Procedure: To request staff access to ChildPlus

1. Staff employment information **must first** be data entered in ChildPlus
   a. Tier 1 & Tier 2-the administrator for the direct service provider, or their designee, must submit MARC form 8021a per MARC HR procedure 8021 to the MARC Head Start data team hsdatateam@marc.org
   b. Tier 3-the direct service provider must enter staff employment information in ChildPlus
   c. MARC Head Start staff-a MARC manager must submit:
      i. MARC form 8021a to the Head Start data team for MARC employees
      ii. MARC form 8021e to the Head Start data team for MARC contracted employees

2. The appropriate MARC 3600 ChildPlus access request form must be submitted, only after employee information has been entered from the 8021
   a. Tier 1 & Tier 2-the administrator for the direct service provider, or their designee, must submit MARC form 3600 per MARC Recordkeeping & Reporting procedure 3600 for Tier 1 & Tier 2
   b. Tier 3-the Head Start Director or Quality Assurance Coordinator must submit MARC form 3600 per MARC Recordkeeping & Reporting procedure 3600 for Tier 3
   c. MARC Head Start staff-a MARC manager must submit MARC form 3600 to the Organizational Development Manager
Tier 1 & Tier 2 direct service providers

Did I submit MARC HR form 8021?

Yes!
Did I submit MARC R&R form 3600

- Yes!
  Great! A MARC OD Manager will email CP login information to the staff person
- No!
  Please submit MARC R&R form 3600

No!
Submit MARC HR form 8021

Now What?
Did I submit MARC R&R form 3600?

- Yes!
  Great! A MARC OD Manager will email CP login information to the staff person
- No!
  Please submit MARC R&R form 3600