To access your NAEYC Accreditation Portal, visit: https://ais.naeyc.org

**NOTE:** For quick & easy access, it is highly suggested to bookmark this page.

**Marker 1:** Already have an account? Login to the Accreditation Portal using your email address and password you created.

**Marker 2:** Have an account, not sure of your password? Click "Forgot my password" for a password reset.

**Marker 3:** Not a registered user yet? Click "Register" to get started!
Once you have logged in, you will be brought to your Accreditation Portal’s homepage:

**Marker 1:** Shows the Accreditation Portal’s Toolbar:

- **Torch:** Locate the most up to date accreditation standards and assessment items, tools, labels and additional resources. **NOTE:** Torch will only be available to programs in an ‘enrolled,’ ‘applicant,’ ‘candidate’ and ‘accredited’ status. ‘Registered’ programs do not have access to Torch.

- **Notifications:** Find important notices pending.

- **Log Out:** To no longer access the Accreditation Portal.

- **My Account:** View how long your program has been accredited.

**Marker 2:** Shows the number of programs that you are a contact for.

**Markers 3:** Filter through your programs by specific program information or by location.
Marker 4: Get a glimpse of one of your program’s information, such as program ID#, program name, the program’s current status and that program’s address.

Once you have selected a program from your homepage, you will see that specific program’s dashboard: the dashboard shows your program’s current status. (The example program below is “registered” and ready to begin Step 1: Enrollment):

Marker 1: Click the in the top left hand corner, at any time, to get back to the Accreditation Portal’s homepage.

Marker 2: Shows your program’s current overall status.

Marker 3: Shows the required tasks to complete in order to submit the form.
**NOTE:** All tasks listed must receive a green check mark in order to submit the form:
After the Enrollment Form has been reviewed/approved by NAEYC staff, your program will move to an “Enrolled” status.

**NOTE:** A program has exactly 12 months from the approval date in Enrollment to complete the next step’s checklist and submit. Failure to do so will result in having to resubmit enrollment.

___

**Marker 1:** Shows that there has been a change in the overall status.
On the left hand side of the dashboard, you will find the different Accreditation Portal profiles to input program information:

- **Home** - Takes you back to the Accreditation Portal’s **homepage**.
  
  **Note**: The homepage can, also, be accessed by clicking the **in the top left corner**.

- **Program Dashboard** - Track your program’s current status.

- **Program Profile** - Create and update your program’s general information (total number of children, classes, etc).

- **Site Profiles** - Build and edit site information (program’s physical location).

- **Staff Profiles** - Create and edit staff information, including uploading educational documentation.
- **Licensing**: Document current licensing status.
- **Class Profiles**: Create and edit class information.
- **Combined Class Profiles**: Build and edit combined classes.
- **72 Hour Notification**: Reporting critical incidents within 72 hours (currently accredited programs only).
- **Contacts**: Create and edit contacts that you would like associated with the program. **Note**: Only primary and secondary contacts can edit information for the portal and receive emails.
- **Program History**: View changes to program information, status, as well as email communications sent to your program.
- **Payment History**: View payment transactions and access invoices. **Note**: Only primary and secondary contacts can view payment history.
- **Certificate**: View and download a copy of the NAEYC Accreditation Certificate (currently accredited only).

Once you wish to no longer access NAEYC Accreditation Portal, click "Log out" on the top toolbar.