



A Comprehensive Resource for Out-of-Schooltime Staff

How to Enroll in the New Hampshire Professional Registry

The portal can be found at: <https://nhportal.naccraware.net/nh/>

To enroll, please follow these steps:

1. Click **"Create Account"**
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**.

If you have any questions or need assistance setting up or using your account, please contact ACROSS NH at (603) 206-6848 or acrossnh@seresc.net.

ACROSS NH is a project of SERESC and is funded by the Bureau of Child Development and Head Start Collaboration. 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