ECE REPORTER

Frequently Asked Questions:
Updated 02/2025

I need to give a new staff access to ECE Reporter, what do I do? As the Owner/Director/Administrator who oversees the program you are able to submit a helpdesk ticket requesting access for a new staff by going to [OEC Helpdesk](#) and requesting access. This information will be verified by OEC staff prior to approval. There is a limit of 3 users per program site. If you are requesting additional approved users, add this to the information in the ticket. If you are replacing a new staff with a current user, please provide the name of the user you would like to have removed.

I am a new user, how do I access the ECE Reporter System? If your Administrator has requested for you to have access via the helpdesk ticket and approval was given, you can go to https://ece-reporter.oec.ct.gov/ put in the email that was provided in the helpdesk ticket and then click on forgot password. An email will be sent for you to reset/create a password. If you do not receive an email within 15mins, please check your spam or junk emails.

I have 18 new child records I need to add into ECE Reporter, do I have to enter each one manually? If you are adding more that 15 child records you can use the import roster template available in ECE Reporter. This template will connect you automatically to the program(s) you have access to. You will need to complete all mandatory fields for each child. Once you have entered all of the required information you can follow the instructions in ECE Reporter regarding uploading the roster. A new template will be required every time you are needing to upload more than 15 children.

I have submitted my monthly report, what happens next? If you are not the one who also approves the monthly report then an email is sent alerting your Approver that a report has been submitted. At that time the Approver can log into ECE Reporter and will be able to view the monthly report and either approve or send back for edits/corrections.

I accidentally deleted my monthly report, what do I do? If this occurs, you can create another monthly report using the same dates/reporting period of the monthly report that was deleted. You are also able to delete a monthly report when there are errors found, for example: with enrollment information when the total number of funding and/or space type and the number of children enrolled do not match.

I need to make changes to my monthly report that has been already submitted and approved, what do I do? If you need to make any changes to your monthly report you will need to delete the monthly report first and then create a new monthly report in its place**.**

A child has left the program, how do I remove them from the roster in ECE Reporter? When a child is no longer attending your program you will go to that child's record in ECE Reporter and go to the Enrollment and Funding page. This is where you can add an end enrollment and add a funding end date. There is also an additional pop-up box to include the reason for withdrawal.