

Creating a Michigan Registry Account

Go to www.miregistry.org



1. Click **CREATE ACCOUNT**.
2. Please note that the MiRegistry system 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

Middle Name

Last Name

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**.

Note: An email address is required to create an account. Make sure you can access the email address you use to create your MiRegistry account. We also recommend using your personal email address rather than a work email address.

Email Verification



Email Verification Sent

Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.

OK

1. A verification email has been sent to the email address provided. Please log in to your email account to verify the email address.

Check Your Email

➤ support

Insight Account Confirmation - Email Verification A new account ...

1. You will receive an email from support@miregistry.org titled **Insight Account Confirmation** as the subject. Please check your Spam and Junk folders if you don't see it in your inbox.

TIP: If you do not receive this email, please email support@miregistry.org or call us at 833-386-9238 for support.



Email Verification

A new account has been requested for the following user.

Jane Example

jane@email.com

Please click the "Verify Email" button below to verify your Account setup.



2. Open the email and click **VERIFY ACCOUNT**.

🔒 Create Password

Please enter a password to complete your Insight Secure Identity Account setup.

New Password

⚠ The Password field is required.

Re-enter New Password

Save Password



Password Requirements

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least one capital letter
- At least one number

📌 Special characters such as '&' or '!' are encouraged but not required.

1. Create your password.
2. Click **SAVE PASSWORD**.

Create Your Account-Part 2



Powered by  INSIGHT

Rectangular Size
Email address

Password

Remember me

Log in

[Forgot Password?](#)

[Create Account](#)



1. Enter your email and password.
2. Click **LOGIN**.

Registry Look Up

Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

i If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

Jane

Last Name

Example

Email Address

jane@email.com

Primary Phone

- -

Required

Date of Birth

Enter Date of Birth

Required

Last 5 Digits of SSN

Enter Last 5 Digits of SSN

Required

Next >



1. Enter the required information and click **NEXT**.

Profile Information



An online application was not found using the information you provided. Please enter the following to begin the Michigan Professional Development Registry online application process.

First Name

Jane

Middle Name

Last Name

Example

Email Address

jane@email.org

Date of Birth

05/02/81

Last 5 Digits of SSN

65123

Why can't I change my information?

Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

Please enter any prior last names used on employment or education records that may be added to your profile.

Enter Previous Last Name/Maiden Name

1. For individuals new to MiRegistry, the system will note that an existing online application was not found. This is correct.

Mailing Address This is a Business Address

Address **Apt/Suite #**

Zip **City**

State **County**

Required Required Required Required

Home Address Same as Mailing Address

Address **Apt/Suite #**

Zip **City**

State **County**

Primary phone number

- -

Required

Secondary phone number

- -

Fax

- -

Are you an enrolled member of a federally recognized tribe, or a first or second generation descendant of an enrolled member?

Yes No



2. Enter the required information and click **NEXT**.

Communication Preferences

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.

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[Next >](#)

1. We highly recommend leaving the box checked for email communications. Emails are typically sent every other month and only contain pertinent information, updates, and useful tips regarding your MiRegistry account.
2. Click **NEXT**.

Terms of Use

Terms of Use

What You Need to Know About Your Data

Please review and check the box below to continue.

I acknowledge that I have reviewed the Privacy Policy.

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[Submit](#)

1. Read through the listed Terms of Use on this page.
2. Check the acknowledgment box.
3. Click **SUBMIT**. Success! You have created your MiRegistry account.