Supporting License Exempt (Unlicensed) Providers

Registering for a GSQ-Orientatoin Training Event Without a Previous Account

Go to miregistry.org

1. Click **FIND TRAINING**.
1. Enter GSQ in your Keywords field, and indicate your Region or City.
2. Click LOCATE EVENTS.
1. Locate event you intend to register for.
2. To register for the event online, click **REGISTER ONLINE**.
1. As you do not have an account in the system, you will be prompted to create an account.
2. Click CREATE ACCOUNT.
3. Please note that the MiRegistry requires a unique email to create an account. To complete the registration process, you will need to log in to your email account.
Create Your Insight Account for the Michigan Registry

The Michigan Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to being creating your secure Insight account.

- **First Name**
  - Enter First Name

- **Middle Name**
  - Enter Middle Name

- **Last Name**
  - Enter Last Name

- **Email Address**
  - Enter Email Address

[Create Account]

Creating an Insight account gives you access to the full suite of tools offered within the Registry, including:

- Professional Profile
- Program Profile
- Professional Development Tools
- And much more

1. Enter your information in the fields.
2. Click **CREATE ACCOUNT** button.
3. Please note that the MiRegistry requires a unique email to create an account.
1. A verification email has been sent to the email address provided. Please log in to your email account to verify the email address.
1. When checking your email, noreply@newworldnow.com will send you an email with ‘Insight Account Confirmation’ as the subject. Please check your Spam and Junk folders if it doesn’t show up.

2. Click VERIFY ACCOUNT.
1. Create your password.
2. Click **SAVE PASSWORD**.
1. Enter the email address and password.
2. Click **LOGIN**.
1. Click **CREATE ACCOUNT**.
2. Click **CONTACT SUPPORT** for assistance if needed.
Enter any missing information and click NEXT.
1. For individuals new to MiRegistry, the system will note that an online application was not found - this is correct.
### Mailing Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Enter Address</td>
</tr>
<tr>
<td>Apt/Suite #</td>
<td>Enter Apt/Suite #</td>
</tr>
<tr>
<td>Zip</td>
<td>Enter Zip Code</td>
</tr>
<tr>
<td>City</td>
<td>Enter City</td>
</tr>
<tr>
<td>State</td>
<td>MI</td>
</tr>
<tr>
<td>County</td>
<td>Enter County</td>
</tr>
</tbody>
</table>

### Home Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Enter Address</td>
</tr>
<tr>
<td>Apt/Suite #</td>
<td>Enter Apt/Suite #</td>
</tr>
<tr>
<td>Zip</td>
<td>Enter Zip Code</td>
</tr>
<tr>
<td>City</td>
<td>Enter City</td>
</tr>
<tr>
<td>State</td>
<td>MI</td>
</tr>
<tr>
<td>County</td>
<td>Enter County</td>
</tr>
</tbody>
</table>

**Required** fields are marked with red text.
2. Enter any missing fields and click NEXT.

Communication Preferences

3. Communication Preferences

What is This?

We may send periodic communications related to the registry and your account. You are automatically subscribed to receive these communications. If you do not wish to receive these communications, please uncheck the box below.

Please note you will continue to receive emails about your account.

- Yes, I wish to receive informational emails from the Registry. If you do not select this option, you will still receive emails about your account.

1. We recommend leaving the box checked for email communications- as we only send pertinent information to you.
2. Click NEXT.
1. Read through the listed Terms of Use on this page.
2. Check the acknowledgment box.
3. Click SUBMIT.
4. Success! You have completed your MiRegistry account.
Register for the Event

GSQ-Orientation Level 1

📅 Tuesday, May 1, 2018

Location

Great Start to Quality Western Resource Center
412 Century Lane
Holland, MI 49423
County Ottawa

Registration

<table>
<thead>
<tr>
<th>Event Fee</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register By</td>
<td>5/1/2018</td>
</tr>
<tr>
<td>Required?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Sponsor

Education Station

Delivery Methods

Face-to-Face (classroom)

Assessment of Learning

Demonstration of Skills

Review Registration

Please review the information below. If correct, please click on the button to complete your registration and submit payment.

Attendee Details

Please review your attendee details.

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Jenny Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registry ID</td>
<td>1059</td>
</tr>
<tr>
<td>Primary Phone</td>
<td>456  123  8546</td>
</tr>
</tbody>
</table>
1. Enter your Attendee Role.
2. Agree to the Terms and Conditions by clicking the box.
3. Click ADD EVENT TO CART.
1. Click VIEW CART to pay for your event. Please note that your registration will not be complete unless the event is paid for.

1. You can also view your cart by clicking the MY CART button in the top right corner.
Check Out

1. Verify that the information is correct and click **CHECK OUT**.

Enter payment information.

2. Click **SUBMIT**.