

Directions to Request Access to a Childcare in AlaCEED

- 1) Type <https://provider.alaceed.alabama.gov/> into your browser.
- 2) Click on "Request one-time login code link."



Alabama Childcare

First time logging in or forgot your password?

[Request one-time login code link](#)

Email address

Password

Submit

- 3) Enter your email address and click "Submit."



Alabama Childcare

[Login with password instead](#)

Email address
childcare123@gmail.com

Submit

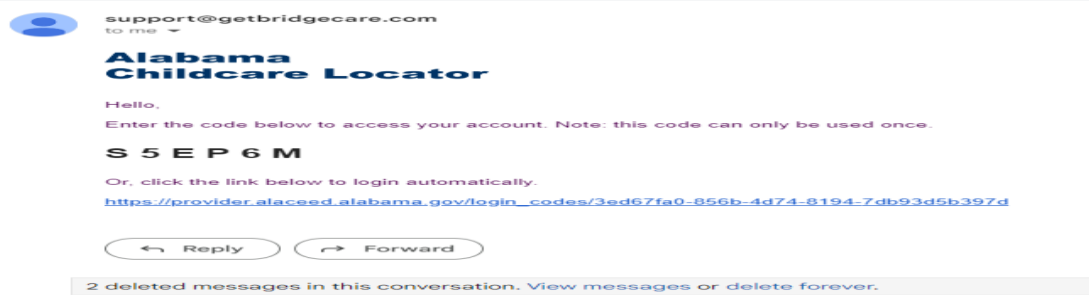
- 4) This message will appear on your screen. Keep this screen up while you check your email.

Alabama Childcare

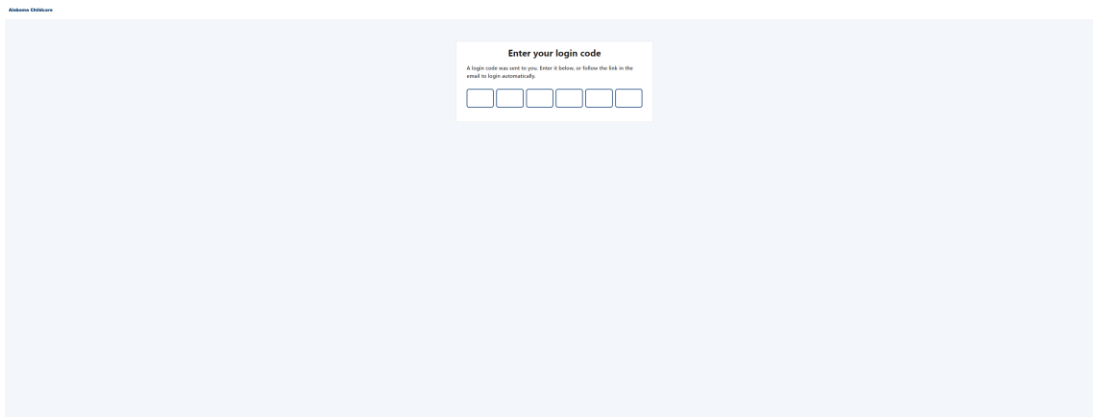
Enter your login code

A login code was sent to you. Enter it below, or follow the link in the email to login automatically.

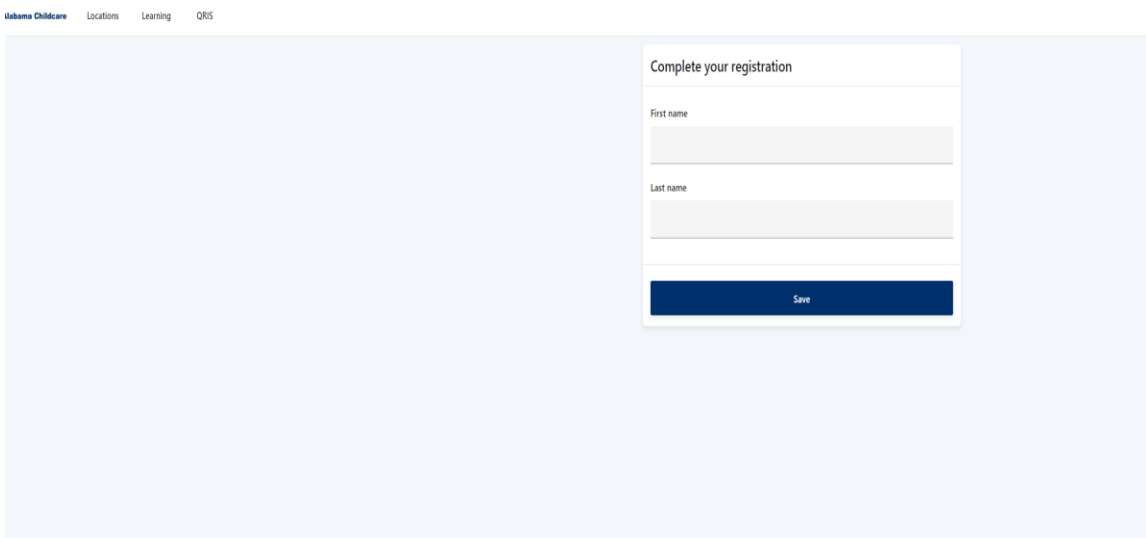
- 5) Check your email Inbox. If you don't see the message in your Inbox, check your junk or spam folder.



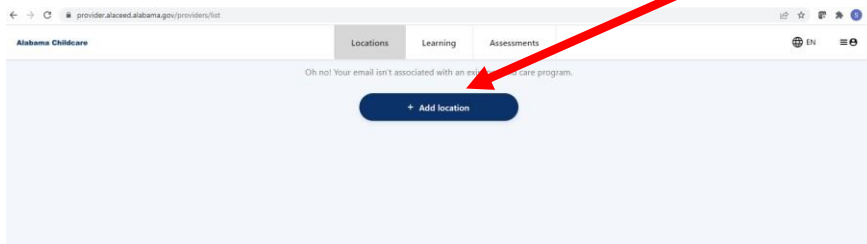
- 6) Either click on the link in the email, or go back to the screen with the six-digit and enter the code in the blanks.



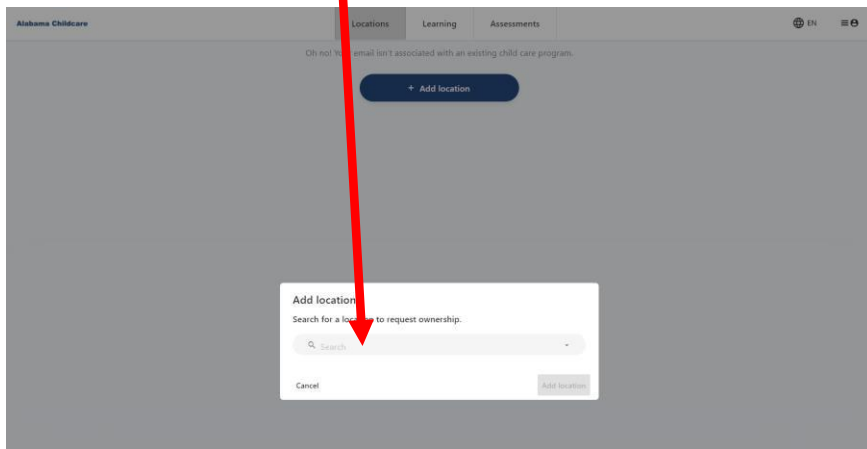
- 7) You will then be prompted to enter your First Name and Last Name. Click Save



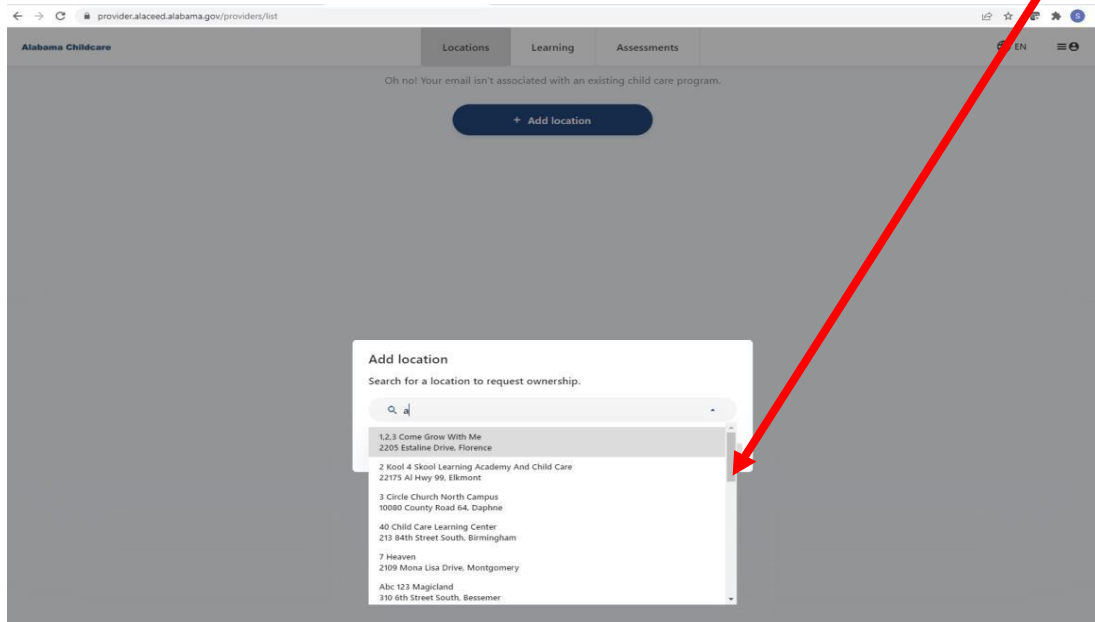
8) You will need to choose your childcare location by clicking on the “+Add location” button.



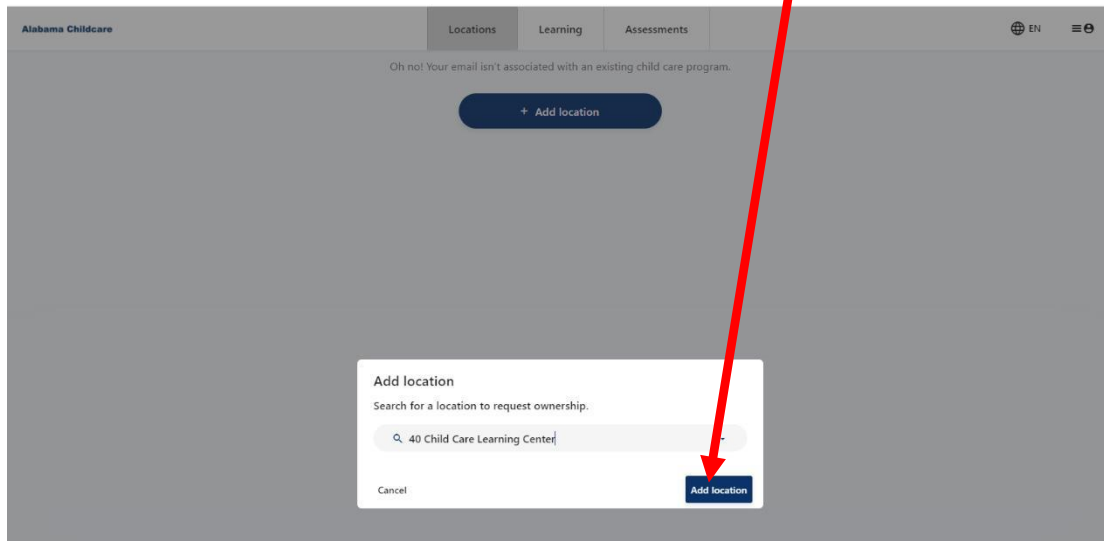
9) Click in the gray search box and type in the name of your childcare.



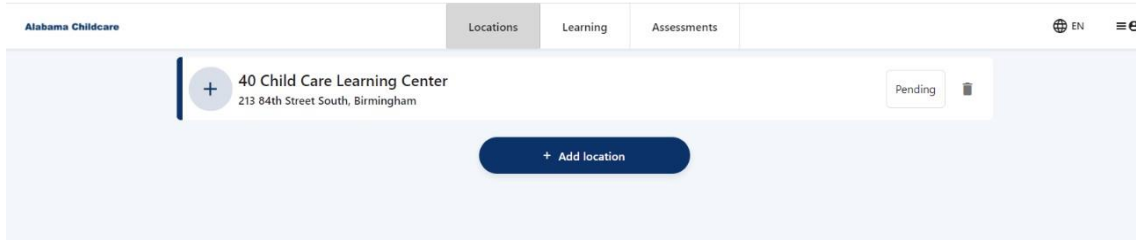
10) When you begin typing, a drop-down list of childcares will appear. You can use the scroll bar on the right to scroll down to see more childcare names. Before clicking the childcare name, verify the address is correct. If you do not see your childcare's name, email supportalaced@ece.alabama.gov. Provide your name and contact information and the name and address of your childcare.



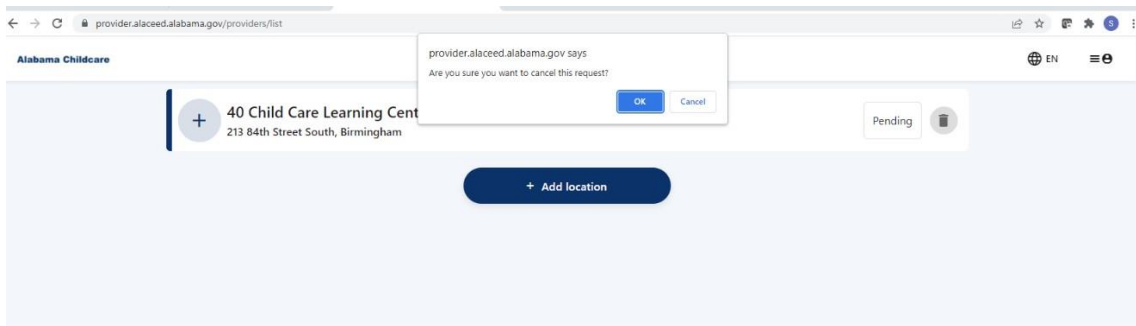
11) When you select your childcare's name, click on "Add location."



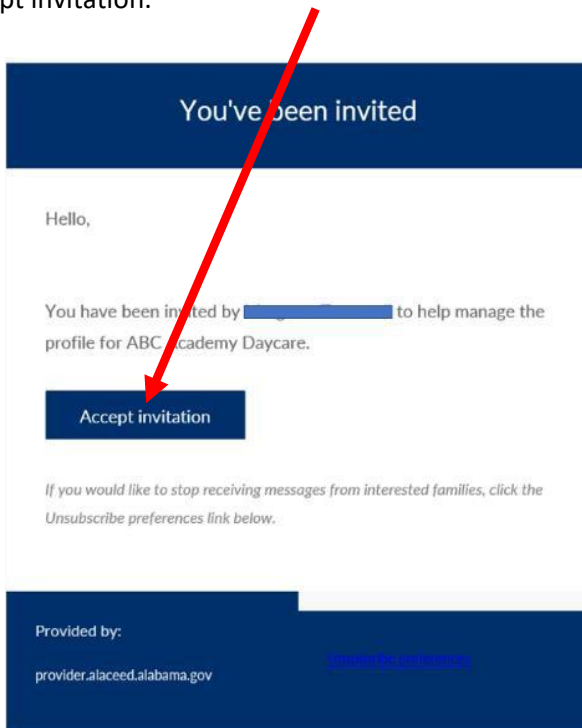
12) The location you added will appear at the top with the word “Pending” to the right. Once you’ve added your location, you will receive an email notification within 24-48 hours.



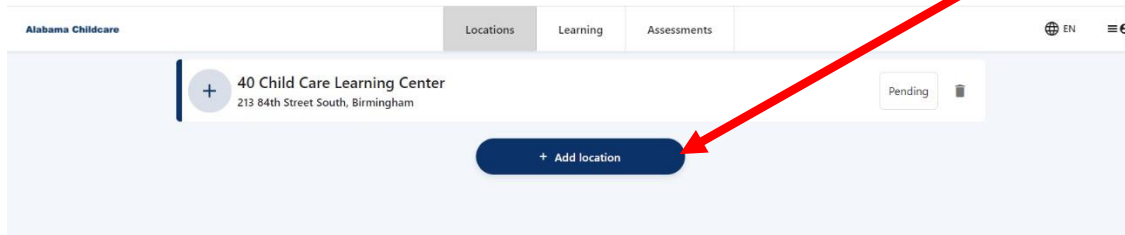
13) If you selected the wrong location, you can click the trash can to the right of “Pending” to delete your request. You will be asked to click “OK” to confirm you want to cancel the request.



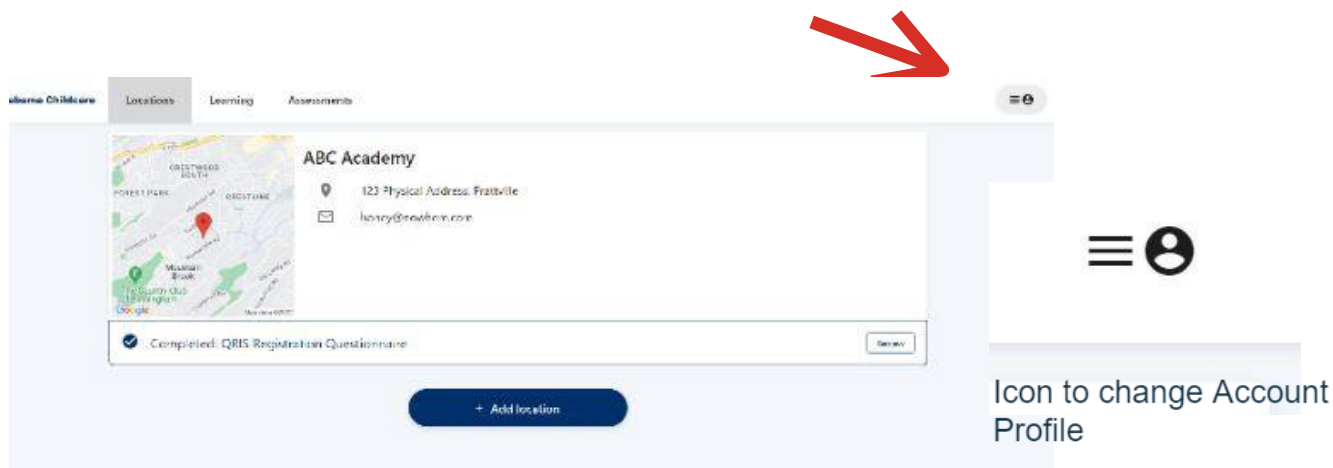
14) If you only have one childcare location, you are finished. When you receive an email within 24- 48 hours, click on “Accept invitation.”



- 15) If you have another childcare location that is part of the same business, you may add it here. If you have another childcare that is a separate business with a different name, please use a different email to request access in AlaCEED. If you have any questions about this process, please contact supportalaceed@ece.alabama.gov.



- 16) BEFORE YOU LOG OUT- Go to the top right corner to icon with three horizontal lines and person in a circle to set your password. If you do not complete this step, you will have to request another one-time login code link next time you need to login.



Select "My Profile" update your information, set a password and click "Save"

