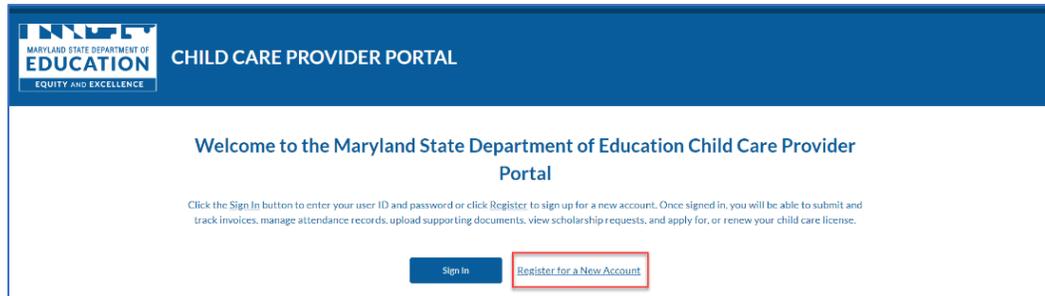


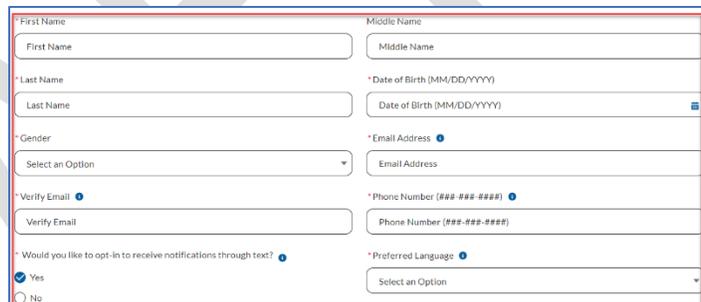
STEP ONE: Submit Registration Details

1. Click Register for a New Account

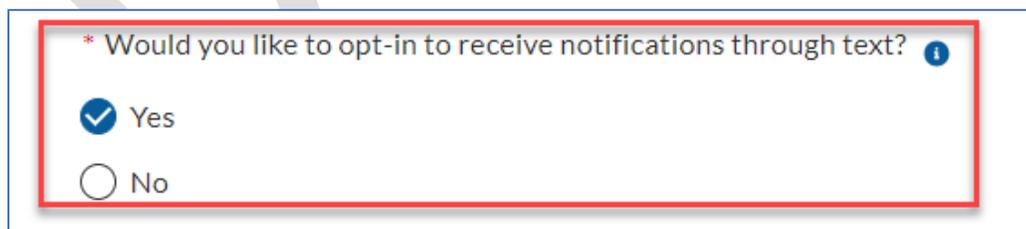


2. Complete the User Registration Form to include the following information. All fields marked with a red asterisk* are required. You should also complete any non-required fields that apply to you. **NOTE:** The information marked as required helps us accurately locate your records in our systems.

- **First Name** (Required)
- **Middle Name** (Optional)
- **Last Name** (Required)
- **Date of Birth** (Required)
- **Gender** (Required)
- **Email** (Required)
- **Verify Email** (Required)
- **Phone Number** (Required)
- **Preferred Language** (Required)



3. Select **Yes** or **No** to indicate whether you would like to **opt-in to receive notifications through text**.



4. **Select Yes or No** to indicate whether you **have been approved by the Maryland State Department of Education (MSDE) to operate as a child care provider?** If you answer yes, proceed to step 6. If you answer No, skip to step 8.

* Have you been approved by the Maryland State Department of Education (MSDE) as a child care provider? If you are an already approved child care provider with the State of Maryland, you can select 'Yes' to link your program to your account. If you are not yet approved by the State of Maryland as a child care provider, you should select 'No'. ⓘ

Yes, if you are already an approved child care provider in Maryland

No, if you are not an approved child care provider in the Maryland.

5. **Enter the Last 4 digits of your Social Security Number.** This information will be used for identification purposes only and is not stored on the portal.

* Social Security Number (last 4 digits only) ⓘ

Social Security Number (last 4 digits only)

Please enter the last 4 digits of your Social Security Number.

6. **Select which option best describes your program**

* Which of the following best describes your program?

For more information on licensed and registered programs, click here:
<https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-orientations>

For more information on informal child care, click here:
<https://earlychildhood.marylandpublicschools.org/what-informal-child-care>

Select an Option ▼

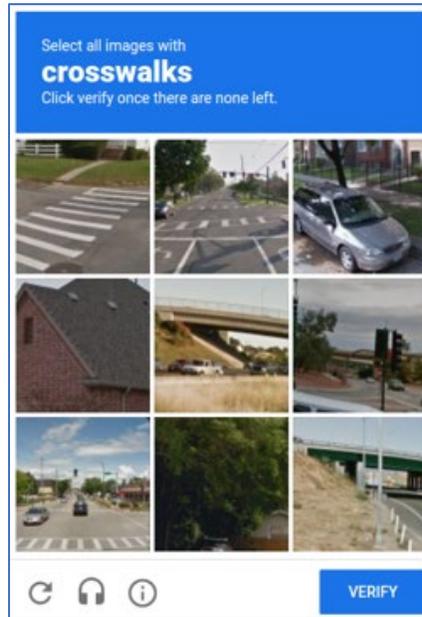
7. Read and acknowledge the **Know Your Rights**

Know Your Rights
The information gathered hereinafter is for the purposes of obtaining the necessary data needed, as required by state and federal laws and regulations outlined in: (1) COMAR 13A.15, 13A.16, 13A.17 and 13A.18, for individuals to apply to open a child care program or to continue to operate a licensed, registered or certificate of approval program in Maryland; and (2) COMAR 13A.14.06 for individuals to apply for approval to provide informal child care in the State of Maryland. Such information will be used for the purposes of confirming that applicants, licensed, registered and certificate of approval child care programs; and informal providers meet the requirements as outlined by the COMAR regulations. The requested information may be shared with other state or governmental agencies for purposes limited to determining suitability to work with children, background check clearances, and auditing. Some information such as name, address of the child care program and phone number will be made available for public view. However, data consisting of personally identifiable information (PII) is not available for public inspection. Individuals who choose not to share the information will be subject to the denial of their application or the denial of the continuance of their license/registration or certificate of approval. You have the right to inspect, amend, or correct the requested PII as stated under the State Government Article §§10-611-10-629, Annotated Code of Maryland. For additional information regarding the Maryland State Department of Education privacy notifications please visit the MSDE Privacy Website Notification at [WebPrivacy_OIT](#). You have the right to inspect, amend, or correct the requested PII as stated under the State Government Article §§10-611-10-629, Annotated Code of Maryland. For additional information regarding the Maryland State Department of Education privacy notifications please visit the MSDE Privacy Website Notification at [WebPrivacy_OIT](#).

By registering, you agree to the usage of your personal data by the Maryland State Department of Education as described above.
 No, I do not agree.

I'm not a robot 

8. Complete the reCAPTCHA



9. Click Sign Up

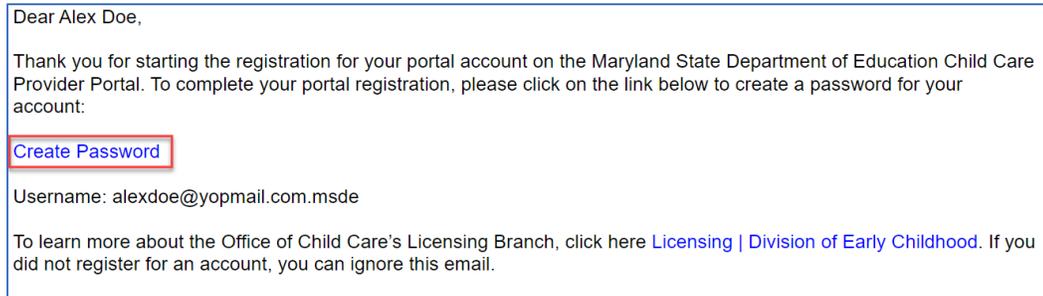
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By registering, you agree to the usage of your personal data by the Maryland State Department of Education as described above.
 No, I do not agree.

I'm not a robot 

STEP TWO: Verify Email and Create Password

1. You will be sent an email that includes a unique registration link. NOTE: it can take up to 15 minutes for the email to be delivered.
2. Click the **registration link in the email** which launches the Child Care Provider Portal in a new browser window or tab. If you do not see the registration verification email in your inbox, check your spam/junk/promotions folders. **NOTE:** The registration link can only be used one time and will automatically expire after you click the link and complete your registration



3. **Enter create a password**
 - a. The password must be 12 characters and must include at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.
 - b. **Re-enter your password (the passwords entered must match)**
 - c. Click the **Change Password** button

MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND EXCELLENCE

Change Your Password

Enter a new password for alexdoe@yopmail.com.msde. Make sure to include at least:

- 12 characters

Also include at least 3 of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

* New Password

* Confirm New Password

Change Password

Password was last changed on 4/5/2023, 9:15 AM.

Once the password has been successfully changed, you will be logged into the portal.