miregistry

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

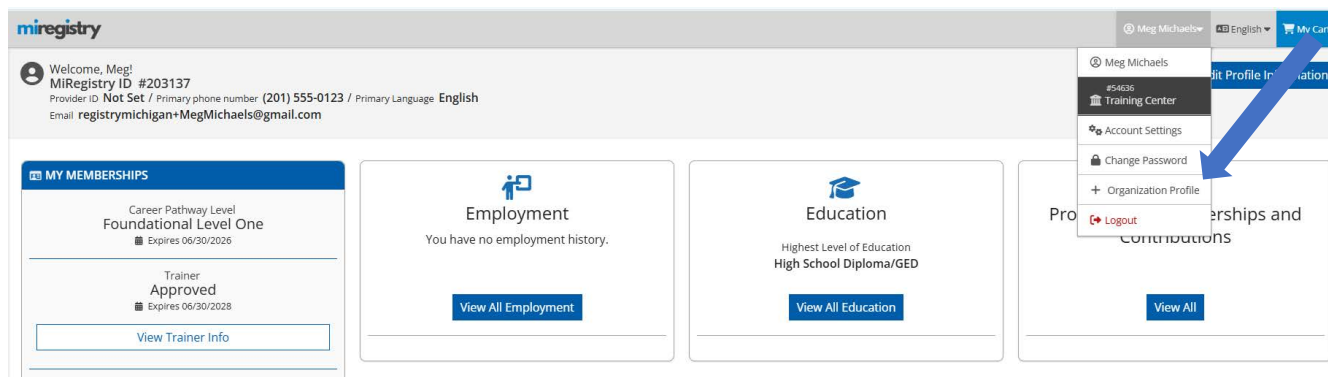1. Click **LOG IN**.

Email Address

Password

☐ Remember me

→] Login

Forgot Password?   **&+ Create Account**

Forgot Email Address?

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

Adding an Organization Profile

1. Click your name in the top right corner menu and the select **+ORGANIZATION PROFILE** option.

Q Organization 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 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

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

miregistry

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	ID Numbers	Organization Type	Address

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the Contact Us form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name*
Jon

Last Name*
Tester

Email Address*
registrymichigan+jontester@gmail.com

Phone
123 - 456 - 7899

Ext.

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

- ● Yes, this organization provides direct care and/or education to children
- ○ No, this organization does not provide direct care and/or education to children

Next »

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.

miregistry

Contact Info	ID Numbers	Organization Type	Address

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed by the Michigan Department of Licensing and Regulatory Affairs?

If your program or business is licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA), provide your license number below. If you are unsure about your license number, you may look it up on the LARA child care licensing lookup website: http://w1.lara.state.mi.us/ChildCareSearch

○ Yes

Enter your child care license ID (required)

DC123456789

○ 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 following program data using the identification numbers you provided. Confirm the program(s) found are correct.

Daycare

Muskegon, MI 49442

Contact:

Child Care License ID:

Effective: 8/18/2016 - 2/17/2017

« Previous

Next »

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

![miregistry]

Organization Type

☐ Training Sponsor Organization

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]

[« Previous]   [Next »]

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	Address

Program Capacity

Enter the number of classrooms in which you provide care to children below. Enter the total number of children in each age group for which you are currently providing care under this license (inclusive of all classrooms). This can be updated at any time to reflect any changes that 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`

« Previous

Next »

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

miregistry

Contact Info	ID Numbers	Organization Type	Enrollment	Address

Organization Address

Organization Name*

⚠ [   ]

Physical Address

Address Line 1*   Line 2

⚠ [   ]   [   ]

Zip*:   City*   State*

[   ]   [   ]   [MI   ▼]

County*   Country

[   ]   [United States   ▼]

Mailing Address   ☑ Same as physical address

Address Line 1*   Line 2

[   ]   [   ]

Zip*:   City*   State*

[   ]   [   ]   [MI   ▼]

County*   Country

[   ]   [United States   ▼]

Phone*

⚠ [   ] - [   ] - [|]

Fax

[   ] - [   ] - [   ]

Web Site

[   ]

Additional Info

[   ]
[   ]
[   ]

Enter any additional 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.

○ 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

Submit

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

✓ Your application has been submitted for review.

Thank You For Registering Your Organization!

Your organization profile has been submitted for review. You will be notified via email when your organization profile has been approved. If you selected that your organization is a Training Sponsor Organization, at least one approved trainer is required to be listed as a verified employee in the organization profile. If your organization meets the qualifications, once approved, you will have access to enter courses and events in the profile.

The approval process may take 1-3 business days. If you have any questions, please use theContact Us form to submit a support ticket.

Return to My Profile

1. Your organization profile has successfully been registered.
2. MiRegistry staff will review your organization information and verify the profile for use.
3. Click the **RETURN TO MY PROFILE** button.

Please continue to page 16!

miregistry

Adding a Direct Care and Unlicensed Program

Contact Info	ID Numbers	Organization Type	Address

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the Contact Us form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name*
Jon

Last Name*
Tester

Email Address*
registrymichigan+jontester@gmail.com

Phone
123 - 456 - 7899

Ext.

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

⦿ Yes, this organization provides direct care and/or education to children

◯ No, this organization does not provide direct care and/or education to children

Next »

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	Organization Type	Address

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed by the Michigan Department of Licensing and Regulatory Affairs?

If your program or business is licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA), provide your license number below. If you are unsure about your license number, you may look it up on the LARA child care licensing lookup website: http://w1.lara.state.mi.us/ChildCareSearch

○ Yes

Enter your child care license ID (required)

[   ]

● No

« Previous   Next »

1. Select **NO**, indicating that your program is not licensed by MiLEAP. Please note that if your organization is licensed by a Tribal group, you will select no.
2. Click the **NEXT** button.

Contact Info	ID Numbers	Organization Type	Address

Organization Type

Please indicate your organization's primary purpose.

Unidentified Direct Care Program ▼

☐ **Training Sponsor Organization**

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

« Previous   Next »

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.

miregistry

Contact Info	ID Numbers	Organization Type	Enrollment	Address

Program Capacity

Enter the number of classrooms in which you provide care to children below. Enter the total number of children in each age group for which you are currently providing care under this license (inclusive of all classrooms). This can be updated at any time to reflect any changes that 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

« Previous   Next »

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

miregistry

Contact Info	ID Numbers	Organization Type	Enrollment	Address

Organization Address

Organization Name*

Physical Address

Address Line 1*   **Line 2**

Zip*:   **City***   **State***
MI ▼

County*   **Country**
United States ▼

Mailing Address   ☑ Same as physical address

Address Line 1*   **Line 2**

Zip*:   **City***   **State***
MI ▼

County*   **Country**
United States ▼

Phone*
[ ] - [ ] - [ ]

Fax
[ ] - [ ] - [ ]

Web Site

Additional Info

Enter any additional information about your organization that you would like to appear on this web site.

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

![miregistry logo]

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.

[« Previous]   [Submit]

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 Contact Us 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

---

✓ Your application has been submitted for review.

Thank You For Registering Your Organization!

Your organization profile has been submitted for review. You will be notified via email when your organization profile has been approved. If you selected that your organization is a Training Sponsor Organization, at least one approved trainer is required to be listed as a verified employee in the organization profile. If your organization meets the qualifications, once approved, you will have access to enter courses and events in the profile.

The approval process may take 1-3 business days. If you have any questions, please use theContact Us form to submit a support ticket.

[Return to My Profile]

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 and conditions. You will only need to complete this one time.
3. Click the **RETURN TO MY PROFILE** button.