



Granting Access to the Organization Profile

When to Grant Staff Access to Organization Profile

If staff will be:

1. Creating courses on behalf of the agency.
2. Coordinating and scheduling events.
3. Managing and providing support to attendees.
4. Managing and providing support for trainers.

Prerequisites


1. The individual granting access must already have access to the organization.
2. Individuals receiving access must have created and signed into their Michigan Registry account and indicated their employment at the agency.

Verify Their Employment

Status Org Details Settings **Employees** Reports

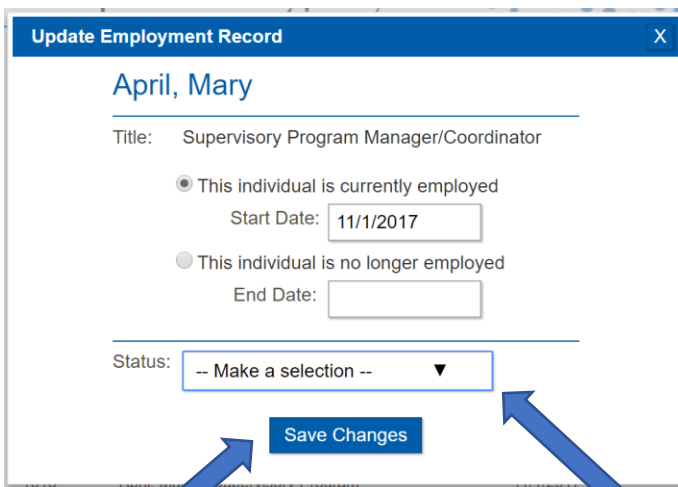
Registered Employees:

The following list of employees has been gathered by the Michigan Professional Development Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees: Current Employees 

ID	Name	Title	Date	Membership	Current Status	Status	
1016	Coordinator, Veronica	Other	11/1/2017 - Current			Self Reported	Update
1017	Staffexample, Samual	Other	11/1/2017 - Current			Verified by Program	Update

1. Under the *Employees* tab
2. Click on 'Update' next to each name



Update Employment Record X

April, Mary

Title: Supervisory Program Manager/Coordinator

This individual is currently employed
Start Date: 11/1/2017

This individual is no longer employed
End Date:

Status: -- Make a selection --

Save Changes

3. In Status drop down select "Verified by Program"
4. Click **SAVE CHANGES**.

Adding a Profile User in the Organization Profile

Michigan



Welcome [Sign Out]

Home

Search for Training Events

Events in Cart (0)

My Saved Events

Contact Us

My Account

- ▼ Pamela Test #1007
 - Individual Profile
 - Training Entry
- ▼ Resource Center Metro #19574

Organization Profile

#19574 - Resource Center Metro

Status **Org Details** Settings Employees Reports

Contact Information

Email Address*: [Send Message](#) [Change Password](#)

First Name*:

Last Name*:

Phone: Ext.:

[Manage organization profile users](#)

Communication Preferences

1. Click on the *Org Details* tab.
2. Click on 'Manage organization profile users'.



Welcome [Sign Out]

Home

Search for Training Events

Events in Cart (0)

My Saved Events

Contact Us

My Account

- ▼ Pamela Test #1007
 - Individual Profile
 - Training Entry
- ▼ Resource Center Metro #19574

Organization Profile

#19574 - Resource Center Metro

Status **Org Details** Settings Employees Reports

Organization Profile Users

Return

The following users have access to this organization profile:

Organization - System Account [Make Owner](#)
Individual - Pamela Test (1007) *Profile Owner*

Add User

Add a user to give them access to this organization profile when they sign in. Only current employees are available to add.

[Add](#) Mary April Supervisory Program Manager/Coordinator

1. Click on 'Add' next to the name of the staff person.

My Account

- ▼ Mary April #1015
 - Individual Profile
- ▼ Resource Center Metro #19574
 - Organization Profile
 - Training Entry



2. Organization Profile will show up on the individual's account.