



BRIDGES Access Tip Sheet

New Hire

1. New BabyNet personnel should complete the online *BabyNet Enrollment* form.

<https://ccadmin.uts.sc.edu/classclimate/online.php?p=bnsoenroll>

2. After receiving the online Enrollment form, TECS will send the new user a Tecsbook login/ password and course/lesson requirements.

3. New staff should complete BRIDGES 101 and 102 as soon as possible in order to gain access to BRIDGES in a timely manner.

Request BRIDGES Access

After new staff have completed BRIDGES 101 and 102, supervisors should complete the *BRIDGES Access Request* form.

Agency Administrators and Supervisors will receive the link from BabyNet State Office.

Note: Supervisors should only submit this form after confirming with their staff that BRIDGES training is complete. If training is incomplete, TECS will NOT provide the new hire with BRIDGES access.

Note: Please allow 5-7 business days for development of BRIDGES accounts.

Remove/ Edit BRIDGES Access

Supervisors can also use the *BRIDGES Access Request* form to do any of the following:

Agency Administrators and Supervisors will receive the link from BabyNet State Office.

- Completely remove access to BRIDGES
- Change district access
- Change role (service coordinator, agency administrator, service provider, etc.)
- Change agency or company

Note: Please allow 5-7 business days for development of BRIDGES accounts.