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.
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.
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.
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.
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 you 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.

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.

1. Your organization profile has successfully been registered.
2. Registry staff will review your organization information and verify the profile for use.