



New Hampshire Professional Registry

How to create a NH Professional Registry Account

You are invited to create a New Hampshire Professional Registry Account. Once enrolled in the system, you may register for statewide training opportunities and use the Registry as an online professional development portfolio. Please see the step by step process below for enrolling in the NH Professional Registry.

To register, you need to follow this simple process:

The portal can be found at <https://nhportal.naccrraware.net/nh/>.

1. To start your registration steps, please select the "Create Account" link.
2. Enter your personal information in the page displayed, filling in only the boxes with an asterisk. NOTE: For "User Name" please use the first letter of your first name capitalized with your last name, first letter capitalized, immediately followed by the last four digits of your social security number (Example: JDoe1234). Please be aware that adding a space in your user name will result in an error message when you try to log in. Using the suggested formula for your user name will help to avoid login errors. When done filling out your information click "Register". You have now created an account! Please note that if you live in a state other than NH, you will need to contact Child Care Aware of NH to complete a final step.
3. Check your email for an email from NACCRRRA with instructions to set your password.
4. Once you've set your password, login with your user name and password. Please remember that usernames and passwords are case sensitive.
5. Once you are logged on, click on "My Registry Record" found at the top of the screen, under the heading "New Hampshire Professional Registry". On the left side of the screen, there will be a menu for access to your areas of information.
6. Next click on "Employment" under the "Workforce Information" heading. To enter current employment experience, click "Add New Position". You only need to fill in the data fields with an asterisk, but can fill in other information as you wish. It is important to use the find buttons when adding your Employer Name. Then, click the button marked "Add" at the bottom of the page to save your entries. To enter more work experience, click "Add New Experience" and click "add" at the bottom of the page to save your entries. Follow the same process for education. In "Demographics", you may set your hourly wage at 0 if you do not wish to fill this in, but collecting wage information as statistical data will help us to report on workforce development. We appreciate any information that you can complete.

Need Help? Support? Call our Toll Free Line: 1-855-393-1730 or for the Bilingual Support Specialist call: 1 855-393-1730, ext. 28