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.
1. Enter your email and password.
2. Click **LOGIN**.
1. Click the **ADD ORGANIZATION PROFILE** button.
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.

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

1. Confirm that the contact information is listed correctly.
2. Click the NEXT button.
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.
1. Enter in your program capacity information.
2. Click the **NEXT** button.
1. Enter your address information, or confirm if it is filled in.
2. Select your communication preferences.
3. Click the SUBMIT button.

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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

<table>
<thead>
<tr>
<th>Contact Info</th>
<th>ID Numbers</th>
<th>Organization Type</th>
<th>Address</th>
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**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* | registymichigan+jonmester@gmail.com

Phone | 123-456-7899
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**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

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.
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.
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.
1. Enter in your program capacity information.
2. Click the NEXT button.
1. Enter in your organization name, address, phone and other identifying information.
2. Select your communication preferences.

3. Click the **Submit** button.

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**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.

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1. Your organization profile has successfully been registered.

2. Registry staff will review your organization information and verify the profile for use.

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**Accessing Your Organization 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.