



## Quick Reference: ATS Provider Registration

This Quick Reference Guide outlines the process for CCCAP providers to create a password required to login to the Attendance Tracking System (ATS).

### Register as a User

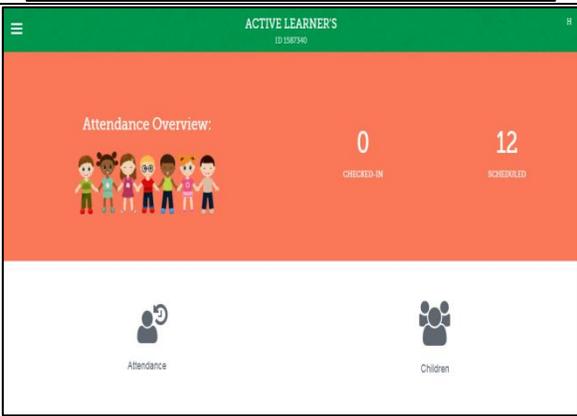
1. Access ATS “Welcome” Email
2. Click Hyperlink
3. Enter Unique Username & Password
4. Login to ATS Provider Administration Mode

PROVIDER REGISTRATION STEPS	NOTES
   <p>Hi Provider Name,</p> <p>Welcome to CDHS Attendance Tracking! To get started, go to <a href="https://www.coloradoshines.com/cochildcare">https://www.coloradoshines.com/cochildcare</a></p> <p><b>IMPORTANT:</b> The link to set your password is custom to you and will be available for 24 hours. You will not be able to utilize the check-in/out capabilities until you setup your password.</p> <p>Thanks, Office of Early Childhood</p> <p><small>Disclaimer: This email and any attachments thereto, is intended only for use by the addressees named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this email, you are hereby notified that any dissemination, distribution or copying of this email and any attachments thereto, is strictly prohibited. If you have received this email in error, please immediately notify me by reply and permanently delete the original and any copy or printout thereof.</small></p>	<h3 style="text-align: center;">ACCESS ATS “WELCOME” EMAIL</h3> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Access your email account on record with CCCAP</li> <li><input checked="" type="checkbox"/> Check your Inbox, Spam &amp; Junk folders for this email sent from <a href="mailto:cdhs.do-not-reply@state.co.us">cdhs.do-not-reply@state.co.us</a></li> <li><input checked="" type="checkbox"/> Click the hyperlink to set your password</li> </ul>



PROVIDER REGISTRATION STEPS	NOTES
	<p><b>IF <u>NOT</u> TAKEN TO PASSWORD SELECTION SCREEN, FOLLOW NEXT STEPS</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Click "Forgot Your Password?"</li></ul>
	<p><b>ENTER EMAIL ADDRESS</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Type email address into Username field</li><li><input checked="" type="checkbox"/> Click "Submit"</li><li><input checked="" type="checkbox"/> Access your email account</li><li><input checked="" type="checkbox"/> Click the hyperlink within new email to set your password</li></ul>



	<p><b>ENTER USERNAME &amp; PASSWORD</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Enter Username (email address)</li><li><input checked="" type="checkbox"/> Enter Password</li><li><input checked="" type="checkbox"/> Click "Login"</li></ul>
	<p><b>PROVIDER ADMINISTRATION HOME SCREEN</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Attendance Overview</li><li><input checked="" type="checkbox"/> Number of children checked-in</li><li><input checked="" type="checkbox"/> Number of children scheduled</li></ul>