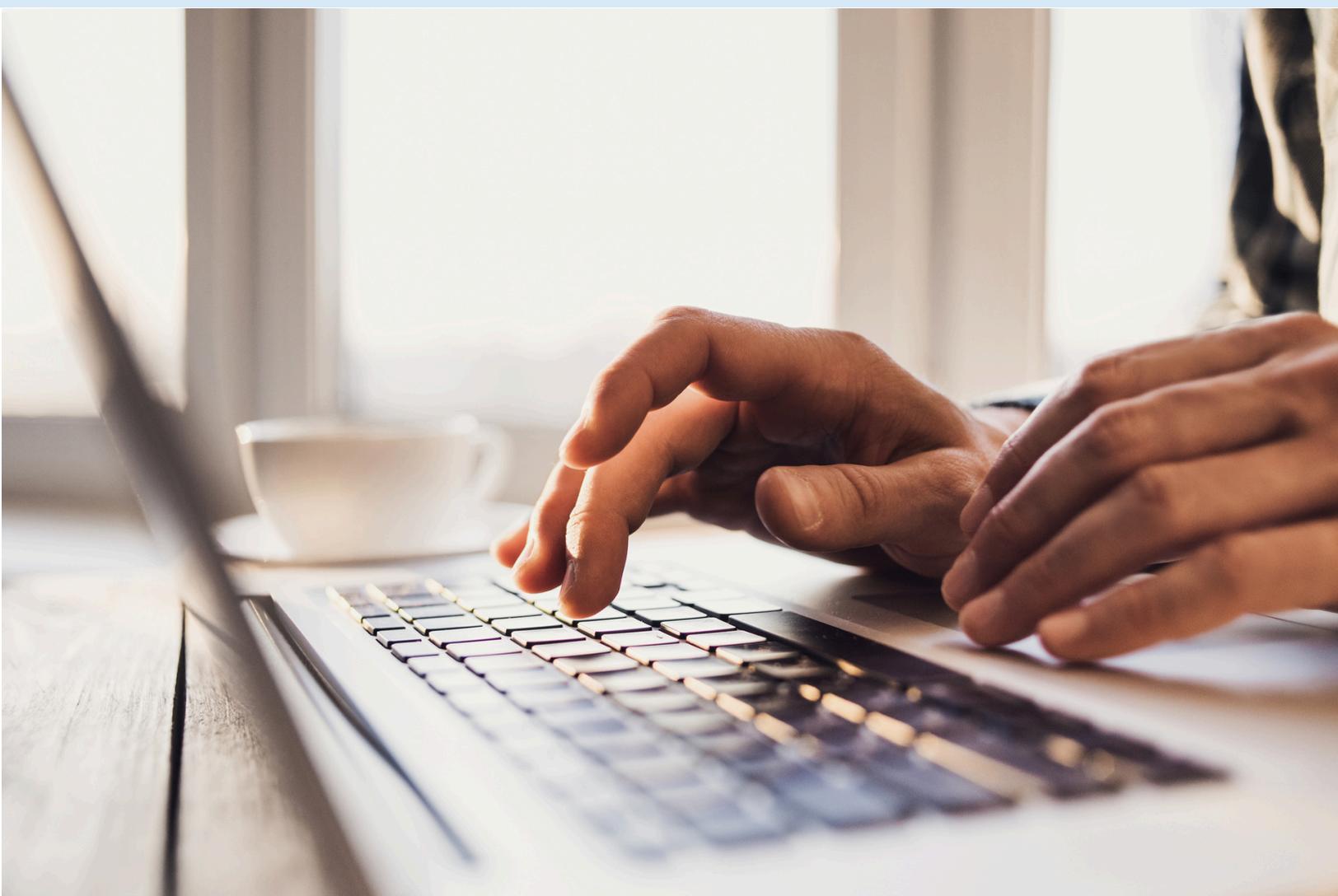


ND Early Childhood Hub Quick Update Guide



www.ndchildcare.org



What's In This Guide?

This guide walks you step-by-step through the most common profile updates, including:

Updating Your “About Us” Section	2
Updating Your Contact Information	4
Updating Your Childcare Vacancy.....	6
Updating Rates, Fees, & Financial Assistance.....	11



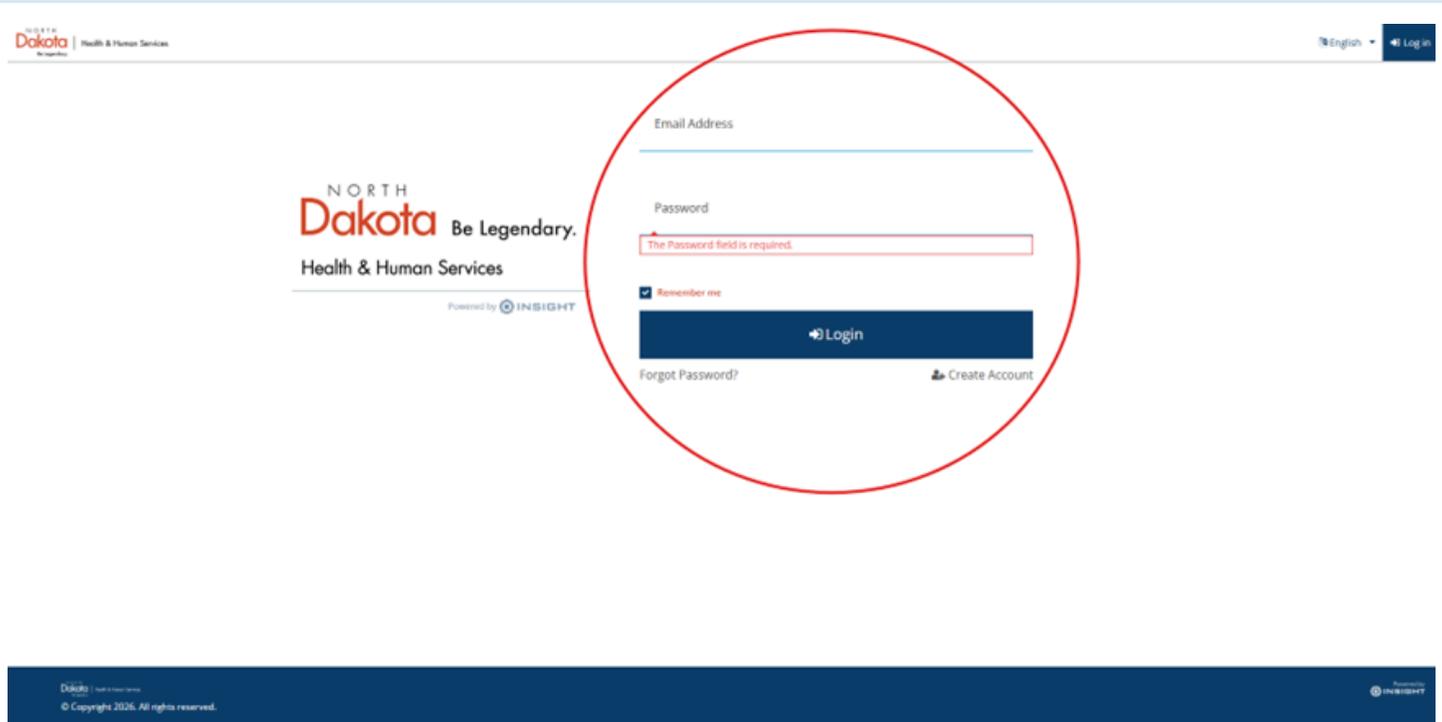
Contact Child Care Aware® for help along the way!
800-997-8515 (Option 1)
referral@ndchildcare.org



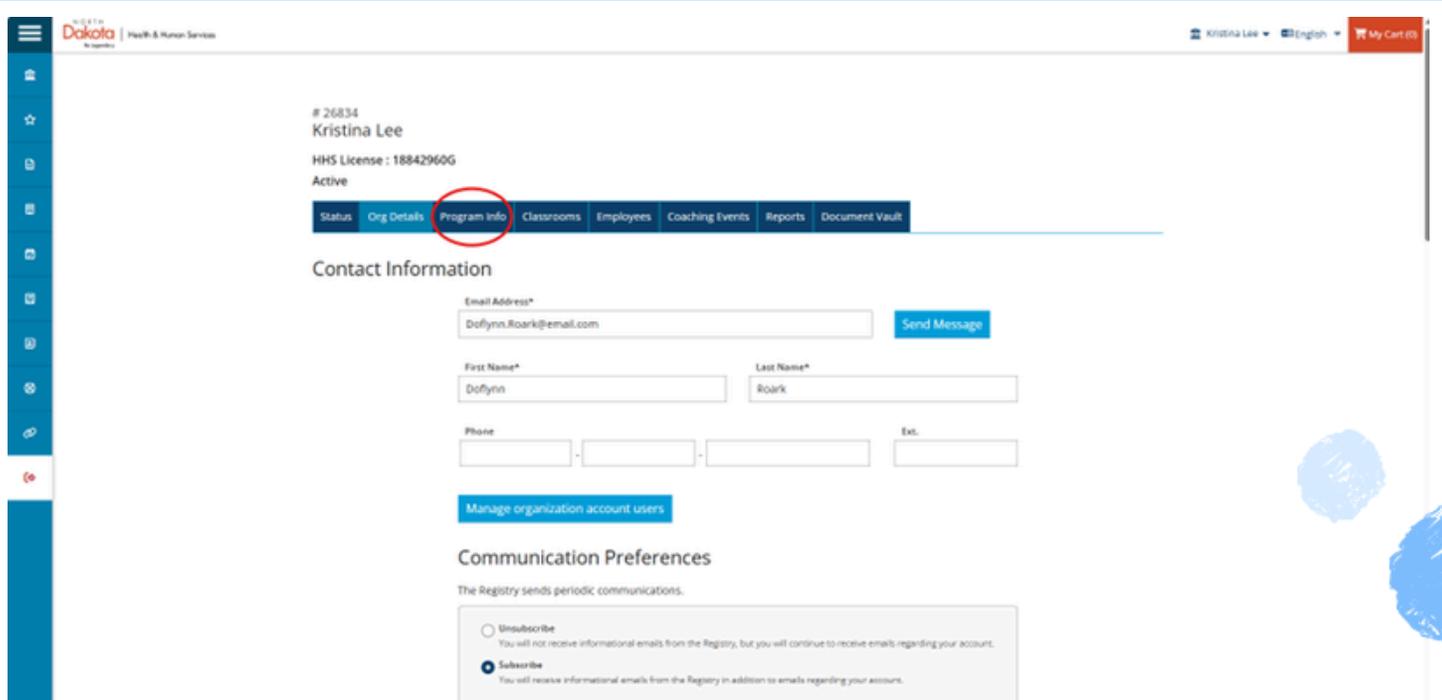
Updating Your “About Us” Section

Start by following this link to log in to your account: [ND EARLY CHILDHOOD HUB](#)

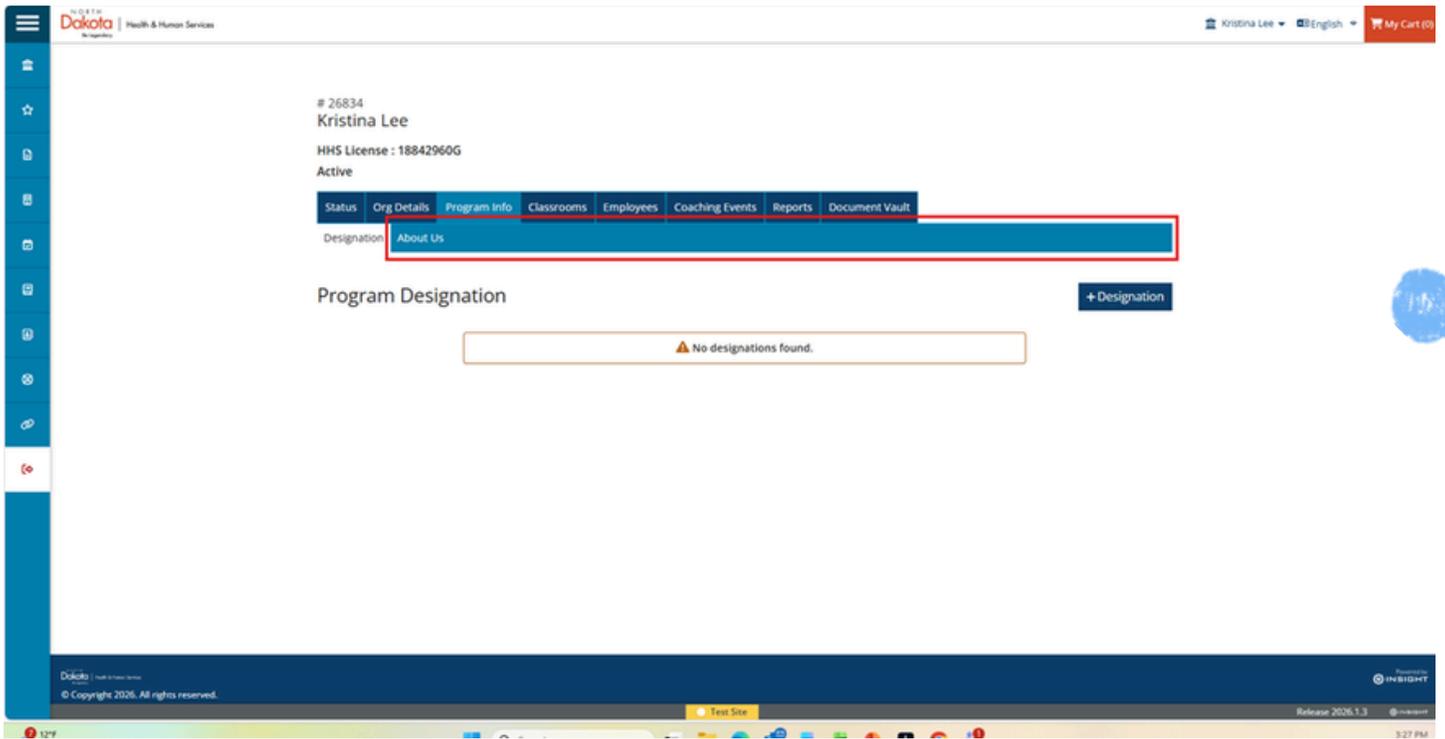
Once you click on the link, you will be directed to the login page. Enter your login credentials in the section circled in the red below.



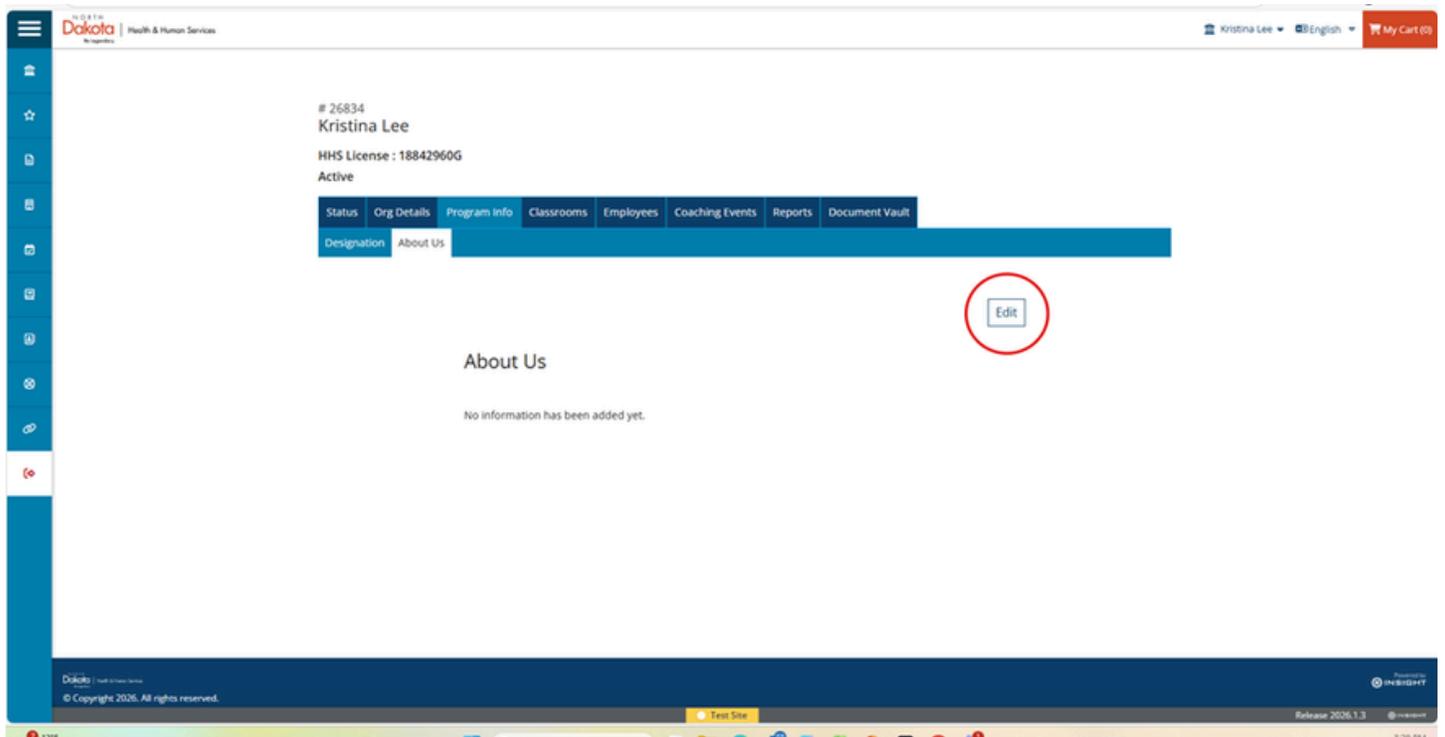
Once the registry website loads, you will be directed to the page shown below. Click the blue **Program Info** button, circled in red below.



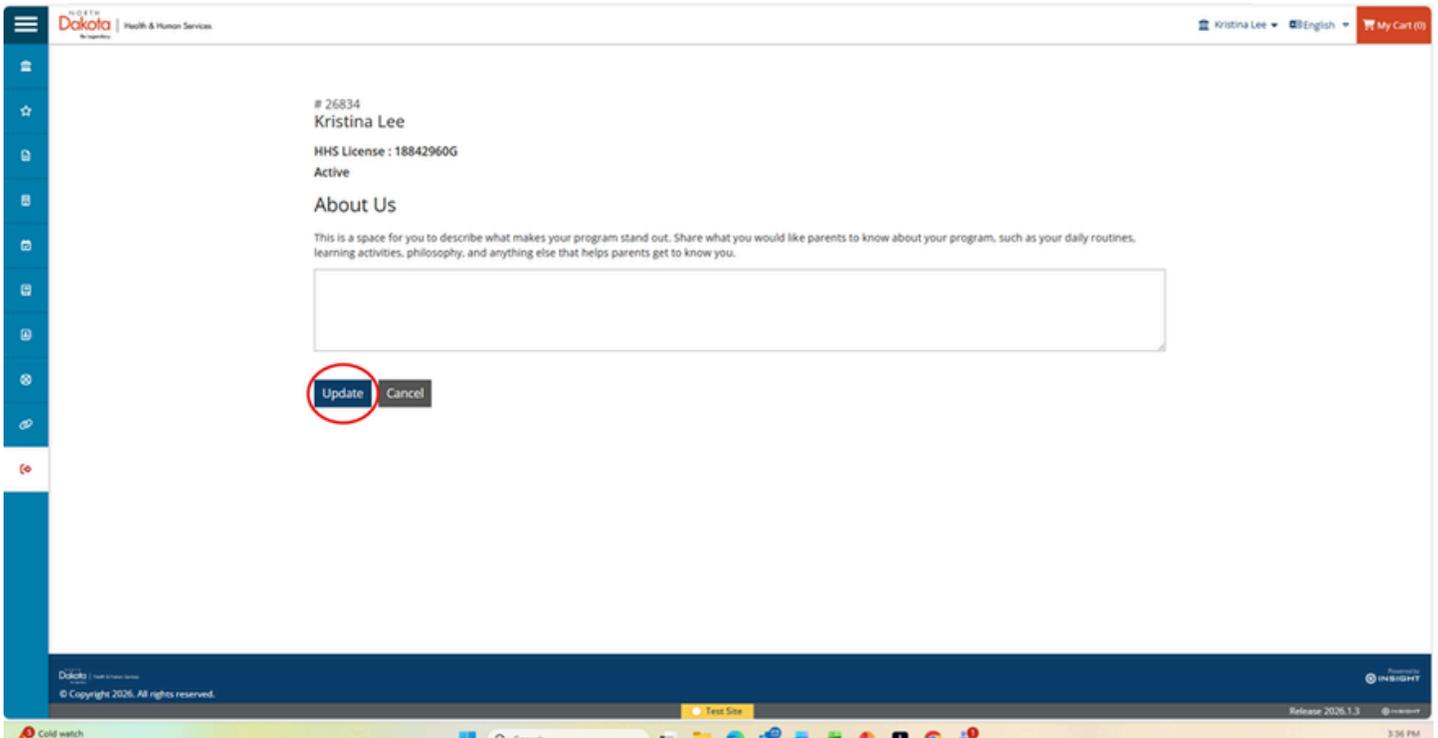
Navigate to the **Program Info** section, then click the blue **About Us** bar, outlined in red below.



Once on the **About Us** page, click **Edit**, as shown circled in red below.



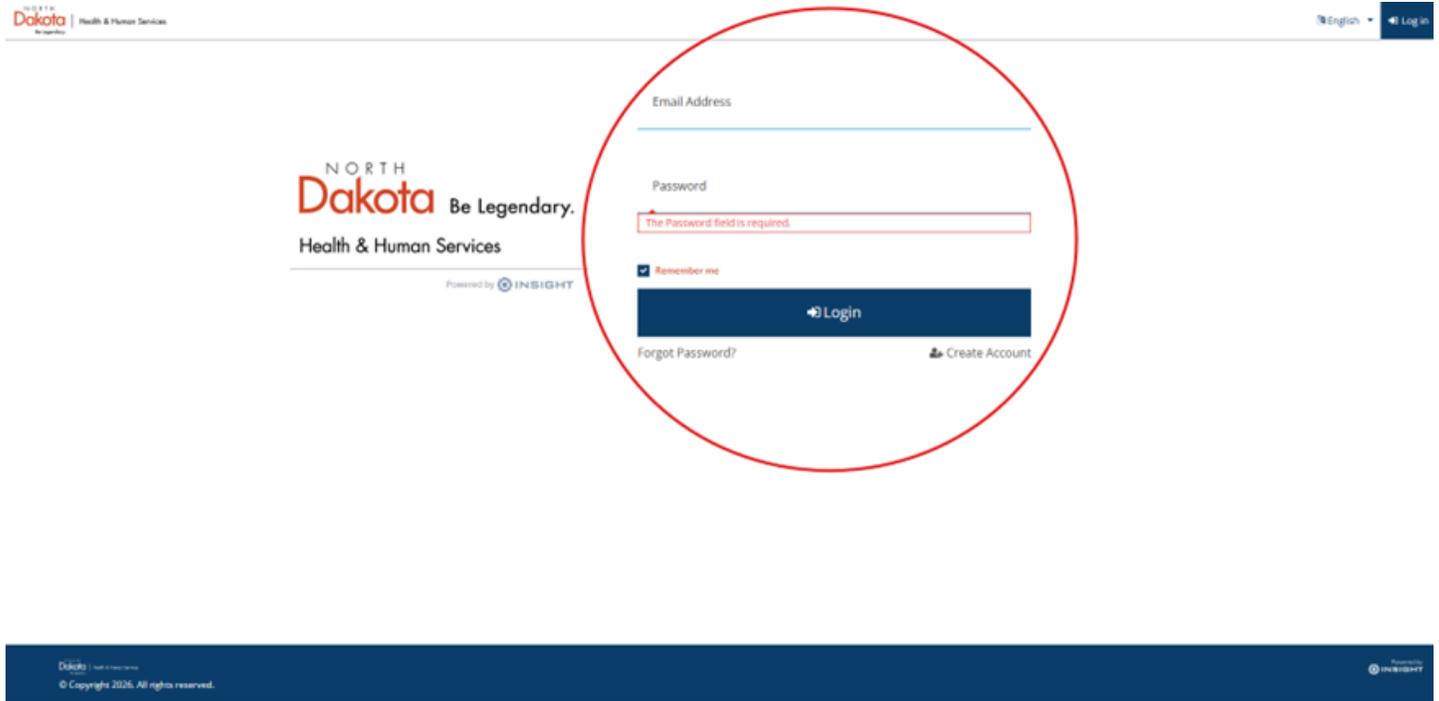
After clicking **Edit**, you will be directed to the page where you can enter your **About Us** description, as shown below. Once you have finished, click the blue **Update** button, circled in red below.



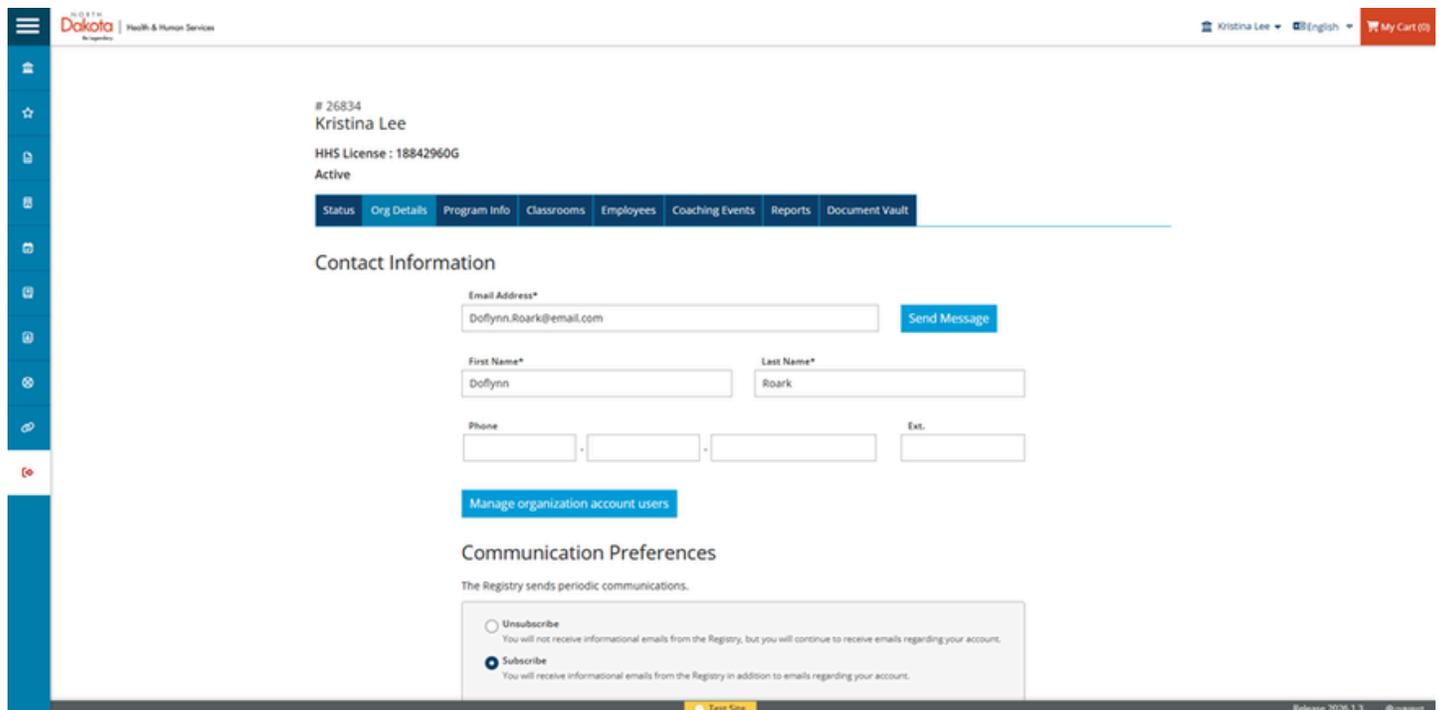
Updating Your Contact Information

Start by following this link to log in to your account: [ND EARLY CHILDHOOD HUB](#)

Once you click on the link, you will be directed to the login page. Enter your login credentials in the section circled in the red below.



Once the registry website loads, you will be directed to the page below, and the section to update contact information will appear right away under the section **Org Details**.



After updating the information, scroll down to the bottom of the page, and click the dark blue box labeled **Update**. This will appear under the area where you can update your phone, fax, and website info. This is shown below circled in red.

The screenshot shows a web form for updating contact information. The form is titled "1214 S 17th St" and includes the following fields:

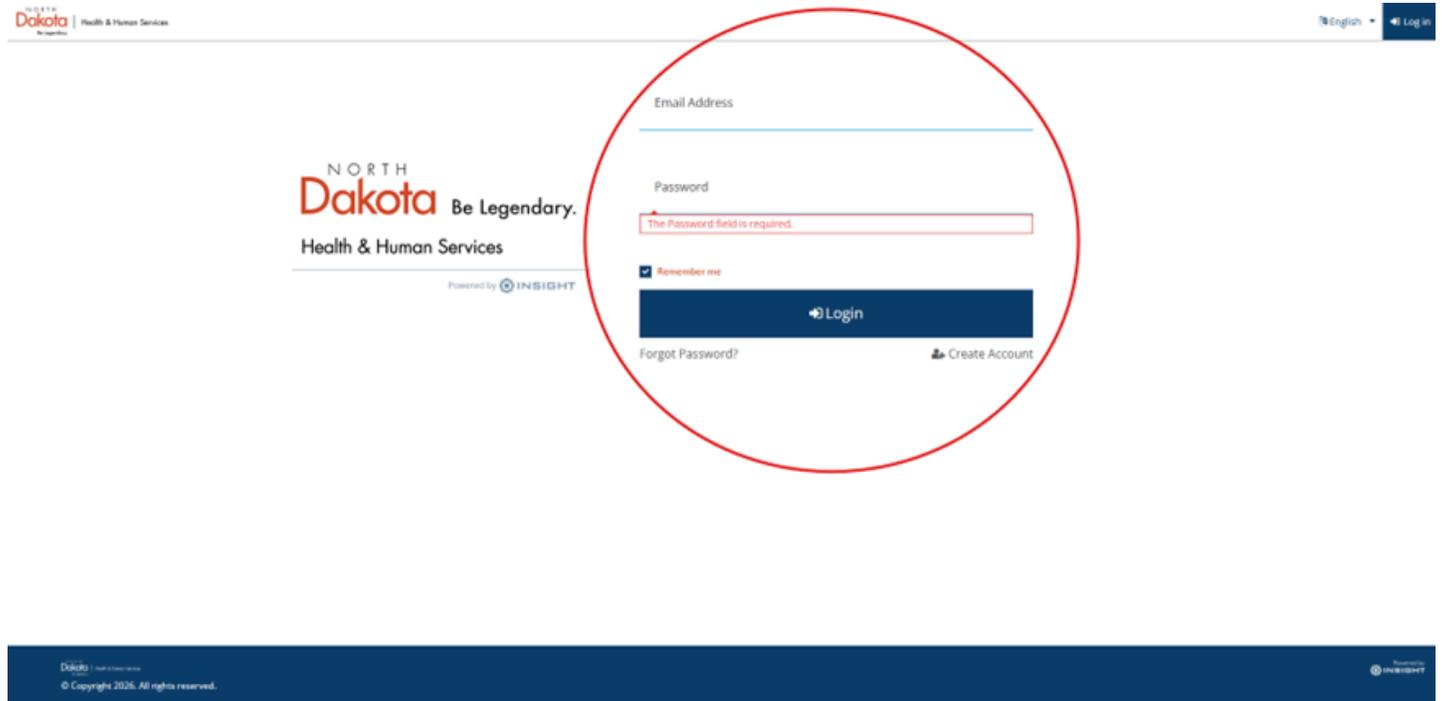
- Address: 1214 S 17th St
- Zip Code*: 58201
- City*: Grand Forks
- State*: ND
- County*: Grand Forks (dropdown menu)
- Phone*: 701 - 330 - 1185
- Fax: (empty)
- Primary Website: Organization's primary website
- Additional Info: Little Rockers Child Care

A dark blue button labeled "Update" is circled in red at the bottom of the form.

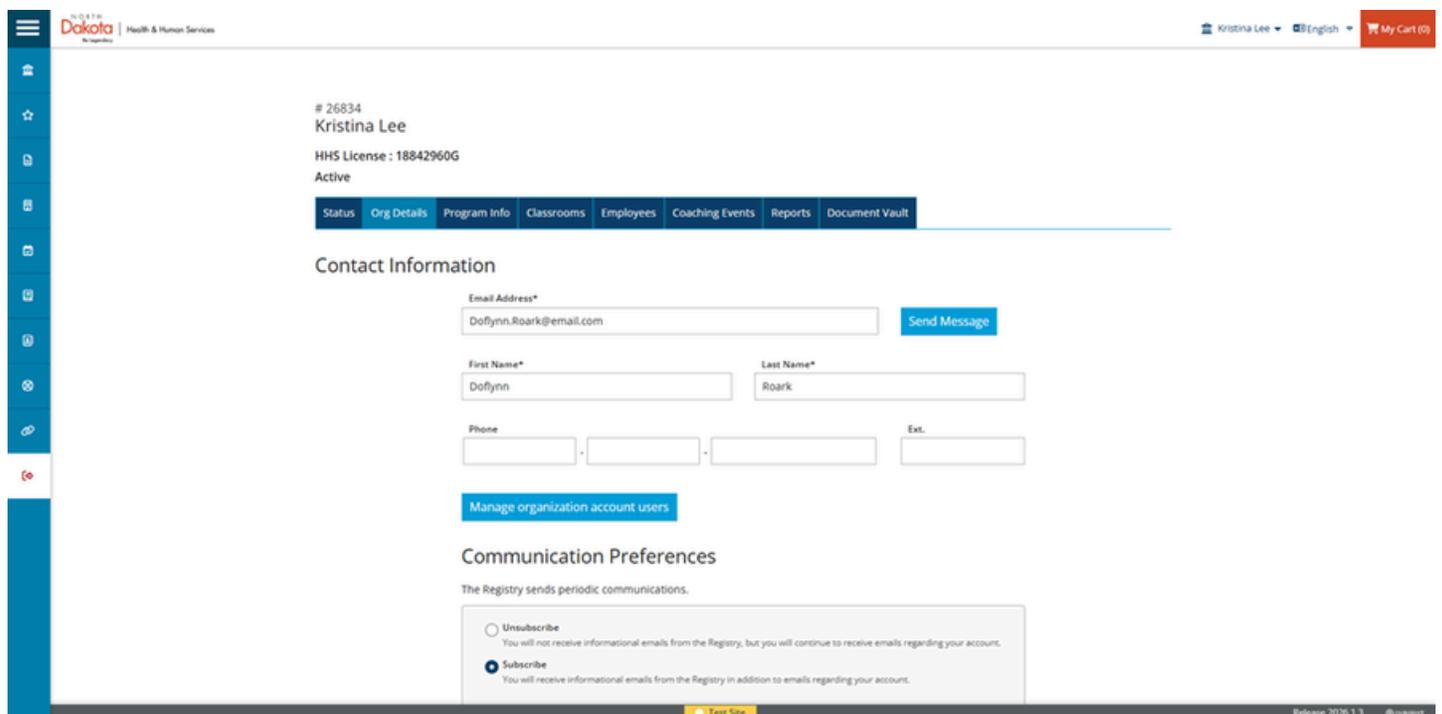
Updating Your Vacancy Information

Start by following this link to log in to your account: [ND EARLY CHILDHOOD HUB](#)

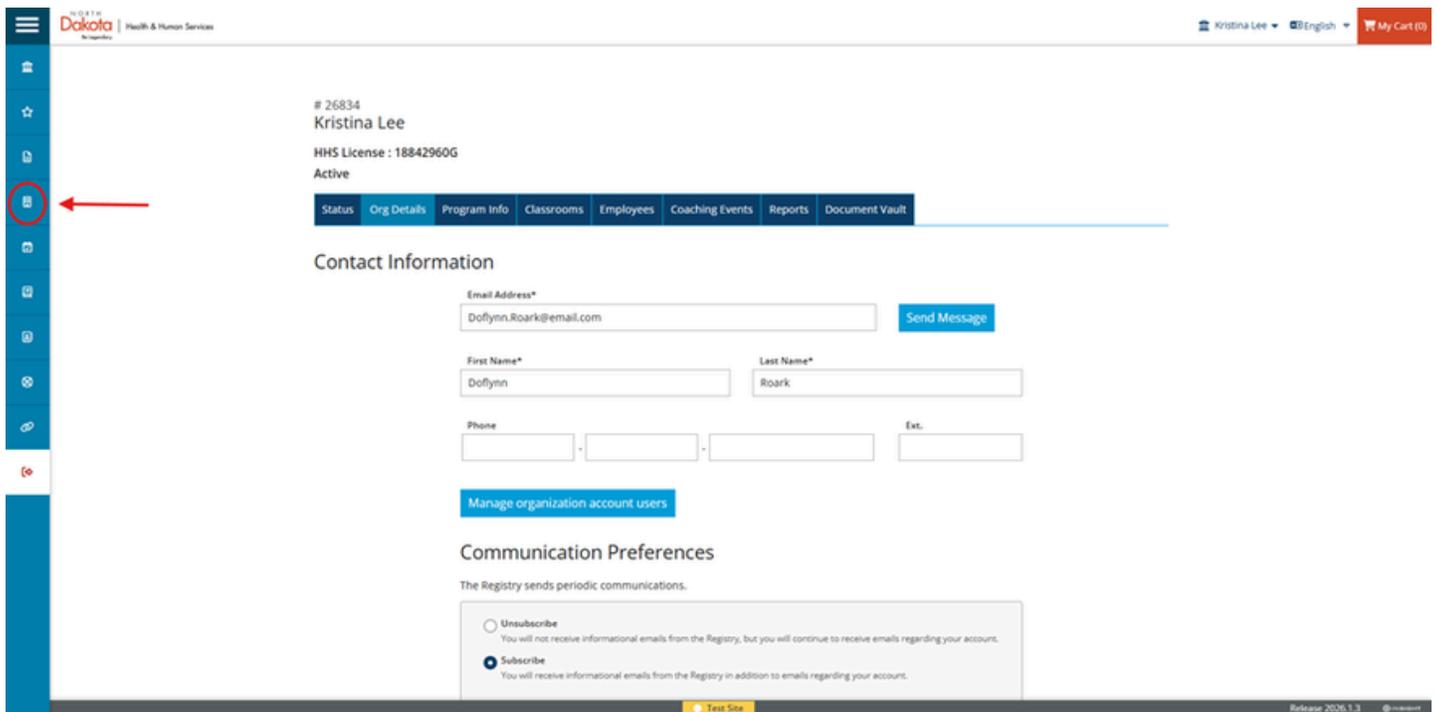
Once you click on the link, you will be directed to the login page. Enter your login credentials in the section circled in the red below.



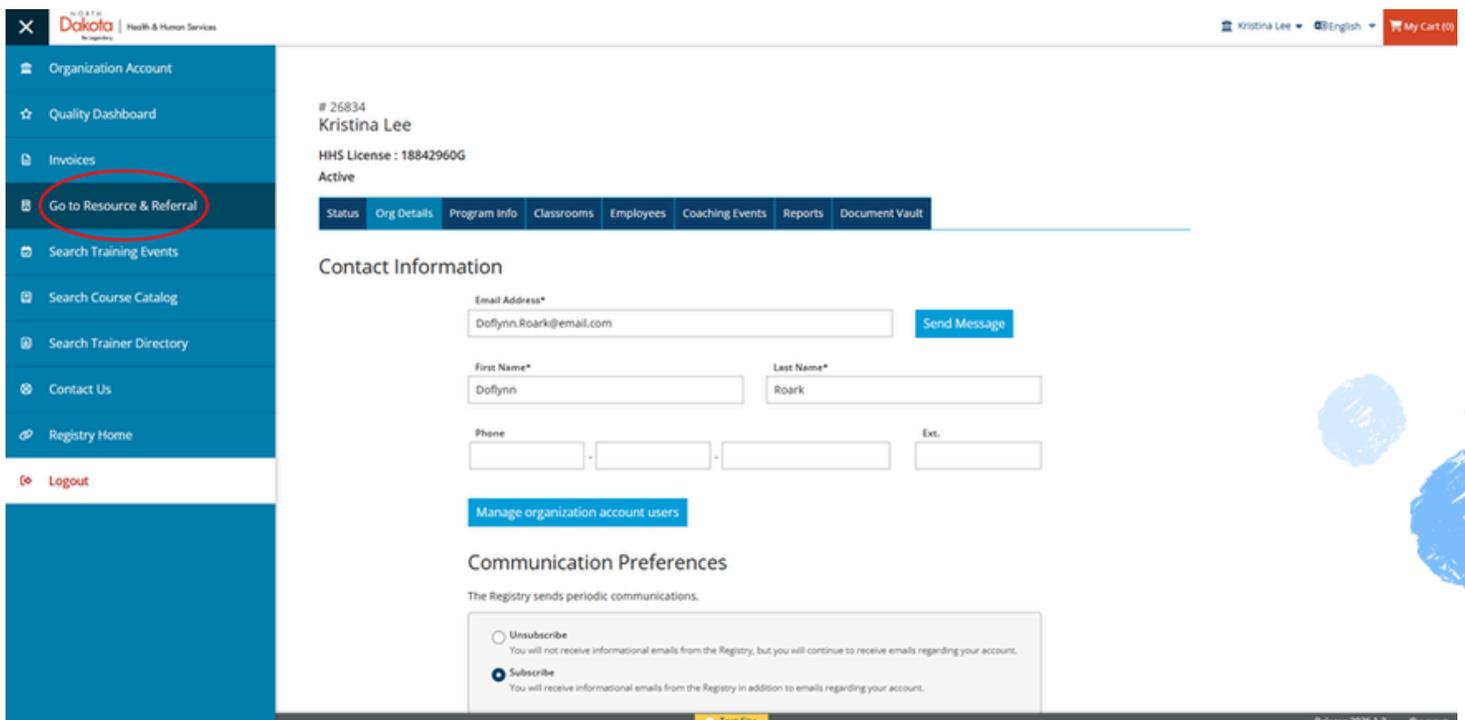
Once the registry website loads, you will be directed to the page shown below.



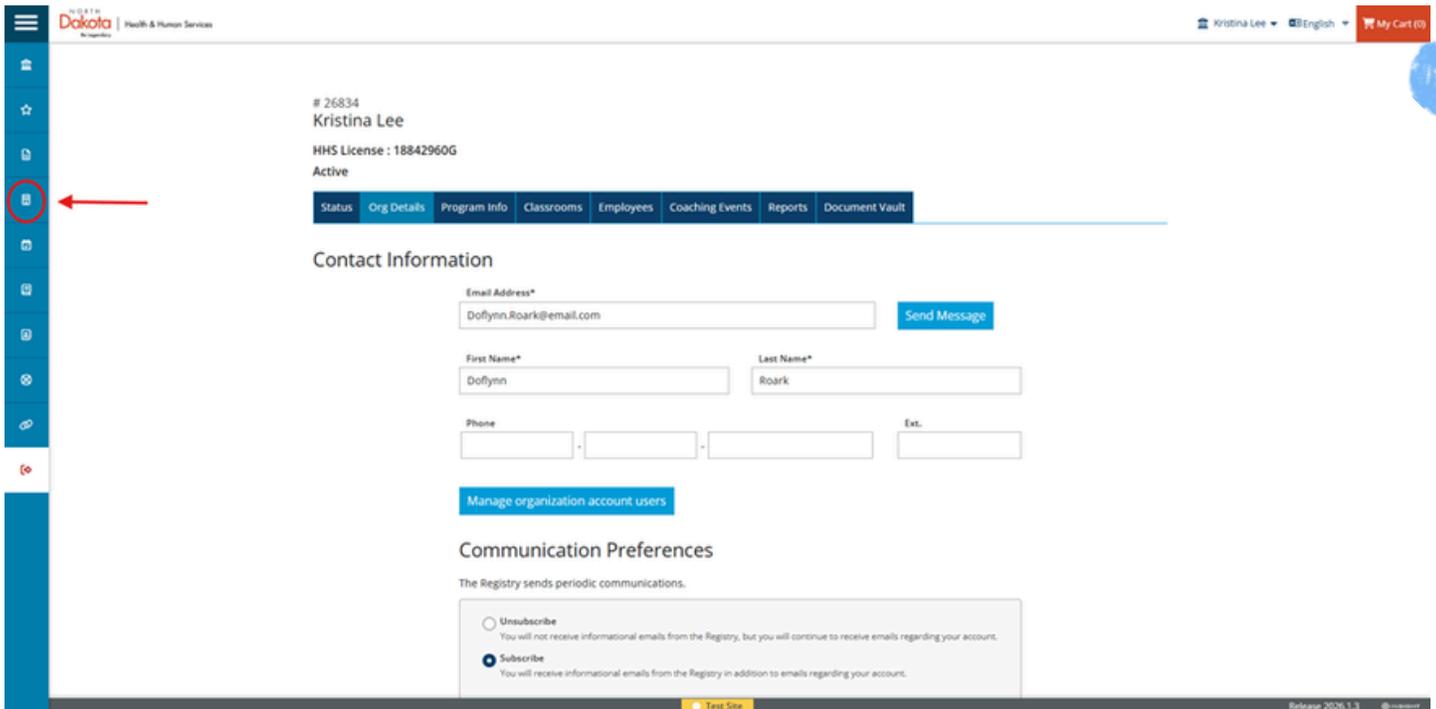
Once on this page you are going to over your mouse over the symbol circled and pointed to in the image below.



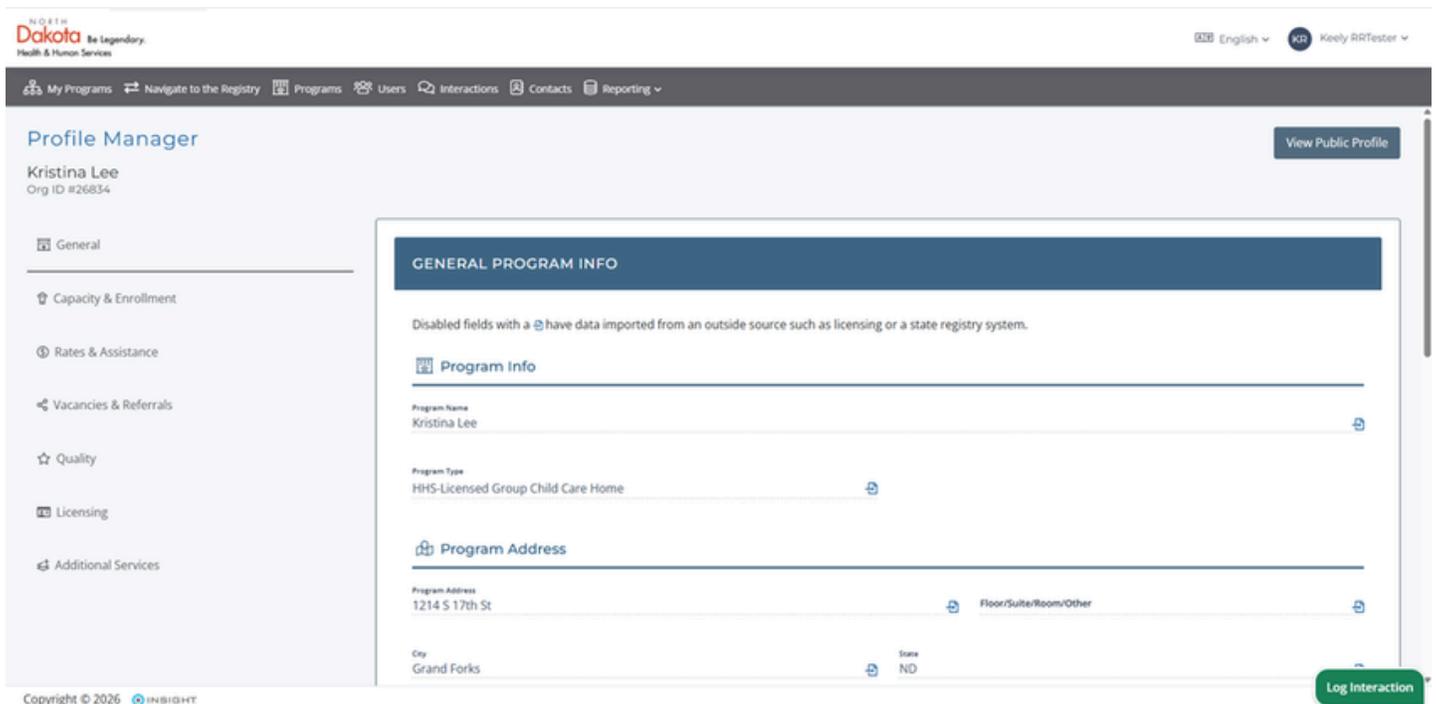
After hovering your mouse over the symbol circled above, you will see the correct section to click on. This section that says **Go to Resource & Referral** as shown circled in red below.



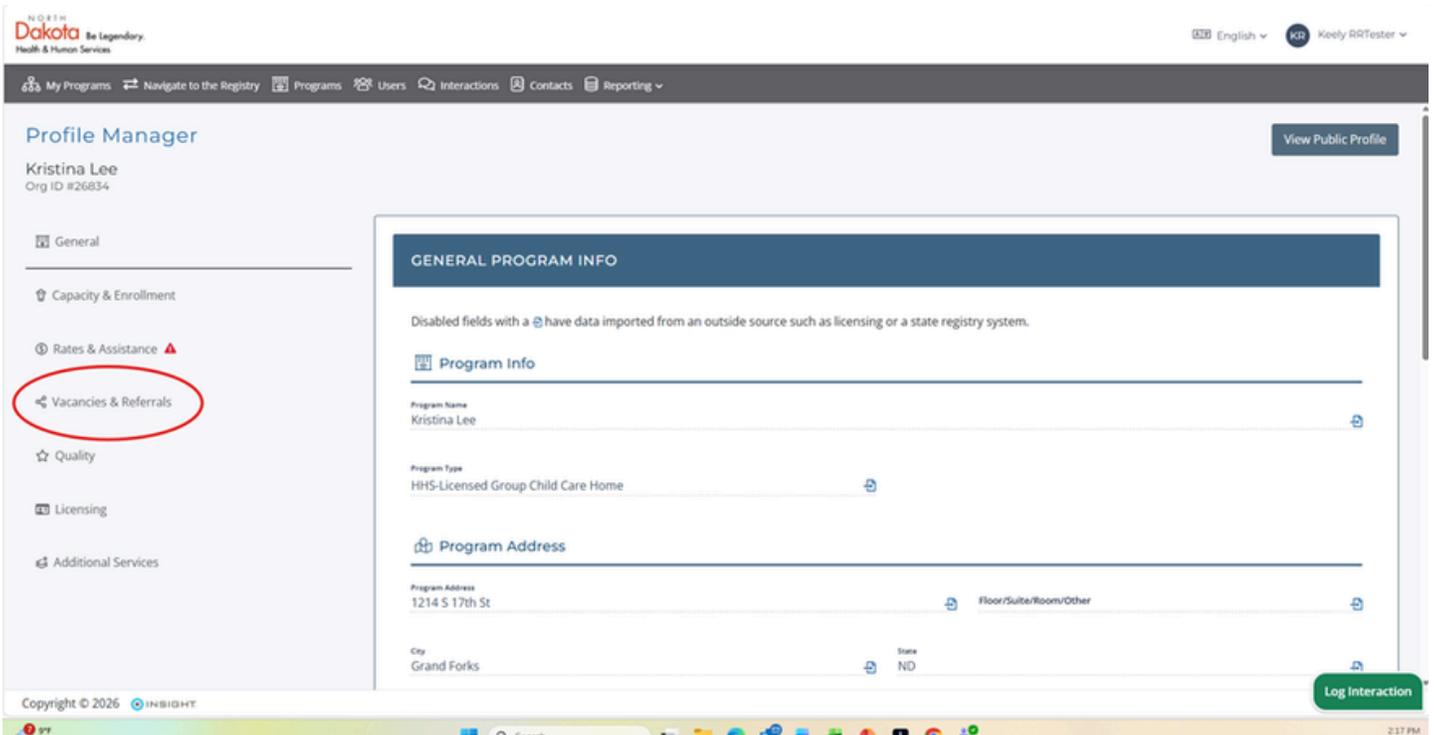
Once you click on **Go to Resource & Referral**, a pop-up window will appear. If all changes on the current page are saved, click **Yes**, as shown below, to proceed.



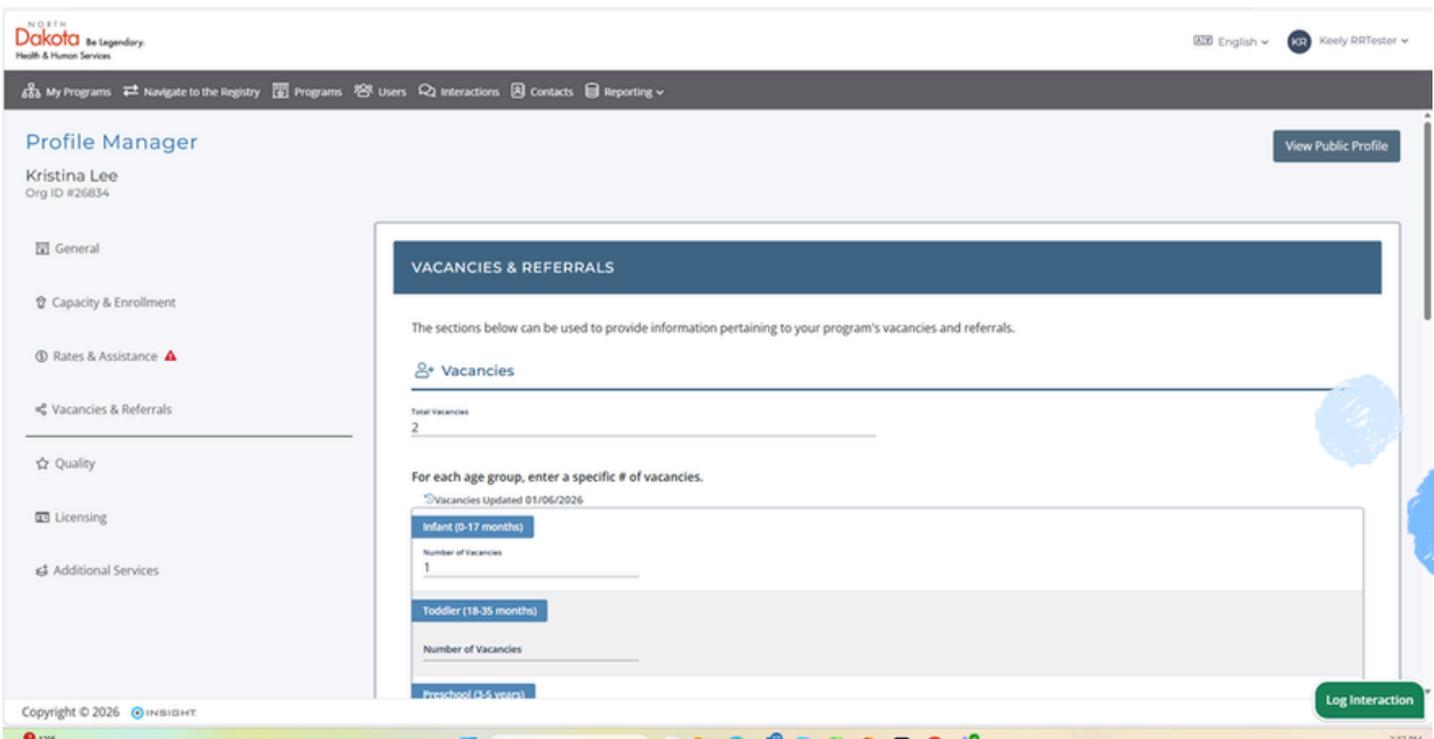
Now that you are on the Resource & Referral website, you should see your Profile Manager page, it should automatically load to the **General** tab as shown below.



From the **Profile Manager** page, with the **General** tab active, click on the **Vacancies & Referrals** section, as circled in red below.



The screen shown below will appear immediately after you click **Vacancies & Referrals**.



On the **Vacancies & Referrals** page, you can update the following:

- Total Number of Vacancies (Example: 2 vacancies)

VACANCIES & REFERRALS

The sections below can be used to provide information pertaining to your program's vacancies and referrals.

+ Vacancies

Total Vacancies
2

- Number of Vacancies in Each Age Group - Infant, Toddler, Preschool, School Age. (Example: 1 infant vacancy, 1 preschool vacancy)

For each age group, enter a specific # of vacancies.

Vacancies Updated 01/06/2026

Infant (0-17 months)
Number of Vacancies
1

Toddler (18-35 months)
Number of Vacancies

Preschool (3-5 years)
Number of Vacancies
1

School Age (6-11 years)
Number of Vacancies

- Any Additional Vacancy Information/Comments

Additional Vacancy Information

This is where you can explain your vacancies in more detail.

Please enter any additional information you have about your vacancies.

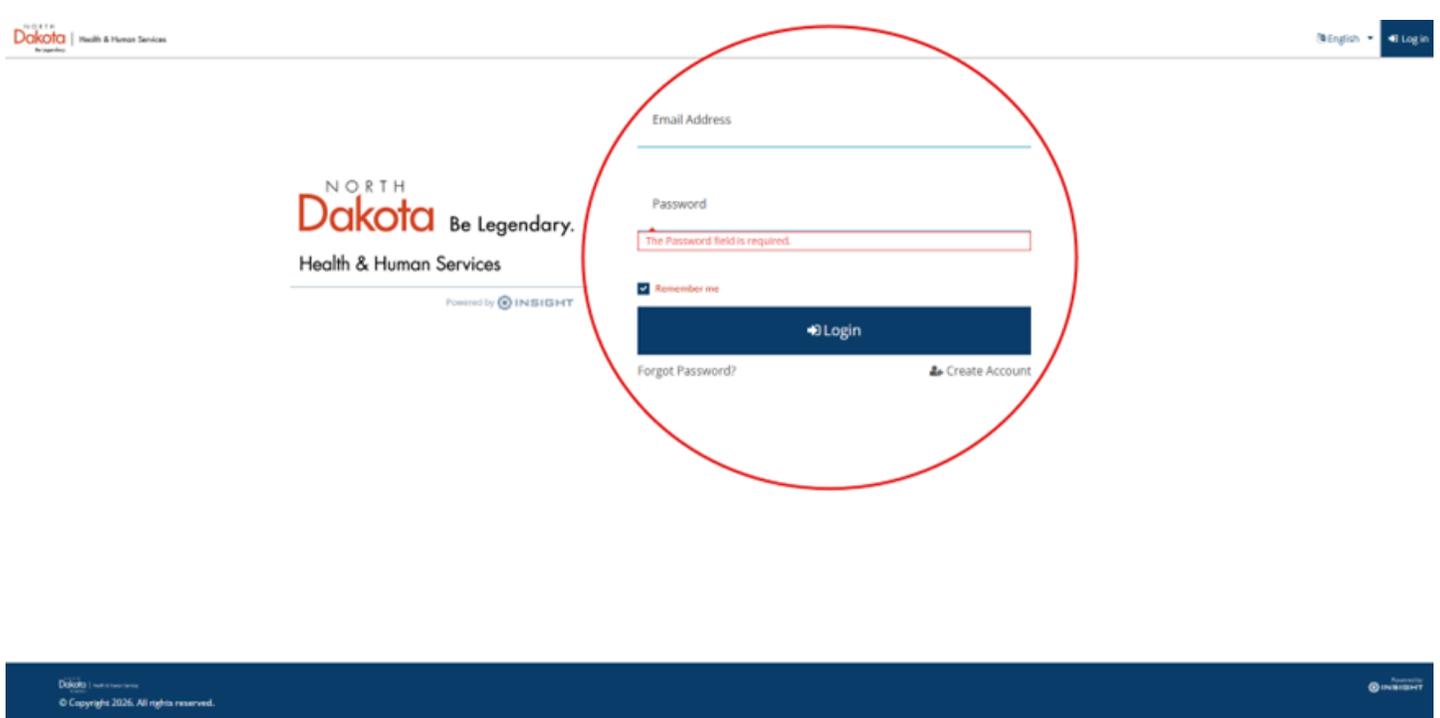
After updating your vacancy information, scroll to the bottom of the page and click **Save** to apply your changes. The **Save** button is circled in red in the image below.

Save Profile Undo Changes

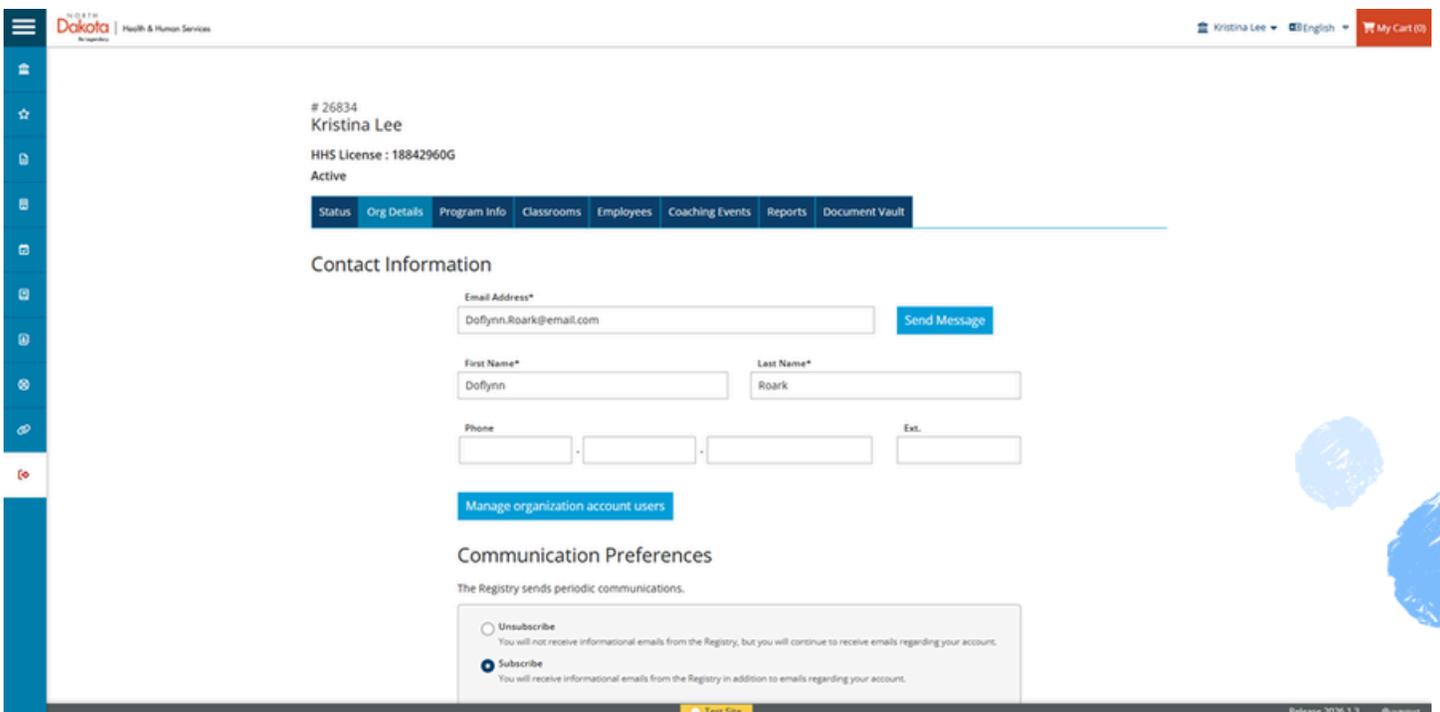
Updating Rates, Fees, & Financial Assistance

Start by following this link to log in to your account: [ND EARLY CHILDHOOD HUB](#)

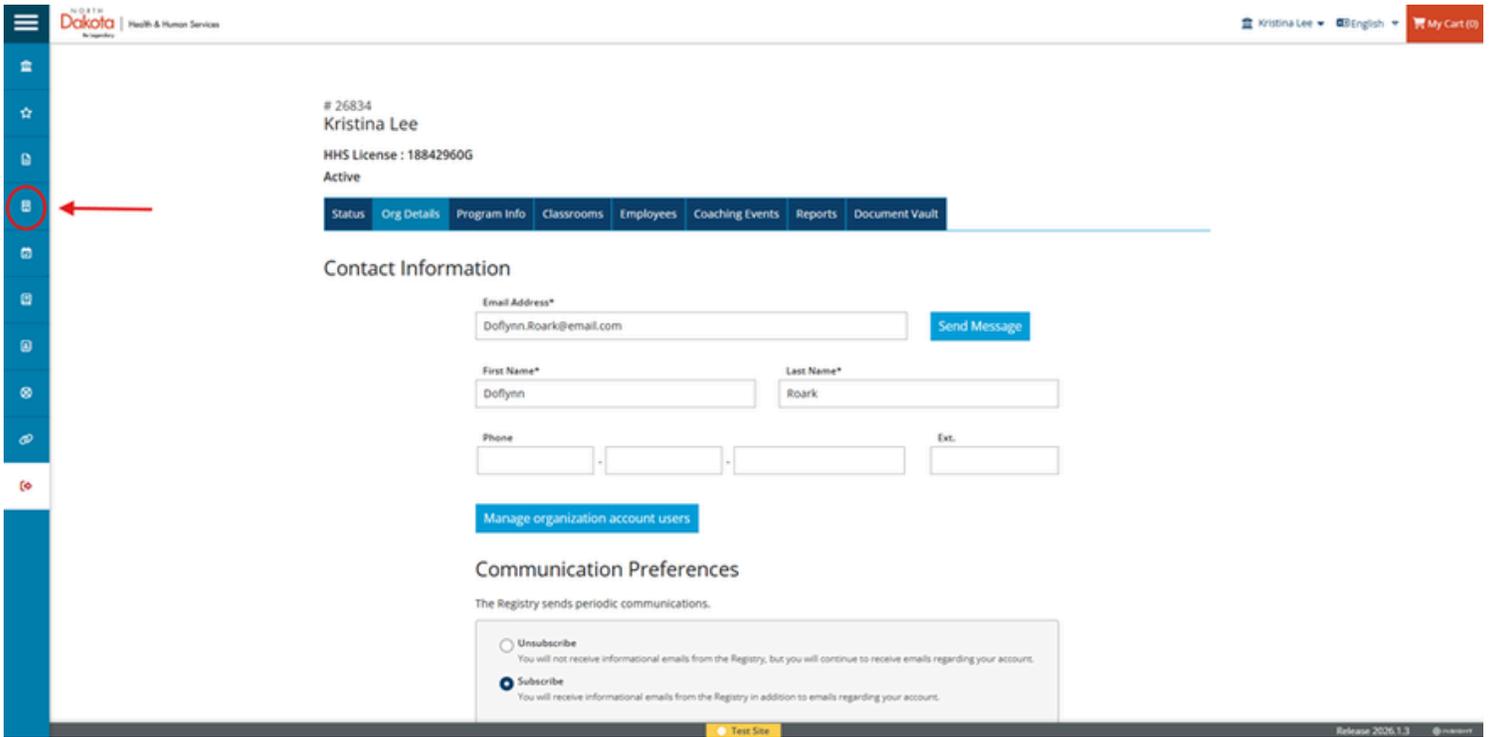
Once you click on the link, you will be directed to the login page. Enter your login credentials in the section circled in the red below.



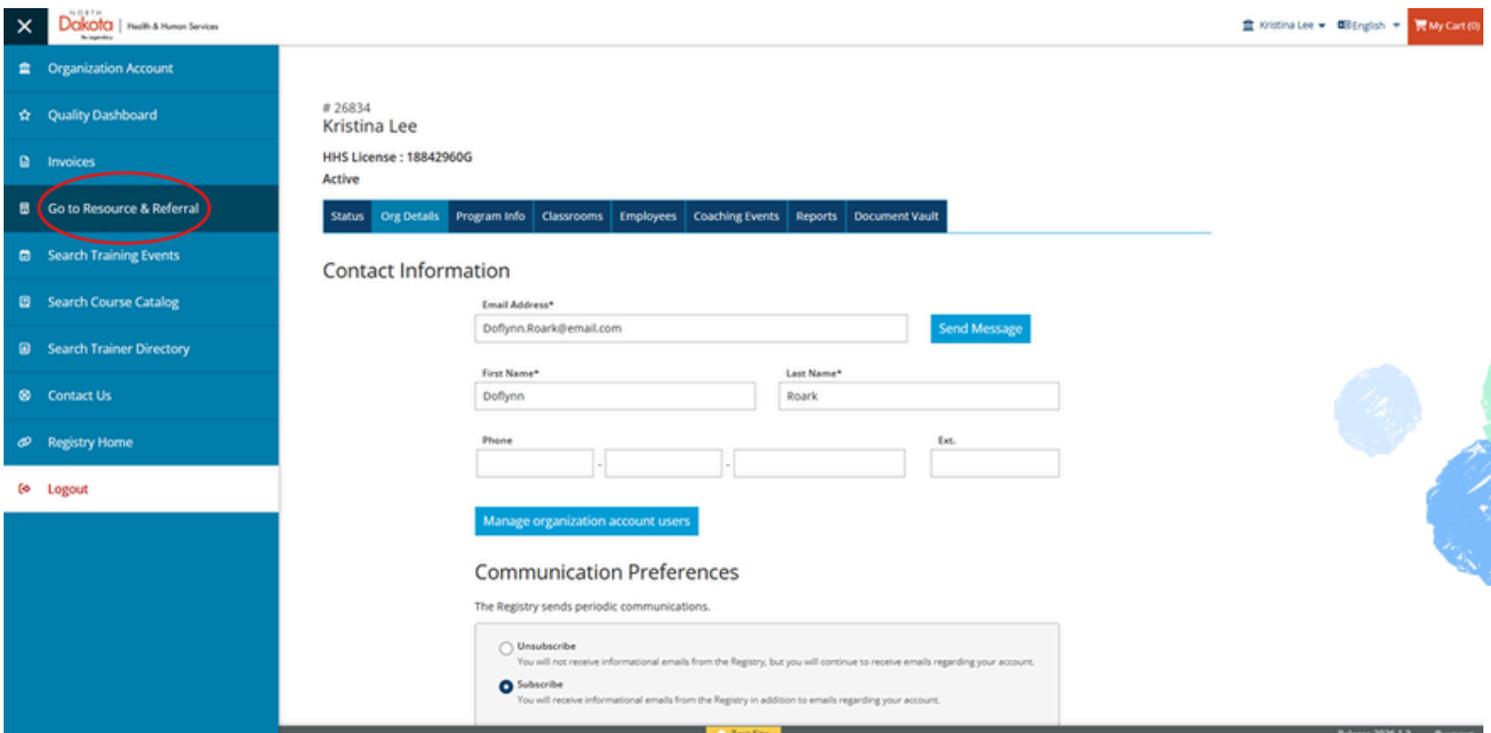
Once the registry website loads, you will be directed to the page shown below.



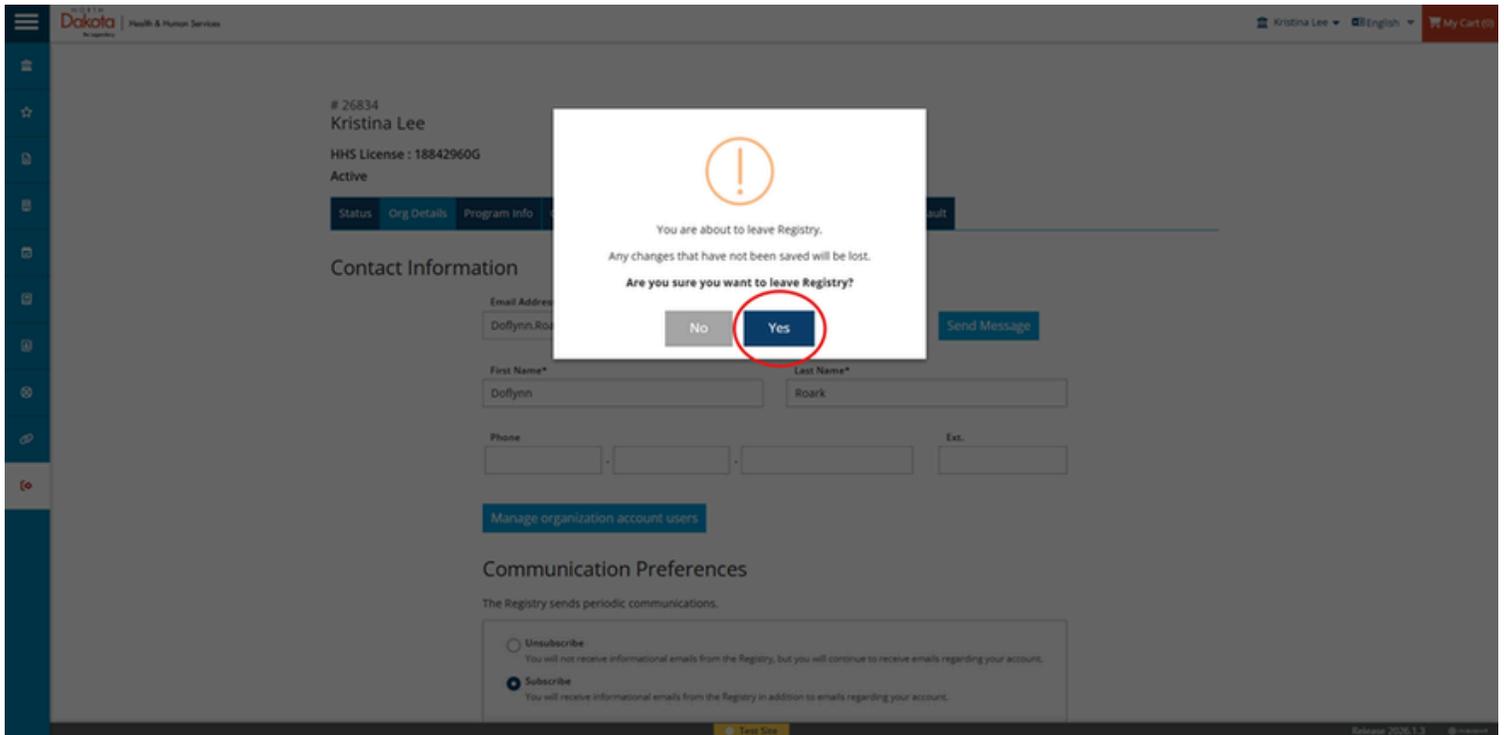
Once on this page you are going to hover your mouse over the symbol circled and pointed to in the image below.



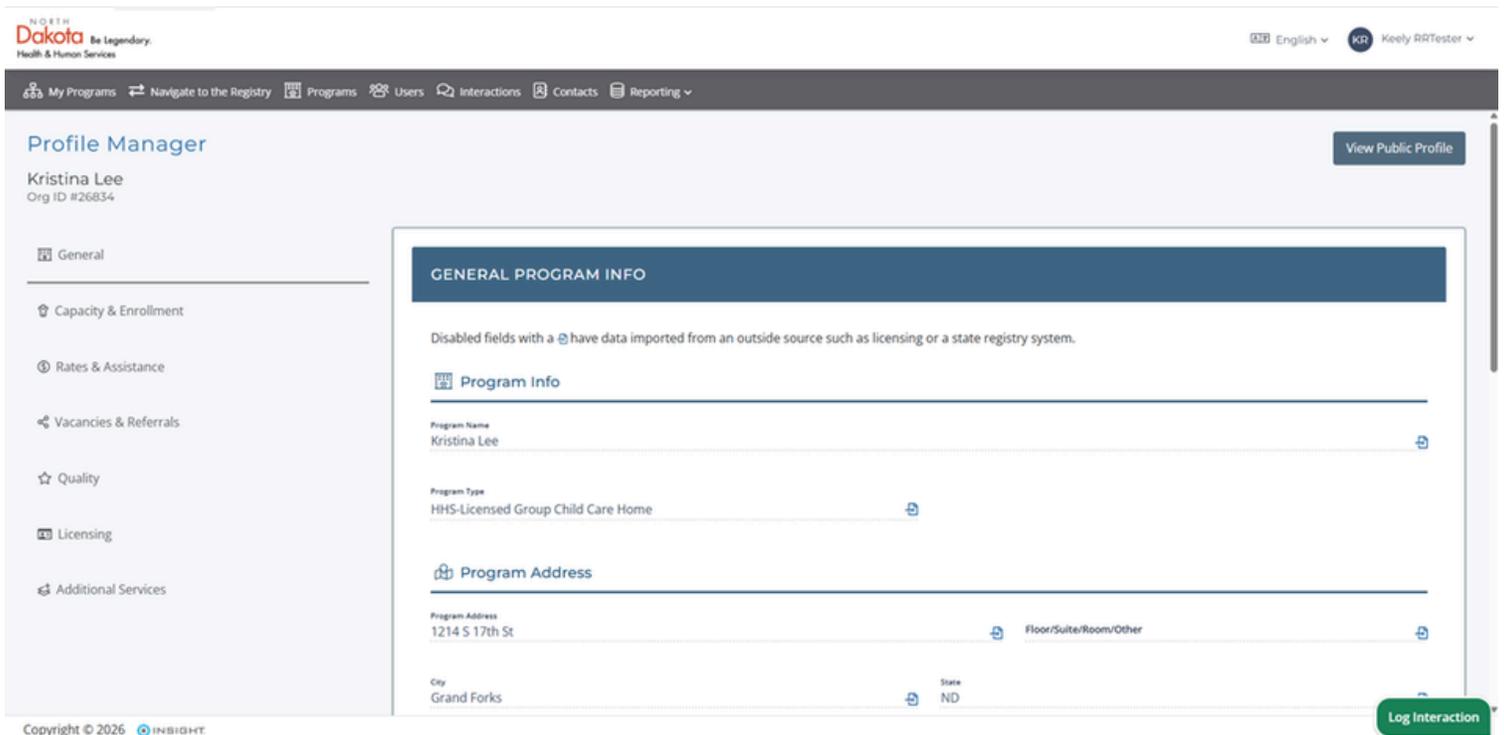
After hovering your mouse over the symbol circled above, you will see the correct section to click on. This section that says **Go to Resource & Referral** as shown circled in red below.



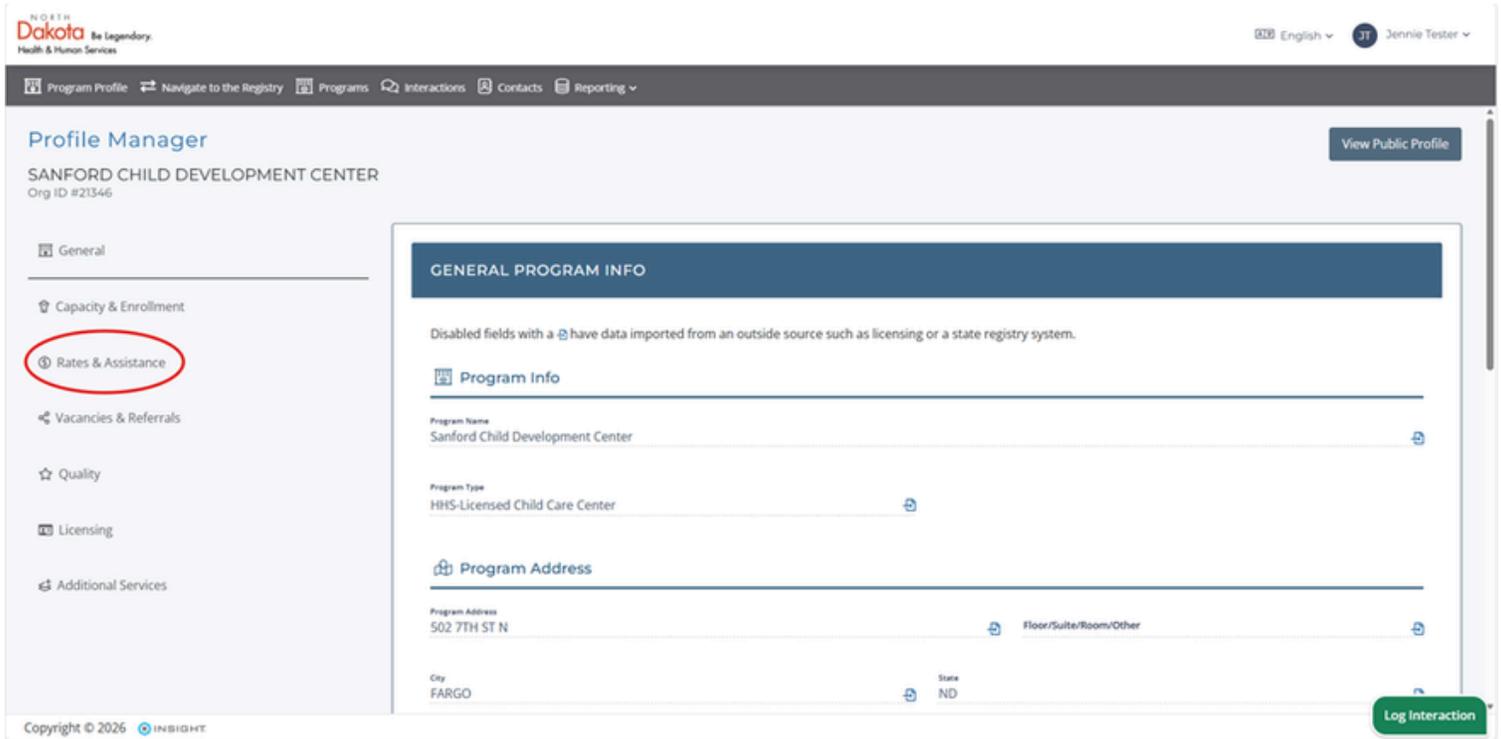
Once you click on **Go to Resource & Referral**, a pop-up window will appear. If all changes on the current page are saved, click **Yes**, as shown below, to proceed.



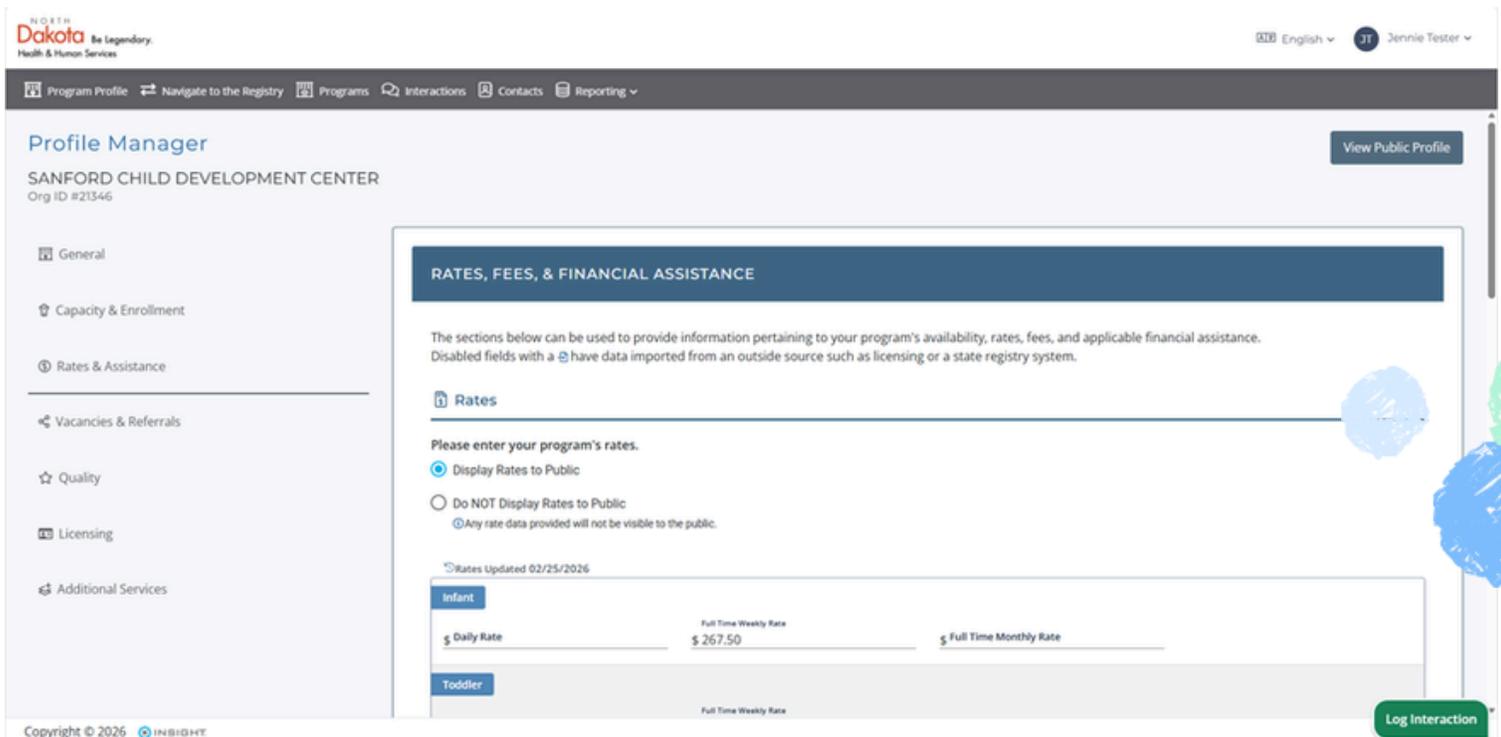
Now that you are on the Resource & Referral website, you should see your Profile Manager page, it should automatically load to the **General** tab as shown below.



From the **Profile Manager** page, with the **General** tab active, click on the **Rates & Assistance** section, as circled in red below.



The screen shown below will appear immediately after you click **Rates & Assistance**.



On the **Rates & Assistance** page, you can update the following:

- Choose if you would like to display your rates to the public.

Rates

Please enter your program's rates.

- Display Rates to Public
- Do NOT Display Rates to Public
 -  Any rate data provided will not be visible to the public.

- Enter in your daily, weekly, and monthly rates for each specific age group.
- Example:
 - Daily infant rate - \$60
 - Weekly infant rate - \$300
 - Monthly infant rate - \$1,200

 Rates Updated 02/25/2026

Infant		
\$ Daily Rate	Full Time Weekly Rate \$ 300.00	\$ Full Time Monthly Rate
Toddler		
\$ Daily Rate	Full Time Weekly Rate \$ 325.00	\$ Full Time Monthly Rate
Preschool		
\$ Daily Rate	Full Time Weekly Rate \$ 300.00	\$ Full Time Monthly Rate
School Age		
\$ Daily Rate	Full Time Weekly Rate \$ 200.00	\$ Full Time Monthly Rate

- Enter your program's registration fee

Fees

Please enter your program's registration fee.

\$ Registration Fee

\$ Waitlist Fee

Fee Details

 Please enter any additional information you have about fees that may be associated with your program. This can include registration fees, wait-list fees, information about a sliding pay scale, etc. This information will display to the public.

- Enter if your program accepts financial assistance.

Financial Assistance

Accepts Financial Assistance

Financial Assistance Details

 Please enter any additional information you have about financial assistance that your program might offer and/or accept. This information will display to the public.

- After updating your rates and assistance information, scroll to the bottom of the page and click **Save** to apply your changes. The **Save** button is circled in red in the image below.

 Save Profile

Undo Changes