

## MANAGING EMPLOYEE INVITATIONS

**Part 1 - For Employers:** This part will walk Organization Profile Owners through accessing their organization profile and managing their employee invites.

**Part 2 - For Employees:** This part shows how employees can accept invitations from their employer and update their MiRegistry employment records.

### Part 1: Sending Invites

**Please Note:** Only Organization Profile Owners may invite employees to be included on the Organization Profile's Employees page. For more information on how to edit your Organization Profile's Owner, please review our online guide on [Managing Organization Profile Users](#).

Go to [www.miregistry.org](http://www.miregistry.org)



1. Click **SIGN IN**.

## Log in to your MiRegistry Account



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Email address

Password

Remember me

Login

[Forgot Password?](#)

[Create Account](#)

1. Enter your credentials.
2. Click **LOGIN**.

## Accessing your Organization Profile

### My Personal Profile

[Summary](#) [Personal](#) [Education](#) [Employment](#) [Training](#) [Professional](#) [Reports](#)

Welcome, Tammy Taylor

You have signed in but not submitted an application.

Become a member

Become a trainer

Registry ID 52180

Tammy Taylor

456 Main St.  
Allenton, MI 48002  
(608) 454-8989

[Registrymichigan-tn@gmail.com](mailto:Registrymichigan-tn@gmail.com)

[Change Email](#)

Tammy Taylor

Tammy Taylor

#28108  
Tammy's Tots

Change Password

Organization Profile

Logout

1. Choose your training organization's name from the top right drop-down menu.

**Please Note:** If you are not the Organization Profile Owner, you will be unable to continue. If you are unsure about who the Owner is for your Organization Profile, please email [support@miregistry.org](mailto:support@miregistry.org) for more information.

## Manage Employees


### Organization Profile

#28108

Tammy's Tots

Child Care License ID :

ACTIVE



Status	Org Details	Program Info	Classrooms	STARS	<b>Employees</b>	Technical Assistance	Reports
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### Registered Employees

[Manage Invites](#)

The following list of employees has been gathered by the Michigan 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	
52181	Sample, Sarah	Administrator/Program Director/Schoolage Site Supervisor	9/10/2016 - Current			Self Reported	<a href="#">Update</a>
52180	Taylor, Tammy	Owner/Operator	7/7/1999 - Current			Self Reported	<a href="#">Update</a>

1. To access your employee list, click the 'Employees' tab on your organization profile.
2. Make sure your employees are verified. Please see the [Verifying Employment Guide](#) for more information.

## Manage Invites

### Organization Profile

#28108  
 Tammy's Tots  
 Child Care License ID :  
 ACTIVE

- Status
- Org Details
- Program Info
- Classrooms
- STARS
- Employees**
- Technical Assistance
- Reports

### Registered Employees

Manage Invites

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52180	Taylor, Tammy	Owner/Operator	7/7/1999 - Current			Self Reported <a href="#">Update</a>

- To access your invites, click the **MANAGE INVITES** button.

**Staff Invitations**

Filter Invites

- Open Invitations
- Rejected Invitations

Q Search Reset

**Invite Staff**

Mary Michigan  
 registrymichigan+mm@gmail.com / Invitation Sent 11/18/2019

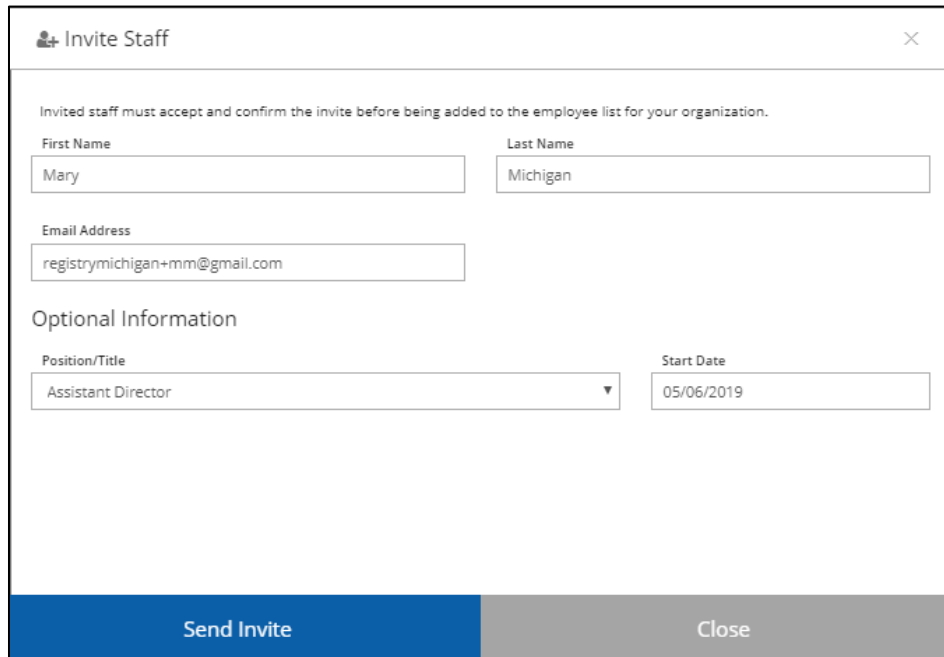
Showing 1 out of 1

Resend

Showing 1 out of 1

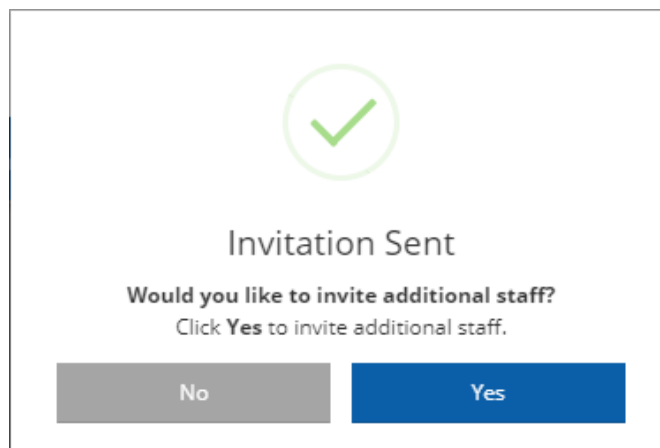
- You can filter your invites by 'Open Invitations' or 'Rejected Invitations'.
- To invite an employee to add their employment to their profile, click the **INVITE STAFF** button.
- You can delete an invite by clicking the red trashcan next to the individuals name or resend an invite by clicking the **RESEND** button.

## Sending an Invitation



The screenshot shows a web form titled "Invite Staff" with a close button (X) in the top right corner. Below the title is a note: "Invited staff must accept and confirm the invite before being added to the employee list for your organization." The form contains several input fields: "First Name" (filled with "Mary"), "Last Name" (filled with "Michigan"), and "Email Address" (filled with "registrymichigan+mm@gmail.com"). Under the heading "Optional Information", there is a "Position/Title" dropdown menu (set to "Assistant Director") and a "Start Date" field (filled with "05/06/2019"). At the bottom of the form are two buttons: "Send Invite" (blue) and "Close" (grey).

1. Enter the employee information into the fields, click **SEND INVITE**.



The screenshot shows a confirmation dialog box with a green checkmark icon at the top. The text reads: "Invitation Sent" followed by "Would you like to invite additional staff?" and "Click **Yes** to invite additional staff." At the bottom, there are two buttons: "No" (grey) and "Yes" (blue).

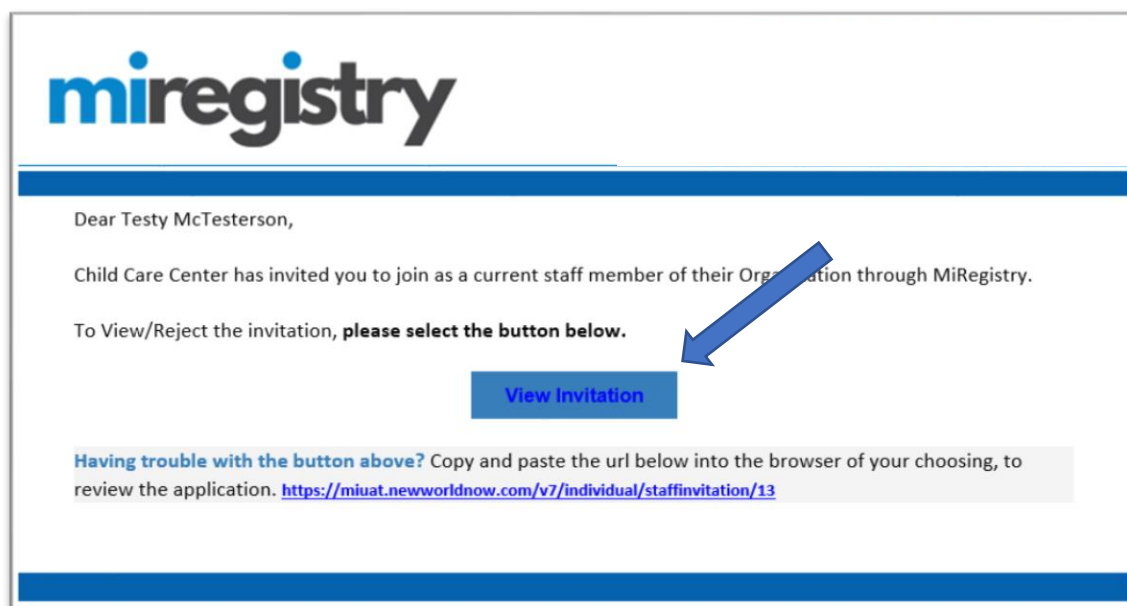
1. An invitation has been sent to your employee.
2. If you are finished inviting employees click **NO**, if you want to add additional employees click **YES**.

## Part 2: Accepting Invites

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Part 2 will outline how employees can accept an invite to add their employment.

### Accept an Invite



1. Employees will receive an email notification from [support@miregistry.org](mailto:support@miregistry.org).
2. Click the **VIEW INVITATION** box.

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Rectangular Size

Email address

Password

Remember me

Login

Forgot Password? Create Account

1. You will be prompted to log in. Enter your credentials and click **LOGIN**.

**Please Note:** If you do not have an account, click the **CREATE ACCOUNT** link and follow the steps outlined in the [Getting Started Guide](#).

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**Pending Employment Confirmation**

Early Childhood Investment Corporation has invited you to confirm your employment with their organization.

Accepting the invitation will require you to complete your employment entry for the organization.

Reject View

1. Once you have logged in, the Pending Employment Confirmation box will pop up. Click **VIEW** to enter and confirm your employment information.

**Please Note:** If you find that this employment invite was an error, click **REJECT**.

Confirm Employment

Employment Information

#19264  
Early Childhood Investment Corporation  
Address 8164 Executive Court / City Lansing / State MI

This is my primary employer

Position/Title: Director (Agency or Program) Start Date: 02/21/2011

Hours Per Week: 38 Months Per Year: 12

It is recommended that you enter your wage information.

I receive an hourly wage  
 I receive an annual salary  
 I do not wish to provide this information

Hourly Wage: \$ 12.00 Date of Last Wage Increase: 01/01/2018

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

Confirm Employment Close

1. Enter your employment details fields that are blank and confirm that the fields entered are correct. Click **CONFIRM EMPLOYMENT**.

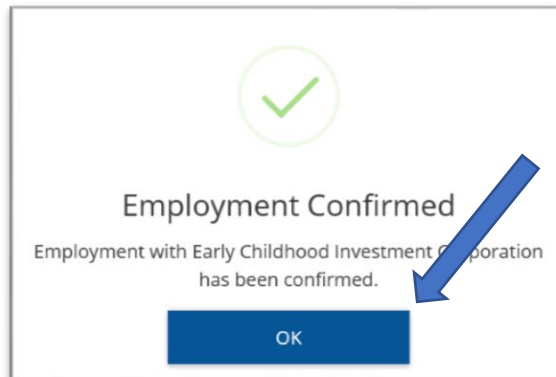
Confirm Employment?

Once confirmed, Early Childhood Investment Corporation will need to review your employment information and verify it is correct.

No Yes

1. Click **YES** to confirm that the employment information entered is accurate. Click **NO** if you need to make changes.





1. Click **OK** on the Employment Confirmed pop up.