SNHS Head Start/Early Head Start

**Child Plus Directions/Personnel**

**Log In:**

**From the internet, log on to “childplus.net”.**

**Enter Agency Name (SouthernNHServices), User name and Password and hit enter**

**If this is your first time logging in, it will ask you to create a new password.**

**Create new password and save.**

**NOTE:** New staff need to complete the **Child Plus Staff Registration** form as soon as possible after hire and the form to be submitted to Pam Lane for entry into the system.

This will insure that all new staff are in the system correctly for PIR and are set up as users with correct security access.

**Current Personnel**

Open Child Plus

Click on Management Tab

Click on Personnel on far left

Click on Staff name in left column of page **OR**

Use Search Bar at bottom of left column

**General Information Tab: Update as needed to reflect name, address, contact information changes**

Enter updated Living Address

Enter updated Work and home e-mails

Click on **Add New Phone Number or Edit**

Enter number

Click Save

Enter updated Emergency Contact information

Click Save at top right of page

**Employment Tab**

Click Employment tab

Enter new Title, Effective Date, Full/Part Time and Employment Type

Enter Position

Select “Works Directly with Families” (Yes if Family Worker, Home Visitors)

Select Primary Program/Primary Option/Primary Service Area

Select Site and Supervisor

Check off appropriate Position for PIR, if available (Not all positions appear)

**Background Section**

Enter Hire/Re-Hire Date

Select HS Parent Status (whether staff is a current or past Head Start parent)

Enter updated Date of Criminal History Check

Enter updated Date of Last Physical and Next Due Date

Date of new TB test, Result and Next Due Date

**Education Tab: Update as education levels change**

**Ed Staff**: Select ECE/Related Degree,

Check box if enrolled in a program,

Select level from Dropdown,

 Add specific degree and major in Notes section

Click Save at top right of page

**Family Service Staff**:

Select Highest Level of FCP Education,

 Select level of program if currently enrolled in program,

 Add specific degree and major in Notes section

Click Save at top right of page

**FCC/Home Based Staff**:

 Select Related Degree/Certification,

Select level if currently enrolled in program,

 Add specific degree and major in Notes section

Click Save at top right of page

**CDA:**

Enter CDA Type,

 Check if appropriate for program option,

Enter Date CDA obtained/Last renewal

Click Save at top right of page