

# MANAGING YOUR ACCOUNT: ONLINE SELF-SERVICE TIPS IN ECE-TRIS

## ECE-TRIS ARTICLE FOR ECE PROFESSIONALS



### 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
- [Manage 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