# KinderConnect - Provider Registration

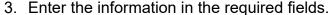
Providers must self-register before they can log in to KinderConnect. Self-registration is a one-time process per vendor ID. The first individual from the Provider to register is matched to the Provider record in KinderConnect. After registering, the user can add additional operators.

### **Important Notes:**

- Install one of the free authenticator apps, such as Google Authenticator or Microsoft Authenticator.
- You'll need the authenticator app every time you log in to **KinderConnect**.
- **Click here** for step-by-step instructions to install the app on **iPhone** or **Android**.
- **Solution** Click here to watch the registration video.
- Open your web browser and enter the web address <a href="https://vapass.doe.virginia.gov/KinderConnect">https://vapass.doe.virginia.gov/KinderConnect</a> . Click Sign Up to create an account.

**Note**: You cannot access KinderConnect using Internet Explorer. We recommend Google Chrome, Firefox, or Safari.

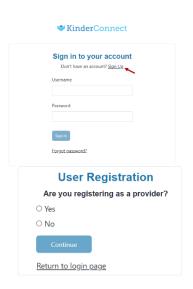
2. Click on "Yes" to indicate you are a Provider.

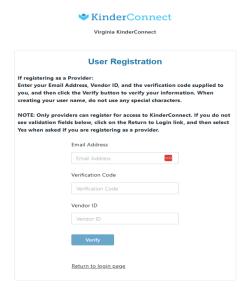


- Email Address (this should be the email address the account registration link was addressed to)
- Vendor ID
- Verification Code

**Note:** Your Vendor ID is a 9-digit number that begins with 511. You can locate it in the following places:

- Your CCSP Vendor Agreement Attestation Form (signed during the CCSP provider application process)
- Your initial approval letter when you became a Child Care Subsidy Program provider
- A Child Care Purchase of Service Order (POSO)
- Your VA-ECC Provider Portal profile page (note: portal access will only be available until January 5, 2026)





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- 4. After entering the required information, press Verify.
- 5. Enter your first and last name, then create a username and set up your security information and password. Make sure to complete all required fields.

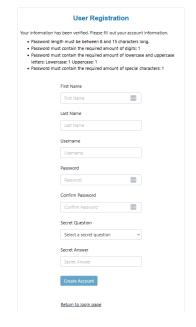
### **User Name requirements:**

- Must not include special characters
- Must not include spaces

## **Password requirements:**

- Must be between 8 and 15 characters.
- Must contain the required number of digits: 1
- Must contain the required amount of lowercase and uppercase letters: Lowercase: 1 Uppercase: 1
- Must contain the required amount of special characters: 1

Note: Passwords are case-sensitive.



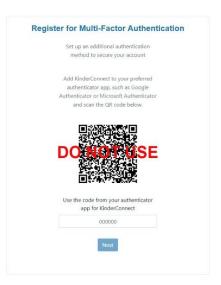
KinderConnect

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6. Press Create Account.

7. **The Register for Multi-Factor Authentication** screen appears.

Open an authenticator app on your smartphone (such as Google Authenticator or Microsoft Authenticator) to scan the QR code.



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8. After scanning the QR code, the app will show KinderConnect on your list of accounts.



9. Use the code shown in the app to enter the **Verification Code** in KinderConnect. Press Verify.



10. A message will appear indicating that the registration for Multi-Factor Authentication has been completed. The user can now log in to KinderConnect using the Username, Password, and Multi-Factor Authentication

