MANAGING YOUR ACCOUNT:
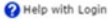# ONLINE SELF-SERVICE TIPS IN ECE-TRIS
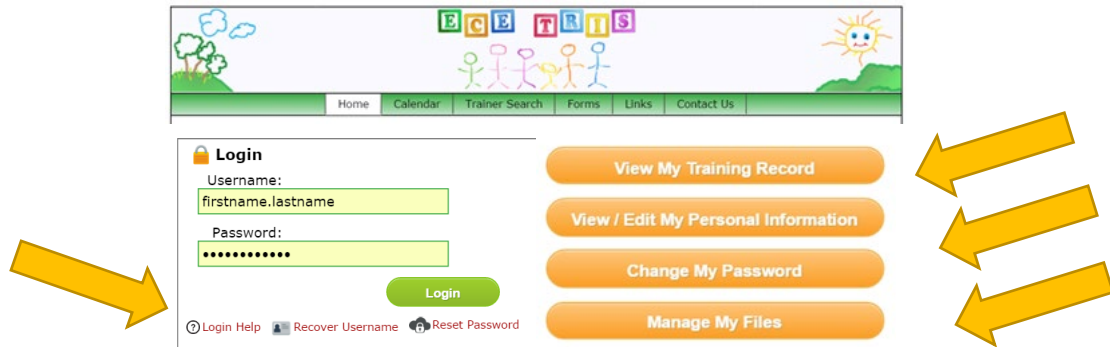
ECE-TRIS makes it easy!

Do you know about the self-service features in ECE-TRIS?

We know how much every moment counts and strive not only to make life easier for early childhood care and education professionals in KY, but for accessing your professional learning portfolio training records quicker.

CHECK OUT THE TIPS BELOW:

- Help with Login
    - First time logging in? Follow the instructions in your 'ECE New Account Login Information' email or within the Help with Login feature to access your ECE-TRIS account profile
- Recover Username and Password Reset
    - Forgot your username or password? Use the Recover Username or Reset Password Links
    - Enter your registered email and answer security questions that are associated with your account
- View/Edit my Personal Information
    - Keep your information updated, including email and employer
- Manage My Education and Credentials
    - Expand your ECE-TRIS record to reflect your educational achievements and upload your CPR and First Aid Certification documents
- Change my Password
    - You can update your password, as needed, to ensure security of your account.
- Keeping Your Information Secured
    - Security features keep your information safe
    - The account holder is the only one who should have the username and password

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ECE-TRIS!
Growing Professionals, Growing Kids

(859)622-8811, https://ece.trc.eku.edu