

# NAEYC Early Learning Hub | Quick Reference Guide

## Early Learning Program Quality Assessment and Accreditation

### Logging into the NAEYC Portal

To access the Early Learning Hub, users must first login to the new NAEYC portal at [my.naeyc.org](https://my.naeyc.org).

- **Users with existing access to a NAEYC portal** should follow the “**Set up your password**” option to access their account.
- **New users** should select the “**Create an account**” option.

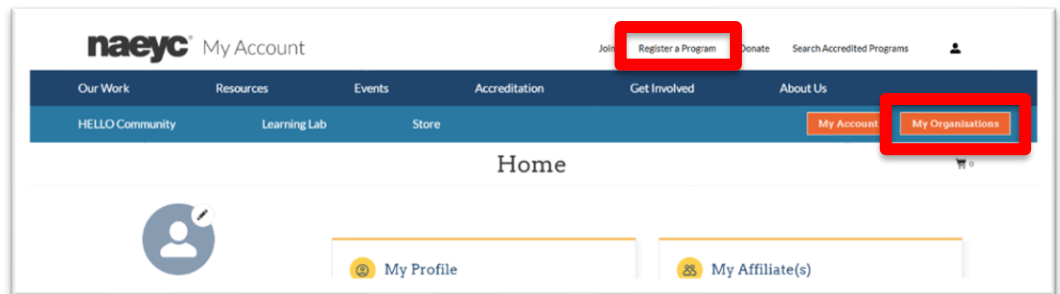
For support or questions, email [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org) or call (800) 424-2460.

### Navigating to the Early Learning Hub

Once logged into your NAEYC Account, you will be on the Home page.

To access the Early Learning Hub, select the “**My Organizations**” in the upper right-hand corner.

**New programs** can be added by selecting “**Register a Program**” in the top menu.

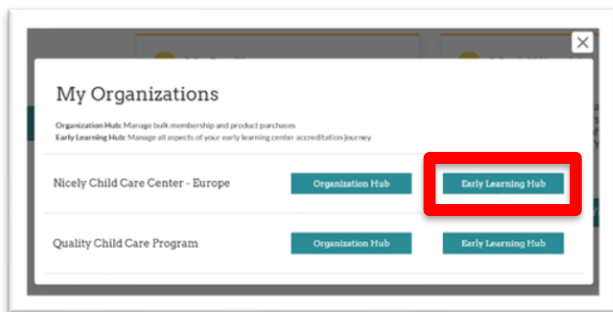


### Locating Your Program(s)

The “**My Organizations**” window appears lists any Early Learning Programs the user is affiliated with.

Select “**Early Learning Hub**” to go into a specific program’s record.

If a specific program is not listed, email [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org).

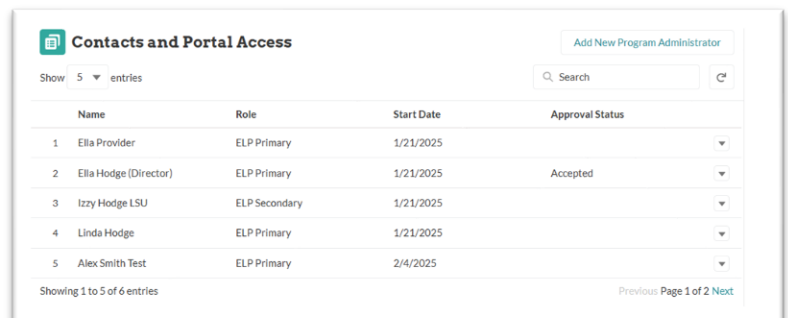


### Granting Portal Access

Individuals must have a NAEYC portal account before they can be invited to the Early Learning Hub.

Existing Early Learning Hub users can provide access to other NAEYC portal users by going to “**Contacts and Portal Access**” menu item once login into the Early Learning Hub.

If there are no existing users that can access the Early Learning Hub, email [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org).



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### Updating a Program's Information

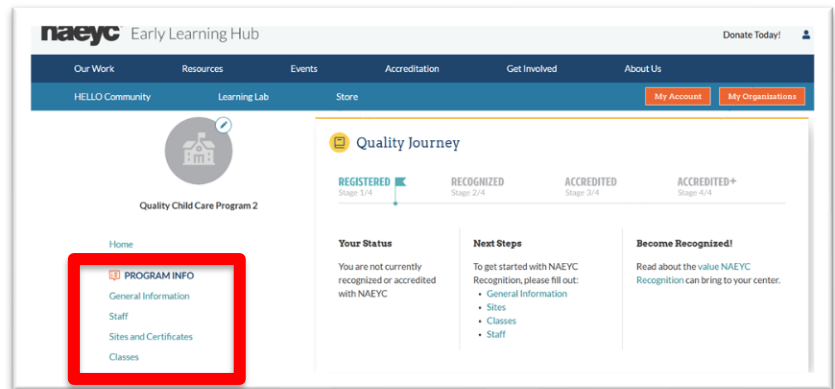
Once in the program's record, you will be on the Home page and see the **"Quality Journey"** widget that provides the program's status and details on next steps.

A program's primary or secondary contacts can directly edit the program's record.

Use the **"Program Info"** menu option links on the left to access and manage program details.

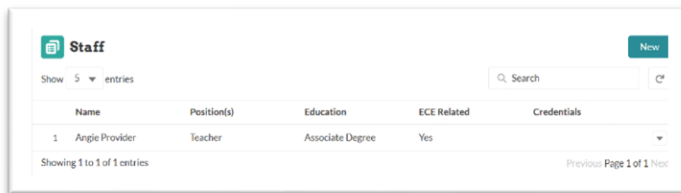
The following sections should be updated or confirmed, including:

- **General Information:** Enrollment, program type and regulatory status.
- **Site Information:** Days and hours of care, closure or exemption dates, etc. All programs should have at least one primary site.
- **Staff:** Current staff working within program, including role and education.
- **Classes:** Current classes that are part of the program's accreditation status.



### Managing Staff

Staff qualifications for the program related to R.8.01-R.8.04 and A.8.01-A.8.06 are captured from the information on the Staff listing. **Programs are no longer expected to upload their staff qualifications documentation.**



**To add new staff:** Select "New".

**To edit an existing staff:** Select the drop-down arrow to the right of the staff name and select "Edit". Save changes.

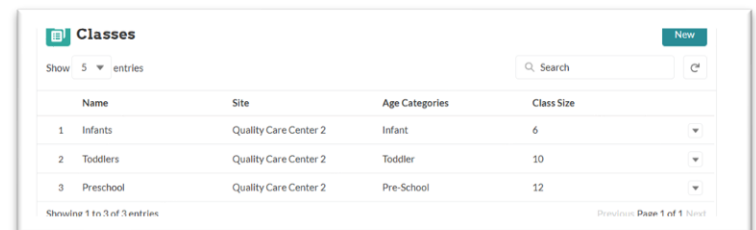
**To remove any staff person listed:** Select the drop-down arrow to the right of the name listed and **unselect "Is Active" checkbox.** Save changes.

When entering or confirming staff, ensure the following fields are entered or confirmed:

- First / Last Name
- Email
- Is Active
- Position
- Highest Level of Formal Education
- Higher Education Degree Related to ECE
- Other credentials (if applicable)

### Managing Classes

All classes that are part of a program's accreditation journey should be included on the program's record. Assessors will use this information during site visits.



**To add a new class:** Select "New".

**To edit an existing class:** Select the drop-down arrow to the right of the classroom and select "Edit". Save changes.

**To remove an existing class:** Select the option to edit the class record and **unselect "Is Active" checkbox.** Save changes.

When entering or confirming classes, ensure the following fields are entered or confirmed:

- Class Name
- Is Active (Y/N)
- Program Site – select site the class is part of
- Age Category
- Class Size
- Nap Time
- Class Schedule Differs from Site
- Class Schedule Details
- Languages of Learning