

## INSTRUCTIONS ON HOW TO GAIN ACCESS TO CCPC

This document will give you instructions on how to gain access to the Child Care Provider Information (CCPC) web system.

Make sure that you follow the instructions carefully to prevent errors.

### Step by step instructions:

1. Log onto <http://dcf.wisconsin.gov/childcare/certification/ccpc.htm> by typing in an address on your internet browser.
2. On the right side of the screen, under Key Links, click on 'Account Management.
3. Click on the "Self Registration" link under the heading 'SIGN UP FOR YOUR DWD/WISCONSIN LOGON'

The screenshot shows the DWD/Wisconsin Logon Management System interface. At the top, there is a blue navigation bar with the Wisconsin state logo and links for 'wisconsin.gov home', 'state agencies', and 'subject directory'. Below this is a white navigation bar for the 'Wisconsin Department of Workforce Development' with a 'DWD' logo and links for 'Site Map', 'News', 'Search', and 'About DWD'. A secondary navigation bar contains links for 'Main Menu', 'Help', and 'FAQ'. The main content area has a light blue background and is titled 'DWD/Wisconsin Logon Management System'. It includes a 'Customer ID Menu' with links for 'Self Registration', 'Profile Management', 'Password Management', and 'User Acceptance Agreement'. A section titled 'Sign Up for your DWD/Wisconsin Logon' is circled in red, containing a link for 'Self Registration' and a brief description of the service.

4. The Self Registration page will display. Read all the information on the page, including the User Acceptance Agreement in the scroll down box. After you have read the Agreement and agree to the terms for using CCPC, click on ACCEPT to continue. NOTE: If you do not agree to the terms, click on DECLINE. In that case, you will not be able to use CCPC.


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## Self Registration

Welcome to the DWD/Wisconsin Logon self registration process. Self Registration allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.

### Requesting a DWD/Wisconsin Logon and Password

You will submit your contact information. Once authorized you will see a confirmation.

### Starting the Self Registration Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

#### User Acceptance Agreement

DWD/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT

INTRODUCTION

Many State agencies provide information and services by the

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#### Customer ID Menu


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5. After accepting the user acceptance agreement, the Account Creation page will display. Fill in your personal information under Profile Information. Make sure you enter your email address accurately. You will be notified by email once your access has been approved. Under Account Information, create a Logon (user) ID that is easy for you to remember. Create a password and enter it twice. In the section titled Logon ID / Password Recovery, enter a secret question and answer. This may be used by help desk staff to identify you if you need a password reset, so select a question to which you will always remember the answer if asked. For example, the question might ask the name of your first dog. At the bottom left of the page you will see a number. Type it in the box to the bottom right of the page. When you have entered all information on the page, click on SUBMIT.


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## Account Creation

\* Indicates Required Field

### Profile Information

First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*
Suffix	<input type="text"/>	
E-Mail address is strongly encouraged so we can contact you in case of problems or changes.		
E-Mail	<input type="text"/>	
Phone	ie. 6085551234 <input type="text"/> ext. <input type="text"/>	
Mailing Address		
Street Address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	
Zip Code	<input type="text"/> - <input type="text"/>	

### Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID	<input type="text"/>	*
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Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password	<input type="text"/>	*
Re-enter Password	<input type="text"/>	*

### Logon ID/Password Recovery

Enter a question and answer for use if you forget your DWD/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

Secret Question	<input type="text"/>	*
Secret Answer	<input type="text"/>	*

### Verification

This step helps prevent automated registrations. If you cannot see the number below [click here](#).

27864	Please enter the number as it is shown in the box to the left.	<input type="text"/>	*
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6. After submitting the Account Creation page, the Account Confirmation page will display. This tells you that you have been successful in creating an account.
7. Log into [http://dcf.wisconsin.gov/forms/DCF\\_f\\_dws13358e.htm](http://dcf.wisconsin.gov/forms/DCF_f_dws13358e.htm) to access the Child Care Web Applications Access Request form. If you choose the Word version, you can type the information into the form. If you choose the pdf-version, you need to print the form and then hand-write the requested information.
8. Print the form, sign it and fax it to the child care coordinator in your county. List of

child care coordinators by county can be found at:

<http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>. The child care coordinator will forward the form to the state for approval. Once your access has been approved, you will receive an email confirming the approval of the access.

9. Once your access has been approved, log onto <http://dcf.wisconsin.gov/childcare/certification/ccpc.htm> to access the system. **Mark this page under your Favorites or bookmarks.**

- ◆ **Help Desk contacts:** If you have problems completing the screens or you need a password reset, call the DWD Service Desk at 608-266-7252 between the hours of 6:00 AM and 6:00 PM Monday through Friday. If you call outside that timeframe, your call will be answered, but you will not receive immediate assistance. A message will be referred to Service Desk staff, who will respond on the next business day.