



Child Care Time and Attendance Training Tutorial

Topic: How to Register for Remote Attendance

The instructions below will guide you through the process of registering as a web based attendance provider. Please follow the directions in the order given.

What you will need:

- Internet Access
- Your Verification Code provided by your local district
- Your Child Care Facility System (CCFS) ID number

You should receive a verification code for each vendor number that is assigned to you by your local district. You will need to register using a unique username and password for each verification code that you receive. In the event you have any trouble or questions while registering please call 1-800-369-6106 and select Option 9 or email our support staff at support@controltec.com

What you will do:

Once you have this information in hand please access the following website:

<https://www.ccta-newyork.com/provider>



Entering Attendance

To Begin:

1. Navigate to Registration Screen

- In your browser's address bar type the following address exactly as it appears: <https://www.ccta-newyork.com/Provider>
- Click, "Click here if you do not have an account"

KinderConnect Language/Idioma: English ▾

Welcome to
New York Test KC System
Version 2.0.0.3

Type in your user name and password and click the **Logon** button.

Logon

User Name:

Password:

[Click here if you do not have an account](#)

[Click here if you forgot your password](#)

© 2010 Controltec, Inc. All Rights Reserved

2. Validate your account

- Enter in the required information as indicated, in order to validate your account.



New York State Office of Children and Family Services (OCFS)
Child Care Time and Attendance Project

b) You will need to enter:

- a. First Name
- b. Last Name
- c. Date of Birth
- d. CCFS ID
- e. Verification Code (Given to you by your Local District)

KinderConnect Language/Idioma: English ▾

User Registration

Enter your name, date of birth, CCFS ID, and the verification code supplied to you by the state and then click the **Validate User** button to verify your information

Validation Info

Required fields are marked with *

First Name: *

Last Name: *

Date of Birth: *

CCFS ID: *

Verification Code: *

c) Once you are finished entering the correct information, click “Validate User”.



KinderConnect Language English

User Registration

Enter your name, date of birth, CCFS ID, and the verification code supplied to you by the state and then click the **Validate User** button to verify your information

Validation Info

Required fields are marked with *

First Name: * Kevin

Last Name: * Smith

Date of Birth: * 11/24/1969

CCFS ID: * 40042

Verification Code: * 5697

Validate User

3. Create log-in Credentials

- After you have successfully validated your account, you will need to create a unique Username and Password.
- Once you have decided on a username and password, enter them into the fields provided as shown below.
- You will also need to choose a secret question from those provided in the drop-down list.
- Make sure to note your username, password and secret question/answer.
- Your secret question may be used at a later time in order to Reset your password if you forget it.



New York State Office of Children and Family Services (OCFS)
Child Care Time and Attendance Project

f) Once you are finished entering in the required information, click “Create Account”

KinderConnect Language English ▼

User Registration

Passwords must be at least 7 characters in length and contain at least 1 digit(s).

Account Information

Required fields are marked with ★

User Name: ★

Password: ★

Verify Password: ★

Secret Question: ★ ▼

Secret Answer: ★

Congratulations, you have now successfully completed your registration and may now begin entering attendance.

For information on how to enter attendance into CCTA, please refer to the “Entering Attendance” tutorial.