

Staff Member Login and Qualification Paperwork for Child Care Providers.

This document outlines the procedure for staff members to access the HHS MAQCS Child Care Providers portal via Okta and to complete the Staff/Household Member Qualification (background check) application for an affiliated facility.

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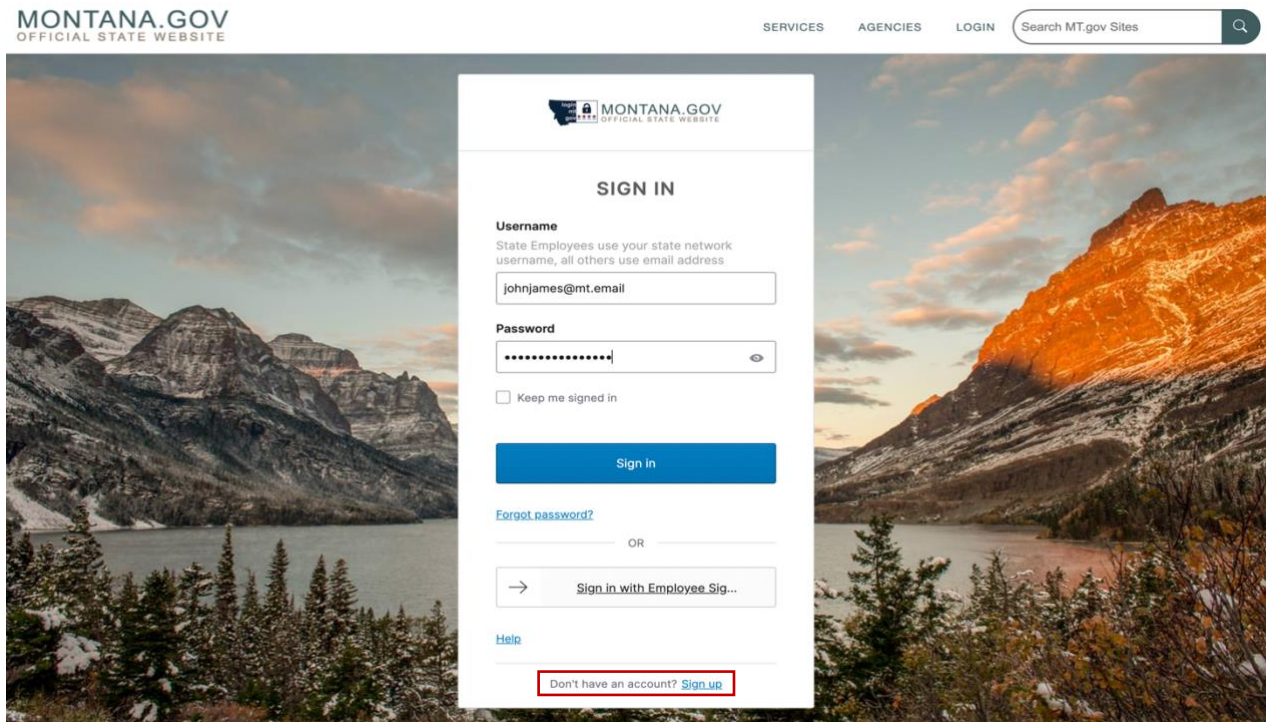
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Accessing the Provider Portal

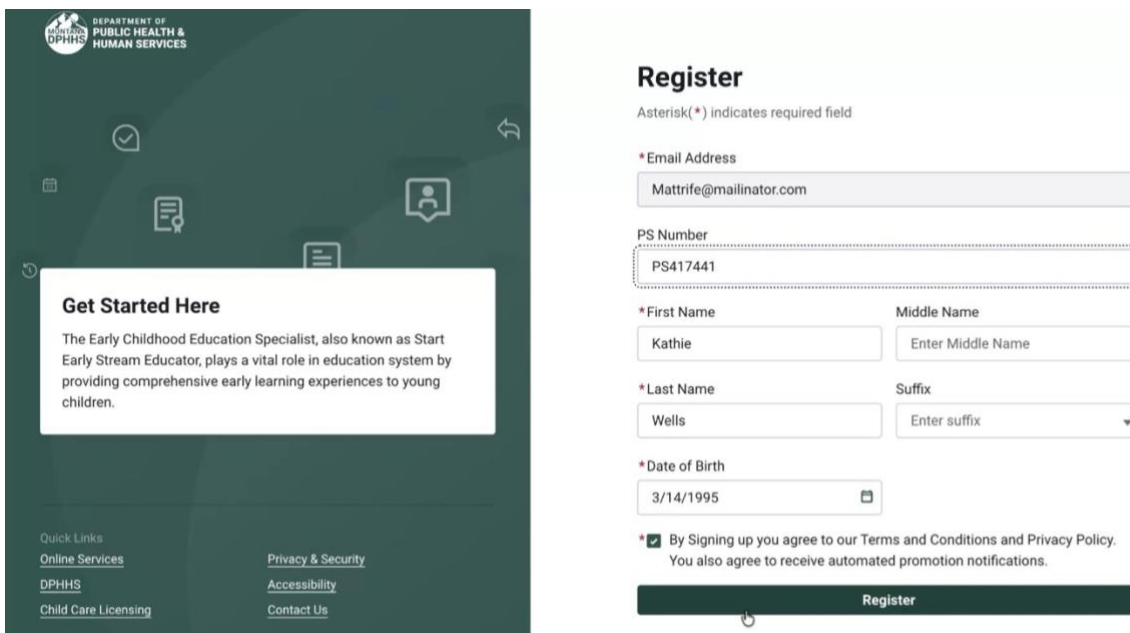
Step 1: Login to Okta

1. Log into your Okta account to access [HHS MAQCS Child Care Providers](#).



2. If you have yet to register with your MAQCS email address in Okta, please use the Sign up link at the bottom of the screen.
3. If you are a new staff member, you will be directed to register with the following information.
 - a Email address, First name, Last name, Date of birth

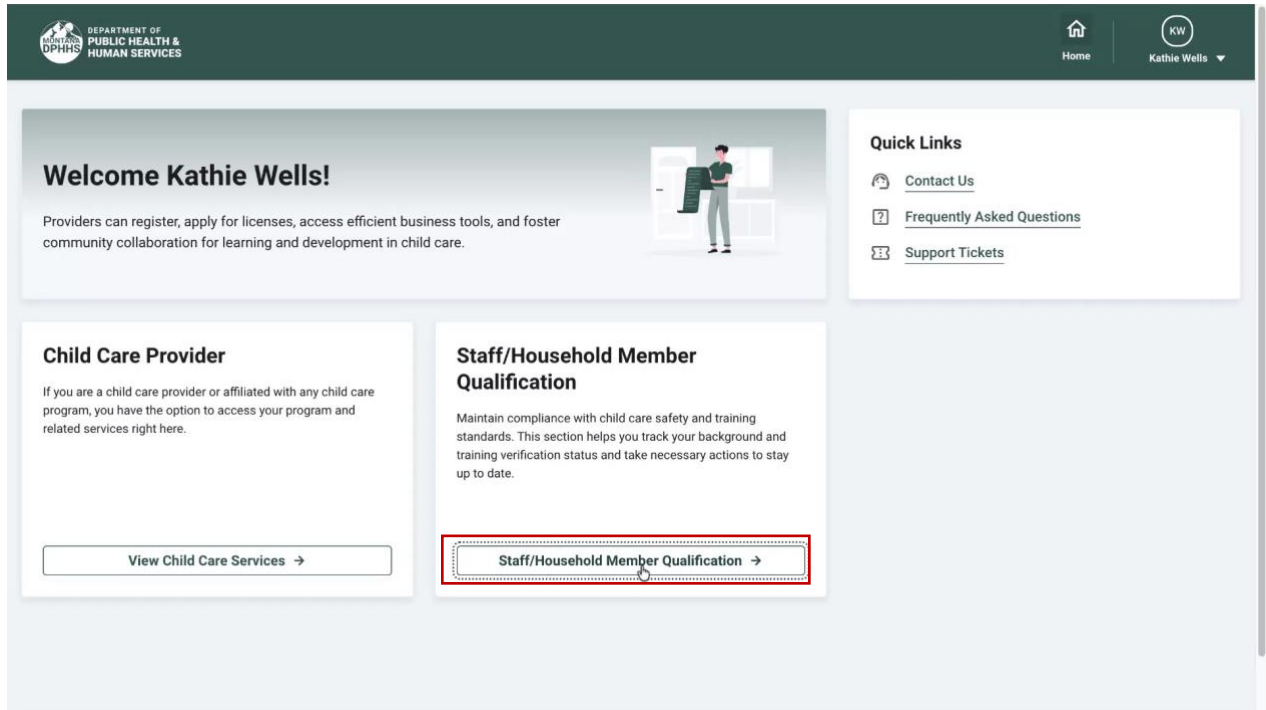
Note: If an attempt to register results in an error indicating an existing account, please contact your provider's owner or director for further assistance.



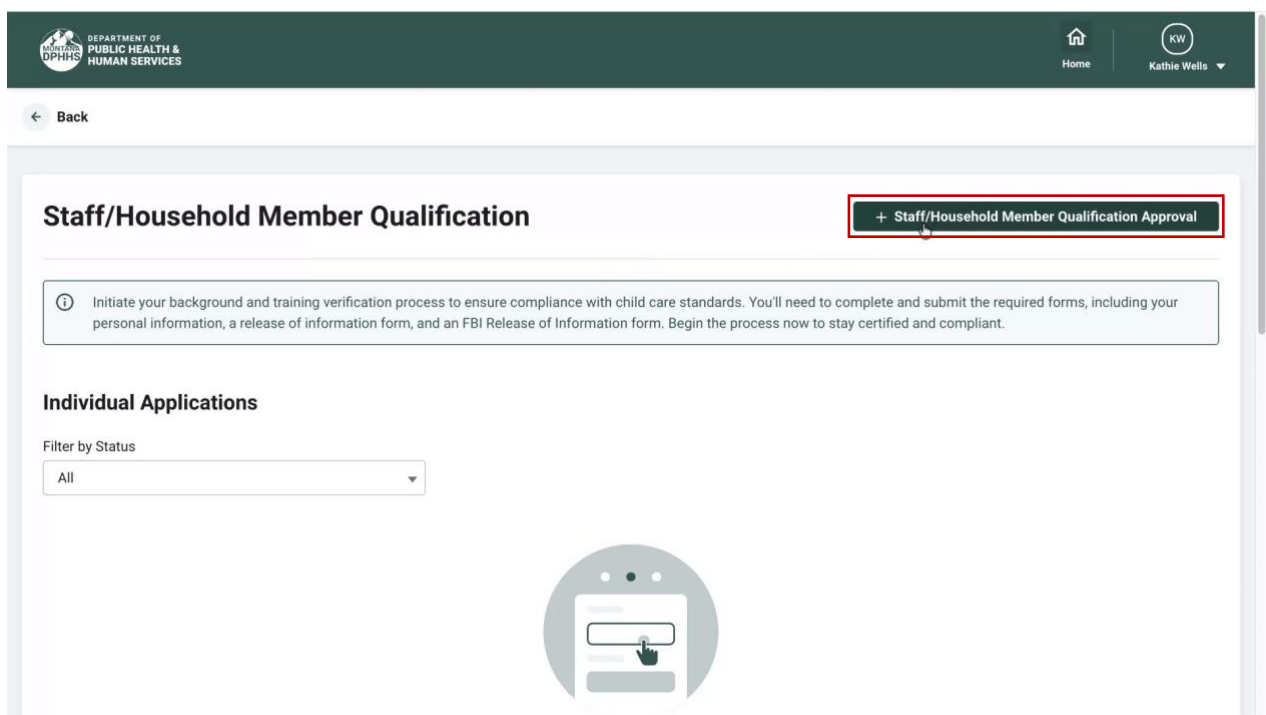
Accessing Qualification Paperwork

Step 1: Accessing the Staff Member Qualifications Module

1. Navigate to the **Staff Member Qualifications** module to initiate your application.



2. Select **Add Staff Member Qualification** to begin a new qualification application.



Step 2: Selecting the Facility and Role

1. Search for your facility using the facility search functionality.
2. For instance, you may select the **Apple Kids** facility.
3. Choose your Role Type (e.g., Teacher) from the provided list.

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Staff/Household Member Qualification

Asterisk (*) indicates required field

Person Information

Hide Details

Facility Information

Facility Name: apple kid (selected)
Apple Kids
PV112960

Provider ID/No.:
Director Name:

*Role Type: Select an Option
*Date of Hire: MM/DD/YYYY

Person Information

First Name: Kathie
Middle Name:
Maiden Name: Enter Maiden Name

4. Enter your Date of Hire.

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Person Information

Hide Details

Facility Information

Facility Name: Apple Kids
Provider ID/No.: PV112960
Director Name: Automation KS

Phone Number: (772) 007-7074

*Role Type: Teacher
*Date of Hire: 3/16/2026 (Format: 12/31/2024)

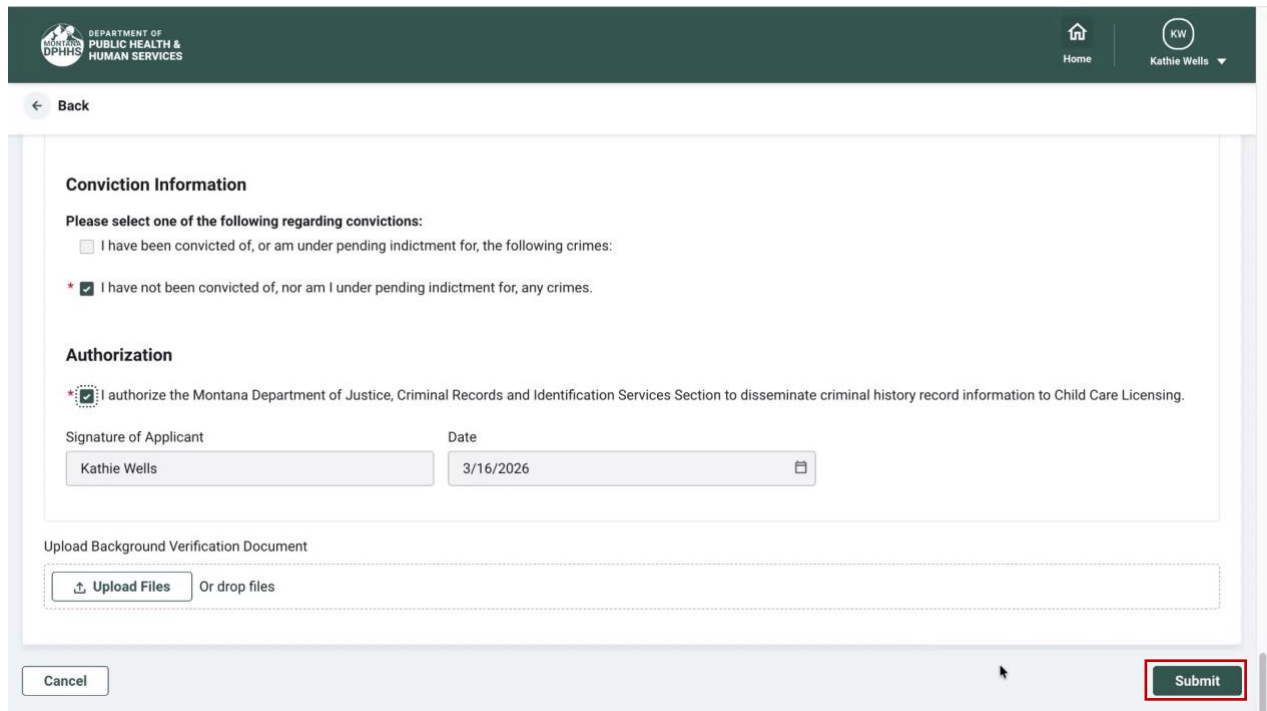
Person Information

First Name: Kathie
Middle Name:
Maiden Name: Enter Maiden Name

Last Name: Wells
*Phone Number: Enter Phone Number
*Date of Birth: 3/14/1995

Step 3: Reviewing and Completing Personal Information

1. Scroll to the Personal Information section.
2. Ensure all fields marked with a red asterisk are completed; leaving any of these blank will result in an error.
3. Click Submit



The screenshot shows a web application interface for the Montana Department of Public Health & Human Services. The user is logged in as Kathie Wells. The form is titled 'Conviction Information' and asks the user to select one of the following regarding convictions:

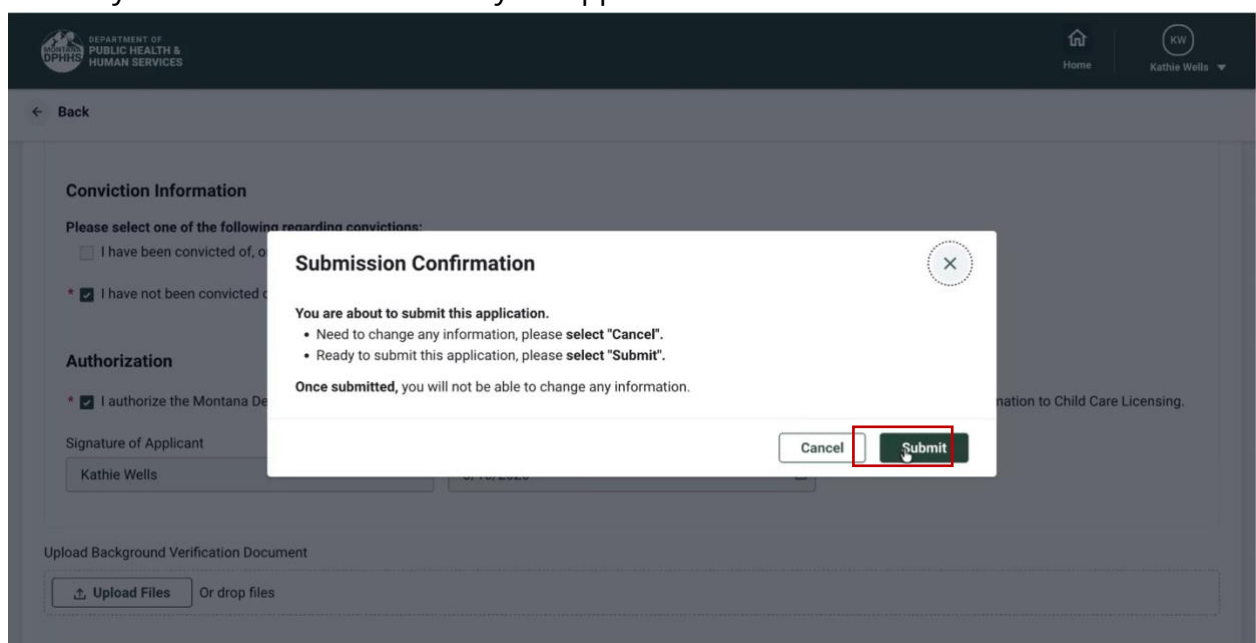
- I have been convicted of, or am under pending indictment for, the following crimes:
- * I have not been convicted of, nor am I under pending indictment for, any crimes.

The 'Authorization' section asks the user to authorize the Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Child Care Licensing. The user has checked the authorization box.

The 'Signature of Applicant' field contains 'Kathie Wells' and the 'Date' field contains '3/16/2026'. There is an 'Upload Background Verification Document' section with an 'Upload Files' button and a note 'Or drop files'. At the bottom of the form, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

Step 4: Submitting the Application and Addressing Errors

1. After clicking Submit, click Submit again on the confirmation message pop up that will appear.
2. Upon seeing a **success message**, your qualification for the selected facility (e.g., **Apple Kids**) has been submitted successfully.
3. Inform your owner or director that your application has been finalized and submitted.



The screenshot shows the same application form as in Step 3, but with a 'Submission Confirmation' pop-up dialog box overlaid. The dialog box contains the following text:

Submission Confirmation

You are about to submit this application.

- Need to change any information, please select "Cancel".
- Ready to submit this application, please select "Submit".

Once submitted, you will not be able to change any information.

At the bottom of the dialog box, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.