



Child Care Aware of New Hampshire
A Program of Southern New Hampshire Services



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<http://nh-connections.org/> or www.SNHS.org

New Hampshire Connections Information System (NHCIS) Professional Registry FAQ's

1. **What browser should I use to access the new Professional Registry in NHCIS?** To access NHCIS you would use either Google Chrome or Mozilla Firefox. Internet Explorer or Microsoft Edge are not compatible.
2. **“OLD REGISTRY USERS” - How do I create a new Registry account in NHCIS, if I have an account in the previous “old” Professional Registry?** Registration is done through a Self-Registration process. To create an account please visit:
<https://nhpublichealth.force.com/nhccis/s/login/?ec=302&startURL=%2Fnhccis%2Fs%2F>. Click on the “Reset Password” button. Use the email you used in the “old” NH Professional Registry to register in the new system as your username and click “Reset”. You will receive a verification code to that email address which will be used in registration.

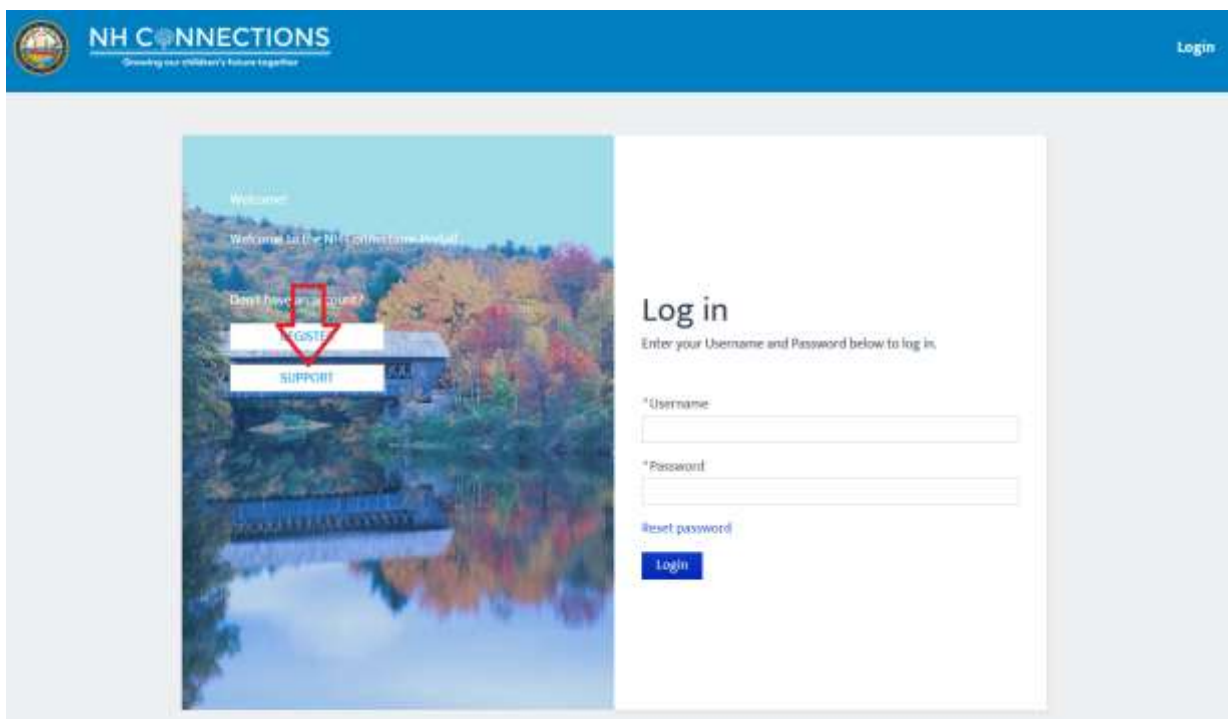
If these steps do NOT work, please click the “Register” button and use the same information you have used in your NHPR “old” registry record. If you need assistance ensuring your information matches, please call one of our TA specialists at 1-855-393-1731 x 2532.

3. **“NEW REGISTRY USERS” - How do I create a new Registry account in NHCIS, if I have never had an account in the “old” Professional Registry?** Registration is done through a Self-Registration process. To create an account please visit:
<https://nhpublichealth.force.com/nhccis/s/login/?ec=302&startURL=%2Fnhccis%2Fs%2F>. Hit the “Register” button and follow the prompts. You will receive a verification code to that email to that email address which will be used in registration.
4. **Is there a video or tutorial I can view regarding how to access the Professional Registry?** Yes, this video is available within the NHCIS itself on the dashboard and can also be viewed by clicking here: <https://vimeo.com/user61233682/review/521982457/eb2142b748>

5. **I keep getting an error message when I register and cannot get past that point of registration. What do I do?** If you are experiencing a challenge registering, you would go into the login screen for NHCIS and submit a support ticket, by clicking on “SUPPORT”. See #6. Please allow one business day for a response.

6. **How do I submit a support ticket for LOGIN issues?** Follow the steps below:

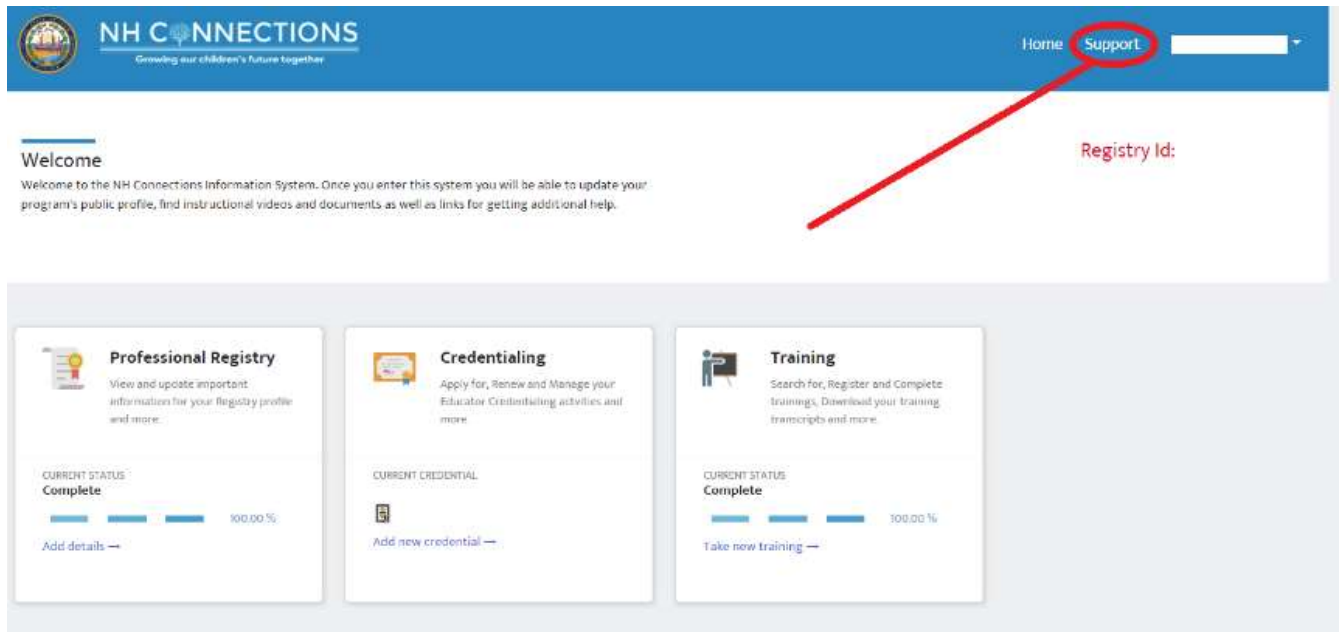
- Navigate to the NHCIS Login Page and click the white “SUPPORT” button on the left hand side.
www.nhpublichealth.force.com/nhccis/s/login/?ec=302&startURL=%2Fnhccis%2Fs%2F
Enter your contact information.
- Select the ticket type that applies to your issue. (Login Issue, Forgot Password does not work or Forgot Username).
- Add a detailed description of the issue happening including any error messages, the browser/device used or any other relevant information.



7. **How do I submit a support ticket for NON-LOGIN issues?** Follow the steps below

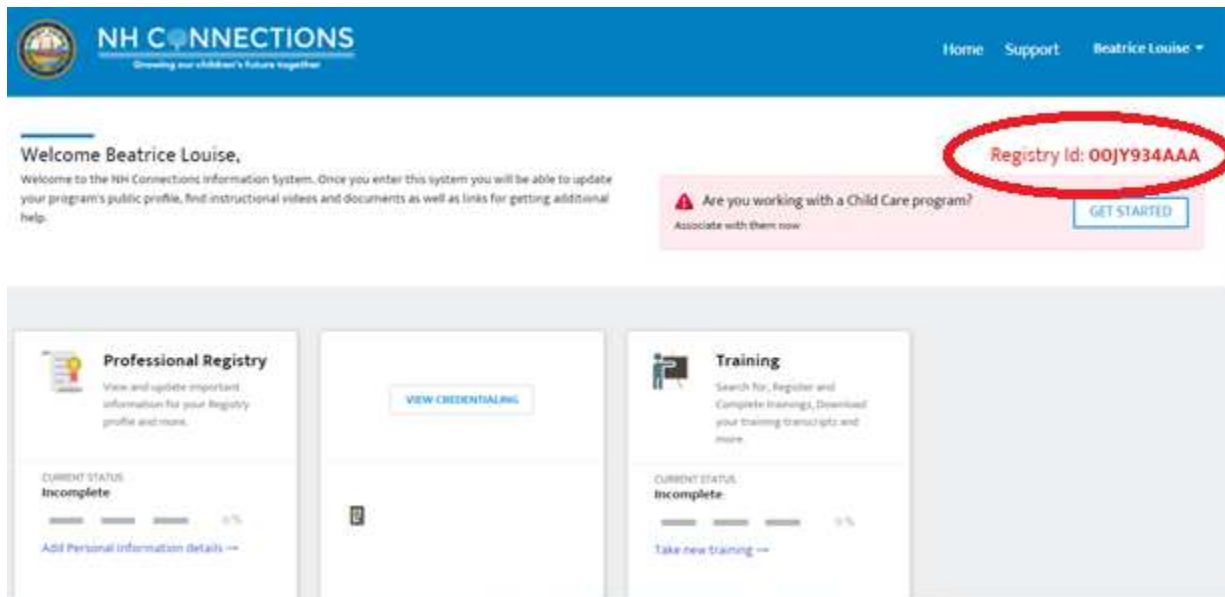
- Navigate to the NHCIS Log in Page.
<https://nhpublichealth.force.com/nhccis/s/login/?ec=302&startURL=%2Fnhccis%2Fs%2F>
- Login using your email address and password for your NHCIS account.
- Click the white “SUPPORT” button in the top right hand corner of the page.
- Select the item you need assistance with in the “I NEED ASSISTANCE” drop down.

- Add a basic subject in the “SUBJECT” field.
- Add a detailed description of the issue happening including any error messages, the browser/device used or any other relevant information.



8. **Why aren't my trainings from the "old" NH Professional Registry uploaded on to my new Professional Registry account on NHCIS?** All trainings will be uploaded on May 3, 2021, per the Bureau of Child Development and Head Start Collaboration.

9. **Where do I find the Registry ID for ProSolutions trainings in the NHCIS Registry?** The Registry ID for ProSolutions is found on your individual Registry application on the NHCIS. You will find this in the top right hand corner of your screen in red text.



10. **Will my trainings from ProSolutions be listed in the new Professional Registry on NHCIS?** Once you put your Registry ID into your ProSolutions trainings, these trainings will be populated into your new account.

11. **What if I am not seeing the ProSolutions trainings populated in my new Professional Registry account?** You can complete this step using one of the ways found below.

In order to add your Registry ID to an existing ProSolutions Account:

- Navigate to the ProSolutions website.
<https://www.prosolutionstraining.com/login/>
- Enter your account information and sign in.
- Click your Name in the top Right corner of the page, then select "PROFILE".
- Ensure all fields with an asterisk are completed.
- In the "STATE REGISTRY ID" box enter your 10 digit Registry ID from your NHCIS: Registry Record.
- Click the "SAVE PROFILE CHANGES BUTTON".

*State
New Hampshire

*Home Zip Code
Home Zip Code

You have indicated that you live in New Hampshire. To ensure that future completed courses are included in the New Hampshire Professional Registry, your 10-character state Registry ID# is required. This is a one-time only requirement. Enter your Registry ID# in the "State Registry ID" box below.

- Unsure of your Registry ID? Log into your account on the New Hampshire Professional Registry by visiting <https://nhpublichealth.force.com/nhccis>. Your Registry ID will appear on the page after you log in.
- Need to create a NH Registry account? Visit <https://nhpublichealth.force.com/nhccis> to create an account in the New Hampshire Professional Registry. After creating an account, you will be provided with a Registry ID unique to you.
- If you do not wish to receive credit in the New Hampshire Professional Registry for your training hours, check the opt out box.

State Registry ID

*Language
English

☐ I choose to opt out of sending my completed training hours to my state registry for credit.

*Field or Profession
Early Care and Education Professional

Title

Where did you learn about us?
Other

Place of employment
Place of Employment

Save Profile Changes

If you are an existing user, but do not know your Registry ID Number or are not on NHCIS:

- Navigate to the ProSolutions website.
<https://www.prosolutionstraining.com/login/>
- Enter your account information and sign in.
- Click you Name in the top Right corner of the page, then select "PROFILE".
- Ensure all fields with an asterisk are completed.
- Under the "STATE REGISTRY ID" box ensure the box "I CHOOSE TO OPT OUT OF SENING MY COMPLETED TRAINING HOURS TO MY STATE REGISTRY FOR CREDIT" is checked.
- Click the "SAVE PROFILE CHANGES" button.
- After completing ProSolutions trainings, ensure you always print the certificates.

Field or Profession*

Choose One

You have indicated that you live in New Hampshire. To ensure that future completed courses are included in the New Hampshire Professional Registry, your 10-character state Registry ID# is required. This is a one-time only requirement. Enter your Registry ID# in the "State Registry ID" box below.

- Unsure of your Registry ID? Log into your account on the New Hampshire Professional Registry by visiting <https://nhpublichealth.force.com/nhccis>. Your Registry ID will appear on the page after you log in.
- Need to create a NH Registry account? Visit <https://nhpublichealth.force.com/nhccis> to create an account in the New Hampshire Professional Registry. After creating an account, you will be provided with a Registry ID unique to you.
- If you do not wish to receive credit in the New Hampshire Professional Registry for your training hours, check the opt out box.

State Registry ID

☐ I choose to opt out of sending my completed training hours to my state registry for credit.

Preferred Language
English

☐ I have read and agree to the Terms and Conditions.

☒ By checking this box, I agree to receive information about new products, exclusive promotions, and other product updates.

If you are getting the red bar across the screen reading “YOUR COMPLETION DATA MAY NOT BE SUCCESSFULLY CREDITED IN YOUR STATE REGISTRY BECAUSE YOUR STATE ID HAS NOT BEEN PROVIDED.”

- Click the “CLICK HERE” hyperlink, this will navigate to your “PROFILE”.
- Ensure all fields with an asterisk are completed.
- In the “STATE REGISTRY ID” box enter your 10 digit Registry ID from your NHCIS: Registry Record. (If you do not have your state ID, Check the box saying “I CHOOSE TO OPT OUT OF SENING MY COMPLETED TRAINING HOURS TO MY STATE REGISTRY FOR CREDIT”)
- Click the “SAVE PROFILE CHANGES BUTTON”



If you are new user and do not know your Registry ID or are not signed up for NHCIS:

- Navigate to the ProSolutions website.
<https://www.prosolutionstraining.com/login/>
- CLICK the “CREATE AN ACCOUNT” button.
- Fill in all of your information.
- Ensure all fields with an asterisk are completed.
- Under the “STATE REGISTRY ID” box ensure the box “I CHOOSE TO OPT OUT OF SENING MY COMPLETED TRAINING HOURS TO MY STATE REGISTRY FOR CREDIT” is checked.
- Click the “CREATE AN ACCOUNT BUTTON”.
- After completing ProSolutions trainings, ensure you always print the certificates.

Field or Profession*

Choose One

You have indicated that you live in New Hampshire. To ensure that future completed courses are included in the New Hampshire Professional Registry, your 10-character state Registry ID# is required. This is a one-time only requirement. Enter your Registry ID# in the "State Registry ID" box below.

- Unsure of your Registry ID? Log into your account on the New Hampshire Professional Registry by visiting <https://nhpublichealth.force.com/nhcds>. Your Registry ID will appear on the page after you log in.
- Need to create a NH Registry account? Visit <https://nhpublichealth.force.com/nhcds> to create an account in the New Hampshire Professional Registry. After creating an account, you will be provided with a Registry ID unique to you.
- If you do not wish to receive credit in the New Hampshire Professional Registry for your training hours, check the opt out box.

State Registry ID

☐ I choose to opt out of sending my completed training hours to my state registry for credit.

Preferred Language

English

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12. I cannot access all the New Hampshire Health & Safety Training Program Trainings, how do I see them? Please follow the steps below.

- Navigate to the ProSolutions website.
<https://www.prosolutionstraining.com/login/>
- Enter your account information and sign in.
- Click into the "MY COURSES TAB"
- Locate the bar entitled, "NEW HAMPSHIRE HEALTH & SAFETY TRAININGS" and click the little down arrow (to the left).
- Look for the GREEN start course button under the "New Hampshire Child Care Licensing Orientation for Licensed and License-Exempt Providers" training.
- Complete this training to unlock the remaining trainings in the series.

