

Connecting to Your Organization as an Employee

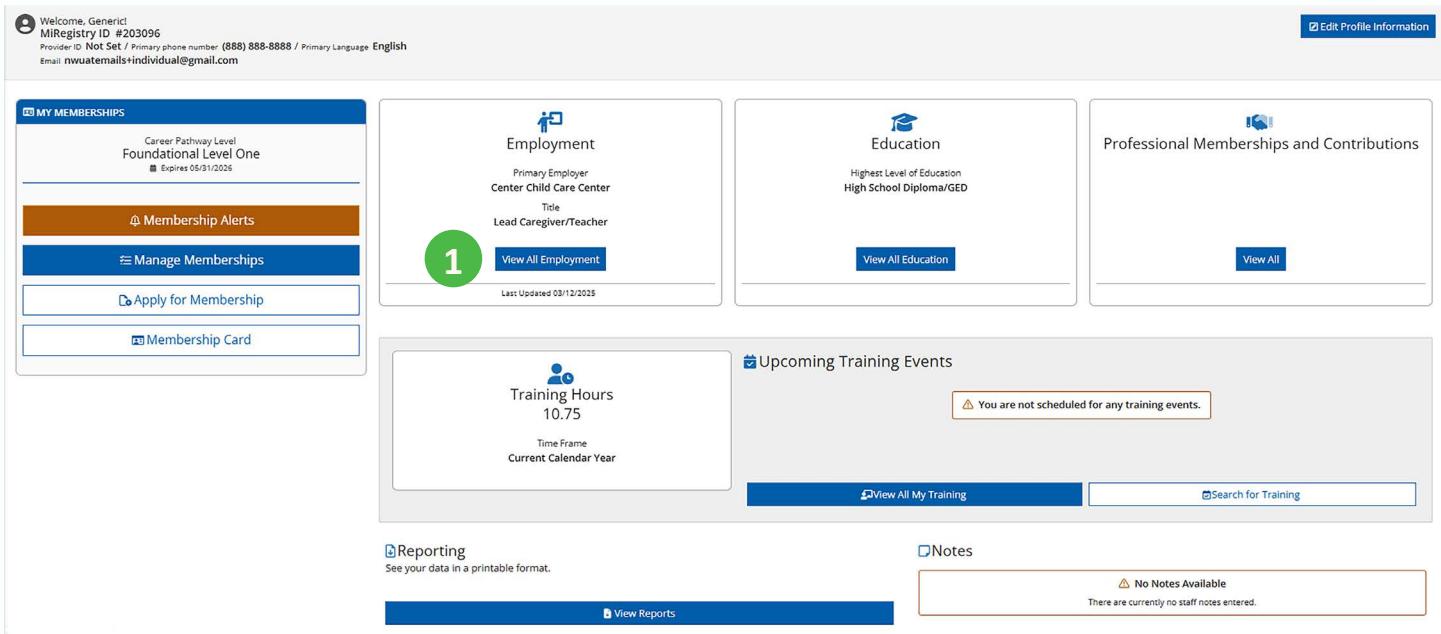
This guide will highlight how to connect to your organization as an employee.

Please note that connecting with your current organization as an employee will give any organizational profile administrators access to your Learning Record. Once you have ended your employment in your profile they will no longer have access to your Learning Record.

The image shows the MiRegistry login page. On the left, there is a logo for 'GREAT START to Quality' with the word 'Quality' in large blue letters and a green infinity symbol above it. The main login form has three numbered steps: Step 1 shows a 'Email Address' input field; Step 2 shows a 'Password' input field; Step 3 shows a large blue 'Login' button with a white arrow icon. To the right of the 'Login' button are links for 'Forgot Password?' and 'Forgot Email Address?'. At the bottom right, there is a 'Create Account' link. The background of the login form is white, and the overall design is clean and modern.

1. Go to MiRegistry.org and click **Log In**.
2. Enter your email and password.
3. Click **Login**.

Accessing your Employment Tab



Welcome, Generic!
MiRegistry ID: #203096
Provider ID: Not Set / Primary phone number: (888) 888-8888 / Primary Language: English
Email: nwuatemails+individual@gmail.com

Edit Profile Information

MY MEMBERSHIPS

Career Pathway Level
Foundational Level One
Expires 05/31/2026

Membership Alerts

Manage Memberships

Apply for Membership

Membership Card

Employment

Primary Employer
Center Child Care Center
Title
Lead Caregiver/Teacher

View All Employment

Last Updated: 03/12/2025

Education

Highest Level of Education
High School Diploma/GED

View All Education

Professional Memberships and Contributions

View All

Training Hours
10.75
Time Frame:
Current Calendar Year

Upcoming Training Events

View All My Training **Search for Training**

Reporting
See your data in a printable format.
View Reports

Notes

No Notes Available
There are currently no staff notes entered.

1. Click **View All Employment**.

Entering Employment

Please add an employment record for every early childhood and school age position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

1

[New Employer](#)

 No job positions have been added.

Select "Find Employer" to add a position.

[Find Employer](#)

 Filter Employers

Employer Name

abc

City

Search by City

Organization ID

Search by Organization ID

License

Search by License

License Source

Search by License Source

Sort by Name Direction Ascending

Showing 1-25 out of 43

#23850
3 C's ABC
 Program 3 Cs ABC / Child Care License ID / Effective 04/24/2023
 Organization Type Group Child Care Home
 Address / City Utica / State MI / Zip Code 48315-4809 / County Macomb
 Phone / Email

3

Select

#27253
ABC &123 Learning
 Program ABC & 123 Learning / Child Care License ID / Effective 10/04/2021
 Organization Type Group Child Care Home
 Address / City Greenville / State MI / Zip Code 48838 / County Kent
 Phone / Email

Select

2

 Can't Find Your Employer?

Use this button for adding historical employment for programs no longer licensed or for out-of-state licensed programs. Also, programs that are not related to early learning or school-age programs.

[+Add New Employer](#)

1. To add field related experience, select **New Employer**.
2. Enter Org ID or License Number or any other search criteria and click **SEARCH**. MiRegistry highly recommends searching by Organization ID or License Number (*if applicable*) to ensure you have located the correct profile. Unable to locate your organization's License Number? Use the CCHIRP [Statewide Facility Search](#) site to locate your employer.
3. Select your organization from the list. If your organization is not found, click **+ Add New Employer**. *Only use this button for adding historical employment for programs no longer licensed or for out-of-state licensed programs. Also, programs that are not related to early learning or school-age programs.*

Employment Information

4

Title

Is this your primary employment?

This is my primary employment
 Not my primary employment

Age of Children

Infants (birth until one year)
 Toddlers (one year to 36 months)
 Preschool (36 months to kindergarten entry)
 School age (kindergarten entry through age twelve)
 Adults

Start Date

12/01/2024

End Date

mm/dd/yyyy

Hours per Week

40

Months Per Year

12

Compensation

I receive an hourly wage

5

Save

Close

4. Enter your position information.
5. Click **SAVE**.