

# Quick Guide to Adding New Transportation Staff

**Step 1:** Visit the PQ Registry web site.

[https://www.eec.state.ma.us/SSI\\_V2/ProfileSetup/LoginUN.aspx](https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx)

**Step 2:** Log in with your EEC Single Sign-In (SSI) account

**Step 3:** My Programs - Select Manage Drivers/Monitors

**Step 4:** Select Add a New Driver

**Step 5:** Select Position, Enter Red Asterisk Information

**Step 6:** Add Driver/Monitor – Enter Red Asterisk information, Select  
Location(s) of Care, Employment Status and Training

**Step 7:** Save & Next and Please Verify the Address is Correct

**Step 8:** Your Driver/Monitor is now added

## Manage Drivers/Monitors

MY EDUCATOR PROFILE | MY PROGRAMS | MANAGE USERS

Sample Child Care Program [Select Organization/Program](#)

Active Registrants: 34      Pending Registrants: 7      Expired Registrants: 13

### My Programs

Welcome to the **My Programs** page which is the program administration page in the Professional Qualifications Registry. Here you will find links to tools to assist you with the management of your organization/program. The **Professional Qualifications Registry Dashboard** contains some links to help you recognize registrants who potentially should be listed as staff because they have listed work experience or been a BRC applicant of your organization/program. There is also a link that provides a listing of all staff whose **Registration Status** is "Pending" which means they have not completed the registration process. The **Manage Employees** section displays links to the pages that contain the primary functions for managing your employees, interns and volunteers and recording professional development for your staff. The **System Administration** section provides a link to manage user privileges for staff that are designated as PQ Registry administrators for your organization/program.

[read more](#) 

#### Your Professional Qualifications Registry Dashboard

- [Your program/organization has 0 BRC applicants within the last 90 days that require an employment decision](#)
- [There are 1 Professional Certificate applicants that listed work experience at your program/organization](#)
- [Your program/organization has 25 educators not registered in the Professional Qualifications Registry](#)

#### Manage Employees

- [Manage Employees/Volunteers](#)  
View employee/volunteer registration information and record employment changes
- [Manage Drivers/Monitors](#)  
View driver/monitor list and record training information
- [Record an Employee/Volunteer Registration](#)  
Quickly add an individual to your employees/volunteers list based on their self-registration
- [Add My Record to My Program's Staff List](#)  
Include your record as a current employee/volunteer for your program
- [Identify My Staff](#)  
View list of BRC requests submitted by your program and record employment status; view list of Teacher Qualification applicants who worked at your organization.
- [Record Professional Development for Your Staff](#)  
Add professional development events for a single employee or multiple members of your staff
- [View Employee Professional Qualifications Registry Summary](#)  
View and print a summary of the registry information for your employees

## Add new Driver/Monitor

### Manage Drivers/Monitors

- [Add a new Driver/Monitor](#)  
You will be asked to search before you could add a new driver/monitor to avoid duplicates.
- [Search for an existing Driver/Monitor](#)  
If you want to find a specific Driver/Monitor use this link to find the staff person.

## Select Driver/Monitor Button – Enter Red Asterisk Fields

### Manage Drivers/Monitors

#### Find a Driver/Monitor

Please make sure that the driver/monitor you are trying to add does not already exist in the system.

Adding a Driver/Monitor?\*

Driver  Monitor

Driver License Number

Last Name \*

First Name

Date of Birth

## Add Driver/Monitor

### Add Driver/Monitor

We did not find any existing Driver/Monitor matching the information you have searched for. Please proceed to add a new Driver/Monitor

Position \*

Last Name \*

First Name \*

Middle Name

Former Last Name

Date of Birth \*

Driver License Number

License Expiration Date

SSN

Address Line 1 \*

Address Line 2

City \*

State \*  Zip Code \*

Location(s) of Care

All Programs		Selected Programs*
Admin office - Sample Child Care Program	>>	
Sample Child Care Program - 200893 (65 MAIN	>	
Sample Child Care Program @ Abbott School -	<	
Sample Child Care Program @ Frost - 200891 ('	<<	

Employment Status \*

Comments

Training Name	Status	Completed Date
Safety Training - Safe Transportation	<input type="radio"/> Pending <input type="radio"/> Completed	<input type="text" value="mm/dd/yyyy"/>
Safety Training - Look Before you Lock	<input type="radio"/> Pending <input type="radio"/> Completed	<input type="text" value="mm/dd/yyyy"/>

Please verify the following standardized address is your address.  
Click "Yes" to use the USPS address below,  
Click "No" to keep your address as entered.

51 , Boston, MA 02210

Yes  No

Your Driver/Monitor is Now Added