School & Child Care Roster Lookup: How to Register for CAIR Hub and Enroll an Organization in SCRL

To access the CAIR Hub site, click on the following link: https://cairhub.cdph.ca.gov/home.

The Purpose of This Document

The purpose of this document is to describe to those organization administrators who have not received an invitation, how to register and enroll in CAIR Hub.

Note: If you have received an invitation and wish to learn how to register and sign in, click here to open the CAIR Hub - How to Register and Sign In – Invited document.

The CAIR Hub Registration and SCRL Enrollment Process

Organization Administrators may use the CAIR Hub registration and School & Child Care Roster Lookup (SCRL) enrollment process to create an account for themselves (Registration in CAIR Hub) and enroll their organization(s) into SCRL via an enrollment application.

Note: If you are a school or child care facility employee and would like to use CAIR Hub, contact your organization administrator, ask them to enroll in CAIR Hub and register your organization, and then have them invite you to register.

Note: Currently, CAIR Hub is only available to schools, school districts, and childcare facilities to access the SCRL module. Other modules will be available in the future.

The registration and enrollment process includes the following procedures:

1. Create an account in CAIR Hub (Registration).
2. Have the system verify that your organization is not already enrolled in SCRL.
3. Set up your user profile.
4. Enroll your organization:
   • Enter Organization Information
   • Enter Contact Information
   • Agree to the Terms and Conditions
   • Review your application
   • Submit
How to Create an Account in CAIR Hub

1. When you land on the CAIR Hub Welcome page (https://cairhub.cdph.ca.gov/home), click on the Register button.
2. On the Website User Access Agreement page, read the CAIR User Terms & Conditions, and then click on the ‘I Agree to the User Access Agreement’ button. The following box opens.

3. Click on Email signup
4. Enter your email address in the Email Address field.

5. Click on the Send verification code button.
   The following message appears: “Verification code has been sent to your inbox. Please copy it to the input box below.”

6. Go to your email account, copy the code from the email that the system sent, and then paste the code into the Verification Code field.

7. Click on the Verify code button.
8. Enter your password in both the New Password and the Confirm New Password fields.
9. Click on the Create button.

The Welcome to CAIR hub screen opens at the Select a User Role page

**How to Have the System Verify that Your Organization is not Already Enrolled**

Before you can set up your user profile, the system needs to verify that your organization is not already enrolled in SCRL.

1. From the Select your organization type: field drop-down list, select your organization type.
2. Click on ‘Yes’ or ‘No’ depending on whether you are the organization’s primary contact or not.
   Note: If you are not the organization’s primary contact, please have your organization’s primary contact register and set up your organization’s account.

3. Enter the organizations address and zip code.

4. Click on the Search button.

5. If you organization was not found in the system, click on the Continue button.
   The Set Up Your User Profile box opens.

   **IMPORTANT:** If your organization is found in the system, it means that someone has already enrolled it in SCRL. Contact your Organization Administrator and have them invite you to register for CAIR Hub.
How to Setup Your User Profile

Once the system has verified that your organization does not exist in the system, you can proceed to set up your user profile.

1. At a minimum, enter your first name, last name, and phone number.
   The remaining fields are not required fields, and you can enter data as you wish. The Email field is pre-populated and is not editable.
2. Click on the Save button.
   Your dashboard opens and you are all set to enroll your organization.

How to Complete and Submit an Enrollment Application in SCRL

To get your enrollment application submitted and approved, you must enroll an organization.

Open the Enrollment Wizard

1. Click on the Enroll a New Organization button.
   The Enrollment Wizard opens at the Organization Information page.
Enter the Organization Information

1. Enter your organization name.
2. From the Organization Type field drop-down list, select either Child Care Facility or School/School District.
3. If your organization is part of a school district, select Yes. Otherwise, select No.
4. If you selected School/School District as your organization type, enter your school district and school organization number.

   Note: If you selected Child Care Facility as your organization type, enter your child care organization number. This will be the only field available for this selection.

   Note: You can step away from filling in the enrollment application and the system will save the application in your My Applications table (on your dashboard) with a status of Draft.
5. Enter the details of the physical address of your organization.

6. If your organization’s mailing address is the same as its physical address, click on the check box and the mailing address will auto-populate.

7. Otherwise, enter the details of the mailing address of your organization.

8. Click on the Save and Continue button.
   The Contact Information page opens.
Enter the Contact Information

1. Enter the details of the primary contact address for your organization.
   Note: The top section of this page is pre-populated by the system with information you entered when you registered. To update this information, click on the User Profile icon at the top right of your screen to the left of the Sign Out button.

2. If your organization does not have a secondary contact, click on the check box and the Other Contact box of fields will collapse.

3. Otherwise, enter the other contact information details per the fields on the screen.
4. If you are the technical contact for your organization, click on the check box and the Technical Contact box of fields will collapse.
5. Otherwise, enter the technical contact information details per the fields on the screen.
6. Click on the Save and Continue button.
   The Agreement page opens.

Read and Agree to the Terms and Conditions

1. Read through the CAIR Providers/Organization Terms & Conditions.
2. If you agree to what you have read, click on the Agreement check box.
3. Enter your title in the Title field.
4. Click on the Save and Continue button.
   The Review page opens.
Review the Application

1. Review the entire application information – Organization Information, all Contact Information, and the Access Agreement.
   Note: If you want to make any changes, click on the relevant blue pencil edit icon. This will bring you back to the original input screen. Make any necessary changes, and then click on that screen’s Save and Continue button.

2. Once you have reviewed the entire application, click on the Submit Enrollment Application button.
   Note the following:
   • You can repeat this enrollment application process for several organizations.
   • Once submitted, you will not be able to update the information you entered on the application. To get any changes made, you will have to contact the Enrollment Reviewer or the Help Desk.
   • You will receive a notification via email stating that your application has been received.
   • The system will add your application to the My Enrollment Applications table with a status of Pending.
   • As an Unverified Organization Administrator, you will be able to access your SCRL dashboard and submit additional organization enrollment applications.
   • Once your application has been approved, the system will move it from the My Enrollment Applications table to the My Organizations table on your dashboard. You will then have access to all the SCRL functionality and be able to invite school users to those organizations that have been approved.
   For more assistance, please email the CAIRHub Help Desk at CAIRHub@cdph.ca.gov or call (800) 578-7889.