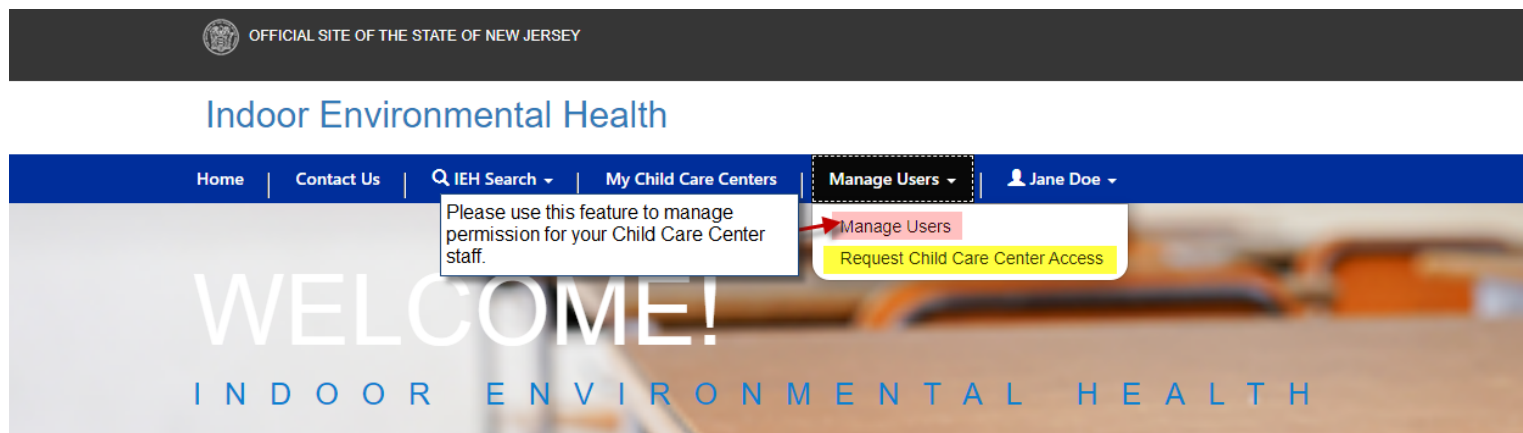


How to manage permissions for Child Care Center staff

Visit the portal (<https://iehprogram.nj.gov/>) and navigate to top of the homepage. After log on to Portal, If you are an owner of the Child Care center, then you will see “Manage User” in navigation and can handle Child Care Center permission for staff members(e.g. Child Care Center Operator) in your Child Care Center.



You will have two navigation categories under this link:

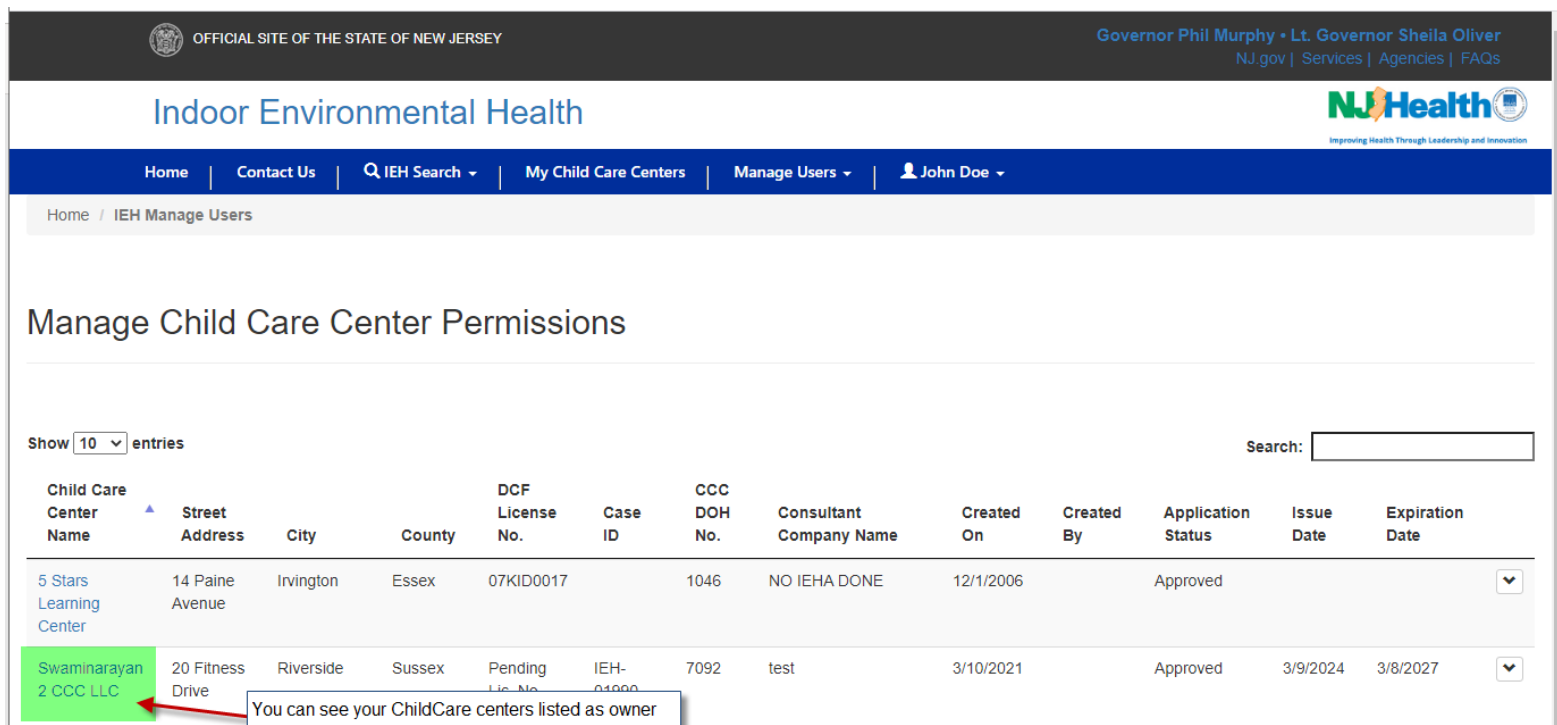
1. **Manage users:** You can set your Child Care Center staff permissions for your Child Care Center
2. **Request Child Care Center Access:** You can request to add new Child Care Center access if you already have IEH Portal login.

Manage Users:

How to set up Create Subsequent to Staff by owner user:

Please click on “Manage Users” link. You will see your Child Care Centers listed on this page. Please contact DOH if you don’t see any of your Child Care Center as an owner.

Please click the Child Care Center Name, you will see all the users who have access to this Child Care Center record.



Home / IEH Manage Users

Manage Child Care Center Permissions

Show entries

Search:

Child Care Center Name	Street Address	City	County	DCF License No.	Case ID	CCC DOH No.	Consultant Company Name	Created On	Created By	Application Status	Issue Date	Expiration Date
5 Stars Learning Center	14 Paine Avenue	Irvington	Essex	07KID0017		1046	NO IEHA DONE	12/1/2006		Approved		
Swaminarayan 2 CCC LLC	20 Fitness Drive	Riverside	Sussex	Pending	IEH-04000	7092	test	3/10/2021		Approved	3/9/2024	3/8/2027

You can see your ChildCare centers listed as owner

Please click the Child Care Center Name and click “Add User” button.

Manage Child Care Center Users

Child Care Center Legal Name *	Address	Application Status	Case ID
Swaminarayan 2 CCC LLC	20 Fitness Drive, Riverside, NJ 08859	Approved	IEH-01990-R0V8V1

Child Care Center

Please click "Add User" to grant Subsequent Create permission to

Add User

Show 10 entries

Full Name	First Name	Last Name	Email Address
Jalpa Patel	Jalpa	Patel	abc@xyz.com
John Doe	John	Doe	bindu@test.com

As an owner, you can set up your Child Care Center permission for your staff. e.g. Operator of Child Care Center. First your operator has to get portal access by Clicking Sign up. Please follow instructions about Create New Portal Account if you need help.

Once Operator user have Portal login then you can grant “Create Subsequent Submission” permission as an owner of the Child Care center.

Search Operator user by email address.

Home | Contact Us | IEH Search | My Child Care Centers | Manage Users | John Doe

Home / IEH Manage Users / Child Care Center Per... / IEH Child Care Center Manage Contacts

Child Care Center Legal Name *	Address	Application Status	Case ID
Swaminarayan 2 CCC LLC	20 Fitness Drive, Riverside, NJ 088	Approved	IEH-01990-R0V8V1

rita@xyz.com

1. Please enter email address to search. Please use the email address which used to create Portal access.

2. Please click search icon

Please select the radio button for permission and click “Add Permission” button.

Home | Contact Us | IEH Search | My Child Care Centers | Manage Users | Jitesh Patel

Home / IEH Manage Users / Child Care Center Per... / IEH Child Care Center Manage Contacts

Child Care Center Legal Name *	Address	Application Status	Case ID
Swaminarayan 2 CCC LLC	20 Fitness Drive, Riverside, NJ 088	Approved	IEH-01990-R0V8V1

First Name	Last Name *	E-mail
Rita	Patel	rita@xyz.com

Searched user information

Permissions

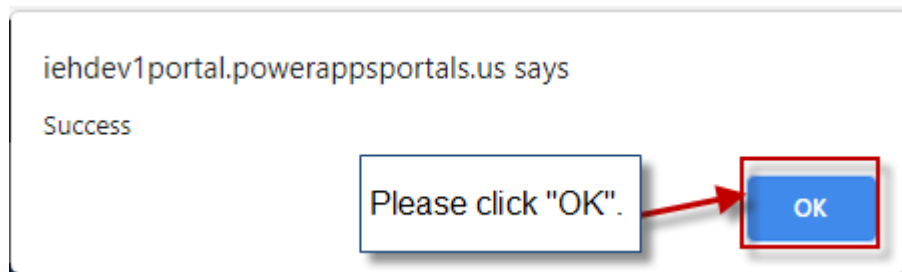
☒ Create Subsequent Submission

1. Please select the permission radio button

2. Click "Add Permission" button.

Close Add Permission

After clicking “Add Permission”, please click “OK” for success dialog notification.



Then “Create Subsequent” Permission will be added for selected user. And you will see the new user added.

Manage Child Care Center Users

Child Care Center Legal Name *
Swaminarayan 2 CCC LLC

Address
20 Fitness Drive, Riverside, NJ 08859

Application Status
Approved

Case ID
IEH-01990-R0V8V1

Show 10 entries

Add User

Full Name	First Name	Last Name	Email Address
Bindu Test	Bindu	Test	bindu@test.com
Jitesh Patel	Jitesh	Patel	test@verizon.net
Rita Patel	Rita	Patel	rita@xyz.com

Showing 1 to 3 of 3 entries

Previous
1
Next

This user can create and submit subsequent submission behalf of you. all subsequent submissions created by this user will be visible under Child Care Center owner’s list too.

When Selected user login to portal, he/she will see “Create Subsequent Submission” button.

Home
Contact Us
IEH Search
My Child Care Centers
Manage Users
Rita Patel

Home / IEH Child Care Center Initial

Subsequent Submissions
Print

Show 10 entries

Tracking #	Child Care Center Name	Renewal Case ID	Submission Type	DCF license No.	Application Type	Created On	Created By	Modified By	Application Status	Issue Date	Expiration Date
No data available in table											

Showing 0 to 0 of 0 entries

Previous
Next

By clicking this button, this user can create Subsequent Submission.

New Subsequent Submission

As an owner of the Child Care Center, you will be able to delete the user permission if any of the user not working for your center. Please click the down arrow on the right next to user record and click “Delete” to remove the user OR click “Manage permission” to remove the permission.

Child Care Center Legal Name *
Swaminarayan 2 CCC LLC

Address
20 Fitness Drive, Riverside, NJ 08859

Application Status
Approved

Case ID
IEH-01990-R0V8V1

Show 10 entries

Add User

Full Name	First Name	Last Name	Email Address
Bindu Test	Bindu	Test	bindu@test.com
Jitesh Patel	Jitesh	Patel	test@verizon.net
Rita Patel	Rita	Patel	rita@xyz.com

Please click this to manage user permission

Please click this to remove the user from this Child Care Center/

☒ Manage Permissions
☒ Delete User

3

How to set up particular subsequent submission read or write permission to Staff by owner user:

Please click on “Manage Users” link. You will see your Child Care Centers listed on this page. Please contact DOH if you don’t see any of your Child Care Center as an owner.

Please click the down arrow next to Child Care Center record and then click “Manage Subsequent Permission”.

Home | Contact Us | **Q IEH Search** | My Child Care Centers | Manage Users | Jitesh Patel

Home / IEH Manage Users

Manage Child Care Center Permissions

Show **10** entries Search:

Child Care Center Name	Street Address	City	County	DCF License No.	Case ID	CCC DOH No.	Consultant Company Name	Created On	Created By	Application Status	Issue Date	Expiration Date
Z New 16 Test Child Care LLC	5-6 Test Drive	Edison	Middlesex	464646	IEH-01923-Y2V1H5	6708	TEST	4/9/2021		Approved	4/9/2021	4/8/2024

Please click this down arrow.

Please click this button to manage particular subsequent submission permission.

Manage Subsequent Submissions

Please select subsequent Submission form the dropdown. And then click “Add User” button.

NJHealth Sharepoint Server Ind... Child Care Center: Form A- Child SBIC - Renewal Form: SBIC Renew... Contacts All Contacts - Dynamic... IEH Subsequent Submission Perm...

iehdev3.powerappsportals.us/mngusr/ssper/?id=57cf6f33-4f99-eb11-8cec-00155d30ad5d

Home | Contact Us | **Q IEH Search** | My Child Care Centers | Manage Users | Jitesh Patel

Home / IEH Manage Users / IEH Subsequent Submission Permissions

Child Care Center Legal Name *	Address	Application Status	Case ID
Z New 16 Test Child Care LLC	5-6 Test Drive, Edison, NJ 08845	Approved	IEH-01923-Y2V1H5

Subsequent Submissions

Select Subsequent Submission: **CSS-6708-6920**

Please select subsequent submission from this dropdown.

Then click "Add User".

Add User

Full Name	First Name	Last Name	Email Address
Jitesh Patel	Jitesh	Patel	jitesh@xyz.com
om patel	om	patel	om@xyz.com

Close

Please search the staff person you want to set up permission for selected subsequent Submission by email ID.

Home | Contact Us | **Q IEH Search** | My Child Care Centers | Manage Users | Jitesh Patel

Home / IEH Manage Users / IEH Subsequent Submis... / IEH Subsequent Submission Manage Contacts

Subsequent Submission Tracking #	Application Status	Child Care Center
CSS-6708-6920	Approved	Z New 16 Test Child Care LLC

Sonal@xyz.com

Please enter the email ID for staff here.

Then click Search.

Close

You will see the person First Name, Last Name & email Address. You can select “Subsequent Submission Read” Or “Subsequent Submission Write” Permission for selected subsequent application.

Subsequent Submission Read = Selected user can see that submission read only.

Subsequent Submission Write = Selected user can fill out the selected application and submit to DOH

Please select the permission and click “Add Permission” button.

After clicking “Add Permission”, please click “OK” for success dialog notification.

Then “Subsequent Submission Write” permission will be added for selected user.

Added user will show up in the list of user who have the permission for selected Submission.

Subsequent Submissions

Select Subsequent Submission: CSS-6708-6920

Add User

Full Name	First Name	Last Name	Email Address
Jitesh Patel	Jitesh	Patel	jitesh@xyz.com
om patel	om	patel	om@xyz.com
Sonal Shah	Sonal	Shah	Sonal@xyz.com

As an owner of the Child Care Center, you will be able to delete the user permission if any of the user not working for your center. Please click the down arrow on the right next to user record and click “Delete” to remove the user OR click “Manage permission” to change or remove the permission for user.

Subsequent Submissions

Select Subsequent Submission: CSS-6708-6920

Add User

Full Name	First Name	Last Name	Email Address
Jitesh Patel	Jitesh	Patel	jitesh@xyz.com
om patel	om	patel	om@xyz.com
Sonal Shah	Sonal		

Please click this to remove or change the permission for user.
Manage Permissions
Delete User
Please click this to delete the user and permissions.

Request Child Care Center Access:

If you already have IEH Portal login, and you need access to another Child Care Center to create and submit Subsequent Submission as a New Owner, please click “Request Child Care Center Access” under “Manage User”.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Indoor Environmental Health

Home | Contact Us | IEH Search | My Child Care Centers | Manage Users | Jane Doe

Please use this feature if you already have Portal login and you need to add new Child Care Center as a New Owner,
Manage Users
Request Child Care Center Access

WELCOME! INDOOR ENVIRONMENTAL HEALTH

Please click “Add Child Care Center” under Associated Child Care Center.

Please click (Search icon) to look for the Child Care Center that you want access to as a New Owner.

Create



Child Care Center permissions

Child Care Center Name *



Associated Child Care Centers

Please click "Add Child Care Center".

Add Child Care Center

Child Care Center Name ↑	Created On	Name	Permission Added
M Test Jipsa Child Care	9/23/2020 9:20 AM		Yes
v test jipsa llc	2/8/2021 12:33 PM		Yes
X Jipsa Test LLC	9/23/2020 9:21 AM		Yes

Submit

Then search Child Care Center by name or address. Check the checkbox for Child Care Center and then click "Select" button.

Lookup records

1. Please enter Child Care center Name or address to search for the Child Care Center you need access.

25 S.

	Child Care Center Name	Street Address	City	County	DCF License No.	Case ID	CCC DOH No.	Consulting Firm Name
<input type="checkbox"/>	00000 TEST BP	25 S. Stockton St			112255	IEH-01571-X3Q9H6	6692	
<input checked="" type="checkbox"/>	12345 TEST BP	25 S. stockton		Mercer	12122	IEH-01231-Y5T9B6	6625	A & B LEADMASTERS
<input type="checkbox"/>	Robert F.	25 S. Munn		Essex	07ROB0003		1826	

2. Check the chekbox selection.

3. Click "Select".

Select

Cancel

Remove value

Then you will see the selected Child Care Center value. Please answer if you are an Owner or Operator of this Child Care Center. Then click "Save & Close" button.

Create

Child Care Center permissions

Child Care Center Name *

Robert F. Aprea Center Head Start

1. Selected Child Care Center

Are you the owner of the child care center? *

☐ No ☒ Yes

Are you an operator of the child care center? *

☒ No ☐ Yes

2. Please answer these questions. Owner user can create first subsequent submission as a New owner of the Child Care Center.

Save & Close

3. Please click "Save & Close" button.

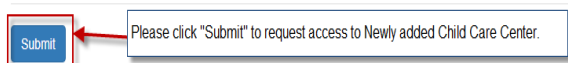
You will see the selected Child Care center listed under “Associated Child Care Centers”. Please click “submit” to request access to Newly added Child Care Center.

[Associated Child Care Centers](#)

[Add Child Care Center](#)

Child Care Center Name ↑	Created On	Name	Permission Added
Abc Jipsa Test LLC	2/9/2021 8:45 AM		Yes
Robert F. Aprea Center Head Start	4/1/2021 11:01 AM		No
Swaminarayan 2 CCC LLC	3/30/2021 2:34 PM		Yes
Swaminarayan Child Care LLC	2/19/2021 2:38 PM		Yes

< 1 2 >



When DOH staff will review your submission and set up your permission for newly added Child Care Center, you will receive an email notification like below.

From:
 Date: Thu, Apr 1, 2021 at 12:12 PM
 Subject: Request for Child Care Center Access Approval DEV 1:0045409
 To: New Portal User <jipsap@gmail.com>

Hello Jane Doe,

This is to inform you, your request for access to child care centers is approved.

This is an automatically generated email, please do no reply to this email.

For more information please contact us at 609-826-495 or visit us at [IEH Program](#).

Thank you,

IEH Program
 NJ Department of Health

After this notification, when log on to IEH portal, you will see your newly requested Child Care Center. Please click on the name of the Child Care Center.

Under “Subsequent Submissions” tab you will see “Create Subsequent Submission” button for newly added Child Care Center. You will be able to create subsequent submission as a new owner of the Child Care Center.

Subsequent Submissions

Show 10 entries

Tracking #

Child Care Center Name

Renewal Case ID

Submission Type

DCF license No.

Application Type

Created On

Created By

Modified By

Application Status

Issue Date

Expiration Date

Please click here to create & submit New Owner application.

New Subsequent Submission

Search:

No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

As a New Owner for certain Child Care Center, you will be able to submit New owner submission as your first submission.