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.

Go to www.miregistry.org

1. Click SIGN IN.
1. Enter your email and password.
2. Click LOGIN.
1. Click on your employment tab in your individual profile.
1. To add field related experience, select **EDIT EMPLOYMENT**.

**Employment History**

1. Select **ADD POSITION**.
2. To enter education, you must search for your organization based on the following organization types:
   a. Direct care and education programs
   b. Employment outside of the state of Michigan or an organization not found using the two other search options
   c. Other organizations, such as training sponsor organization and institutions of higher education
1. Click **SELECT** next to the Direct care option.
Search for: Direct care and education programs

If your past or present employer provides direct care to children up to age twelve and is licensed by the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division using the license number to search is the fastest way to find your employer. If your employer is not licensed or you don’t know the license number, you can use one or more of the other fields to find your employer.

1. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click SEARCH.
2. Select your organization from the list. If your organization is not found, follow the directions listed under ‘Employer Search-Employment Outside of Michigan or Not Found in a Search’ below.
1. Click **CONFIRM** if the information is correct.
1. Enter your position information.
2. Click SAVE.
1. Press **SELECT** for employment outside of the state of Michigan.

2. You will also select this section if you have searched direct care or training organization and your organization did not show up in the search results. This will allow you to enter the information manually.
1. Fill out the Employer details.
2. Click SAVE AND CONTINUE.
1. Click **CONFIRM** if the information is correct.
1. Enter your position information.
2. Click SAVE.
1. Press **SELECT** for other employment, such as training organizations and institutes of higher education.
1. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click SEARCH.
2. Select your organization from the list.
3. If your organization is not listed below, click START HERE.
1. Please note that if your employer was found in the search, you will skip this step.
2. Fill out the Employer details.
3. Click **SAVE AND CONTINUE**.
1. Click **CONFIRM** if the details are correct.
1. Enter your position information.
2. Click SAVE.
Employment History

Please add an employment record for every early childhood and school-age care 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Title</th>
<th>Wage</th>
<th>Start</th>
<th>End</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.B.C's Center of Joy</td>
<td>Assistant Teacher</td>
<td>$13.50</td>
<td>8/1/2013</td>
<td>Present</td>
<td>Self Reported</td>
</tr>
<tr>
<td>Boys and Girls Club</td>
<td>Non-Teaching Professional Staff</td>
<td>$10.50</td>
<td>8/1/2010</td>
<td>7/31/2012</td>
<td>Self Reported</td>
</tr>
<tr>
<td>Training Center</td>
<td>Trainer</td>
<td>$25.00</td>
<td>8/1/2009</td>
<td>Present</td>
<td>Self Reported</td>
</tr>
</tbody>
</table>

1. After all related field experience is entered, click **FINISHED EMPLOYMENT**.