

Requesting Access to be an Organizational Profile User

This guide will walk you through requesting administrative access without being listed as a staff member on the employee tab of the organization profile. Please note to request access, you will need the Registry Organization ID number.

Go to www.miregistry.org



1. Click **SIGN IN**.



Powered by INSIGHT

Rectangular Size
Email address

Password

Remember me

Login

[Forgot Password?](#)

[Create Account](#)



1. Enter your Email and Password and click **LOGIN**.

Request Administrative Access

Organization Profile Management

Do any of the following apply to you?

- ✓ You would like to link an existing organization profile to your account
- ✓ You would like to add a new organization profile to your account

Add Organization Profile



1. Click the **Add Organization Profile** button. You can find this button on the lower righthand side of your screen.

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID
19588

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

Don't Know the Organization ID?

The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.

Contact Support

2. Enter the organization's MiRegistry ID number.

3. Click the **Find Profile** button.

Organization Lookup

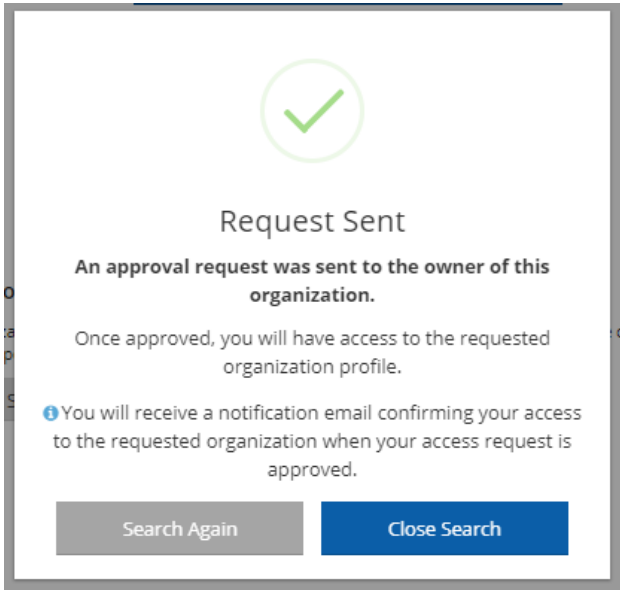
We found the following organization:

#19588
2 Sweets Angels Family Daycare
9701 Everts Street
Detroit, MI 48224

Next Steps
If this is the correct organization, click **Send Request** to send an approval request to the owner of the organization profile.
If this is not the correct organization, click **New Search** to re-type your organization ID or set up a new organization profile.

Send Request New Search

4. If the organization information matches your organization, click the **Send Request** button. An email notification will be sent to the owner of the organization profile.



5. If you need access to another organization profile, click the **Search Again** button and repeat the process outlined above.
6. If you are finished requesting access, click the **Close Search** button.
7. The owner of the organization profile will approve your request from the email sent to them.