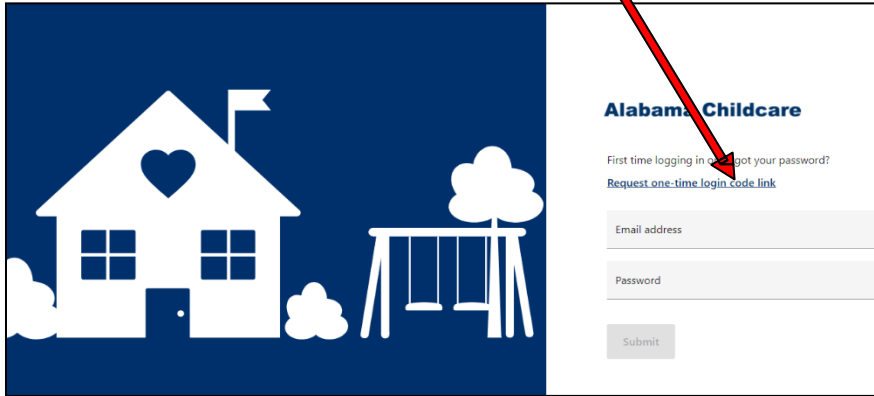


Directions to Request Access to a Childcare in AlaCEED

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



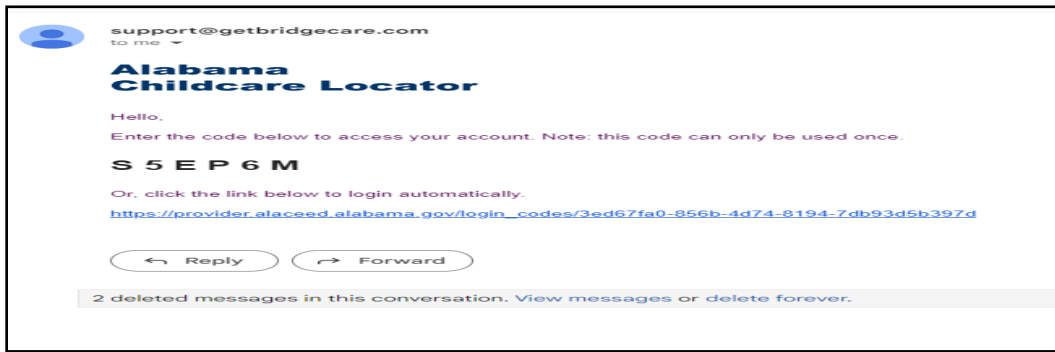
- 3) Enter your email address and click “Submit.”



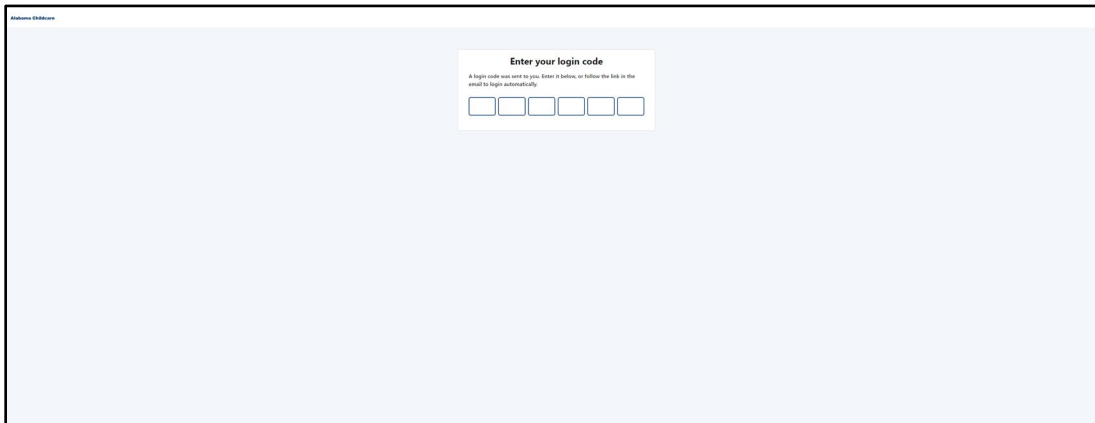
- 4) This message will appear on your screen. Keep this screen up while you check your email.



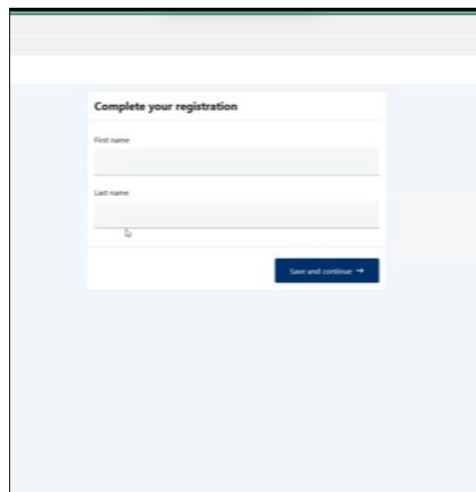
5) Check your email Inbox. If you don't see the message in your Inbox, check your junk or spam folder.



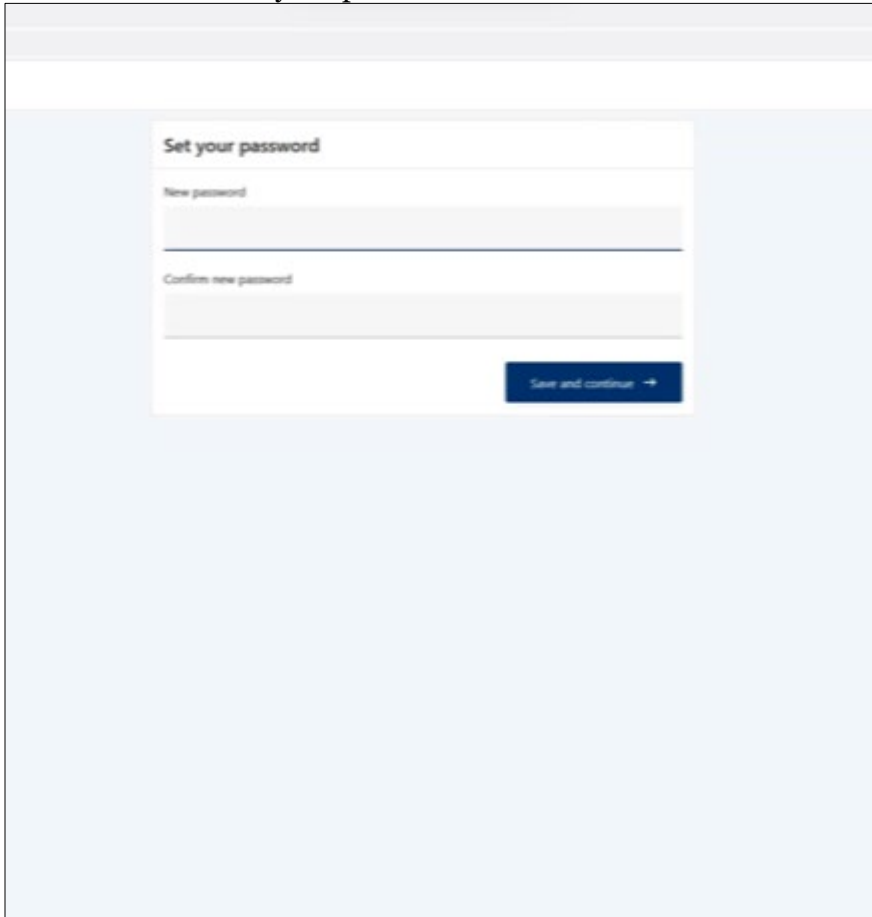
6) Either click on the link in the email or go back to the screen with the six-digit and enter the code in the blanks.



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

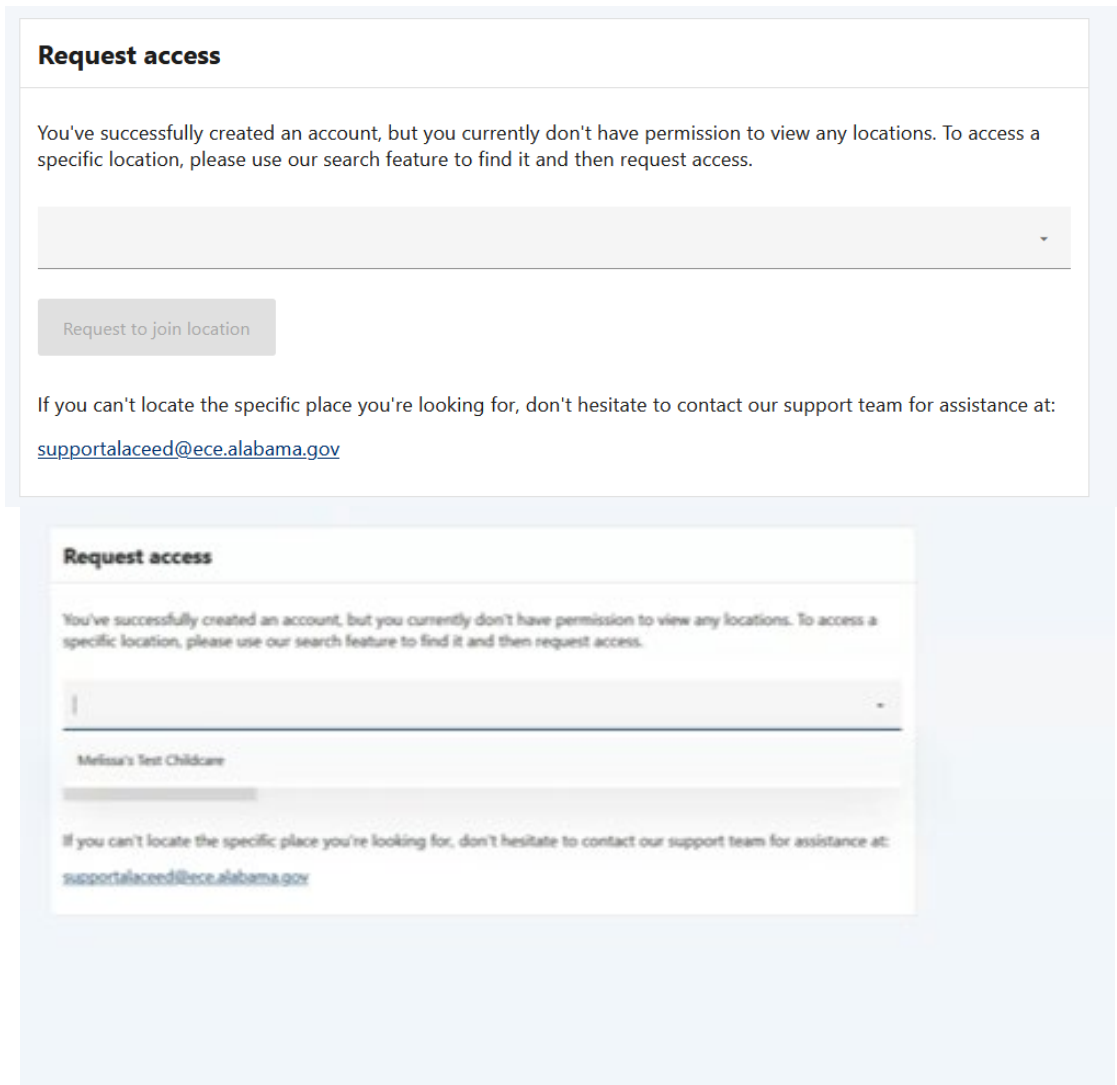


8.) You will then be prompted to set your password. Type in the password you would like to use in the “New Password” blank. Then type it in again, exactly how you typed it the first time in the “Confirm your password” blank*. Click Save and continue button.

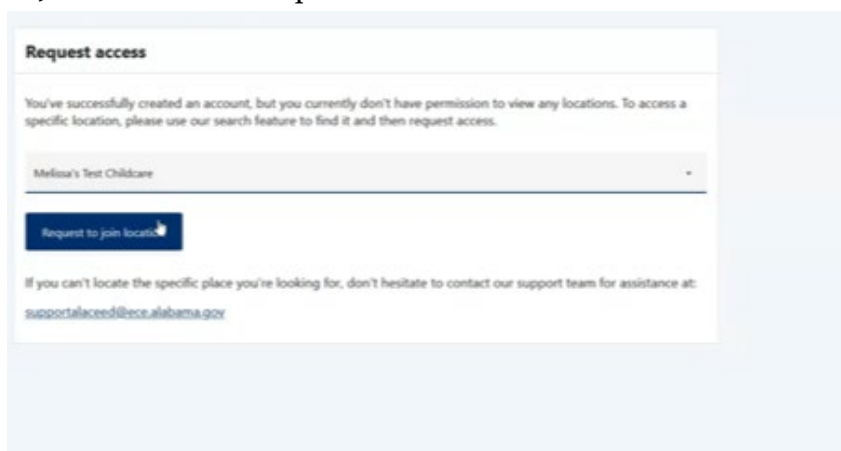


The image shows a screenshot of a web form titled "Set your password". The form is centered on a light blue background. It contains two text input fields: the first is labeled "New password" and the second is labeled "Confirm new password". Below the second input field is a dark blue button with the text "Save and continue" and a right-pointing arrow.

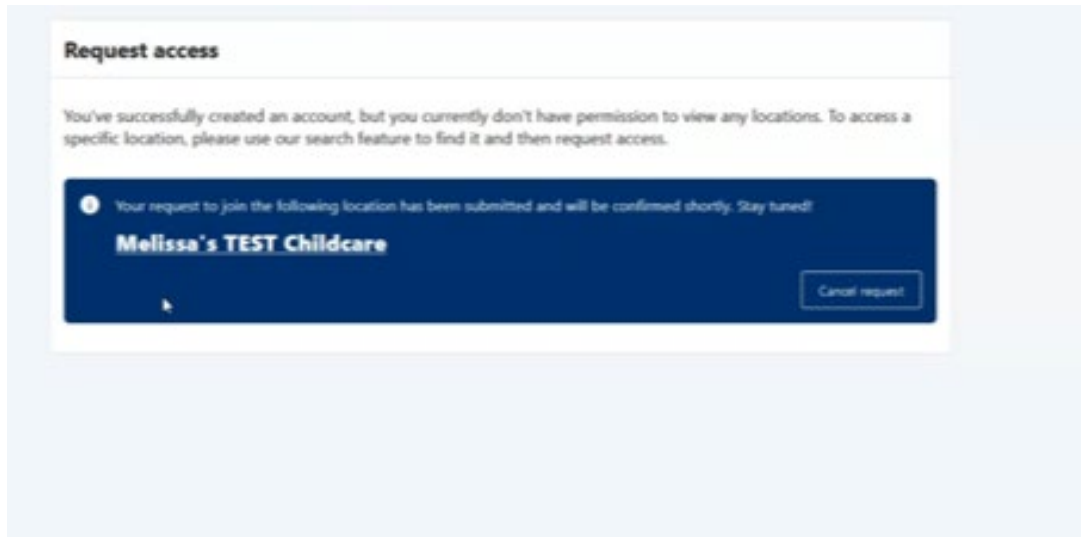
9) You will need to choose your childcare location by typing the name of your location in the search box and selecting it from the drop-down menu.



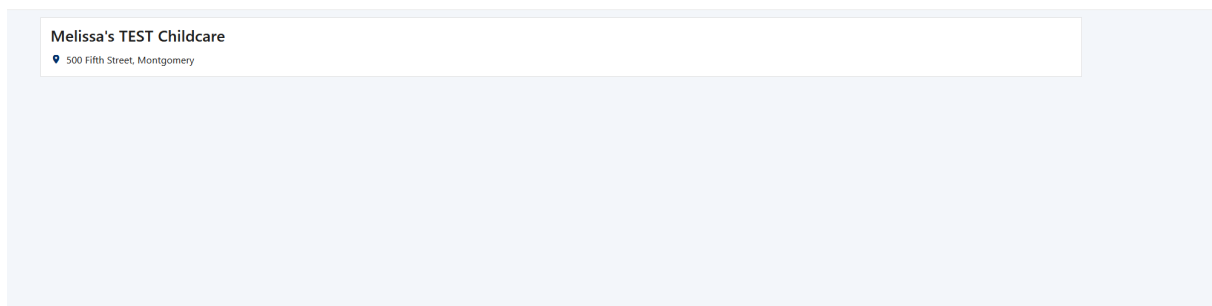
10) Click the blue "Request to Join Location" button



11) You will then see this screen. If you need to cancel the request, you may do so. **Please allow 24-48 hours to be connected to your site location.**

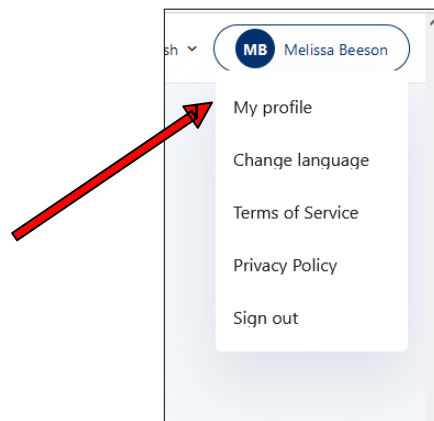


12. Once you've been connected, your Location window under AlaCEED will now show your location.

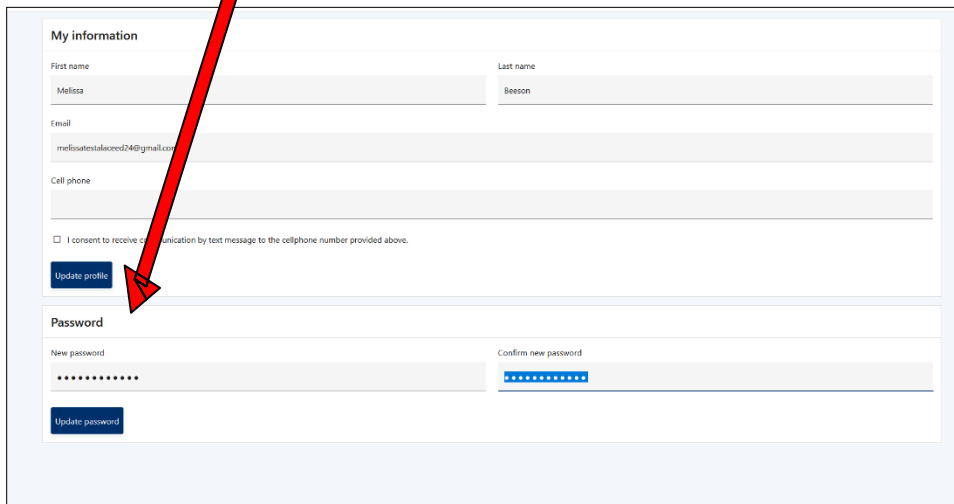


*If you ever get locked out of your account or cannot remember your password, you will follow steps 1-6.

Once you are in you will reset your password by clicking your name in the top right corner and selecting "My Profile"



A window with “My Information will display. Under “Password” type in the password you want to use in the “New Password Blank” and then again the same way in the “Confirm New Password” blank. Then click “Update Password”



The image shows a web form for updating user information. It is divided into two main sections: "My information" and "Password".

My information section:

- First name:** Melisa
- Last name:** Beeson
- Email:** melissatestalaceed24@gmail.com
- Cell phone:** (empty field)
- I consent to receive communication by text message to the cellphone number provided above.
- Update profile:** A blue button with a white border.

Password section:

- New password:** A field containing ten asterisks (*****).
- Confirm new password:** A field containing ten asterisks (*****).
- Update password:** A blue button with a white border.

A large red arrow points from the top left towards the "Update profile" button in the "My information" section.