



## Early Learning and Child Care Registration Process for Online ID and Password

**Child Care Facility Name**

**Facility Number**

**(please check box)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>New Form</b>                   | <input type="checkbox"/> <b>Password Reset</b> | <input type="checkbox"/> <b>Amendment to Director/Provider</b> |
| <input type="checkbox"/> <b>Amendment to Facility Name</b> | <input type="checkbox"/> <b>Delete</b>         |  |

**Director/Provider**

Last Name

First Name

Facility Address

Apt./Box/Suite #

City

Province

Postal Code

E-mail Address

Telephone

Please specify a question to which only you, or staff authorized by you, will know the answer:

Example:

Question: What is your cat's name? Response: Fred

This information will be used to validate your identity when assigning a password or making changes to your details.

Challenge Question

Challenge Response

I certify that the information I have provided is true and correct.

**Signature of Director/Provider**

**Date**

Mail to: Registration Process for Online ID and Password – Early Learning and Child Care, 210 – 114 Garry Street, Winnipeg MB R3C 4V4

Early Learning and Child Care – For Office Use Only	
Date:	Child Care Program
<b>User Identification:</b>	
<b>Password:</b>	
Processed by:	Date:

**Early Learning and Child Care  
Registration Process for Online ID and Password**

1. Complete the attached Registration Process for Online ID and Password form **except** for the section: “Early Learning and Child Care – For Office Use Only.”

2. The “Challenge Question” is required so that Early Learning and Child Care are able to identify individual(s) with authorized access to the User ID and Password.

3. Send the completed, **signed** form by one of the following methods:

**Mail:** Registration Process for Online ID and Password  
Early Learning and Child Care  
210 – 114 Garry Street  
Winnipeg MB R3C 4V4

**Email:** [cdcfacility@gov.mb.ca](mailto:cdcfacility@gov.mb.ca)

**Fax:** 204-948-2625

4. Early Learning and Child Care will confirm that your facility is currently licensed.

5. A unique User Identification and Password will be forwarded to your facility in 2 – 4 weeks.

6. Should the information on the Registration Process for Online ID and Password form change (e.g. change of director/provider or facility name on the Facility Report form) an amendment **must** be sent to Early Learning and Child Care.

**Items to Consider:**

1. The Challenge Question: All persons authorized by your facility to complete online functions must know the User ID and Password.

2. Who, and how many of your staff, will have access to your unique facility User ID and Password? Remember to consider sick days and holidays.