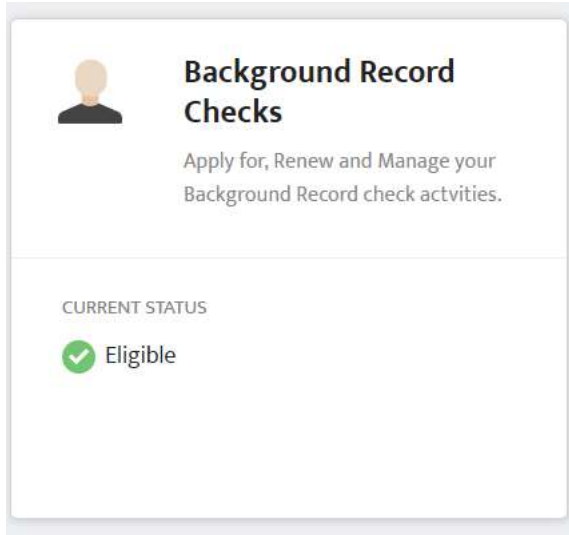


How to Update the Program Staff Roster In NHCIS BRC:

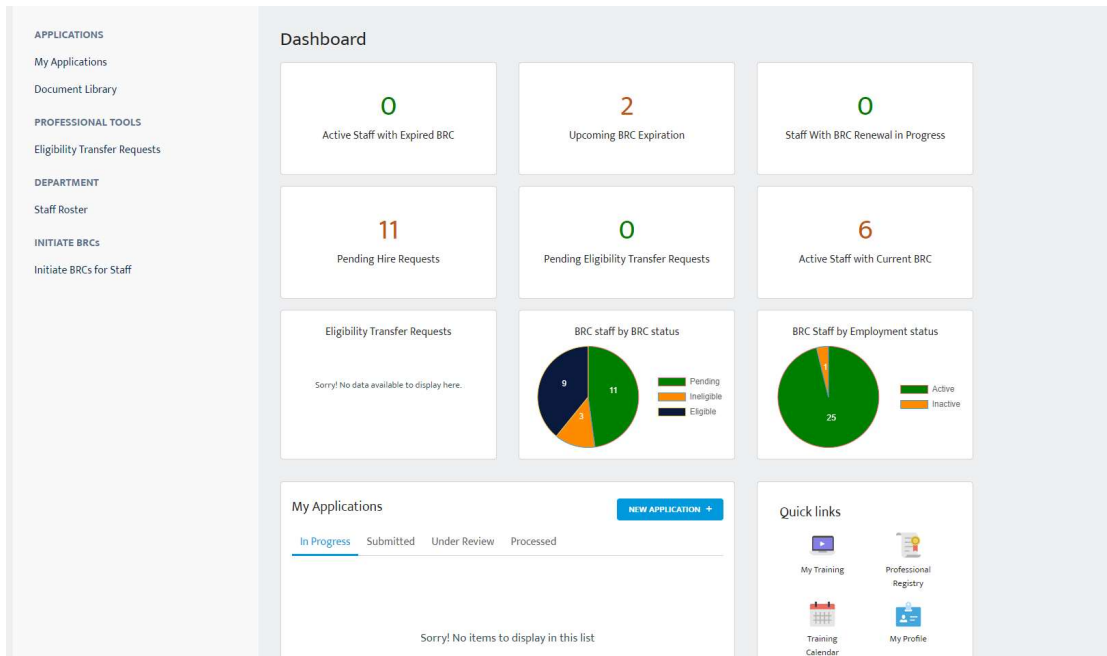
As the Center Director/Site Director/Site Coordinator/Program Director/Family Child Care Provider, you have access to the Staff Roster of your program when you log into the [NH Connections Portal](#). Once you are in the Portal, you will see this tile. The Current Status indicates your Background Record Check (BRC).

If your BRC status is ineligible, you will not be able to proceed, please contact the office at 603-271-9025.

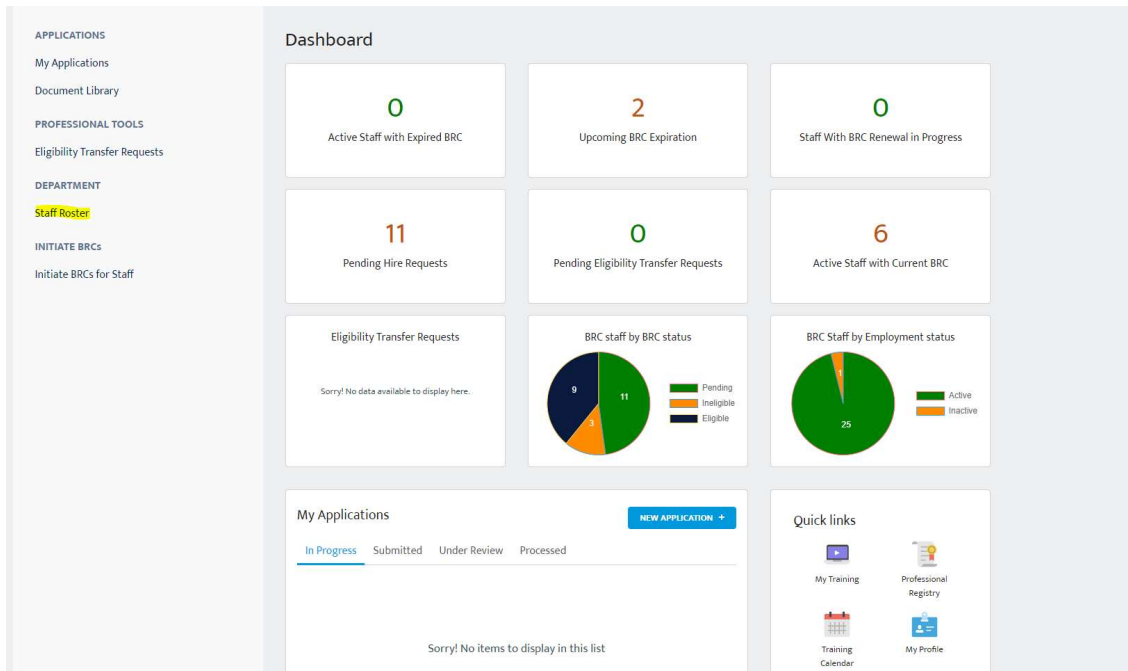
1. Click on the tile.



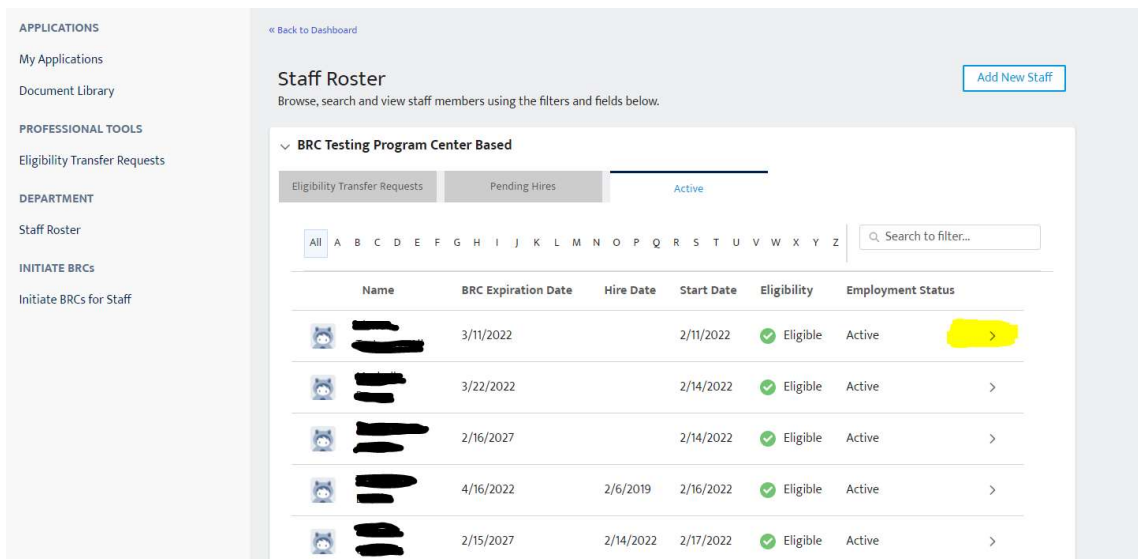
2. You have a Dashboard to show you the status of BRCs for individuals in your program.



3. To see detailed information, go to the Staff Roster on the left side of the screen, highlighted below:



4. There are 3 tabs, select Active to see a list of individuals the CCLU has on file as working or living in your program. When an individual leaves, click on the arrow to the right of their name to enter the date the individual left.



5. You will see the individual's information, click on the edit screen at the top, highlighted here:

APPLICATIONS

- My Applications
- Document Library

PROFESSIONAL TOOLS

- Eligibility Transfer Requests

DEPARTMENT

- Staff Roster

INITIATE BRCs

- Initiate BRCs for Staff

Contact information

Address	Phone number	Date of Birth	Email
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BRC Information

BRC Status Eligible	Last BRC Renewal Date
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Demographics

Gender	Language	Secondary Language	Learning Language	Race/Ethnicity
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Credentials

Credential Type	Expiration Date
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Education

Institution Name	Degree Name	Degree Category	Degree Level	Month	Year
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Employment

Program Name	Start Date - End Date	
Date Staff Started Working with Children	Hire Date	Employee End Date
2/11/2022		

6. At the bottom of the screen, add the individual's end date, and click Save.

Employment

Program Name	Start Date - End Date	
Date Staff Started Working with Children	Hire Date	Employee End Date
02/11/2022	mm/dd/yyyy	02/16/2022

Save

Once saved, the individual is no longer visible in the Staff Roster.

Keeping the Staff Roster up to date will assist with ensuring that individuals, once employed, remain current with their BRC renewals.