miregistry

Verifying Employees

This guide will highlight how to verify employees in your organization profile.

Go to www.miregistry.org

1. Click **SIGN IN**.

![miregistry logo]

miregistry

Powered by ◈ INSIGHT

Email address
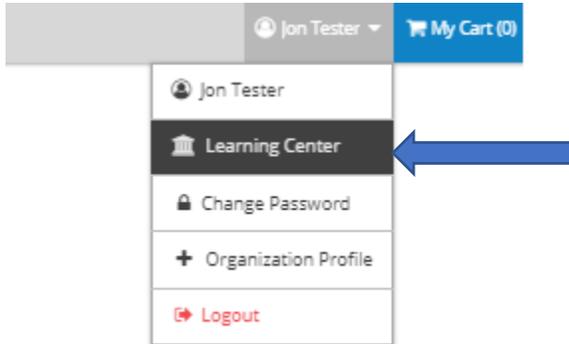
Password

☐ Remember me

→] Login

Forgot Password?   ☟+ Create Account

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

Accessing Your Organization Profile

1. You can access your organization profile in the top right drop-down menu by clicking on your organization name.

miregistry

Organization Profile

#21280
Learning Center

Status	Org Details	Program Info	Classrooms	Employees	Reports

Contact Information

Email Address*

registrymichigan+jontester@gmail.com   **Send Message**

First Name*   **Last Name***

Jon   Tester

Phone   **Ext.**

123   -   456   -   7899

Manage organization profile users

Communication Preferences

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

○ **Unsubscribe**
   You will not receive informational emails from us, but you will continue to receive emails regarding your account.

● **Subscribe**
   You will receive informational emails from us in addition to emails regarding your account.

Organization Details

Organization Name	Learning Center
Profile Created	9/12/2018
Organization Type	Unidentified Direct Care Program

1. Click on the 'Employees' tab.

Organization Profile

#21280
Learning Center

| Status | Org Details | Program Info | Classrooms | **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.
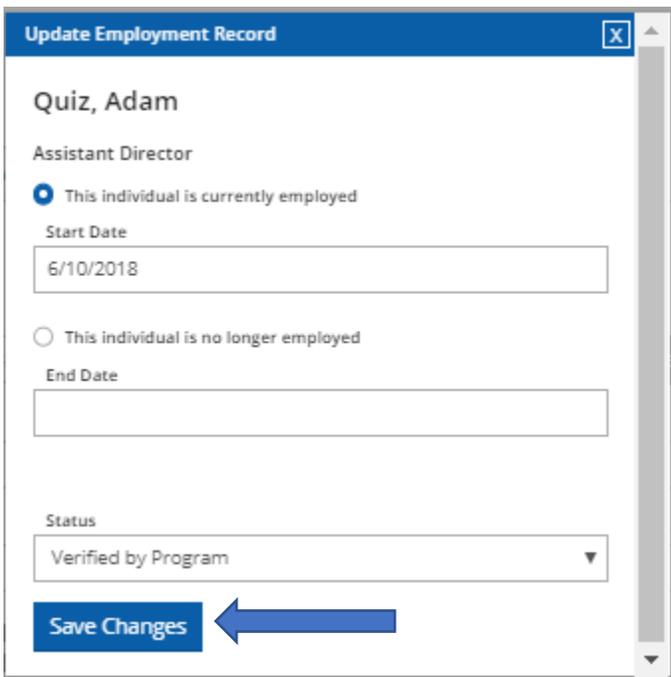
View Employees

| Current Employees ▼ |

ID	Name	Title	Date	Membership	Current Status	Status	
3014	Quiz, Adam	Assistant Director	6/10/2018 - Current			Self Reported	Update

1. The employee's status will say 'Self Reported'.
2. Click the **UPDATE** button next to the employee.

Update Employment Record ☒

Quiz, Adam

Assistant Director

⦿ This individual is currently employed

Start Date

| 6/10/2018 |

○ This individual is no longer employed

End Date

| |

Status

| Verified by Program ▼ |

Save Changes

1. Select that the employee is 'Verified by Program'.
2. Click the **SAVE CHANGES** button.

Organization Profile

#21280
Learning Center

| Status | Org Details | Program Info | Classrooms | **Employees** | Reports |

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View Employees

| Current Employees ▼ |

ID	Name	Title	Date	Membership	Current Status	Status	
3014	Quiz, Adam	Assistant Director	6/10/2018 - Current			Verified by Program	Update

1. The employee's status will now saw 'Verified by Program'.
2. Please note that if an employee is not longer employed with your organization you can update their end date by clicking the update button next to their name and adding an end date.