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.
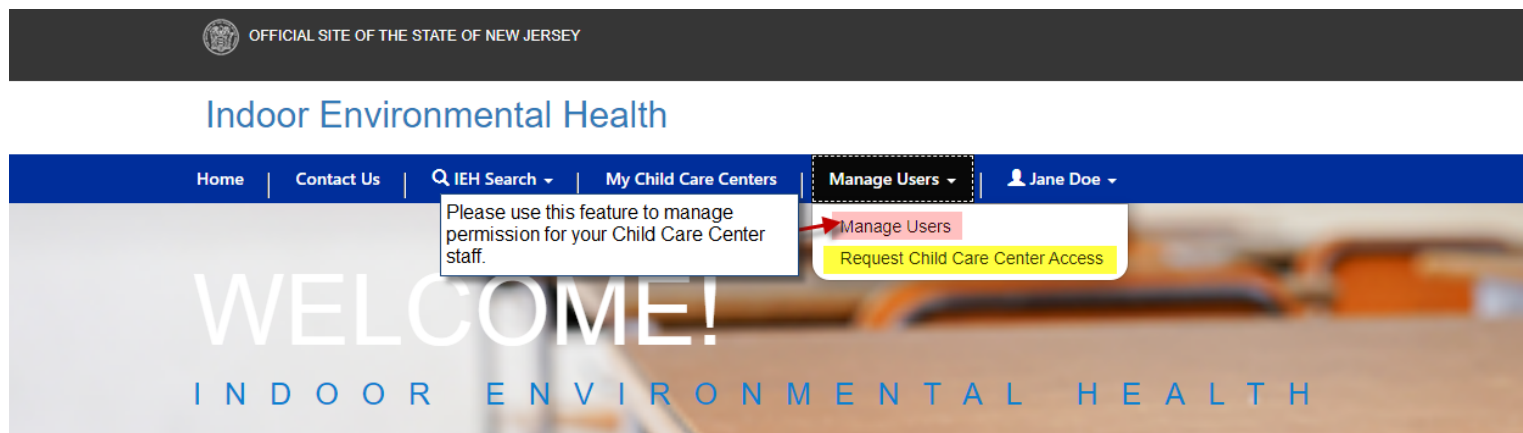
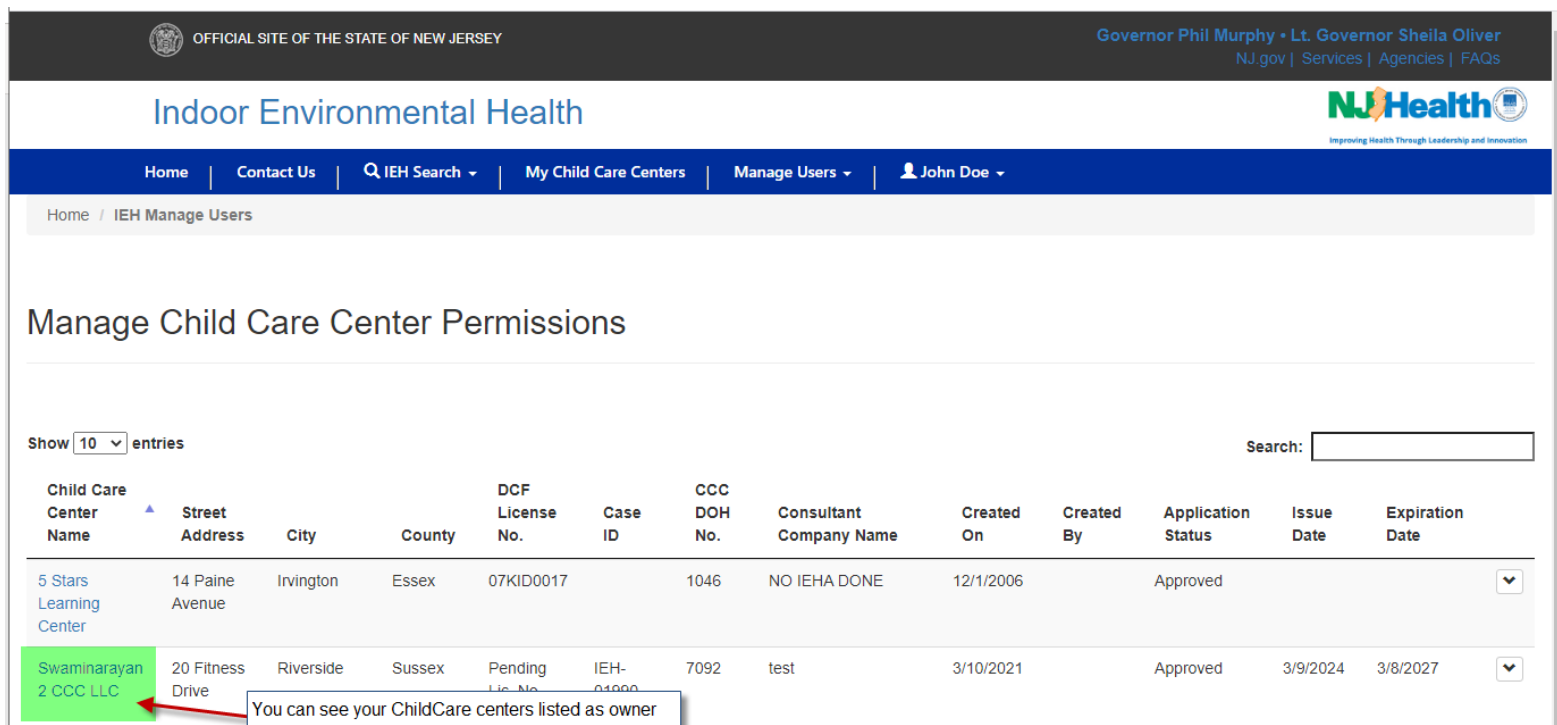You will have two navigation categories under this link:

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.

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 Lic. No.	IEH-01990	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 Subsequesnt Create permission to

Add User

Show 10 entries

Search:

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 eamil 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

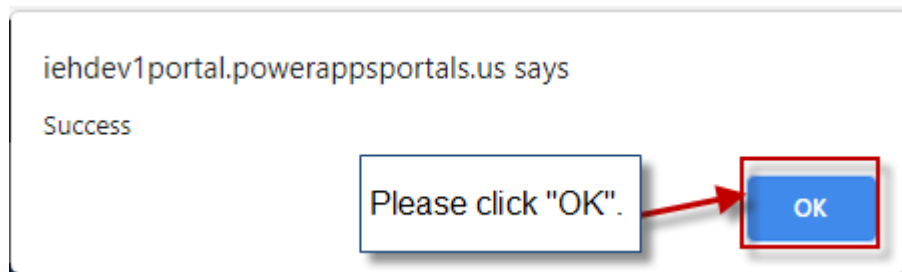| First Name	Last Name *	E-mail
Rita	Patel	rita@xyz.com

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.

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.

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.

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".

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

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

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.

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.

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".

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 Centrer". ➡   [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.

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.

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 >

Submit — Please click "Submit" to request access to Newly added Child Care Center.
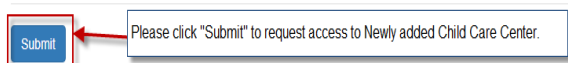
When DOH staff will review your submission and set up your permission for newly added Child Care Center, you will receive an email notification like below.

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.

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