforce Bonus, contact [OCCworkforcebonus@utah.gov](mailto:OCCworkforcebonus@utah.gov). If you have already accessed the application, include your application ID number in your email.