



How to Enroll in the New Hampshire Professional Registry

The portal can be found at: <https://nhportal.naccrraware.net/nh/home.action>

To enroll, please follow these steps:

1. Select **"Register"**.
2. Enter your personal information, filling in only the boxes with an asterisk.
3. **Important note:** Please create **"User Name"** using this formula: Use the first letter of your first name capitalized with your last name, first letter capitalized, immediately followed by the last four digits of your social security number (Example: JDoe1234). **Using the suggested formula for your user name will help to avoid login errors.**
4. Click **"Register"**.
5. **Check your email** for an email from NACCRRRA with instructions to set your password. Follow that link to set your password. Your password needs to be at least 8 characters long. It is case sensitive and it may contain letters, numbers and characters. Be sure to write down your Password and User Name and keep it in place you will remember!
6. Once your password has been set, **please LOGIN.**
7. You are now registered!

Next Steps

Click on **"My Registry Record"** at the top center of the page, and fill in your other menu items using the blue buttons on the left side of the page. You only need to fill in the data fields with an asterisk, but can fill in other information as you wish. To enter employment experience, click "Add New Position" and click the red button marked "Submit" at the bottom of the page to save your entries. To enter work experience, click "Add New Experience" and click "Submit" at the bottom of the page to save your entries. You may set your hourly wage at "0" if you do not wish to fill this in, but collecting wage information as statistical data will help to report on workforce development, so any information that you can complete is appreciated.

PAU

At this time, we are awarding 1 PAU (Professional Activity Unit) to anyone who completes their profile in its entirety. The PAU can be used toward your Credential Application. If you have completed your profile, be sure to let us know so that we may award your PAU.

If you have any questions or need assistance with online registration, please contact ACROSS NH at 1-855-302-6678 or acrossnh@seresc.net.

ACROSS NH is a project of SERESC funded by the NH Child Development Bureau. Our goal is to provide statewide technical assistance and professional development opportunities to after school providers to support their work in creating high quality, innovative programs for schoolage children.

Susan Gimilaro, Project Director • Cathy Hazelton, Project Assistant



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