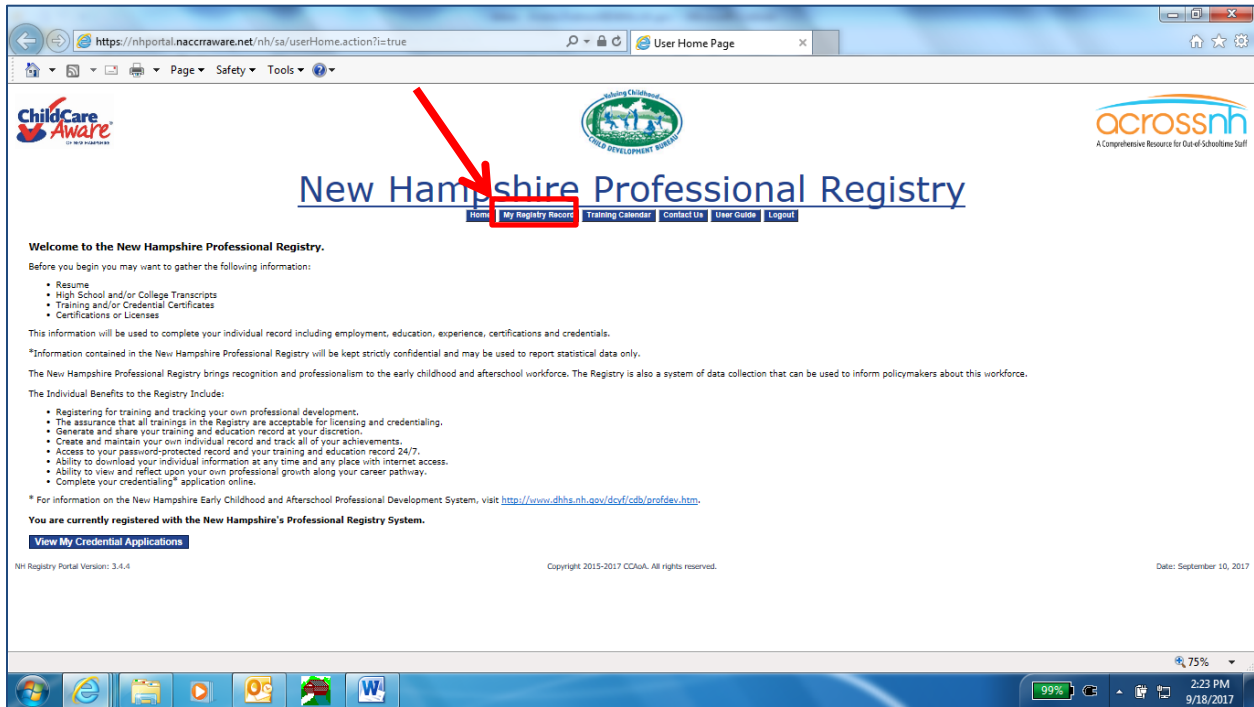


How to find Your Trainee ID

Step 1: Go to the NH Professional Registry at <https://nhportal.naccraware.net/nh/>

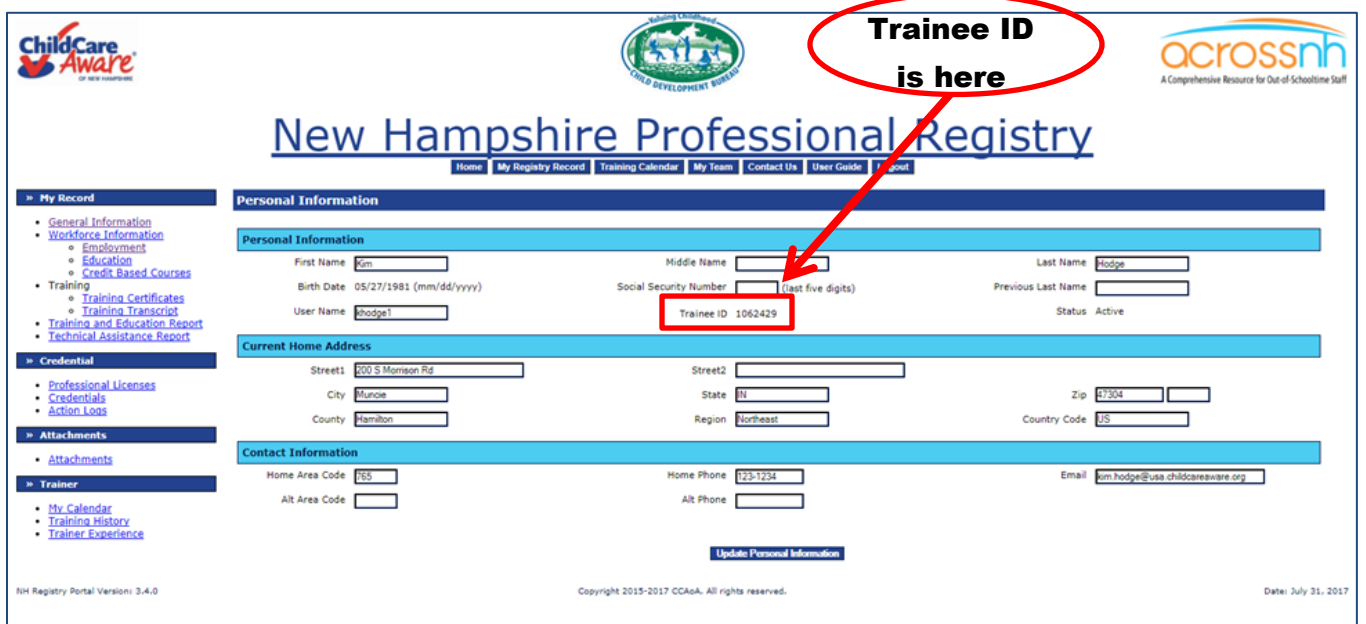
Step 2: Login by entering your “User Name” and “Password” and click “Login”. Please note, see directions on, “How to Create an Account in the NH Professional Registry,” if you have not created a record.

Step 3: Click on “My Registry Record” tab.



The screenshot shows the homepage of the New Hampshire Professional Registry. The browser address bar displays <https://nhportal.naccraware.net/nh/sa/userHome.action?i=true>. The page features logos for ChildCare Aware, the State of New Hampshire, and acrossnh. The main heading is "New Hampshire Professional Registry". Below the heading is a navigation menu with tabs: Home, My Registry Record, Training Calendar, Contact Us, User Guide, and Logout. A red arrow points to the "My Registry Record" tab. Below the navigation menu, there is a "Welcome to the New Hampshire Professional Registry" section with a list of required information (Resume, High School and/or College Transcripts, Training and/or Credential Certificates, Certifications or Licenses) and a list of individual benefits (Registering for training, Assurance of training acceptability, Record generation, Record maintenance, Access to record, Ability to view/reflect on growth, Complete credentialing application).

Step 4: Your “Trainee ID” can be found on the “General Information” page.



The screenshot shows the "My Record" page in the New Hampshire Professional Registry. The page is titled "New Hampshire Professional Registry" and has a navigation menu with tabs: Home, My Registry Record, Training Calendar, My Team, Contact Us, User Guide, and Logout. The "My Record" tab is selected. The page is divided into several sections: Personal Information, Current Home Address, and Contact Information. The "Personal Information" section contains the following fields: First Name (Kim), Middle Name, Last Name (Hodge), Birth Date (05/27/1981), Social Security Number (last five digits), Previous Last Name, User Name (rhodge), Trainee ID (1062429), and Status (Active). The "Current Home Address" section contains: Street1 (200 S Morrison Rd), Street2, City (Munroe), State (NH), Zip (7304), County (Hamilton), Region (Northeast), and Country Code (25). The "Contact Information" section contains: Home Area Code (603), Home Phone (723-1234), Email (kim.hodge@usa.childcareaware.org), Alt Area Code, and Alt Phone. A red circle highlights the "Trainee ID" field, and a red arrow points from the text "Trainee ID is here" to the highlighted field.