



# Using The Program Update Tool

The Program Update Tool is the easiest way to share information about your child care program with Minnesota families. Updating your information here will also update your public profile on ParentAware.org, which families use to find child care. Use this tool to keep your business information current, including days and hours of operation, ages served, and rate information. You can also promote your current openings by age group. Email [UpdateTool@ChildCareAwareMN.org](mailto:UpdateTool@ChildCareAwareMN.org) for help.



## Accessing Your Account:

To Access your account, you must first obtain your login email address and your account password. If you do not have this or you need to reset your password, please email [UpdateTool@ChildCareAwareMN.org](mailto:UpdateTool@ChildCareAwareMN.org). In your email, please include your name, your license number, and the email you would like to use to login.

Once you have obtained your login information, navigate to the Program Update Tool via [THIS LINK](#)



Welcome to the Program Update Tool - the easiest way to share information about your child care program with Minnesota families. Updating your information here will also update your public profile on ParentAware.org, which families use to find child care. Use this tool to keep your business information current, including days and hours of operation, ages served, and rate information. You can also promote your current openings by age group. Email [UpdateTool@ChildCareAwareMN.org](mailto:UpdateTool@ChildCareAwareMN.org) for help.

Please Enter Your Information

Email Address

Enter your email address

Password

Enter your password, 6 to 20 ch [Show](#)

Login

[Request Password](#)



Enter your login email and password in the corresponding boxes and select "Login."

Please Enter Your Information

Email Address

Enter your email address

Password

Enter your password, 6 to 20 ch

Show

Login

Request Password

You may be asked to "Authenticate" your account. This message will appear after you click "Login"

Email Address

informationservices@parentaware.org

Password

.....

Show

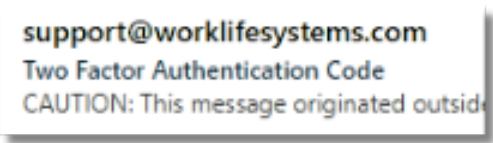
A code has been sent to informationservices@parentaware.org. Please check your email and enter the code in the following box.

Authentication code

Login

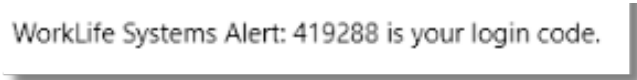


If authentication is required, you must open a new browser window and navigate to your email inbox. This must be the email address you used as your login email. This is where your authentication code will be sent. Your authentication email will look like this:



support@worklivesystems.com  
Two Factor Authentication Code  
CAUTION: This message originated outside

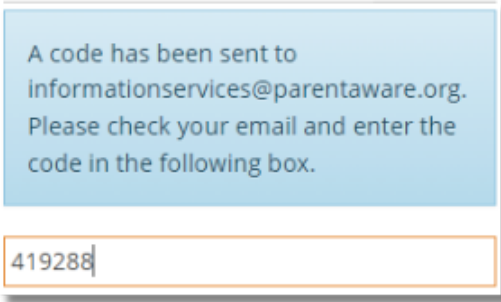
Open your authentication email and obtain the code included.



WorkLife Systems Alert: 419288 is your login code.

Either copy the code with your cursor or write down the code on paper.

Navigate back to the original browser and enter the Authentication Code and click "login."



A code has been sent to  
informationservices@parentaware.org.  
Please check your email and enter the  
code in the following box.

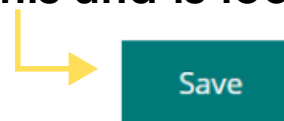
419288

You will now be directed to your individual profile. From here you can scroll down through all tabs to update your program information. \*Gray boxes in each section cannot be changed by a provider as they are automatically imported based on Licensing and Develop accounts.\*



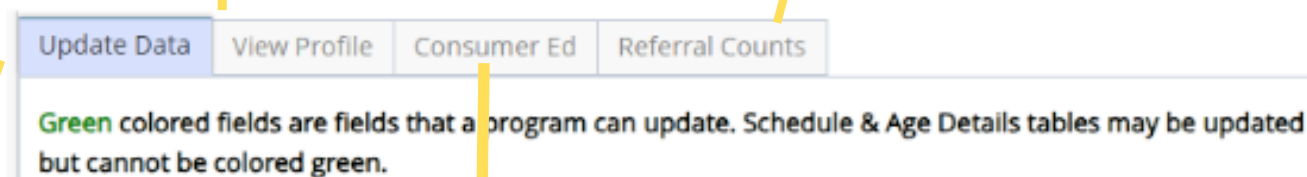
## Updating Your Information:

Within your individual profile, you can update your program's information. Below are a few tips to help you navigate your profile. **It is very important that you WAIT to SAVE your changes until you have completed updating all sections of your profile. Saving will automatically place your account into "pending approval" status and you will not be able to make further changes until a member of the Child Care Information Services Team approves your account. The save button looks like this and is located near the right side of your screen.**



The "**View Profile**" tab allows you to see information that is shared with families looking for child care.

The "**Referral Counts**" tab indicates how many times your program has been referred to families looking for child care



The "**Update Data**" tab allows you to update or change portions of your business information.

The "**Consumer Ed**" tab includes instructions for the Program Update Tool.



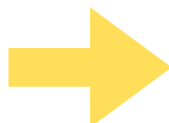
Updating your contact information will ensure families are able to contact you about child care and you receive important child care specific emails from Child Care Aware of MN. **\*Gray boxes in each section cannot be changed by a provider as they are automatically imported based on Licensing and Develop accounts.\***

DBA (If not License Name):



This box can be used to display a program name that may differ from an official name from licensing. For example, a Family Child Care program may have an official licensing name of Jane Doe, but this box may read Jane's Child Care.

Telephone Primary:



This box can only be changed by licensing. Please contact your licensor to make corrections.

Email for Public:



This email address is shared with the general public via child care referrals and the Provider Search on ParentAware.org.

Login Email: (Required when Login Password is entered)

InformationServices@ParentAware.org

Login Password: (Required when Login Email is entered)

\*\*\*\*\*

Show



Use these boxes to update your login information.



Additional program information can be updated by using the tabs at the bottom of the page.

+ Credentials

+ About Our Program

+ Our Schedule

+ Program Data by Age

+ Special Needs

Each section can be expanded by selecting the '+'

## Tips and Clarification:

The following section will answer some of the most common questions we receive about items in each section.

### Special Services ☆:

☐ Offers Non-Standard Hour Care ☆

☐ Serves Homeless ☆

Select this box if your program is open weekends or open before 6:00 AM and/or after 6:00 PM.

☐ Enrollment Limited to Specific Group ☆

☐ 50% of Enrolled Children are American Indians ☆

Only select this box if you limit your enrollment to a specific population. For example, you can select this box if you only enroll children whose parents work for a specific business.



Including information about the rates you charge families can help inform Child Care Assistance reimbursement rates. Providers also have the ability to choose whether program rates are shared with families looking for care or not.

**+ Child Details:**

| Age Group                                     | FT Hourly            | FT Daily             | FT Weekly | FT Monthly           |
|-----------------------------------------------|----------------------|----------------------|-----------|----------------------|
| Infant (6 Weeks -11 Months) Family Child Care | <input type="text"/> | <input type="text"/> | 375.00    | <input type="text"/> |
| Toddler (1 - 2 Years) Family Child Care       | <input type="text"/> | <input type="text"/> | 320.00    | <input type="text"/> |
| Preschool (2 - 5 Years) Family Child Care     | <input type="text"/> | <input type="text"/> | 290.00    | <input type="text"/> |
| School-Age (5 - 11 Years) Family Child Care   | <input type="text"/> | <input type="text"/> | 260.00    | <input type="text"/> |

Only include rates for the age groups you serve.

Only include the highest rates you charge for each category. For example, if School Age care costs \$260/week in the summer and \$120/week during the school year, you should enter \$260.



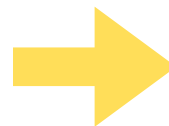
### Care for Ages:

From:

|   |       |   |        |
|---|-------|---|--------|
| 0 | Years | 0 | Months |
|---|-------|---|--------|

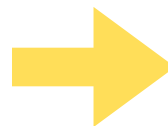
To:

|   |       |   |        |
|---|-------|---|--------|
| 0 | Years | 0 | Months |
|---|-------|---|--------|



In this section, you should indicate the youngest and oldest ages of children you are willing to enroll.

### May Give Fees:

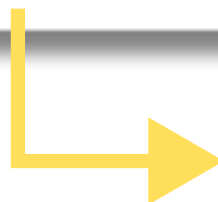


This section determines if you are willing to share your rates with families looking for child care and the the public on ParentAware.org

### Financial Assistance

☐ Currently Accepting Families on Child Care Assistance 

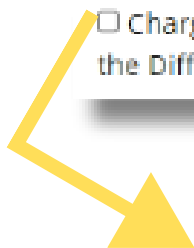
☐ Willing to Care for Families on Child Care Assistance 



Only one of these boxes should be selected.

☐ Charge Families on Child Care Assistance the Difference - YES 

☐ Charge Families on Child Care Assistance the Difference - NO 



If you enroll children who receive County Child Care Assistance, these boxes indicate if you charge families any rates beyond those that County Assistance covers.