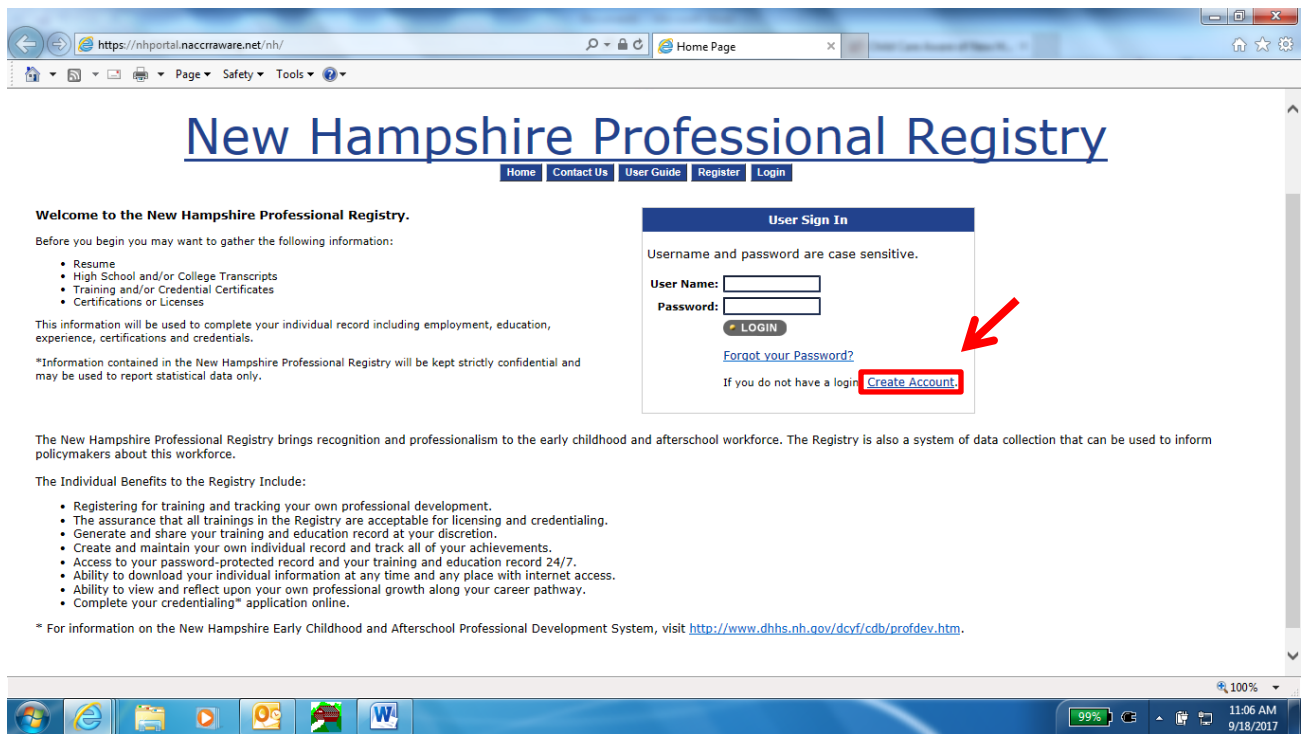


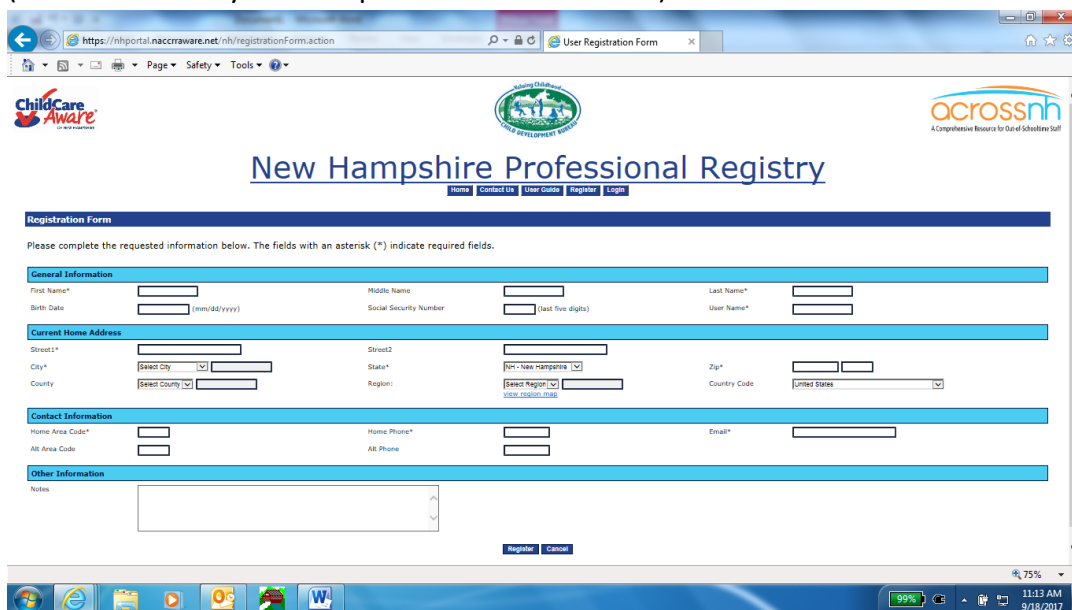
Creating an Account in the NH Professional Registry

Step 1: Go to <https://nhportal.naccraware.net/nh/>

Step 2: Click “create account.”



Step 3: Complete all required fields marked with an asterisk (*): first and last name, desired username (cannot be your email address), home address, home telephone and email address (we recommend you use a personal email address).



Step 4: Click on the “Register” button after completing all of the fields marked with an *.

The screenshot shows a web browser window displaying the registration form for the New Hampshire Professional Registry. The URL is <https://nhportal.naccraware.net/nh/registrationForm.action>. The form is titled "New Hampshire Professional Registry" and includes a navigation menu with links for Home, Contact Us, User Guide, Register, and Login. The form is divided into several sections: "General Information" (First Name*, Middle Name, Last Name*, Birth Date, Social Security Number, User Name*), "Current Home Address" (Street1*, Street2, City*, State*, Zip*, County, Region, Country Code), "Contact Information" (Home Area Code*, Home Phone*, Alt Area Code, Alt Phone, Email*), and "Other Information" (Notes). A red arrow points to the "Register" button at the bottom of the form.

Step 5: Verify the email entered is correct. If so, click “ok.”

The screenshot shows a "Message from webpage" dialog box with a question mark icon. The message text is: "Valid email is required in order to complete registration and access the Registry Portal. If this is complete, please press OK or cancel to edit your registration information." The "OK" button is highlighted with a red box and a red arrow points to it.

Step 6: After clicking “Register”, you will be notified by e-mail when your account has been created and a link will be provided to set the password. This process should take no longer than twenty minutes. If you do not receive an e-mail please contact the Child Development Bureau at NHProfessionalRegistry@dhhs.state.nh.us .

Step 7: To set your password for your account, click the link provided in the email. Enter the desired password and confirm its entry. Passwords must be at least 8 characters long and are case sensitive; they can include letters, numbers and special characters.

Step 8: After confirming its entry, click “Set Password.” An email confirmation will be sent to confirm that this action was taken.

Step 9: Click the “Return to the main page” link. Enter the user name and password and click “Login.” You have now created and account and logged into in the NH Professional Registry.