NJ Registry "Program Administration" Tools Instructions

Once you have been approved as **Program Administrator** or **Multi-Site Administrator**, log-in to your NJ Registry profile and click the "**Program Administration**" tab in the left-hand sidebar.

Step 1: Update Program Profile

(If you enrolled in Grow NJ Kids using the NJ Registry, you completed this step when you registered in the NJ Registry.)

- Click **"*Edit Program Details*"**
- Review all details about your program and update any incorrect or blank information by clicking the **"Edit"** button.
- The areas shaded gray cannot be edited. You will need to call our office at (908) 737-4293 with this information.

Step 2: Confirm Staff Employment

- Click "***Staff Confirmation.***"
- For each employee, verify his/her **position, start date and salary**. If any field is incorrect, please correct. Once all information is correct, select "***Yes***" for "***Confirm Employment.***"
- If the employee "***Completed NJ Staff Orientation***" required by the NJ Office of Licensing, check the box.
- If the employee works in a "***Board of Education (BOE) Contracted Classroom***," check the box.
- If the employee **did work** in the program **but is no longer employed** at the program, check "**no**" and **enter the last date of employment**.
- If the employee has **never worked** in the program, check "**no.**"
- Repeat the above steps for each employee.
- When finished, click "***Confirm Employment Information.***"

Step 3: Build Classrooms

- Click on the "***Program Administration***" tab in the left-hand sidebar.
- Select "***Build/Manage Rooms,***" and then click "***Add Rooms.***"
- ***Room Name***: Enter the name of the room.
- ***Age Group***: Enter the age range for the children in this room.
- ***Days and Hours of Operation***: Enter the days and hours of **this particular <u>CLASSROOM,</u> not** the program.
- ***Staff (Current)***: Enter the number of staff members **who actually work in this classroom** based on current enrollment, part-time and full-time.

- ***Child Enrollment***:
  - Enter the number of children **enrolled** in **this particular <u>CLASSROOM,</u> not** the program, part-time and full-time; **and**
  - Enter the numbers of children **in this particular CLASSROOM, not** the program, **who receive financial assistance** through Head Start, the NJ Department of Education (DOE), and/or the NJ Department of Human Services/Division of Family Development (DHS/DFD).
- Click "**Update Room Info.**"
- To add additional rooms, click "***Add Room***" and repeat steps above.

Step 4: Add Staff to Classrooms

- Click "***Add/Manage Staff***" and then click "***Add Staff.***"
- ***Employee:*** Select the name of the teacher/assistant teacher who works in this room.
- ***Position:*** Select the position of this teacher that you entered above.
- Click "***Update Staff Info.***"
- To add additional staff to this classroom, click "***Add Staff***" and repeat steps above.

Step 5: Repeat for each classroom you have built.

Questions? Contact us at (908) 737-4293.