

Setting Up an Organization Profile

This guide will highlight how to set up a profile for your organization.

PLEASE NOTE: You will need a MiRegistry account before you can set up your Organization Profile. Please see our online support center on how to create a MiRegistry account.

Go to www.miregistry.org



1. Click SIGN IN.

miregistry

miregistry			➡) Log
	ender Shire Email address		
mireaistry	Password		
	Remember me		,
Powered by 🎒 IN SIGHT		➡ Login	
	Forgot Password?	🛃 Create Account	

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



Adding an Organization Profile

My Individual Profile

Velcome, Jon Tester		Registry ID 3031 Jon Tester 456 Street Rd. Allenton, MI 48002
Become a member	0	(123) 456-4545 registrymichigan+jontester@gmail
Become a trainer	0	Change Email
	Apply/Renew	Organization
		Organization
		Management
otes From Staff (1) <u>Print All</u>		Profile Management Do any of the following apply to
Notes From Staff (1) <u>Print All</u> /e did not receive documentation for your registry Career Pat appli	cation submitted on 06/01/2018.	Profile Management Do any of the following apply to you?
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Address From Staff (1) Print All e did not receive documentation for your registry Career Pat appli e have canceled your application. e understand that gathering your documentation can take some t bu now have the opportunity to add or update any recent changes ate 7/17/2018 reated 7/17/2018 by ECIC Administrator	ication submitted on 06/01/2018. ime. . Please submit again as soon as you are ready.	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
Votes From Staff (1) Print All /e did not receive documentation for your registry Career Pat appli /e have canceled your application. /e understand that gathering your documentation can take some t ou now have the opportunity to add or update any recent changes ate 7/17/2018 reated 7/17/2018 by ECIC Administrator Application Reports Certificate	ication submitted on 06/01/2018. ime. . Please submit again as soon as you are ready.	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

1. Click the ADD ORGANIZATION PROFILE button.



QOrganization Profile Lookup

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

	Organization ID
	Enter the Organization ID Number
	Required
	Find Profile
	Need a New Organization Profile? If you need to create a new organization offile, please click "Create Profile" to begin organization profile setup. Create Profile
Don't Know the Orga	nization ID?
The Organization ID will ensur support for assistance.	e we locate the correct organization profile. If you are not sure of the ID, please contact
Contact Support	

- 1. Do not enter any information in the Organization ID box.
- 2. Click the **CREATE PROFILE** button.



Adding a Direct Care and Licensed Program

If your organization provides care and/or education to children and is a licensed program, please proceed with the following steps. If your organization provides care and/or education to children but is an unlicensed program, please skip to page 11.

Contact Info			
Organiza	tion Registration		
Please fill out th	e form below to register your orga	nization. Fields marked with * are required. Use t	he <u>Contact</u>
<u>Us</u> form if you n	ave any questions or concerns abo	out the organization registration process.	
Contact Info	rmation		
to this organizat	select as your contact person is the ional account. Please choose your	e person who will be contacted regarding all matt contact person with that in mind.	ers related
First Name*		Last Name*	
Jon		Tester	
Empli Addresst			
registrymichig	an+iontester@email.com		
region junctings	an Jonester @g.nomeon		
Phone		Ext.	
123	- 456 - 7899		
Does this or	ganization provide care ar	nd/or education to children?	
This website is d Some organizati	lesigned to serve a wide variety of ons work directly with children wh	organizations in the early learning and school-age ile others work with the adults who educate and o	care field. tare for
children, and stil	ll others work in the community m	ore broadly. Your organization may do more than	one of
children. Your o	estion, we want to identify whethe rganization may also provide other	r your organization provides care and/or education r supports and services, but please indicate here w	vhether one
of the supports y	your organization regularly provide	es is direct care and education to children.	
Yes, this organization	anization provides direct care and/or e	education to children	
O No shis ora	nization does not provide direct care	and/or education to children	

- 1. Enter your organization's phone number.
- 2. Click the circle indicating that 'Yes, this organization provides direct care and/or education to children.
- 3. Click the **NEXT** button.

Next »

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Contact Info	ID Numbers		Address
Organi	zation Identification		
You indicate some identif	d that this organization provides early learnin ying information for this organization. Answ	ng and/or school age care to children. Let er Yes or No to all questions.	's gather
Are you I	icensed by the Michigan Department o	f Licensing and Regulatory Affairs?	
If your pro (LARA), pro up on the	gram or business is licensed by the Michigar ovide your license number below. If you are u LARA child care licensing lookup website: <u>htt</u>	Department of Licensing and Regulatory insure about your license number, you m p://w1.lara.state.mi.us/ChildCareSearch	/ Affairs nay look it
O Yes			
Enter y	our child care license ID (required)		
DC123	456789		
○ No			
« Previous			Next »

- 1. Select **YES**, that your program is licensed and enter in the license number.
- 2. Click the **NEXT** button.

Contact Info		ID Numbers	Organization Type	Address	
	We found the found are co	e following program data using the identif rrect.	cation numbers you provided. Confirm the program	n(s)	
		Daycare			
	Muskegon	, MI 49442			
	Contact:				
	Child Care	License ID:			
	Effective: 8	8/18/2016 - 2/17/2017			
« Previous				Next »	

- 1. Confirm that the contact information in listed correctly.
- 2. Click the **NEXT** button.



Organization Type Training Sponsor Organization Check if your organization is a sponsor of training events. Doing so will allow you to enter training events Check if your organization in Public Approved Training Organization Directory Indicates if this organization is available for Public Approved Training Organization directory search. CEU Provider Check If your organization is authorized to offer Continuing Education (CEU Courses) and plans to track those events in Michigan Professional Development Registry. Development Registry. Cett the accreditations your program holds Cett Accreditation	Contact Info	ID Numbers	Organization Type		Address
Create the accreditations your program holds Create Accreditation Create Accreditation		Organization Type			
Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system. Include organization in Public Approved Training Organization Directory Indicates if this organization is available for Public Approved Training Organization directory search. CEU Provider Check if your organization is authorized to offer Continuing Education (CEU Courses) and plans to track those events in Michigan Professional Development Registry. Program Accreditation Select the accreditations your program holds Select Accreditation Add		🖵 🗆 Training Sponsor Org	anization		
CEU Provider Check If your organization is authorized to offer Continuing Education (CEU Courses) and plans to track those events in Michigan Professional Development Registry. Program Accreditation Select the accreditations your program holds Select Accreditation Add		Check if your organization is a spons into the system.	or of training events. Doing so will a	llow you to enter training events	
CEU Provider Check If your organization is authorized to offer Continuing Education (CEU Courses) and plans to track those events in Michigan Professional Development Registry. Program Accreditation Select the accreditations your program holds Select Accreditation Add		Include organization in Public Approv	ved Training Organization Directory r Public Approved Training Organization direct	ory search.	
Program Accreditation Select the accreditations your program holds Select Accreditation Add		CEU Provider Check If your organization is authorized to Professional Development Registry.	offer Continuing Education (CEU Courses) and	plans to track those events in Michigan	
Select the accreditations your program holds Select Accreditation Add		Program Accreditation	1		
Select Accreditation 🔻 Add		Select the accreditations your pro	gram holds		
		Select Accreditation	▼ Add		

1. Select if your organization is a trainer sponsor organization. This should only be selected if your organization provides training to your staff. Additionally, all trainers from your organization will be required to submit a trainer application in the system and be approved before your organization is approved as a trainer sponsor organization. This button can be left unchecked and can be added when your trainer(s) are approved.

2. Select any accreditations your program holds.

3. Click the **NEXT** button.



Contact Info	ID Numbers	Organization Type	Enrollment	
	Program Capacity			
	Enter the number of classrooms in whic children in each age group for which yo classrooms). This can be updated at any	ch you provide care to children be u are currently providing care un y time to reflect any changes that	elow. Enter the total number of der this license (inclusive of all may occur in enrollment.	
	Number of Classrooms / Groups	2		
	Total Number of Children Enrolled:	10		
	Infants (birth until one year)	05		
	Toddlers (one year to 30 months)	05		
	Preschool (30 months to kindergarten entry)	0		
	School-age (kindergarten entry through age twelve)	0		
vious				Next »

- 1. Enter in your program capacity information.
- 2. Click the **NEXT** button.



Contact Info	ID Numbers	Organization Type	Enroliment	Address
4	Organization Ad Organization Name*	dress		
	Physical Address		Line 2	
	Zip*: County*	City*	try ed States	• •
	Mailing Address Address Line 1*		Same as physical add	ress
	Zip*:	City*	State* MI	•
	County*	Coun Unit	try ed States	•
	Phone*		1	
	Fax Web Site			
	Additional Info	0		
	Enter any addition	onal information about your organization that	you would like to appear on this web site.	

1. Enter your address information, or confirm if it is filled in.



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.
O 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.



- 2. Select your communication preferences.
- 3. Click the **SUBMIT** button.

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Thank You For Registerin	g Your Organization!
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Your application has been submitted for review. You will be notified via email when you are approved. You will then be able to sign in and access the organization maintenance features and begin entering training events if you are registering as a sponsor organization. You will be able to access the organization maintenance features from the context navigation menu after the organization is approved.

The approval process may take ten business days. If you have any questions, or do not hear from us within ten business days, please use the <u>Contact Us</u> form to request assistance.

- 1. Your organization profile has successfully been registered.
- 2. Registry staff will review your organization information and verify the profile for use.

Please continue to page 16!



Adding a Direct Care and Unlicensed Program

Organization Registration	n		
Please fill out the form below to register your Us form if you have any questions or concern	ur organization. Field rns about the organi	ds marked with * are required. Use ization registration process.	the <u>Contact</u>
Contact Information			
The person you select as your contact person to this organizational account. Please choose	on is the person who e your contact perso	will be contacted regarding all ma on with that in mind.	tters related
First Name*	Last	Name*	
Jon	Test	ter	
Provide Address			
registrumichigan+iontester@gmail.com			
registrymengan-joncester@gman.com			
Phone		Ext.	
123 - 456 - 7899	9		
<i>.</i>			
Does this organization provide ca	are and/or educ	cation to children?	
This website is designed to serve a wide varie	iety of organizations	s in the early learning and school-ag	ge care field.
Some organizations work directly with childre children, and still others work in the commun	ren while others wor unity more broadly. \	rk with the adults who educate and Your organization may do more tha	care for in one of
these. In this question, we want to identify w	whether your organiz	zation provides care and/or educat	ion directly to
of the supports your organization regularly p	provides is direct car	re and education to children.	whether one
Yes, this organization provides direct care ar	and/or education to chi	ildren	
O No this organization does not provide direct	ct care and/or educatio	on to children	

- 1. Enter your organization's phone number.
- 2. Click the circle indicating that 'Yes, this organization provides direct care and/or education to children.
- 3. Click the **NEXT** button.



Contact Info	ID Numbers		Address
Organi	zation Identification		
You indicate some identif	d that this organization provides early learning ying information for this organization. Answer	and/or school age care to children. Let Yes or No to all questions.	's gather
Are you I	icensed by the Michigan Department of l	icensing and Regulatory Affairs?	
If your pro (LARA), pro up on the	ogram or business is licensed by the Michigan D ovide your license number below. If you are un LARA child care licensing lookup website: <u>http:</u>	epartment of Licensing and Regulatory ure about your license number, you m /w1.lara.state.mi.us/ChildCareSearch	/ Affairs Iay look it
⊖ Yes			
Enter y	our child care license ID (required)		
O No			
Previous			Next »

1. Select **NO**, indicating that your program is not licensed by LARA. Please note that if your organization is licensed by a Tribal group, you will select no.

2. Click the **NEXT** button.



Organization Type				
Please indicate your organization's prim	ary purpose.			
Unidentified Direct Care Program	•			
🖵 🗆 Training Sponsor Orga	nization —			
Check if your organization is a sponso into the system.	r of training events.	Doing so will allow you to enter	training events	
Include organization in Public Approve Indicates if this organization is available for	ed Training Organizati Public Approved Training	on Directory Organization directory search.		
CEU Provider Check If your organization is authorized to a Professional Development Registry.	ffer Continuing Education	n (CEU Courses) and plans to track those	events in Michigan	
Program Accreditation				
Select the accreditations your prog	ram holds			
Select Accreditation	•	Add		

1. Select that your program is an 'Unidentified Direct Care Program'.

2. Select if your organization is a trainer sponsor organization. This should only be selected if your organization provides training to your staff. Additionally, all trainers from your organization will be required to submit a trainer application in the system and be approved before your organization is approved as a trainer sponsor organization. This button can be left unchecked and can be added when your trainer(s) are approved.

- 3. Select any accreditations your program holds.
- 4. Click the **NEXT** button.



Contact Info	ID Numbers	Organization Type	Enrollment	Address
	Program Capacity			
	Enter the number of classrooms in whi children in each age group for which yo classrooms). This can be updated at an	ch you provide care to children b u are currently providing care u y time to reflect any changes tha	elow. Enter the total number of nder this license (inclusive of all it may occur in enrollment.	
	Number of Classrooms / Groups	2		
	Total Number of Children Enrolled:	10		
	Infants (birth until one year)	05		
	Toddlers (one year to 30 months)	05		
	Preschool (30 months to kindergarten entry)	0		
	School-age (kindergarten entry through age twelve)	0		
vious				Next »

- 1. Enter in your program capacity information.
- 2. Click the **NEXT** button.



Contact Info	ID Numbers	Organization Type	Enrollment	Ad
(Organization Address			
	Organization Name*			
	Physical Address			
	Address Line 1*		Line 2	
	Zip*: City*		State*	
	County*	Country	MI	•
		United States	5	•
	Mailing Address		Same as physical a	ddress
	Address Line 1*		Line 2	
	Zip*: City*		State*	
			MI	•
	County*	Country United States	5	•
	Phone*	-		
	Fax	[
	- Uteb Site	-		
	Web site			
	Additional Info			

1. Enter in your organization name, address, phone and other identifying information.



	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.
	O 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.
« Previous	

- 2. Select your communication preferences.
- 3. Click the **SUBMIT** button.

Thank You For Registering Your Organization! Your application has been submitted for review. You will be notified via email when you are approved. You will then be able to sign in and access the organization maintenance features and begin entering training events if you are registering as a sponsor organization. You will be able to access the organization maintenance features from the context navigation menu after the organization is approved. The approval process may take ten business days. If you have any questions, or do not hear from us within ten business days, please use the <u>Contact Us</u> form to request assistance.

- 1. Your organization profile has successfully been registered.
- 2. Registry staff will review your organization information and verify the profile for use.

Accessing Your Organization Profile and Agreeing to the Terms and Conditions



- 1. Once your organization is approved, you can access your organization profile in the top right drop-down menu by clicking on your organization name.
- 2. Please note that before you can access your organization account, the system will ask you to agree to the terms

Submit



and conditions. You will only need to complete this one time.