

### **Bright Futures Information System Online Accounts**

To get access into the Bright Futures Information System (BFIS) you need to apply for a username and password. This username and password is individual specific, ***PLEASE DO NOT SHARE IT***. Depending on your permissions you can access the following with your username and password:

- Your Quality-Credentialing account
- Your Registered Home, Legally Exempt, or a Licensed Centers (this is for Owners, Directors, and individuals handling the billing only) child care account if applicable.

If you get permissions to access both your Quality-Credentialing Account and a Child Care Program Account you will use the same username and password for both logins.

#### **What is a Quality-Credentialing Account?**

All providers and staff persons working in a regulated child care program have a Quality-Credential account in BFIS. It is your online location to hold the following:

- Work experience
- Completed degrees and coursework
- Education in process
- Certificates and credentials
- Individual professional development plan (IPDP)
- Training/workshop attendance
- Copies of transcripts

#### **What is a Child Care Program Account?**

This account is for all child care providers to enter and access their regulated child care programs information such as:

- Complete applications/reapplications
- Enter child care financial assistance (subsidy) attendance
- View and print documents, which include: site visit reports, certificates, approved/denied record check letters, subsidy certificates, reapplication notices, missing item letters, etc...
- Request a variance
- Update referral agreement
- Submit incident reports
- Add staff/associated parties
- Apply for grants

### **How do I get a BFIS username and password?**

- Go to <http://www.brightfutures.dcf.state.vt.us>.
- At the left of the screen click on First Time Login – New Case.
- If you get an error message please click on the link to the BFIS Help Website and submit your information through the “How Do I Sign Up” link.

*\*Note: Once you have gone through the First Time Login, do not go through it again unless you are a provider and you need to connect a new case. Ex. Legally Exempt provider takes on a second family or Registered Home provider is moving and has to start a new Registered Home Application.*

### **How do I sign up to get permissions to access a Licensed Program account?**

- Go to <http://bfishelp.ahs.state.vt.us/>
- Click on How Do I Sign Up?
- Fill in all your information. For Account Type choose Licensed Center Provider, and in the mailing address section put the name and address of the program(s) you need to be connected to.
- Click *Sign Me Up!*
- Please read the Electronic Participants Statement of Agreement and Understanding and the Child Development Division’s BFIS General Provisions. Then click *I agree to the above statement*
- You will receive two emails back within 72 hours. One will have your username and the other will have your password.

*\*Note: If you have permissions to access a Licensed Center’s account and you end employment with that center you are required to inform the Child Development Division, so we may remove that permission from your username and password.*

### **Once I have a username and password where do I login?**

- Go to <http://www.brightfutures.dcf.state.vt.us>.
- On the left side of the screen click on Bright Futures Account Login.
- If you are trying to access your Quality – Credentialing Account click that login.
- If you are trying to access your Child Care Program Account click that login.

### **I cannot remember my password or username, what do I do?**

- Go to the system login screen and click on *Forgot username? or Forgot password?*
- Enter in your first and last name or username and your email. You will then be prompted to answer your security question. The system will email you your username or a new temporary password.

*\*Note: These functions will not work if the system says you are locked out. If you are locked out please send an email to the [bfishelpadministrator@ahs.state.vt.us](mailto:bfishelpadministrator@ahs.state.vt.us). We will manually reset you and email you a new temporary password.*

**Please make sure to keep your information updated, such as your email address and phone number. You can update this information under the *My Profile* or *Provider Demographics* tab when you login.**