ECE-TRIS: MANAGE EDUCATION AND CREDENTIALS

Instructions for use of the Manage My Education Area to add Education Information, submityou're your Commonwealth Child Care Credential Renewal and/or submit CDA Crededetial to ECE-TRIS.

REQUESTING EDUCATION/CREDENTIAL INSERT OR RENEWAL

- **Log into ECE-TRIS.** If there are issues with login reference the Forms Area **Managing Your ECE-TRIS Account: Self-Service Tips**

- After login**,** review your existing education/credentials in the **My Information** section of the home page. This step will help reduce duplicate records.

- Go to,

- Click on **Certificate/Degree Type**

- **Complete Requested Fields**

- **Upload Corresponding Documentation**

- **SAVE CHANGES** will submit the information for final review and processing.

- You will be able to **view the status of the pending record** in two locations.

<u>Home Page in the My Information Section</u>   <u>Manage My Education Page</u>

Home / Manage My Education Information

Education Summary

Associates Degree
Graduation Year: 1985
Institution: Eastern Kentucky University
Major Field of Study: Floriculture
Verified

Credential Summary

Child Development Associate
CDA Credential Type: Preschool
Issue-Expiration Dates: 04/19/2021 - n/a
Submitted/Unverified | Remove

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Attachments: Ann Kelly Smith.docx
Verified

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ECE-TRIS
Growing Professionals, Growing Kids
(859)622-8811, https://tris.eku.edu/ece

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