

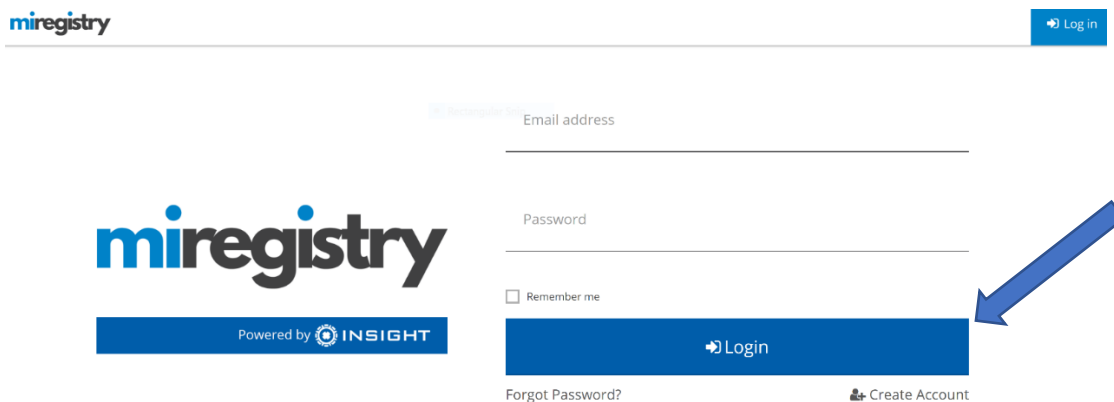
Accessing Staff Learning Records

This guide will highlight how to access your organization's Staff Report to view each employees' employment verification status, MiRegistry Membership status, highest level of education, total hours of experience, and Learning Record.

Logging In

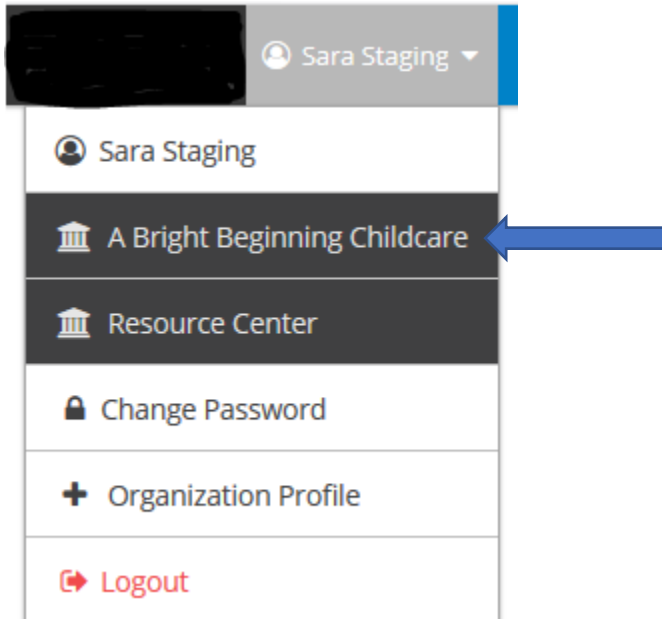


1. Go to miregistry.org. Click **SIGN IN**.



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

Accessing Your Organization Profile

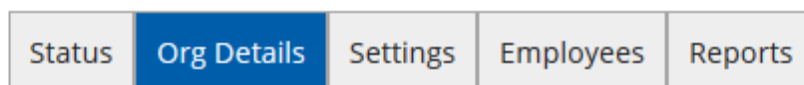


1. You can access your organization profile in the top right drop-down menu by clicking on your organization name.

#19005
A Bright Beginning Childcare

Child Care License ID : DF470350809

ACTIVE



1. Click on the 'Reports' tab.

Status	Org Details	Program Info	Classrooms	Employees	Reports
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Program Profile



[Staff Report](#)



List of staff with a link to the Licensing Learning Record

1. Click on the **STAFF REPORT** link.



Training After: Training Before: [View Report](#)

1 of 1 Find | Next

Facility Staff			
Facility ID	DC000000000	Type	Child Care Center
Facility	Sample Center	Contact	Sample Center
	101 Example St.		(000) 000-0000
	Holt, MI 48842	County	Ingham
			05/12/2020

Current Employees								
MIRegistry ID	Name	Position	Start Date	Total Hours of Experience	Employment Verification Status	Career Pathway Level	Membership Status	Highest Education
36243	Bartontest, Lori	Assistant Teacher/Family	11/26/2018	3040	Verified by Program	Professional Level One	Current	CDA - 1
9183	Benfieldtest, Jacquelynn	Administrator/Program	4/12/2002	37760	Verified by Program	Professional Level Three - A	Applied	Bachelor's Early Child
46537	Coultertest, Tina	Non-Teaching	5/6/2019	176	Verified by Program	Level Not Awarded		
21991	Haggertest, Stacy	Lead Caregiver/Teacher/S	3/6/2018	4560	Verified by Program	Professional Level One	Expired	CDA - 1
18830	Halsteadtest, Sudha	Lead Caregiver/Teacher/S	4/1/2006	29480	Verified by Program	Foundational Level One	Awaiting Print	
51203	Kingtest, Terri	Volunteer	10/18/2018	3280	Verified by Program	Level Not Awarded		
57347	Ludgate, April	Administrator/Program	5/1/2010	20960	Verified by Program	Professional Level Three - A	In Process	Bachelor's Early Child
21646	Marschnertest, Jessica	Lead	6/24/2006	29000	Verified by Program	Level Not Awarded		
17183	Phelpstest, Amanda	Assistant Director	5/22/2019	2040	Verified by Program	Professional Level Two - A	Current	Associate Early Child
23304	Shaffertest, Colleen	Owner/Operator	11/12/2016	7320	Verified by Program	Level Not Awarded		
53668	Smithtest, Timothy	Intern	9/3/2019	1440	Verified by Program	Level Not Awarded	Applied	
29326	Swifttest, Marsha	Assistant Teacher/Family	8/14/2019	1560	Verified by Program	Foundational Level One	Current	
23832	Youngtest, Ebony	Lead Caregiver/Teacher/S	3/10/2008	25400	Verified by Program	Professional Level One	Awaiting Print	CDA - 2
Current Staff Count: 13								

Previous Employees								
MIRegistry ID	Name	Position	Start-End Date	Total Hours of Experience	Employment Verification Status	Level	Membership Status	Highest Education
52071	Baxtest, Nicole	Assistant	8/19/2019 - 8/23/2019	0	Verified by Program	Level Not Awarded		
44712	Cousineautest, Leanne	Assistant Teacher/Family	4/1/2019 - 6/3/2019	60	Verified by Program	Foundational Level One	Current	

1. You can change the dates of training and click **VIEW REPORT** to access a more specialized learning record for your staff.
2. This report will show your current and previous staff list. Click on an individual in your current staff list to access their Learning Record. Please note that you cannot access the learning records of any previous staff due to our privacy practice.