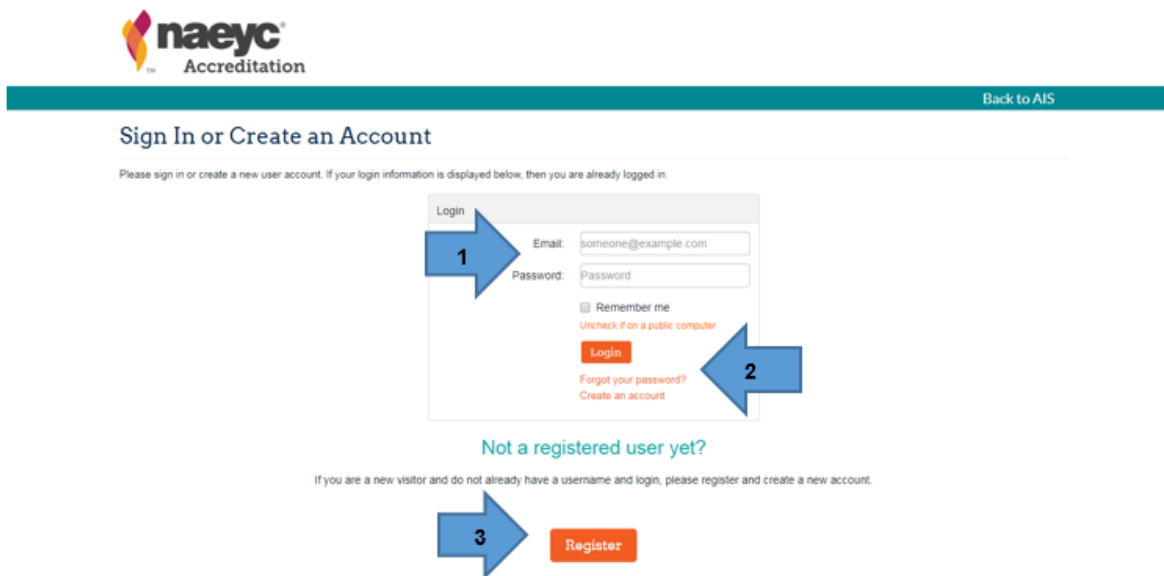


Accreditation Portal Navigation

- ✚ To access your NAEYC Accreditation Portal, visit: <https://ais.naeyc.org>
NOTE: For quick & easy access, it is highly suggested to bookmark this page.



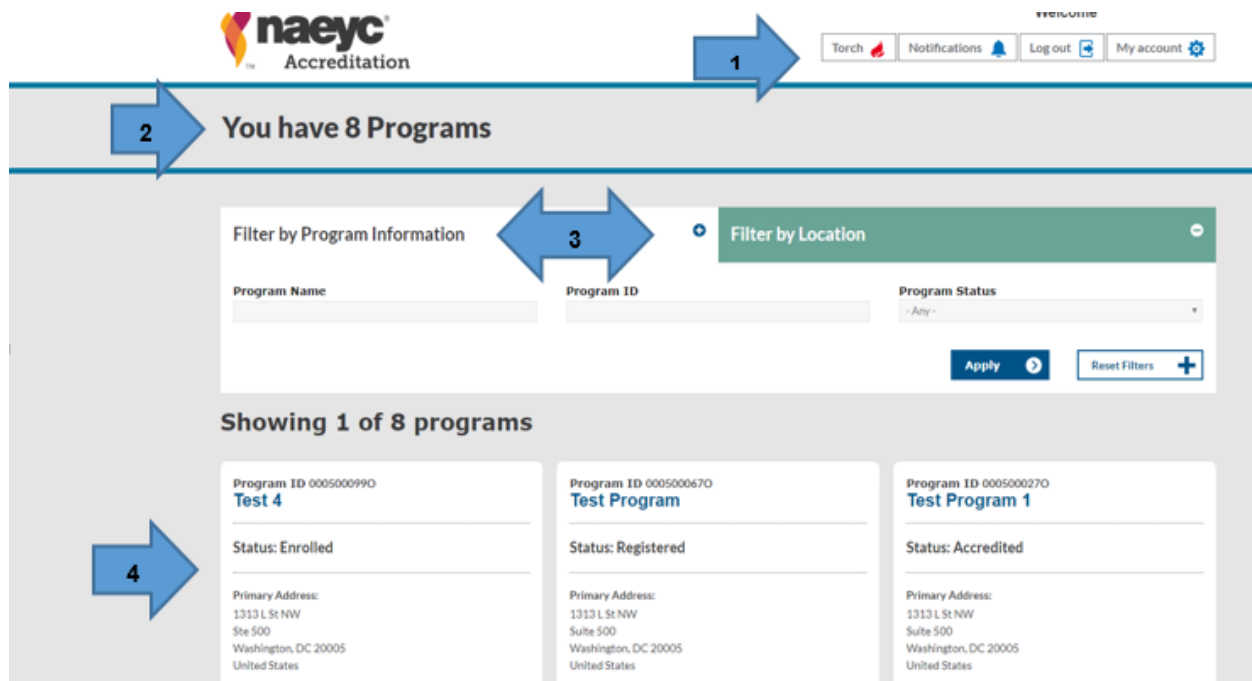
The screenshot shows the 'Sign In or Create an Account' page. At the top right is a 'Back to AIS' link. The main heading is 'Sign In or Create an Account'. Below it is a note: 'Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.' The 'Login' form includes fields for 'Email' (with the example 'someone@example.com') and 'Password'. There is a 'Remember me' checkbox with the instruction 'Uncheck if on a public computer'. A 'Login' button is present. Below the form are links for 'Forgot your password?' and 'Create an account'. A blue arrow labeled '1' points to the 'Email' field. A blue arrow labeled '2' points to the 'Forgot your password?' link. Below the form is the text 'Not a registered user yet?' and a note: 'If you are a new visitor and do not already have a username and login, please register and create a new account.' A 'Register' button is shown, with a blue arrow labeled '3' pointing to it.

Marker 1: Already have an account? Login to the Accreditation Portal using your email address and password you created.

Marker 2: Have an account, not sure of your password? Click “Forgot my password” for a password reset.

Marker 3: Not a registered user yet? Click “Register” to get started!

Once you have logged in, you will be brought to your Accreditation Portal's **homepage**:



The screenshot shows the NAEYC Accreditation Portal homepage. At the top right is a toolbar with icons for Torch, Notifications, Log out, and My account. A blue arrow labeled '1' points to this toolbar. Below the toolbar is a grey banner with the text 'You have 8 Programs', with a blue arrow labeled '2' pointing to it. Underneath is a filter section with two tabs: 'Filter by Program Information' and 'Filter by Location'. A blue arrow labeled '3' points to the filter section. Below the filters, it says 'Showing 1 of 8 programs'. There are three program cards displayed. A blue arrow labeled '4' points to the first card, which is for 'Test 4' with status 'Enrolled'. The other two cards are for 'Test Program' with status 'Registered' and 'Test Program 1' with status 'Accredited'. Each card shows the program ID and primary address.

Marker 1: Shows the Accreditation Portal's Toolbar:

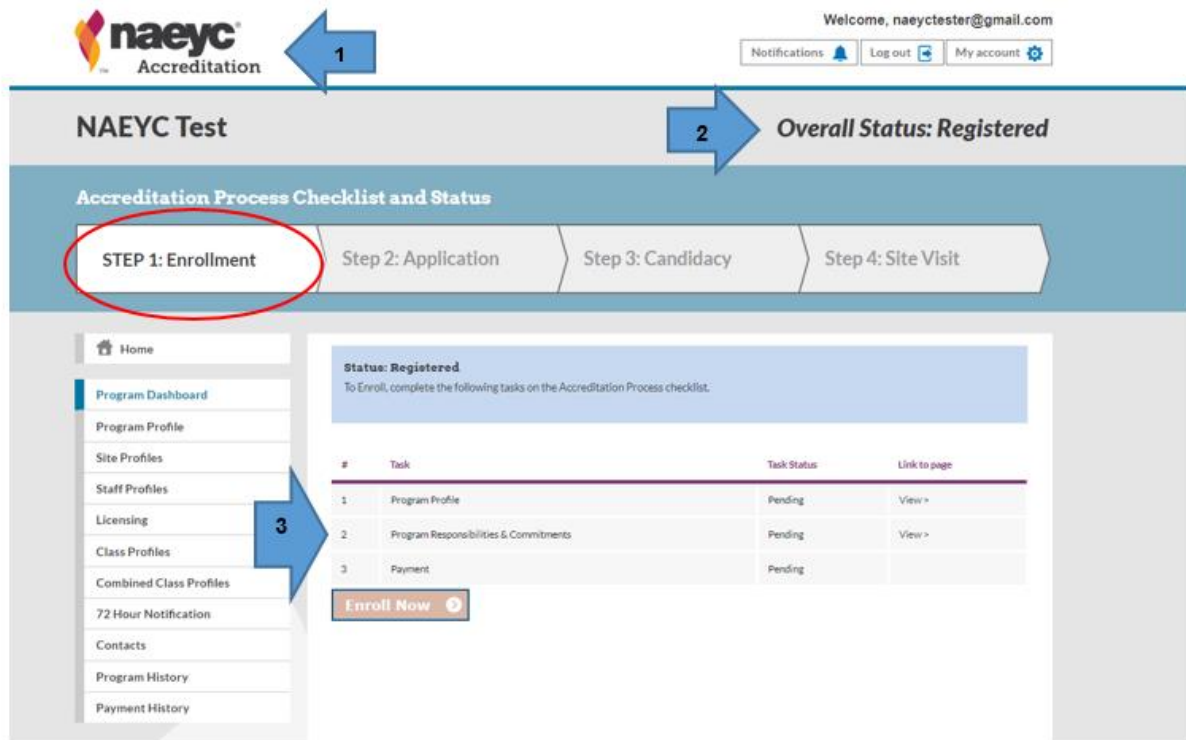
- **Torch:** Locate the most up to date accreditation standards and assessment items, tools, labels and additional resources.
NOTE: Torch will only be available to programs in an 'enrolled,' 'applicant,' 'candidate' and 'accredited' status. 'Registered' programs do not have access to Torch.
- **Notifications:** Find important notices pending.
- **Log Out:** To no longer access the Accreditation Portal.
- **My Account:** View how long your program has been accredited.

Marker 2: Shows the number of programs that you are a contact for.

Markers 3: Filter through your programs by specific program information or by location.

Marker 4: Get a **glimpse** of one of your program's information, such as program ID#, program name, the program's current status and that program's address.

Once you have selected a program from your homepage, you will see that specific program's **dashboard**- the dashboard shows your program's current status. (The example program below is "registered" and ready to begin Step 1: Enrollment):



Welcome, naeyctester@gmail.com

Notifications Log out My account

NAEYC Test Overall Status: Registered

Accreditation Process Checklist and Status


STEP 1: Enrollment Step 2: Application Step 3: Candidacy Step 4: Site Visit

Home Program Dashboard Program Profile Site Profiles Staff Profiles Licensing Class Profiles Combined Class Profiles 72 Hour Notification Contacts Program History Payment History

Status: Registered
To Enroll, complete the following tasks on the Accreditation Process checklist.

#	Task	Task Status	Link to page
1	Program Profile	Pending	View >
2	Program Responsibilities & Commitments	Pending	View >
3	Payment	Pending	

Enroll Now

Marker 1: Click the  in the top left hand corner, at any time, to get back to the Accreditation Portal's **homepage**.

Marker 2: Shows your program's current overall status.

Marker 3: Shows the required tasks to complete in order to submit the form.

NOTE: All tasks listed must receive a **green** check mark in order to submit the form:

Test Program
Overall Status: Registered

Accreditation Process Checklist and Status

STEP 1: Enrollment

Step 2: Application

Step 3: Candidacy

Step 4: Site Visit

- Home
- Program Dashboard**
- Program Profile
- Site Profiles
- Staff Profiles
- Licensing
- Class Profiles
- Combined Class Profiles
- 72 Hour Notification
- Contacts
- Program History
- Payment History

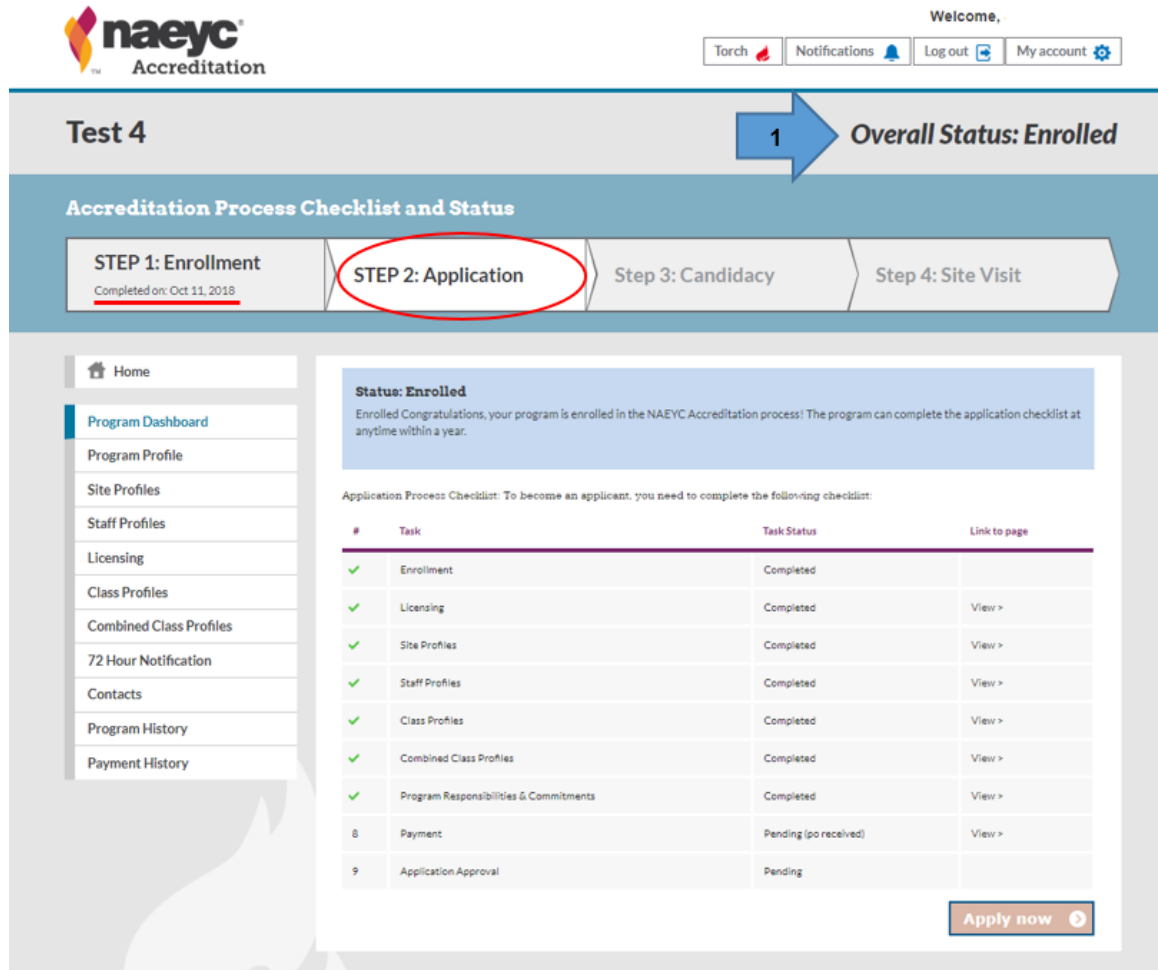
Status: Registered

To Enroll, complete the following tasks on the Accreditation Process checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Program Responsibilities & Commitments	Completed	View >
✓	Payment	Completed (paid)	View >

Enroll Now

- After the Enrollment Form has been reviewed/approved by NAEYC staff, your program will move to an “Enrolled” status.
NOTE: A program has exactly **12 months** from the approval date in Enrollment to complete the next step’s checklist **and** submit. Failure to do so will result in having to resubmit enrollment.



Welcome,

Torch 🔥 Notifications 🔔 Log out 🚪 My account ⚙️

Test 4 1 → **Overall Status: Enrolled**

Accreditation Process Checklist and Status

STEP 1: Enrollment **STEP 2: Application** Step 3: Candidacy Step 4: Site Visit

Completed on: Oct 11, 2018

Status: Enrolled
Enrolled Congratulations, your program is enrolled in the NAEYC Accreditation process! The program can complete the application checklist at anytime within a year.

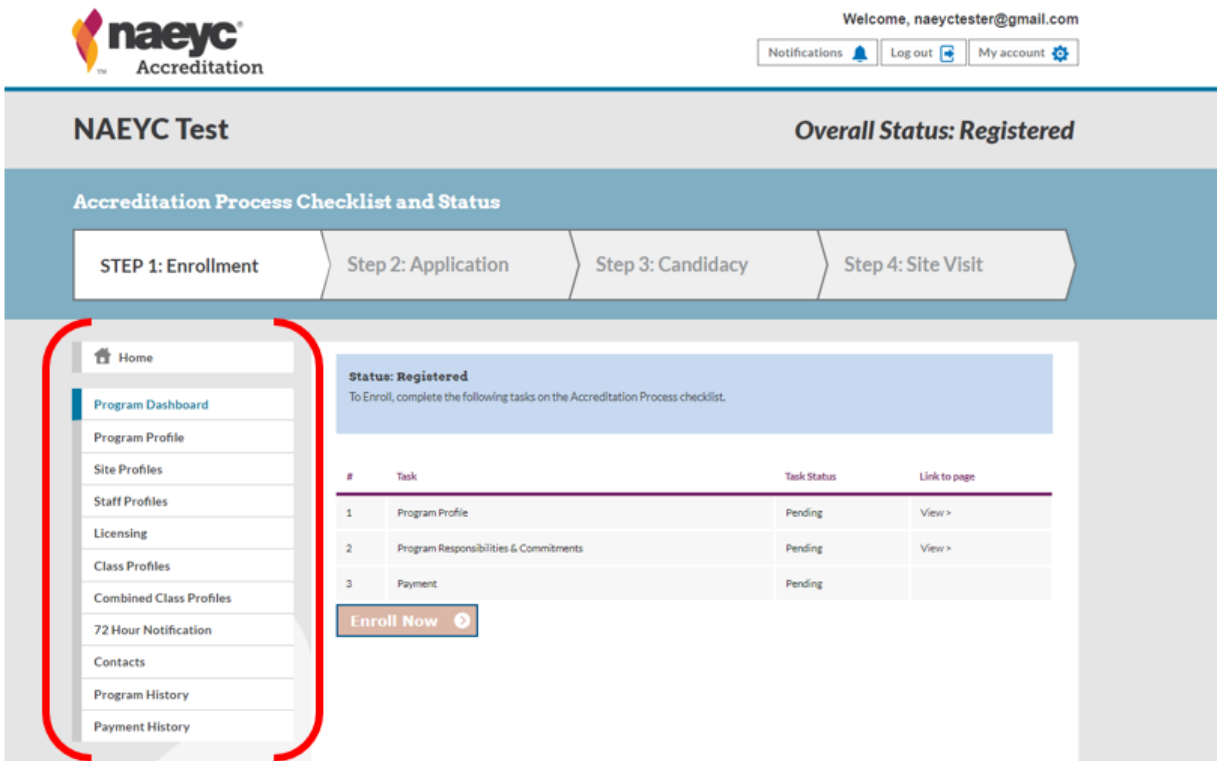
Application Process Checklist: To become an applicant, you need to complete the following checklist:

#	Task	Task Status	Link to page
✓	Enrollment	Completed	
✓	Licensing	Completed	View >
✓	Site Profiles	Completed	View >
✓	Staff Profiles	Completed	View >
✓	Class Profiles	Completed	View >
✓	Combined Class Profiles	Completed	View >
✓	Program Responsibilities & Commitments	Completed	View >
8	Payment	Pending (po received)	View >
9	Application Approval	Pending	

[Apply now](#) ➔

Marker 1: Shows that there has been a change in the overall status.

- On the left hand side of the dashboard, you will find the different Accreditation Portal profiles to input program information:



Welcome, naeyctester@gmail.com

Notifications Log out My account

NAEYC Test Overall Status: Registered

Accreditation Process Checklist and Status

STEP 1: Enrollment Step 2: Application Step 3: Candidacy Step 4: Site Visit

Home

Program Dashboard

Program Profile

Site Profiles

Staff Profiles

Licensing

Class Profiles

Combined Class Profiles

72 Hour Notification

Contacts

Program History

Payment History

Status: Registered
To Enroll, complete the following tasks on the Accreditation Process checklist.

#	Task	Task Status	Link to page
1	Program Profile	Pending	View >
2	Program Responsibilities & Commitments	Pending	View >
3	Payment	Pending	

Enroll Now

- **Home**- Takes you back to the Accreditation Portal's **homepage**.

Note: The homepage can, also, be accessed by clicking the



in the top left corner.

- **Program Dashboard**- Track your program's current status.
- **Program Profile**- Create and update your program's general information (total number of children, classes, etc).
- **Site Profiles**- Build and edit site information (program's physical location).
- **Staff Profiles**- Create and edit staff information, including uploading educational documentation.

- **Licensing-** Document current licensing status.
- **Class Profiles-** Create and edit class information.
- **Combined Class Profiles-** Build and edit combined classes.
- **72 Hour Notification-** Reporting critical incidents within 72 hours (currently accredited programs only).
- **Contacts-** Create and edit contacts that you would like associated with the program.
Note: Only primary and secondary contacts can edit information for the portal and receive emails.
- **Program History-** View changes to program information, status, as well as email communications sent to your program
- **Payment History-** View payment transactions and access invoices
Note: Only primary and secondary contacts can view payment history.
- **Certificate-** View and download a copy of the NAEYC Accreditation Certificate (currently accredited only)

✚ Once you wish to no longer access NAEYC Accreditation Portal, click “Log out” on the top toolbar.

