

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

ECE-TRIS
Growing Professionals, Growing Kids
(502)564-0104, Ext. 8, <https://ece.trc.ky.gov>