## Directions to Request Access to a Childcare in AlaCEED

- 1) Type <u>https://provider.alaceed.alabama.gov/</u> 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.

Alabama Childcare	
	Enter your login code
	A login code was sent to you. Enter it below, or follow the link in the ensail 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 and Continue

Complete your registration
First name
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- k
Sees 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.

Set your password			
New password			
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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.

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Request to join location				
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## 10) Click the blue "Request to Join Location" button

You've successfully created an account, but you currently don't have permission to vie specific location, please use our search feature to find it and then request access.	w any locations. To access a
Melissa's Test Childcare	14
Request to join locatio	
Request to join locate	apport team for assistance at

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

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Your request to join the fol	ollowing location has been submitted and will	be confirmed shortly. Stay tuned!
Melissa's TEST C	Childcare	
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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."

Add location	Add location	
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Melissa's Test Childcare 500 Fifth Street, Montgomery	Q Melissa's Test Childcare	~
Melissa's Test Family Daycare 600 Sixth Street, Montgomery		
Melissa's Test Group Daycare 700 Seventh Street, Montgomery		
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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"



Pending

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"

My information	
First name	Last name
Melissa	Beeson
Email	
melissatestalaceed24@gmail.com	
Cell phone	
I consent to receive contraction by text m	sage to the cellphone number provided above.
I consent to receive contraction by text m Update profile	sage to the cellphone number provided above.
I consent to receive correctication by text m Update profile	sage to the cellphone number provided above.
I consent to receive control wastion by text m Update profile Password	sage to the collphone number provided above.
I consent to receive control workform by text m Update profile Password New pastword	sage to the collphone number provided above.
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