

SEED Registry – Help Menu

Before You Begin

Gather the following documents:

- Official/Un-official transcripts that document all college coursework and degrees you have earned.
- Diplomas, licenses and credentials you have earned related to your work in the ECE field.
- Certificates from early childhood training you have attended.

Registering with SEED (New Users)

1. On the SEED Portal home page, click the "Register here" link.
2. Select "Start Step 1" to register using a step by step process or select "Advanced Registration" to complete registration in a single step.
3. Complete initial registration form by entering in all data fields marked with an asterisk (*).
 - User Name and password may contain alphanumeric characters (A-Z, a-z, 0-9) and the special characters "period," "dash," "underscore." (. - _).
4. After clicking "Register," you will be notified by e-mail when your account has been created. This process should take no longer than twenty minutes. If you do not receive an e-mail please contact [SEED](#) or 907.265.3194

Logging in to the SEED Registry Portal

- To log into the portal for the *first time*, you must first authenticate your e-mail address. For HTML formatted emails click the link in the confirmation e-mail you received upon successful registration. For text only formatted e-mails you may be required to copy and paste the link provided in the e-mail to your browser address.
- Next you will be required to set a password; password MUST be at least eight characters in length.
- Once your password is set you are approved to access the Registry. Log in by entering your *User Name* and *Password* on the SEED Registry Portal home page.

Forgot Login Information (Registered Users)

If you have forgotten your login information, you may submit a request for retrieval.

1. Click the "Forgot Your Password?" link that appears below the "Log In" section on the SEED home page. There are two options to reset your password
 - A. Enter your username and select the reset password button; a confirmation email will be sent to the address provided during registration. If you are unsure of or do not have access to that e-mail address, contact [SEED](#) for additional assistance.

- B. Enter your email, date of birth and last 5-digits of the SSN provided during initial registration.

A confirmation message will appear and an e-mail with further instructions will be sent to the email address on file with SEED.

2. If you have forgotten your username contact [SEED](#) for additional assistance.

Change your Password

SEED nor thread staff has access to passwords. No one at SEED or thread will ever request password information. Do not share your password with anyone.

To change your password, use the "Forgot your Password" link located on the Portal login page. (See previous section for password reset instructions)

Contact SEED Registry

If you have questions or concerns regarding your registration, contact SEED Registry Staff. thread office hours are 9:00am – 5:00pm, Monday through Friday.

- Toll Free — 855.265.3195
- Fax — 907.265.3195
- E-mail — info@seedalaska.org

My Profile

- Successful log in will take you to your registry home page.
- Each section under *My Profile* can be accessed and completed in any order; once complete, click the *Submit Registry Application* link to finalize and submit your application to SEED.
- Required information is marked with an asterisk (*).
- If your session times out you will be required to log back into the system. If session times out while editing a page, the information entered on that particular page will be lost.

After you have completed the basic registration your My Profile section is enabled. Under the My Profile sub heading you will find links to the employment, education and training sections that you will need to complete.

Navigation

You can navigate between the sections by:

- Clicking the section title link in the right menu bar.

If you change any data in a saved record and attempt to navigate away from the screen without your new data, you will be notified and have an opportunity to cancel navigation or continue without saving.

the top column of each section under *My Profile*, displays your account information summary

- Account Information Summary — displays the following information regarding your account.
 - Name
 - Email
 - Mailing Address
 - Phone number
 - SEED Username — The SEED Username will remain blank before submitting your initial registration.
 - Career Level — This value will indicate pending, verified status, and expired credentials.
 - Renewal Date — Renewal date is assigned based on initial submission date. (annual renewal date is based initial or most recent submission date)

Demographic Information

Help Us Track Our Workforce! (Page Sub Title)

You are not required to complete the information in the demographics section in order to submit your registry application. However, demographic information helps in defining and identifying needs and strengths within the early care and education profession and in driving policy making.

The information can also be used to support grants and other quality initiatives for which the CCR&R is awarded based on identified populations, specific qualifications, geographic regions, and available or provided services.

The information in the demographics section is not verified by SEED.

Education and Training

Your SEED Level will be based on the education, training and credentials you submit that are related to early care and education. Therefore, you must complete the following section(s) and submit all supporting documentation for verification:

- Education
- Licenses
- Credentials
- Certificates
- Credit based courses

- Documented trainings

Education

All credits and degrees must be from an accredited university or college. To verify accredited universities or colleges, visit the [U.S. Department of Education](#).

*Please note that submission of un-official university transcripts is required for verification of education completed.

Add any post-secondary degrees you have been awarded under this section, to add a degree:

1. Click the "Add Education" link.
2. Enter the requested information.
 - The date can be populated using the calendar date menu or manually entered. If manually entered, enter in the format of mm/dd/yyyy.
3. Click the "Add" button.

*If you are currently working on a degree, any early childhood education (ECE) courses you have completed will impact your SEED career Level. These courses should be entered in the "*Credit Based Courses*" section.

Early Care Education (ECE) Coursework

In the "Credit Based Courses" section you will need to enter all ECE coursework you want to be considered for verification. In order to be considered as ECE coursework, 75% of the course content must focus on early childhood (Birth-12). Please note that submission of un-official university transcripts is required for verification of coursework completed.

Required fields are noted with an asterisk (*).

1. Click "Add New Credit-Based Course" link.
2. Enter the requested information.
 - The date can be populated using the calendar date menu or manually entered. If manually entered, enter in the format of mm/dd/yyyy.
3. Click the "Add" button.

Employment

Entry of current employment information is required in order to complete SEED application. Only current and previous employment in the field of early care and education should be entered.

Credentials, Licenses, Certificates

As you click the boxes indicating your credentials, the required fields will be indicated with an asterisk (*).

1. Enter the requested information.

- For dates where only the month and year are applicable, enter the first day of the month as the date.
- The date can be populated using the calendar date menu or manually entered. If manually entered, enter in the format of mm/dd/yyyy.

2. Click the "Add" button.

*Please note that documentation supporting credentials, licenses and certificates earned is required for verification.

Documented Trainings

All training completed with thread is imported to the "Documented Training" section and does not need to be re-entered. If your information is shown incorrectly, please contact info@seedalaska.org

Training hours completed outside of thread should be entered here, completing the training section ensures you obtain the highest Career Level for which you qualify.

1. Click on the "Add New Documented Training" button
2. Provide the requested training information. Required fields are noted with an asterisk (*).
3. Click the "Add" button or the "Cancel" button to return to the Training screen.

**Please note that certificates supporting training completion are required for verification.*

Practitioner Information

Practitioner Type

- Practitioner – Early Childhood Professional
- ECE Trainer – SEED approved trainer
- Non ECE Trainer – SEED approved trainer for training un-related to ECE
- Student – ECE Student not currently working in the field.

Practitioner Sub Type

Practitioner sub type is based on employer type and sector of work

- Child Care
- Head Start
- Infant Learning Program
- School District
- Administrative Agency (i.e. Municipality of Anchorage, Child Care Programs Office, etc.)
- Consulting (i.e Prentice Consulting, Leading EDGE Consulting, Childcare Aware etc.)
- Social Agency (i.e. Best Beginnings, Stone Soup Group, etc.)

Track Type

Track type is based on sector of employment in the field for early Care and Education.

- Regular Track –

- Infant Learning Track – Practitioners working in Part C Early Intervention Grantee programs.
- Trainer – (Can we make this non-functioning until we have a track developed)

Associations

Organizations of professional membership and are provided in this section, or you can check other. Professional memberships are not verified by SEED.

Admin Experience


Time employed in an administrative position.

Field Experience

Time employed in a direct service position.

Submit Registry Application

To complete your application to SEED and receive a level certificate, you must submit your registry application for evaluation. To submit your registry application:

1. All sections under My Profile should be marked with a  - indicating that the minimum required information for that section is complete.
2. Click “Submit Registry Application” located at the bottom left section of the page
3. Complete the “Practitioner Information” section based on your work in the early childhood profession and click “register”
4. Review your profile summary and make any final changes to the My profile section. Once this is complete click “Submit Application” at the bottom of the page.
5. Once you have read the *Statement of Understanding* check agree and enter your User Password to validate your submission. Click “Submit”
6. Successful submission is identified by the success message that will appear on screen and a confirmation email.

Submitted Status

After you submit your registration, you are in "Submitted" status, and access is disabled to the Required Information sections (Contact, Education, Employment, and Training). Access to the Optional Information and Demographics sections, however, is enabled. Once SEED has completed the review of your application, your SEED level will be assigned, your status will be changed to "Active", and all sections of your profile will again be available for updates.

You now have the ability to check the status of your applications, print your SEED certificate and education and training report under the Practitioner Sub heading located in the left menu bar.

Verification Failed/Application Incomplete

An application received without documentation supporting the education and training items listed on your profile, is marked incomplete. You will then receive a detailed e-mail requesting

documentation for items you identified in your profile, that require verification. Once the required documentation has been received, or 60 days after the receipt of your application, SEED will evaluate your application and verify your documentation submitted. There are a number of reasons that an item or application can fail verification or be marked incomplete. Here is a list of common reasons:

- Lack of supporting documentation
- Degree is from a non-accredited college/university
- Expired certificate
- Non-ECE related credential
- Non-qualifying credential
- Expired credential
- Expired CDA certificate
- Expired out-of-state teaching certificate
- Non-verifiable credential
- Unable to verify current employment

Reports

In this section of the menu bar, following reports can be generated in pdf format.

- Training and Education Report — this is a formatted report of all verified education, training and credential data entered into the Registry. If no verified data is available, this report will be blank.
- Registry Certificate – the SEED level certificate is available for print out once an application has been evaluated and assigned to a level on the career ladder.

Reports will open and run in a new window of your browser. Upon completion a file download/save dialog box will appear asking if you want to open or save this file. Clicking "Open" will open the pdf (you must have Adobe Reader installed to perform this task); clicking "Save" will prompt you to save this file on your computer.

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