



## Facility Contacts: Report Access to Facility Data

Step 1 Identify staff within your facility responsible for tracking professional development.

- Each person has their own individual login. But as a contact for your facility, you can access staff records and reports. Each staff person can login to retrieve their own Training Record.

Step 2 **Complete** the **Facility Information Form** if you are a Director, Owner or other designated contact for a facility. This gives contacts specific access to facility related reports.

- If you are using the most updated **Facility Information Form** from our **Resources** area, it can be emailed to us as it does not contain a full date of birth.
- Once access is given, you will receive an email.

**To Add Staff** - Staff with **existing** accounts that are with your facility will need to update their employer information by logging in to their account and request their employer be updated via the Manage My Personal Information area.

### Manage My Personal Information

- If login assistance is needed; refer to these tips available in our **Resources** area: **Managing Your ECE-TRIS Account: Self-Service Tips**

For those who have **never** had an account they will register on our website <https://ece.trc.eku.edu/>  
To prevent duplicate accounts being created, make sure new account requests are only submitted if they've never had an account.

### NEW ACCOUNT REQUEST

New to **ECE-TRIS**? Sign up here for an account.

Request Account

- Refer to these instructions available in our **Resources** area: **New Account Instructions**

*If either of the following errors is given, return to login page because there is already an existing account. Go to the login screen to use the recover username and/or reset password links.*



The following message will appear when an account request was successful.

### ECE-TRIS Account Membership Form

Your request for a new user account is under review by ECE-TRIS staff. You will receive an email with your sign-in information once your account has been verified.

You should receive an email reply within 1-2 business days (M-F)

**Understanding Reports** - As a contact for your facility you will see the **Reports** area option above the **My Information** section. The **Reports** button will direct you to the area where you will have access to facility reports. Before attempting to run any report, we encourage you to read the following prior to generating a report.

#### How to turn **OFF** your **Pop-up blocker**

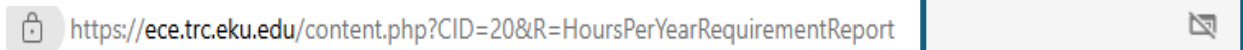
- Go to your computer's start menu
- Select Control Panel
- Select Internet Options
- Select the Privacy tab
- Uncheck the Pop-up blocker
- Click Apply, OK

#### Add <https://ece.trc.eku.edu> to your **trusted sites**

- Go to your computer's start menu
- Select Control Panel
- Select Internet Options
- Select the Security tab
- Select Trusted Sites
- Select Sites button
- Enter <https://ece.trc.eku.edu>
- Click Add, then Close

When running Reports using the browser = **Edge**

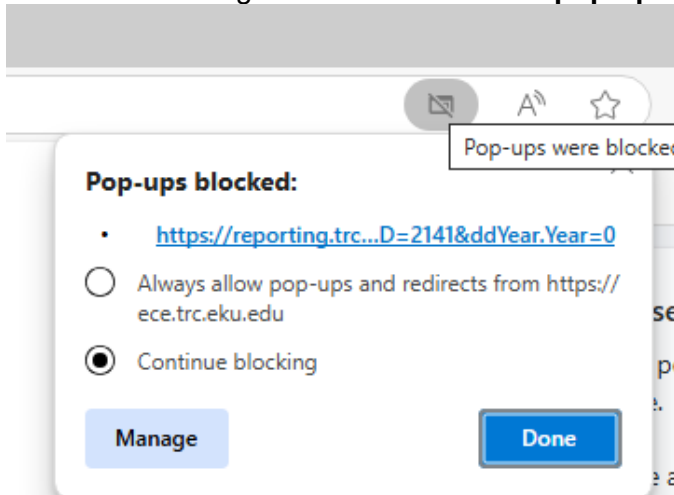
Look in the browser after running the report to see if you notice the icon below that has a screen with line through it. This indicates the report was blocked.



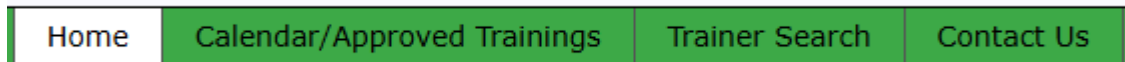
#### The Fix

- Click on the icon and a small screen will display with two options

You need to change this to **'Allows allow pop-ups and redirects from <https://ece.trc.eku.edu>'**



Click **Home** in the green banner to navigate between the **Reports** area or the **Employer Information** area.

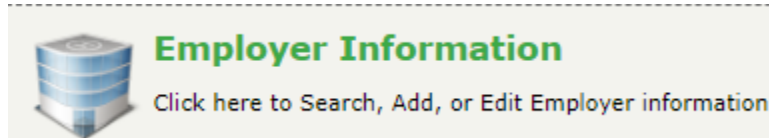


A suggestion would be to first review staff attached to your facility from the following within the **Reports** area

► [Staff List By Current Employer](#)

This report lists information about staff members with a specified current employer.

Or from within the **Employer Information** area – Your access allows you to view employer details or remove staff from the **Employees tab**



- Once you click on your Facility in the Search Results, click on the **Employees tab** to review staff listed with your program. Click the box by any no longer employed, then the Remove Selected button. Refer to these instructions available in our **Resources** area: **Managing Staff Listing**
- Refer to the **To Add Staff** instructions on the first page if any are missing.

Once you have reviewed your staff, you'll want to review the rest of the **Reports**.

► [Education Credential Report](#)

This report provides the Education and Credential records for individuals by their current employer. Education records can include High School or Equivalent, Associates, Bachelors, Masters, and Doctorate as well as the Major/Minor reported. Active Credential records include the Child Care Commonwealth Credential, Child Development Associate, Director's Credential, and Trainer's Credential along with their respective issue-expiration dates. Those with the appropriate access can search and review up to 4 of employers at a time or for 1 individual at a time.

- The Employer Name will display on this page or in a drop-down box if you are a contact for multiple sites, select a choice.
- You can run the report for all staff or select [Search personnel](#) to search for 1 person.
  - When the search window opens you can search on any of the fields provided.
  - You do not have to complete each field
  - You may want to enter part of their first name and last name, or their dob only or ssn only
  - Click on Search Personnel button, then click on their name from your search results. You may need to drag to expand the Search box to see the results at the bottom or scroll down.
- Then click Submit
- Refer to these instructions available in our **Resources** area which explains how staff are to log in and add their education or credentials or CPR/First Aid documents - **Managing your Education and Credentials**

► [Required Training Hours Report](#)

This report lists staff members with a specified current employer and their total annual training hours for the fiscal year starting on July 1st - June 30th.

- The Employer Name will display on this page or in a drop-down box if you are a contact for multiple sites.
- Choose the appropriate report year range from the Year? drop down.
- Then click Submit
- Refer to the following Tip Sheets on how dates from the KARES system are used to calculate hours - **Calculating Clock Hours for New Staff First Year and Second Year** and **Understanding Hire Dates on TRIS Records and Reports**

► [Training Record](#)

This is a record of an individuals' training which has been reported in ECE-TRIS. It lists their name, employer(facility/provider/agency/organization), the county and ADD based on the address they provide. At the top you will also find the Orientation and PAHT training dates. Each training session is listed by date order, number of credit hours received, title, and contains the training details of each training session (Trainers Credential Information, Training Sponsor, Training Level, Core Content Subject Area, CDA Subject Area).

- The Employer Name will display on this page or if you are a contact for multiple sites, they will appear for you to select.
- You can run this report for all staff of the employer OR you can run it for a specified individual
- You can run the report for all staff or select [Search personnel](#) to search for 1 person.
  - When the search window opens you can search on any of the fields provided.
  - You do not have to complete each field
  - You may want to enter part of their first name and last name, or the dob only or ssn only
  - Click on Search Personnel button, then click on their name from your search results. You may need to drag to expand the Search box to see the results at the bottom or scroll down.
- Then click Submit
- You will then be returned to the report search page and the Person's name has been entered.
- You can then choose to enter start and end dates or leave those blank.
- Then click Submit

### Helpful Credit Tips:

If you do not see trainings listed staff have completed:

1. Credentialed Trainers have **10 days** to enter credit.
2. Some DCC Approved events submit a credit file to us for manual entry bi-weekly or monthly, allow up to 30 days.
3. Some DCC Approved events are to be self-reported using the following form found within the Resources area: **ECE-TRIS Individual Training Form**

Please refer to the **Calendar/Approved Trainings** area prior to staff participating in trainings NOT conducted by a KY ECE Credentialed trainer. Pay special attention to the Availability Dates of which non-face to face trainings are approved as well as the **Credit Process**

### Need Help?

If you need one on one help navigating the **ECE-TRIS website**, please email [ecetrs@eku.edu](mailto:ecetrs@eku.edu)

If you need to reach the **KARES** Help Desk about a Hire Date, please email [CHFSDCCNBCP@ky.gov](mailto:CHFSDCCNBCP@ky.gov)

If you need assistance from your **Child Care Aware Coaches** related to regulations, scholarships, grants, credentials, please refer to your coaches from the following: <https://www.childcareawareky.org/about-child-care-aware/coaches/>