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Setting Up a Training Sponsor 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**.

![miregistry logo]

Email address

_____

Password

_____

☐ Remember me

→] Login

Forgot Password?   ♣ Create Account

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

Adding an Organization Profile

My Individual Profile

Summary	Personal	Education	Employment	Training	Professional	Reports

Welcome, Jon Tester

You have signed in but not submitted an application.

☐ Become a member	❓
☐ Become a trainer	❓

Apply/Renew

Registry ID 3031
Jon Tester
456 Street Rd.
Allenton, MI 48002
(123) 456-4545

registrymichigan+jontester@gmail.com

Change Email

Notes From Staff (1)   Print All

We did not receive documentation for your registry Career Pat application submitted on 06/01/2018.
We have canceled your application.
We understand that gathering your documentation can take some time.
You now have the opportunity to add or update any recent changes. Please submit again as soon as you are ready.

Date 7/17/2018

Created 7/17/2018 by ECIC Administrator

Organization Profile Management

Do any of the following apply to you?

✔ You would like to link an existing organization profile to your account

✔ You would like to add a new organization profile to your account

Add Organization Profile

Application Reports
Certificate

To save your Certificate as a PDF, right click on the name of the Report and select "Save link as..." or "Save Target As..."

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1. Click the **ADD ORGANIZATION PROFILE** button.

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🔍 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.

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Adding a Training Sponsor Organization

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*

Testerson

Email Address*

registrymichigan+jontesterson@gmail.com

Phone

855 - 855 - 8585

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 'No, this organization does not provide direct care and/or education to children'.
3. Click the **NEXT** button.

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1. Select your organization type from your drop-down menu.
2. Check the box next to 'Training Sponsor Organization'.
3. If your organization is IACET accredited or a higher education institution and are eligible to provide CEUs, please select the CEU Provider box.
4. Click the **NEXT** button.

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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.

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.