

The Northern Lights User Portal

Set up your Account

Register for Trainings

Use Direct Send

The Northern Lights Portal

Will allow you to:

Register for Northern Lights trainings

• Submit documents to be verified and entered into your BFIS account ("Direct Send")

Creating a Northern Lights Account



Roles

Career Development

Training

Resources

About Us

Northern Lights Account

Returning users:

Log in to continue an application.

First-time users:

Create an account to start a new application.

About Us Resources Training Career Development Roles Contact

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Accessibility Policy Privacy Policy Credits

Create your Northern Lights at CCV Account

To register for an account, please enter the information requested below.

Email Address your Email Address @ domain.com

First Name First

Last Name Last

Birthdate January | 1 | 1925 | |

Continue

Setting up your account

- A Temporary PIN will be sent to the email address that you entered. Check your email (including spam/trash folders) and enter the PIN into the box titled "Temporary PIN". Input your birthdate again and click "Login"
- Create a new password for your Northern Lights Account. Once you have created a password that meets the criteria listed, enter it into
- "New Password" and "New Password (again)" boxes, then click "Set Password"
- Congratulations, you've set up your account!

Complete the Training Application

Once you have created your Northern Lights account, you will need to complete the Training Application before you are able to register for Northern Lights trainings.

This application only needs to be completed **once** and takes about 5 minutes to complete.

What is Direct Send?

Direct Send allows you to log into your Northern Lights User Portal and submit professional development documents directly to Northern Lights for processing.

Direct Send:

- Provides a safe and streamlined way to submit documents to NL
- Removes the need for Verification Cover Sheets
- Makes the document verification process visible to users

Select a Document to Send to NL

Additional Person Information BFIS ID: **Primary Phone:** ###-###-### **Select Documents to Submit**

- * Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.
- 1. Check the box for the type of document ✓ College and University Transcripts ☐ High School Transcripts you are sending ☐ High School Diploma or Equivalency ☐ First Aid and/or CPR

Submit Documents

Sign up for Trainings

My Registered Trainings

RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

Attach your Documents

* College and University Transcripts: Choose File | TEST College Transcript.docx

☐ IPDP (Individual Professional Development Plan)

2. Click "choose file" to attach the document

3. Click "submit"

Submit

☐ Resume □ Other

☐ Educator License

☐ Certifications/Credentials ☐ Training Certificates

View the Documents in "Received"

Select Documents to Submit

- * Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.
- □ College and University Transcripts
- ☐ High School Transcripts
- ☐ High School Diploma or Equivalency
- ☐ First Aid and/or CPR
- ☐ Educator License
- ☐ Certifications/Credentials
- ☐ Training Certificates
- ☐ IPDP (Individual Professional Development Plan)
- Resume
- Other

Documents are processed in the order they are received

When you see documents here, they

have been received by Northern Lights

Submit

RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

- Download First Aid and/or CPR Certification -- 05/06/2025
 Download Individual Professional
- Download Individual Profession Development Plan (IPDP) --05/06/2025
- Download Training Certificate --05/06/2025
- Download Transcript (College/University): Pending Verification (UNOFFICIAL) --05/06/2025

IN PROCESS Documents

Your documents which are IN PROCESS by the Northern Lights at CCV Team:

You Can View Document Status

Select Documents to Submit

* Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.

□ College and University Transcripts
 □ High School Transcripts

☐ High School Diploma or Equivalency

☐ First Aid and/or CPR

☐ Educator License

Certifications/Credentials

□ Training Certificates

☐ IPDP (Individual Professional Development Plan)

☐ Resume ☐ Other

Submit

RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

> Download Transcript (College/University): Pending Verification (UNOFFICIAL) --05/06/2025

IN PROCESS Documents

Your documents which are IN PROCESS by the Northern Lights at CCV Team:

- Download First Aid and/or CPR Certification (VERIFIED) --05/06/2025
- Download Individual Professional Development Plan (IPDP) (VERIFIED) -- 05/06/2025

ENTERED Documents

Your documents that have been ENTERED into BFIS by the Northern Lights at CCV Team within the last 90 days:

> Download Training Certificate (VERIFIED) -- 05/06/2025

DECLINED Documents

Your documents that the Northern Lights at CCV team is unable to accept from the last 90 days:









RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

> Download Transcript (College/University): Pending Verification (UNOFFICIAL) --05/06/2025

IN PROCESS Documents

Your documents which are IN PROCESS by the Northern Lights at CCV Team:

- Download First Aid and/or CPR Certification (VERIFIED) --05/06/2025
- o5/o6/2025
 Download Individual Professional
 Development Plan (IPDP)
 (VERIFIED) -- o5/o6/2025

ENTERED Documents

Your documents that have been ENTERED into BFIS by the Northern Lights at CCV Team within the last 90 days:

> Download Training Certificate (VERIFIED) -- 05/06/2025

DECLINED Documents

Your documents that the Northern Lights at CCV team is unable to accept from the last 90 days:

 Download DECLINED Document -- 05/06/2025, Not Approved Organization...

No need to include a signed verification cover sheet if you use direct send!

Northern Lights Verification Cover Sheet

Submit a completed copy of this form and any documents you wish to enter into your Bright Futures Information System (BFIS) Quality and Credential Account. This form must be signed by the individual whose documents are being submitted, not by a program director. We cannot accept documents without this form. You may attach multiple documents to this form.

I understand that Northern Lights will only enter verifiable, authentic information into my BFIS Quality and Credential Account. If I work at a regulated child care program, I understand my employer has access to view my professional development, education, and credentials, including any scanned transcripts in my BFIS Quality and Credential Account.



What Are You Sending? (check

- Training Certificate In order to be very training certificates must include: al or Unofficial Transcript - must be red by the college registrar Title and short description ificate or Credential
 - Training dates, time, and number of Sponsor name and logo/letterhea
- nd/or CPR Certification Card Check here to request review of cialized Care hours

Double Check Before

- Make sure the document sending are not already in yo ality Credential Account.
- If you have already sen cument but it is not yet in your ac O NOT RESEND by the college registrar
- Make sure any transcripts, e either official or unofficial copies iss. by t We are not able to accept grade reports or printouts from a student portal Make sure any transcripts
- Do not send any DPD forms
- If sending CPR or First Aid cards, be sure to send copies of both the front and back of the cards
- Make sure any PDF documents are unlocked before sending
- Make sure you are not sending Google Documents or links to documents

If you have questions about any of the above, contact your Northern Lights Resource Advisor https://northernlightsccv.org/about-us/contact-us/

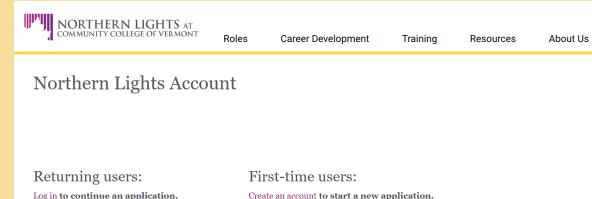
Where to Send Your Documents

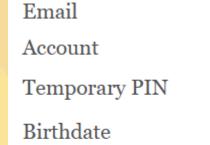
professional.development@ccv.edu (PDF documents strongly preferred)

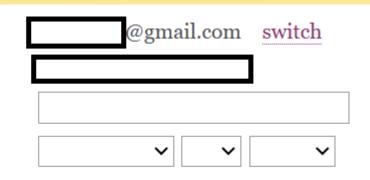
Northern Lights at CCV MAIL: Community College of Vermont PO Box 489 Montpelier, VT 05601



Updated 9/22/21







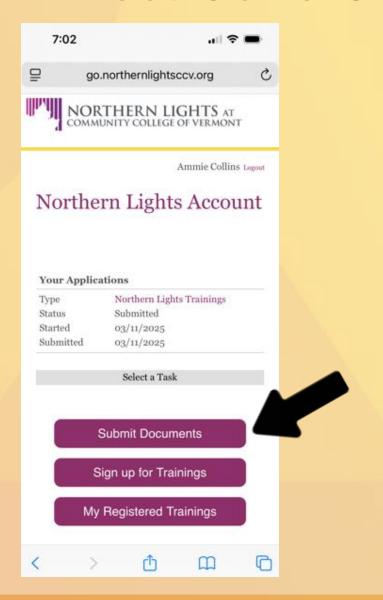
Login

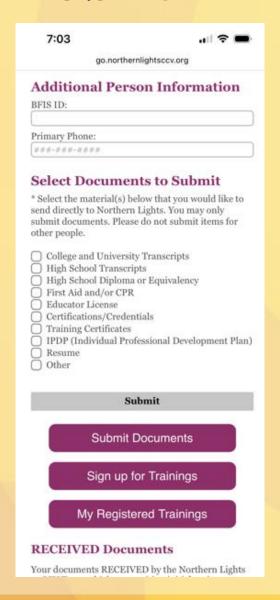
Protects Your Data

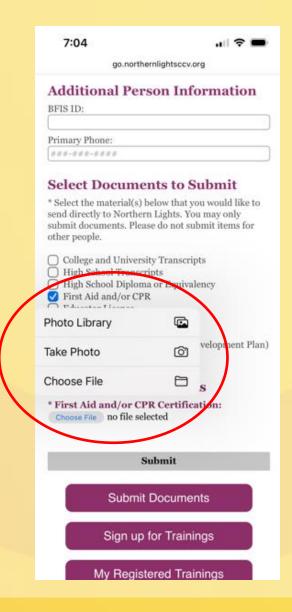
- Email is often an insecure way of sending personal data
- Many people use unsecured internet like public WiFi
- Many older transcripts have full SS# printed on them

Direct Send allows you to log into your Northern Lights Account and safely attach and submit your documents - no email needed! No verification cover sheet needed!

Direct Send on Mobile







- Q: Can you attach and send multiple documents at once?
 A: Yes! Type "Direct Send" in the search box on our website for materials explaining how.
- Q: Can I use Direct Send from my smartphone?A: Yes! You can attach files or photos from your smartphone.
- Q: Will I receive an email notification when I submit a document? A: Yes!
- Q: Can I use Direct Send to send documents for someone else?
 A: No. Direct Send requires you to sign into your own account (which verifies your identity) to send your own documents.

Need help?

Email: northernlights@ccv.edu

Phone: (802) 540-8168

Visit https://northernlightsccv.org/about-us/contact-us/
to find the Resource Advisor in your region!