How to Register for a Provider Portal Account

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.

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.

6. Select which option best describes your program
7. Read and acknowledge the **Know Your Rights**

![Image of Know Your Rights]

8. **Complete the ReCAPTCHA**

![Image of ReCAPTCHA]

9. **Click Sign Up**

![Image of Sign Up]
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.

   ![Email Registration Link](image)

   Dear Alex Doe,

   Thank you for starting the registration for your portal account on the Maryland State Department of Education Child Care Provider Portal. To complete your portal registration, please click on the link below to create a password for your account:

   [Create Password]

   Username: alexdoe@yopmail.com msde

   To learn more about the Office of Child Care’s Licensing Branch, click here Licensing | Division of Early Childhood. If you did not register for an account, you can ignore this email.

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**

   ![Change Password](image)

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