

Updating Vacancy Information

Overview

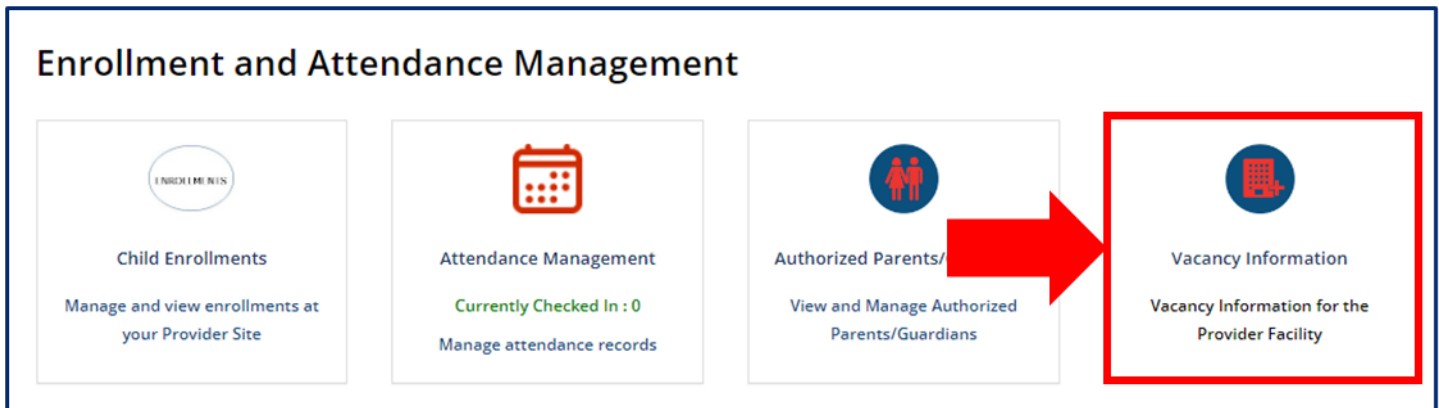
This Quick Reference Guide shows Providers how to update vacancy information that will display on the public facing consumer Provider search website, "[Find Child Care](#)". It is important that you complete these steps each time your facility has a new vacancy to ensure the information listed for your facility is accurate.

Audience

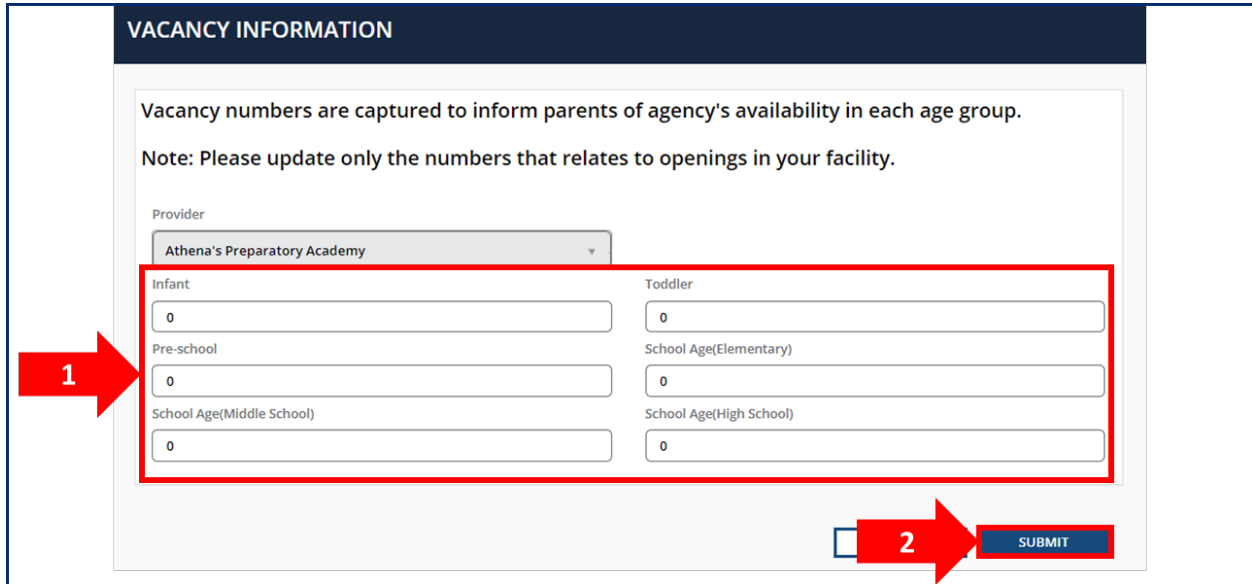
Child Care Providers

Reporting Vacancies

To report a vacancy, begin by accessing your Provider Portal Dashboard and selecting the **Vacancy Information** button under the **Enrollment and Attendance Management** section.



1. Enter the number of available slots for each age group at your facility.
2. Click **Submit**.



VACANCY INFORMATION

Vacancy numbers are captured to inform parents of agency's availability in each age group.

Note: Please update only the numbers that relates to openings in your facility.

Provider
Athena's Preparatory Academy

Infant	Toddler
0	0
Pre-school	School Age(Elementary)
0	0
School Age(Middle School)	School Age(High School)
0	0

1 →

☐ **2** → **SUBMIT**

The information recorded on this page will be reported on the public facing consumer Provider search website, "[Find Child Care](#)" for parents and families seeking childcare.