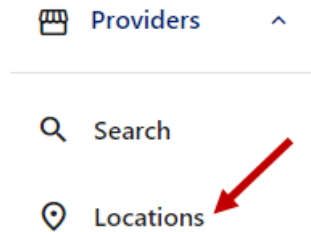


TX Child Care Connection – How to view Provider Profile

- A** Click on **Locations** under **Providers**.



- B** Search for the location by name or filter by Team or County. Click on the name in the search results.

A screenshot of the search results page. At the top, there is a search bar with '123 learning center' entered. Below the search bar, there are filters for 'Team' and 'County'. A table of results is shown below the filters. The first row is highlighted with a red arrow pointing to the name '123 Learning Center'.

- C** Some of the information in the **Provider > Profile** page will be editable, and some will be locked.

- D** All locked fields will have a lock icon.  Locked information comes from the Licensing site and cannot be edited.

- E** General information and links to social media can be edited.

A screenshot of the Provider Profile page. It shows several text input fields for editing: 'Description of program', 'Tell us about your program (i.e. Mission statement, philosophy, important info, etc.)', 'Public notice', 'Link to Facebook (https://)', 'Link to Google (https://)', and 'Link to Yelp (https://)'. Each field has a small icon in the bottom right corner indicating it is editable.

- F** If a Profile has the **Published** button turned on, the Provider can be searched by parents.



- G** If a Profile has the **Unpublished** button turned on, the Provider cannot be searched by parents.



- H** When changes are saved in a Profile, a message appears at the bottom of the screen.

