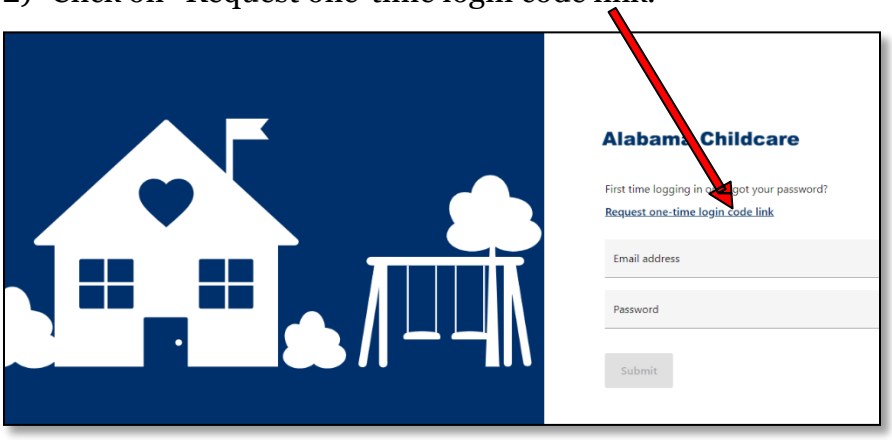
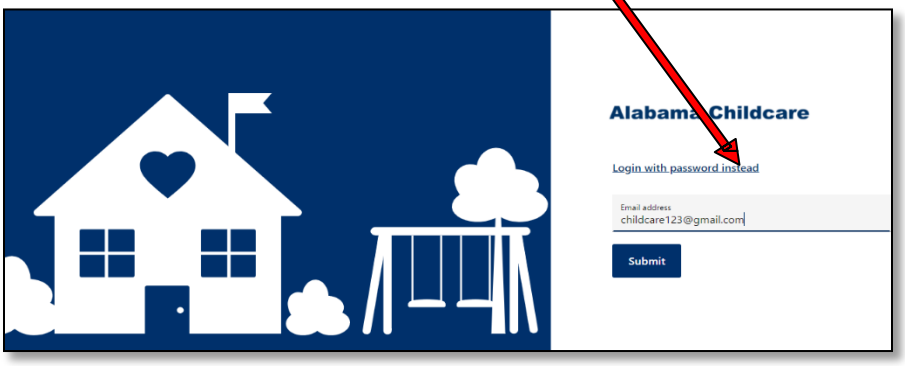
Directions to Request Access to a Childcare in AlaCEED

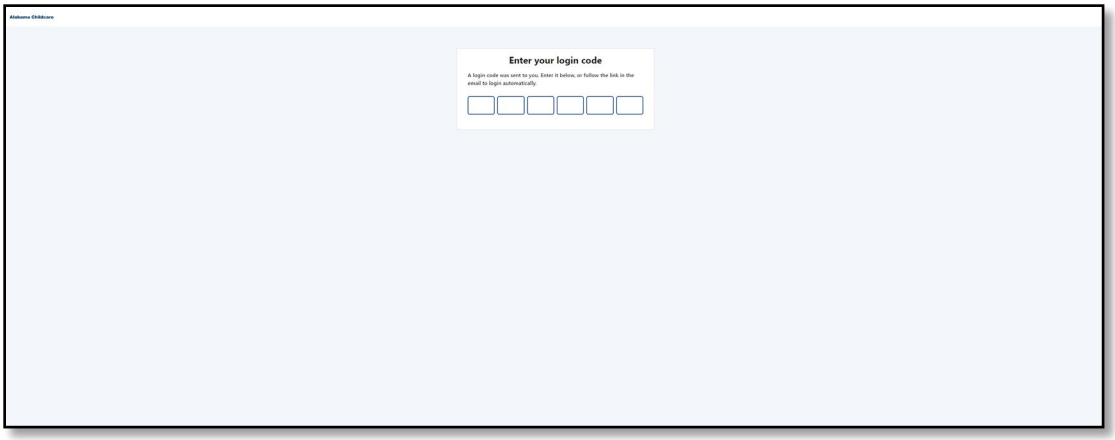
1) Type https://provider.alaceed.alabama.gov/ into your browser.
2) Click on “Request one-time login code link.”



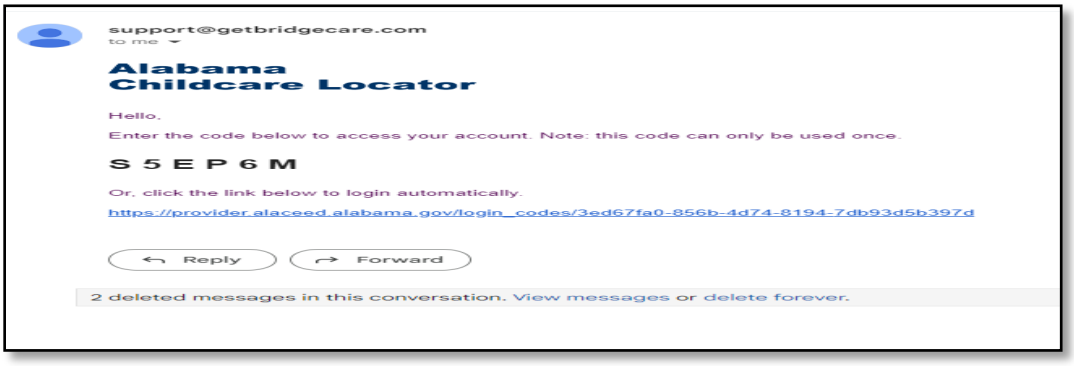
3) Enter your email address and click “Submit.”



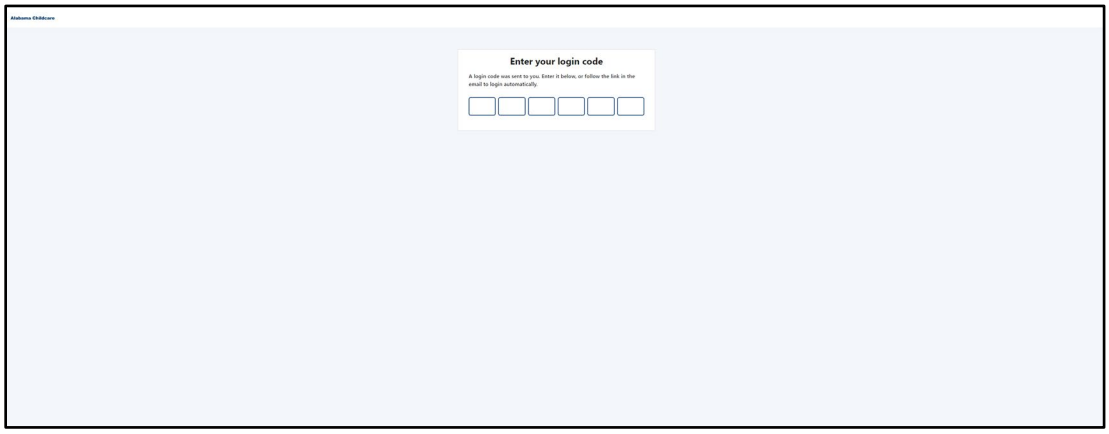
4) This message will appear on your screen. Keep this screen up while you check your email.



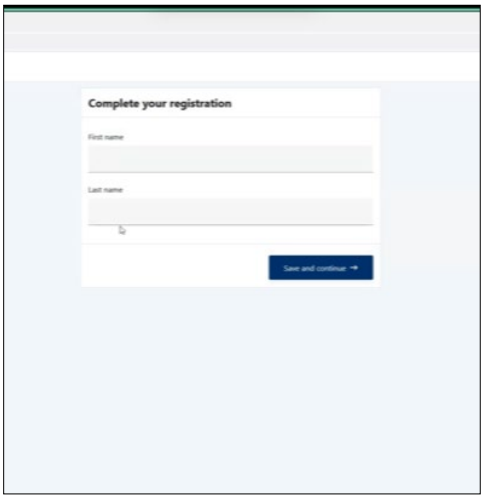
5) Check your email Inbox. If you don't see the message in your Inbox, check your junk or spam folder.



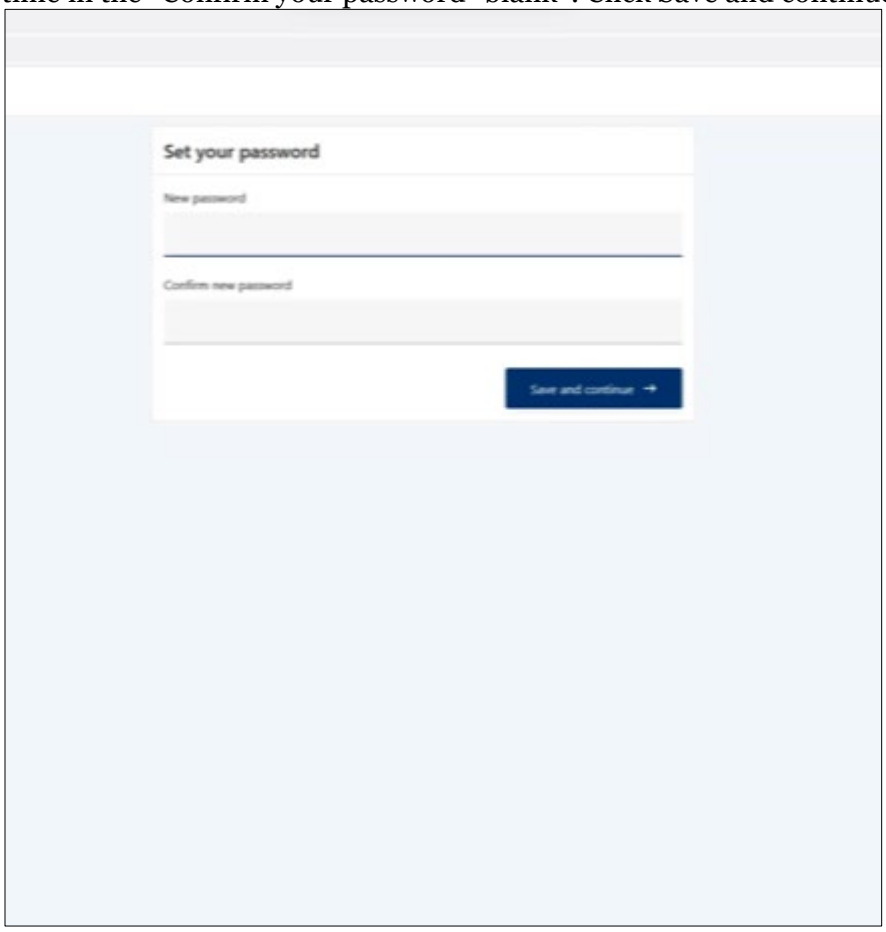
6) Either click on the link in the email or go back to the screen with the six-digit and enter the code in the blanks.



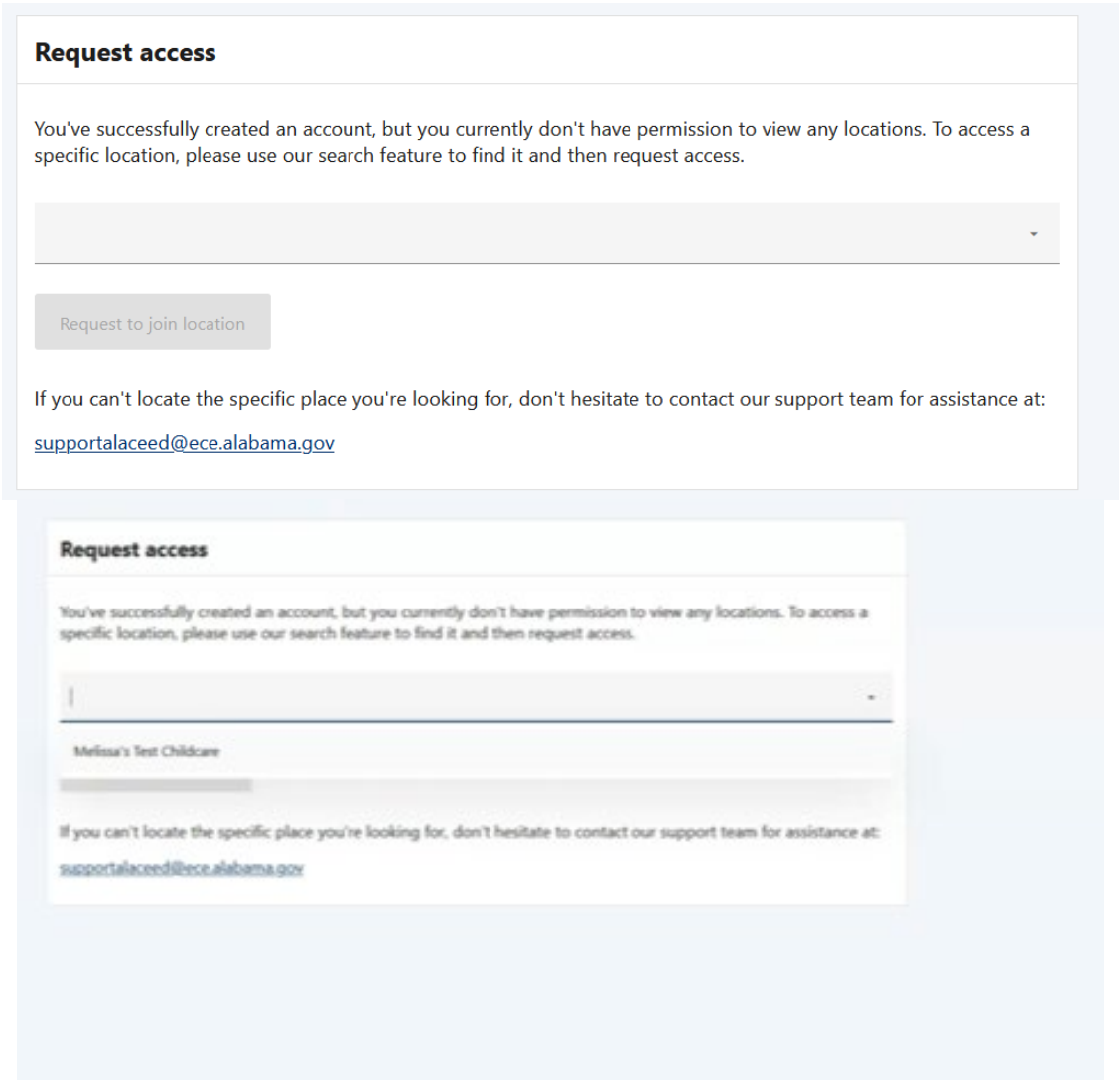
7) You will then be prompted to enter your First Name and Last Name. Click Save and Continue



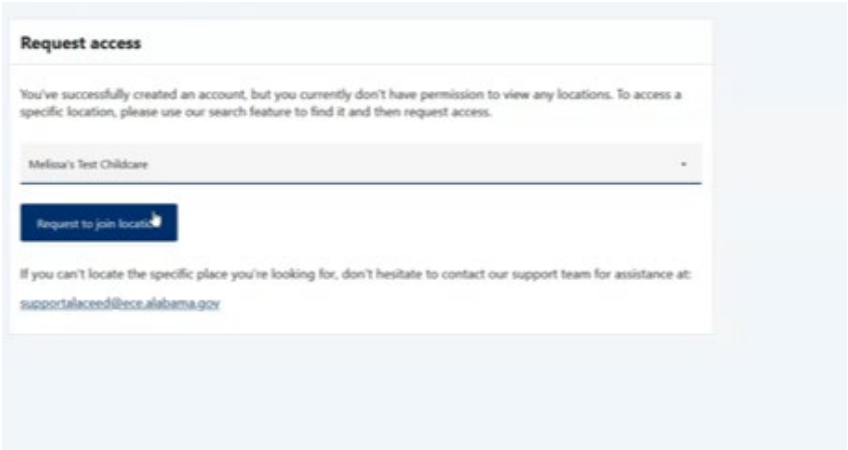
8.) You will then be prompted to set your password. Type in the password you would like to use in the “New Password” blank. Then type it in again, exactly how you typed it the first time in the “Confirm your password” blank*. Click Save and continue button.



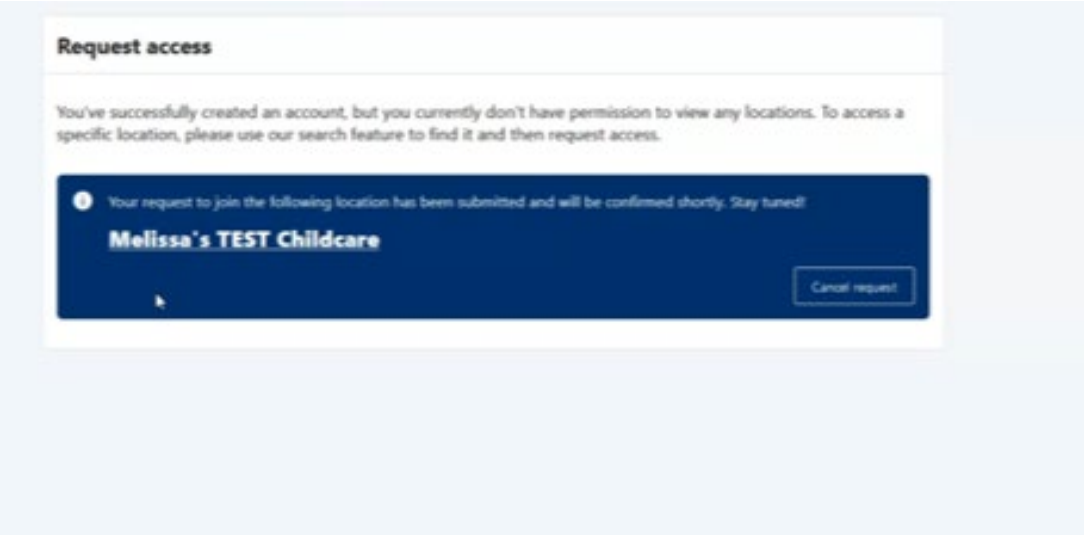
9) You will need to choose your childcare location by typing the name of your location in the search box and selecting it from the drop-down menu.



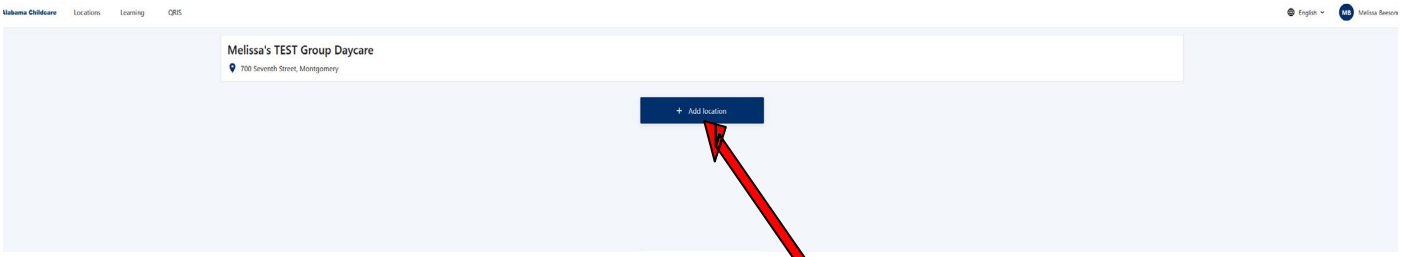
10) Click the blue “Request to Join Location” button



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.**

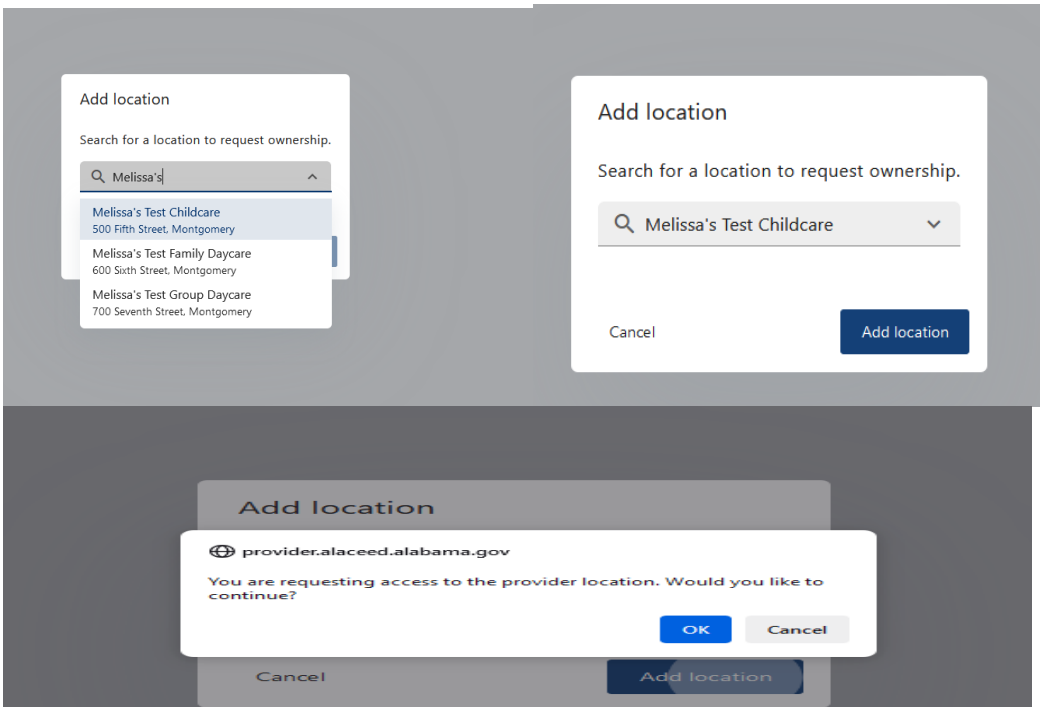


12.) Once you've been connected, your Location window under AlaCEED will now show your location.

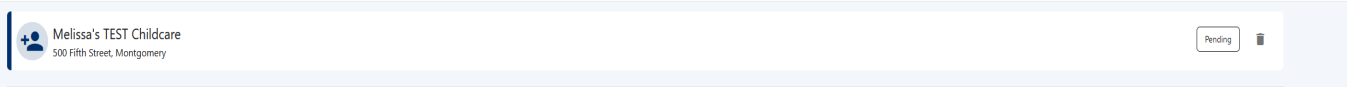


13.) If you have multiple locations for your business, you can request access to those locations once you've initially been added to your first location. You can do this by clicking the "Add Location" button on the Locations page.

14.) You will then Search for the other location by name and select from the drop-down menu, click "Add Location" and then click "Okay."



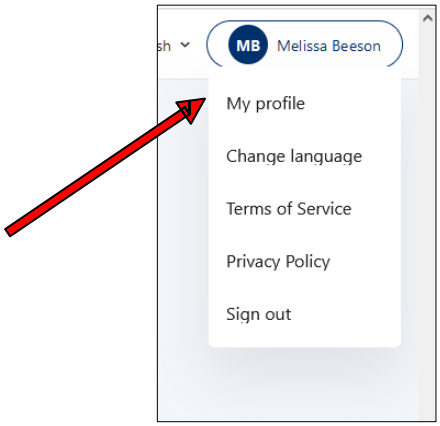
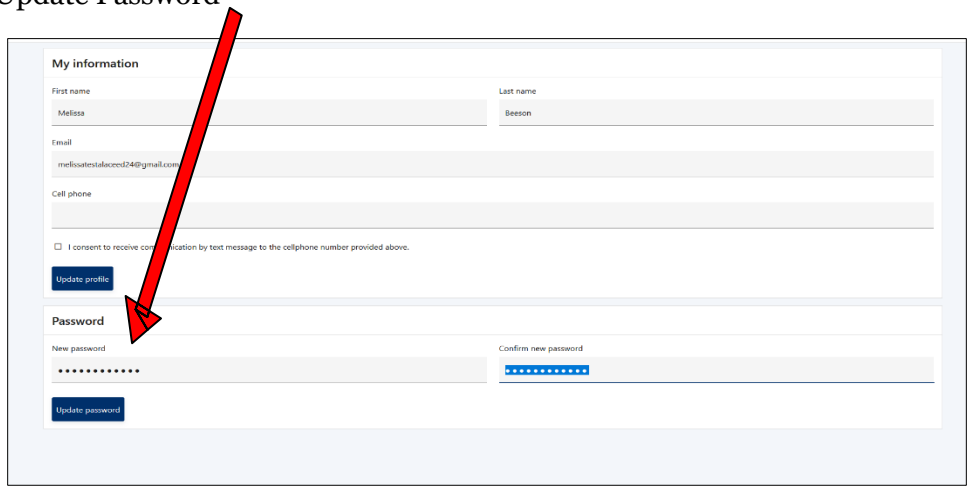
15.) The request will then show pending on the locations page until it is approved.



16.) Once approved, you will have access to submit applications for both locations.

*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”