



National Association for the
Education of Young Children

Early Learning Program

Quality Assessment
and Accreditation

Large System User LSU Hub Guide

March 2025

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LSU Hub Overview

NAEYC's Large System User (LSU) Hub is designed to provide LSU leads and administrators with access to manage and report on all affiliated programs. An LSU is defined as any organization that has 5 or more programs working towards accreditation.

Within the LSU Hub, individuals with admin access can:

- View and access affiliated program accounts
- View and export reports related to affiliated programs
- View and complete payment for affiliated programs
- View and approve program affiliation requests
- Manage billing options for affiliated program

Logging into the NAEYC Portal

To access the NAEYC portal, go to my.naeyc.org.

PREVIOUS NAEYC PORTAL USERS

Users with existing access to a NAEYC portal should follow the "Set up your password" option to access their account.

NEW NAEYC PORTAL USERS

New users should select the "Create an account" option.

LSU Hub Access

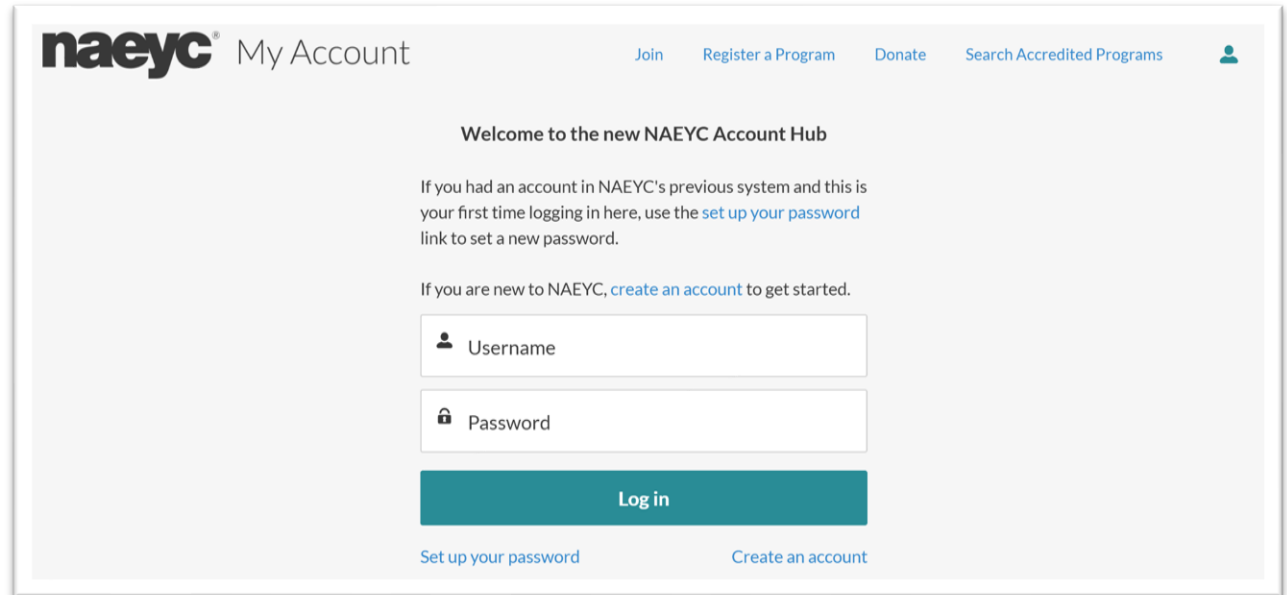
LSU accounts must be set up by NAEYC before programs can request affiliation with the LSU. NAEYC will also set up admin access based on need.

Individuals that need access to the LSU Hub must have a NAEYC portal account first, and then they can be added based on the access level needed:

Access Levels:

- LSU Admin = Provides edit access
- LSU Admin (read-only) = Provides view only access

Any user added as an LSU Admin will also be added as a Primary Contact on each affiliated program within the ELP Hub.



The screenshot shows the NAEYC My Account login page. At the top left is the NAEYC logo and "My Account". On the top right are links for "Join", "Register a Program", "Donate", "Search Accredited Programs", and a user profile icon. The main heading is "Welcome to the new NAEYC Account Hub". Below this, there are two paragraphs of text: "If you had an account in NAEYC's previous system and this is your first time logging in here, use the [set up your password](#) link to set a new password." and "If you are new to NAEYC, [create an account](#) to get started." Below the text are two input fields: "Username" and "Password". A teal "Log in" button is positioned below the password field. At the bottom of the form are two links: "Set up your password" and "Create an account".

Navigating to the LSU Hub

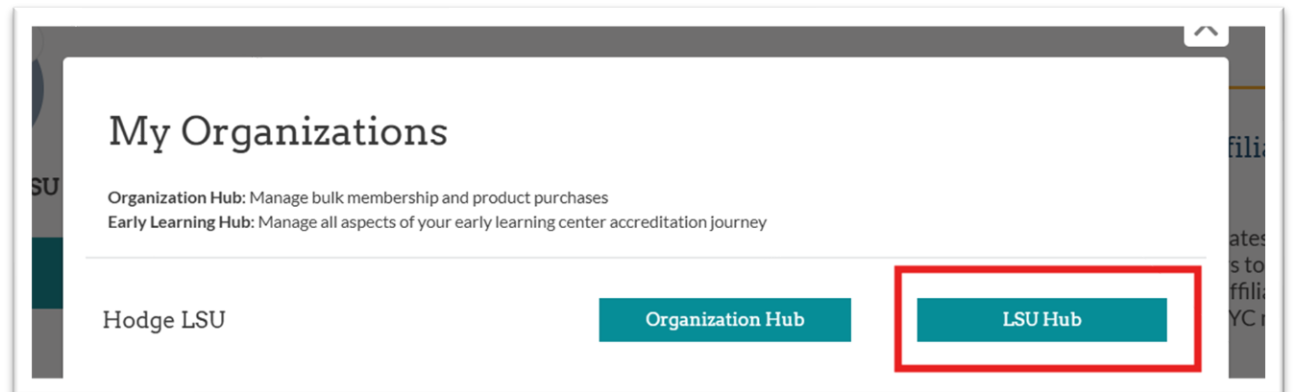
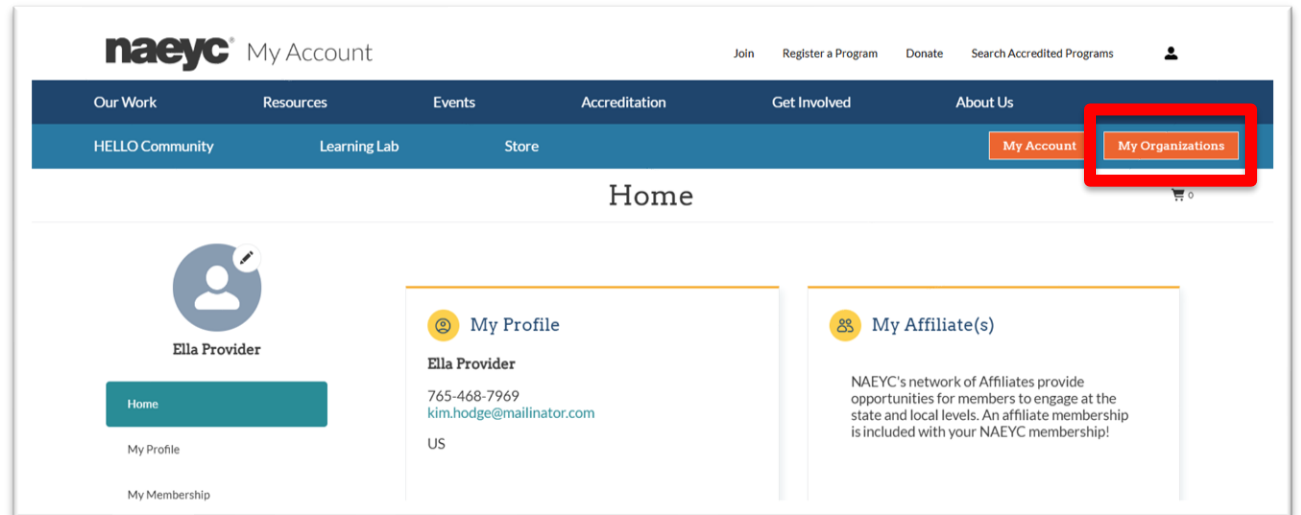
Once logged into your NAEYC Account, you will be on the Home page.

To manage your personal record with NAEYC, or make other purchases, including membership, this can be done by using the menu options.

To access the LSU Hub, select the “**My Organizations**” in the upper right-hand corner.

The “**My Organizations**” window appears that lists the LSU Hub AND any Early Learning Programs the user is affiliated with.

Select “**LSU Hub**” to go into the LSU Hub.



Home Page

Once in the LSU Hub, you will be on the “**Home**” page and summary information for the program, along with links to quickly access Payments and Pending Affiliations.

From the Home page, you can also:

1. View a list of affiliated programs
2. View counts of how many programs are affiliated by tier
3. View summary information all affiliated programs
4. View and make payments for any program balance charged to LSU
5. View and approve any pending affiliation requests from programs

naeyc LSU Hub Donate Today!

Our Work Resources Events Accreditation Get Involved About Us

HELLO Community Learning Lab Store [My Account](#) [My Organizations](#)

Hodge LSU

Home Programs Payments Pending Affiliations Preferences Reports

253 Students **15** Staff

12 Classes **9** Sites

Programs

Tier	Number
Accredited+	1 (25%)
Registered	2 (50%)
Recognized	1 (25%)
Total: 4	

[View All Programs](#)

Payments

Order/Invo...	Balance Due	Status	Payment
000089645	\$120.00	Overdue	Pay Now

Pending Affiliations

Name	Program Id	Submitted Date
Quality Child Care Program 2	8888	2025-03-09

Programs

Selecting the “**Programs**” menu option or “**View All Programs**” from the Home page will take the user to a list of programs affiliated with the LSU.

Select the Program Name to go into that specific program’s ELP Hub.

Name	Program ID	Valid Until	Primary Contact	Tier
1 Busy Bees Testing Early Learning Center	111000	2/20/2029	Johnnie Agent	Accredited
2 AcademyOne Childcare & Preschool	934210		LEE Test	Registered
3 Agent Team Center	788888	1/1/2030	Chris Agent	Accredited
4 Care Bares Testing Center			Lisa Rice	Registered
5 Testing Program ABC Learning	333455		Chris Agent	Registered

Payments

Selecting the “**Payments**” menu option or “**View All Payments**” from the Home page will take the user to a list paid or pending invoices for affiliated programs.

Select “**Pay Now**” to complete payment for any pending charge.

Any LSUs that do not allow centralized billing will not see any information in the payments tab.

LSUs can decide whether or not to allow affiliated programs to charge to the LSU through centralized billing. This setting can be viewed in the “Preferences” tab but must be enabled by NAEYC. Only programs associated with LSUs that allow centralized billing will be able to charge to the LSU.

For LSUs that do allow centralized billing, NAEYC will prepare a monthly statement for all fees from the month. Once that statement is ready, it can be viewed and paid through the Payments section of the portal.

Order Number	Statement To...	Balance Due	Status	Paid Date	Statement P...	Due Date	Payment
1 000089645	\$120.00	\$120.00	Overdue		Statement PDF	2/20/2025	Pay Now

Large System Affiliations

Within the “Early Learning Hub”, the Large System Affiliations section provides the ability for programs to request to be affiliated with an existing large system (LSU). LSUs must be set up by NAEYC before a program is able to locate the organization.

ELP Hub Affiliation Requests

The “**Affiliations Requests**” page includes any current or pending LSU that the program is connected to.

To request an affiliation with a LSU, select “**Request Affiliation**”

Quality Child Care Program
Program ID: 7969
✓ Recognized

Home
PROGRAM INFO
General Information
Staff

Large System Affiliation Requests [Request Affiliation]

Show 5 entries

	LSU Name	Approved Date	Requested Date	Status
1	LSU Agent Childcare Early Learning Program	2/3/2025	2/2/2025	Approved
2	Hodge LSU	1/21/2025	1/21/2025	Approved

Showing 1 to 2 of 2 entries Previous Page 1 of 1 Next

In the **Apply for LSU Affiliation** window, enter the name of the LSU. Once located, select the LSU name and select “**Send request**”.

A request to approve the affiliation will be sent to the admin email listed on the LSU record.

NOTE - LSUs must be set up by NAEYC before a program is able to locate the organization.

Apply for LSU Affiliation

• LSU

Search Accounts... [Search]

Complete this field.

[Send Request] [Cancel]

Pending Affiliations

Once the request has been submitted, the new affiliation request will be added to the list with a status of **“Pending”**.

Large System Affiliation Requests

Request Affiliation

Show 5 entries

Search

LSU Name	Approved Date	Requested Date	Status
1 Goddard Systems		3/11/2025	Pending

Showing 1 to 1 of 1 entries

Previous Page 1 of 1 Next

Viewing & Approving Affiliations

The LSU Hub Admin email will receive a notification when a program has requested an affiliation with the LSU.

The LSU Admin must either **“Approve”** or **“Reject”** each request within the LSU Hub → **“Pending Affiliations”**

Once all pending affiliations are either approved or rejected, the requests will be removed from the Pending Affiliations.

LSU Affiliation Request

Please select your action for **Quality Child Care Program 2**.

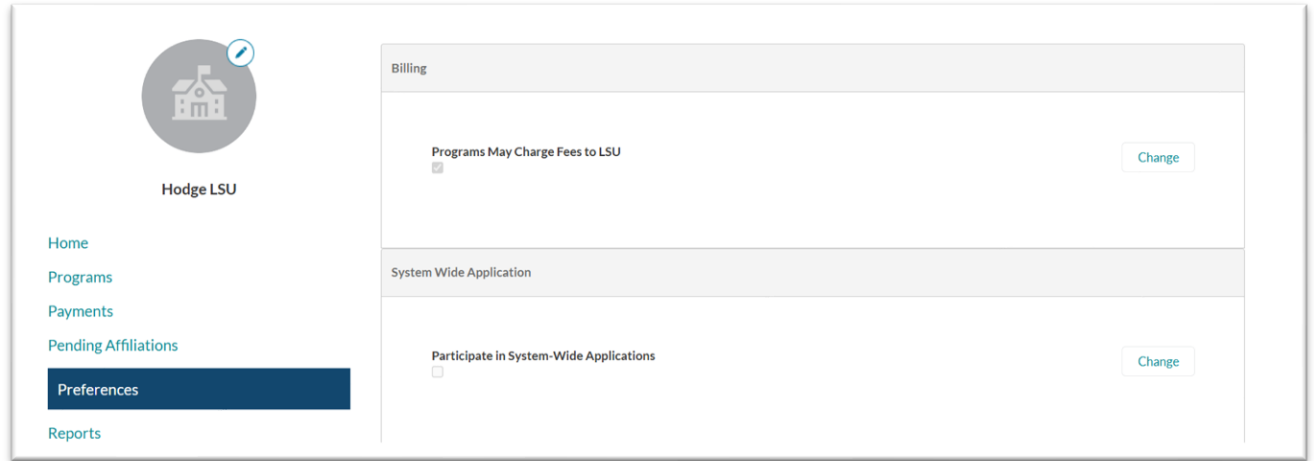
Program ID: 8888
Program Address: United States
Primary Contact: Ella Provider

Approve Reject

Preferences

The “Preferences” menu option provides the ability to:

- View or update the setting for affiliated programs to charge fees to the LSU.
 - o This option can only be updated by NAEYC.
 - o The LSU Admin can select or unselect this option based on if affiliated programs should be able to charge fees to the LSU.
- View if the LSU is participating in the System-Wide Application.
 - o This option can only be updated by NAEYC.



Reports

The “Reports” menu item provides the ability for the LSU admin to view, run and export reports that have been made available by NAEYC.

Running Reports

Select a folder to view existing reports that are available.

The screenshot shows the 'Reports' page with 'All Folders' selected. A search bar and settings icon are at the top right. Below is a table with the following data:

REPORTS	Name	Created By	Created On	Last Modified By	Last Modified Date
Recent	NAEYC ELP Dynamic Reports		12/13/2024, 9:54 AM		12/13/2024, 9:54 AM
Created by Me	NAEYC LSU Reports Folder		5/30/2024, 10:29 PM		5/30/2024, 10:29 PM
Private Reports					

Select a report name to run a report.

Name	Description	Folder	Created By	Created On	Subscrib
Pending Site Visits	Pending Accreditation+ Visits or Verification Visits	NAEYC LSU Reports Folder		10/16/2024, 11:25 AM	

Viewing & Exporting Report Results

After a report has run and results appear, use the options in the upper right corner to:

- Magnifying glass = Search for key words in results
- Funnel = views the filters in place on the report
- Arrow = Refresh report results
- Export = Export the data from report to file

Report: Accounts with Site Visits
Pending Site Visits
Pending Accreditation+ Visits or Verification Visits

Enable Field Editing

Search Add Chart Refresh Export

Total Records
3

	Account Name	Program ID	Visit By	Visit Type
1	Gotham Day Care Center	454535435	-	Accredited+
2	Gotham Day Care Center	454535435	7/7/2025	Accredited+
3	Quality Child Care Program	7969	7/23/2025	Accredited+

Managing Program Information

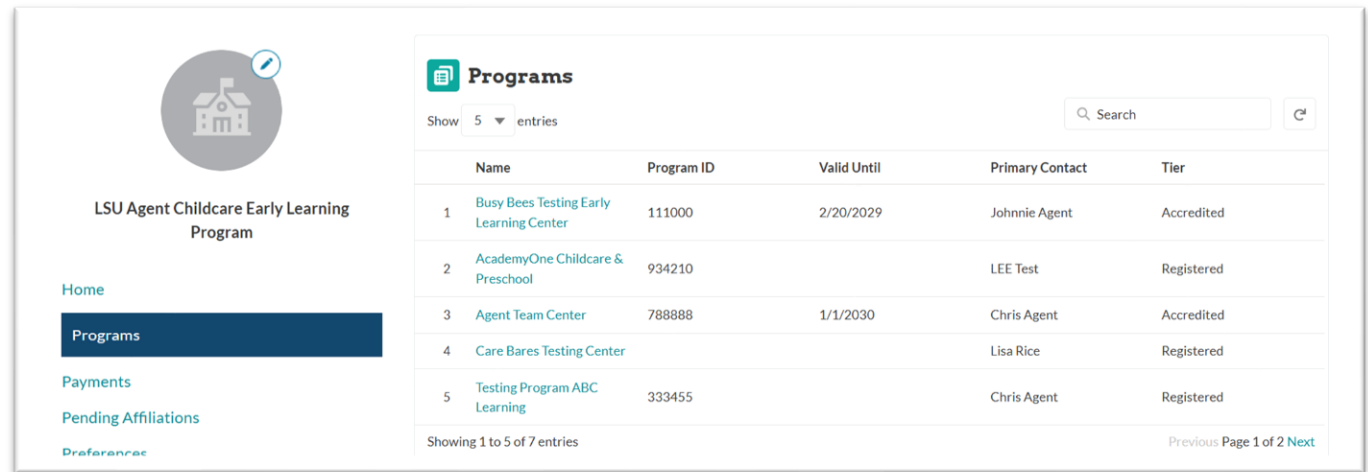
LSU Admins have the ability to view and access individual program records within the Early Learning Hub through the LSU Hub.

Accessing Program Information

Within the LSU Hub, selecting the “**Programs**” menu option or “**View All Programs**” from the Home page will take the user to a list of programs affiliated with the LSU.

Select the Program Name to go into that specific program’s ELP Hub.

NOTE – If an existing program is not listed, the program should request affiliation with the LSU by referring to [ELP Hub Affiliation Requests](#).



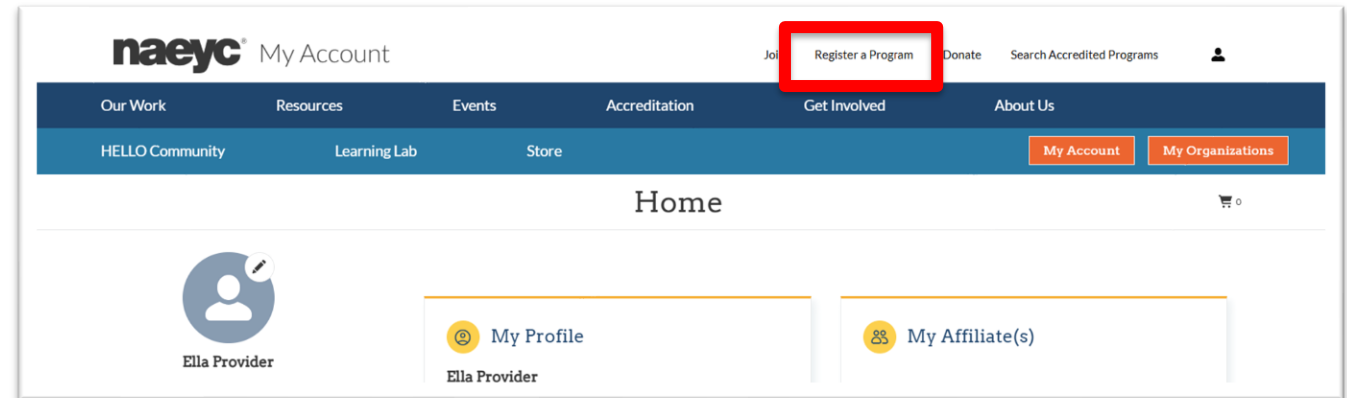
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3	Agent Team Center	788888	1/1/2030	Chris Agent	Accredited
4	Care Bares Testing Center			Lisa Rice	Registered
5	Testing Program ABC Learning	333455		Chris Agent	Registered

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Adding a New Program

If there is a **NEW** program that has **NOT** engaged with accreditation previously, the program will need to be added via the NAEYC portal.

To add a new program to the portal, go to the NAEYC My Account page, and select “**Register a Program**”.



On the next page, enter the details about the program. Required fields are indicated with a red asterisk.

Once done, select “**Submit**” to save the information.

Once the information has been saved, you can access the program’s record from the “**My Organizations**” option.

Once a new program has been added, it needs to be affiliated with the LSU. The program can use the “**Request Affiliation**” option in the Early Learning Hub to request the affiliation. [See ELP Affiliation Requests section.](#)

After the program has requested affiliation with the LSU, the LSU Hub Admin email will receive a notification when a program has requested an affiliation with the LSU.

The LSU Admin must either “**Approve**” or “**Reject**” each request within the LSU Hub → “**Pending Affiliations**”

Once all pending affiliations are either approved or rejected, the requests will be removed from the Pending Affiliations.

The screenshot shows the NAEYC My Account interface. At the top, there is a navigation bar with links for 'Join', 'Register a Program', 'Donate', and 'Search Accredited Programs'. Below this is a secondary navigation bar with 'Our Work', 'Resources', 'Events', 'Accreditation', 'Get Involved', and 'About Us'. A third bar contains 'HELLO Community', 'Learning Lab', 'Store', and two orange buttons: 'My Account' and 'My Organizations'. The main content area is titled 'Register a Program' and features a profile card for 'Ella Provider' on the left with a list of links: Home, My Profile, My Membership, and My Affiliates. The registration form on the right includes the following fields: Program Name (required), Program Email (with 'you@example.com' entered), Phone (required), Website, Shipping Address (required), and Country (required).

The screenshot shows an 'LSU Affiliation Request' notification. The title is 'LSU Affiliation Request'. The main text asks the user to 'Please select your action for Quality Child Care Program 2.' Below this, the program details are listed: Program ID: 8888, Program Address: United States, and Primary Contact: Ella Provider. At the bottom, there are two buttons: 'Approve' (in a teal box) and 'Reject' (in a white box with a teal border).