

Creating a Michigan Registry Account



- 1. Click CREATE ACCOUNT.
- 2. Please note that the MiRegistry system requires a unique email to create an account. To complete the registration process, you will need to log in to your email account.



Create Your Account-Part 1

Create Your Insight Account for the Michigan Registry

The Michigan Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to being creating your secure Insight account.

	First Name	
	Enter First Name	
	Middle Name	
	Enter Middle Name	
	Last Name	
	Enter Last Name	
	Email Address	
	Enter Email Address	
	Create Account	
ating an Insight account g	ives you access to the full suite of tools offered within the	e Registry, including:
Professional Profile		
 Program Profile 		
Professional Developm	ent Tools	

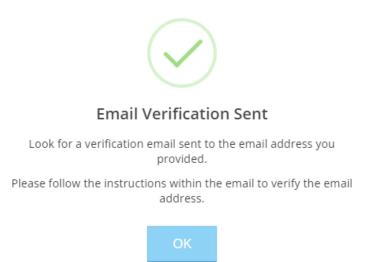
- And much more
- 1. Enter your information in the fields.

2. Click CREATE ACCOUNT.

Note: An email address is required to create an account. Make sure you can access the email address you use to create your MiRegistry account. We also recommend using your personal email address rather than a work email address.



Email Verification



1. A verification email has been sent to the email address provided. Please log in to your email account to verify the email address.





	registry
Email Verification	
A new account has been requ	uested for the following user.
Jane Example	jane@email.com
Please click the "Verify Email	" button below to verify your Account setup.
×	Verify Email

2. Open the email and click **VERIFY ACCOUNT**.



Email verification

■Create Password

Please enter a password to complete your Insight Secure Identity Account setup.

Password Requirements

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least one capital letter
- At least one number

Special characters such as '&' or '!' are encouraged but not required.

- 1. Create your password.
- 2. Click SAVE PASSWORD.



Create Your Account-Part 2

miregistry			➡ Log in
	^{ingular Shi} Email address		
miregistry	Password		
	Remember me		
Powered by 🛞 IN SIGHT		D Login	-
	Forgot Password?	🛃 Create Account	

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



Registry Look Up

Registry Look Up

Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

1 If no existing profiles are found, you will automatically continue onto new profile setup.

First Name	7
Jane	
Last Name	٦
Example	
Email Address	_
jane@email.com]
Primary Phone]
Required	
Date of Birth	7
Enter Date of Birth	
Required	
Last 5 Digits of SSN	
Enter Last 5 Digits of SSN	
Required	
Next >	

1. Enter the required information and click **NEXT**.



Registry Look Up

An online application was n	ot found using the informat	ion you provided. Please enter the following to begin th
		t Registry online application process.
First Name		Middle Name
Jane		
Last Name		Email Address
Example		jane@email.org
Date of Birth		Last 5 Digits of SSN
05/02/81		65123
Why can't I change m		

Please enter any prior last names used on employment or education records that may be added to your profile.

Enter Previous Last Name/Maiden Name

1. For individuals new to MiRegistry, the system will note that an existing online application was not found. This is correct.



Mailing Address	This is a Business Address
Address	Apt/Suite #
Enter Address	Enter Apt/Suite #
Zip	Required City
Enter Zip Code	Enter City
Required State	Required
MI	Enter County
	Required

Home Address	Same as Mailing Address
Address	Apt/Suite #
Enter Address	Enter Apt/Suite #
Zip	City
Enter Zip Code	Enter City
State	County
MI	Enter County

		-	-				
					Required		
See	condary phone numb	oer					
		-	-				
	Fax						
		_	_				
				r second genera	tion descendar	nt of an	
	enrolled member of omber?	a rederany recogni.					
nrolled me	ember?	a rederany recogni					
		a rederany recogni.					
nrolled me	ember?	a rederany recogni.					

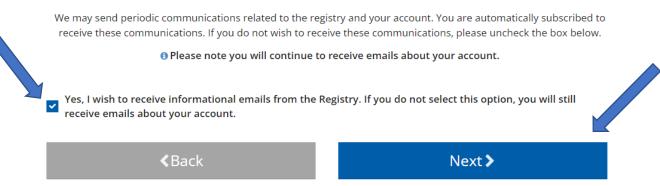
2. Enter the required information and click **NEXT**.



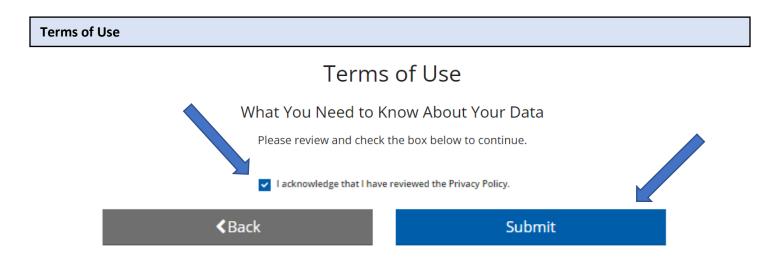
Communication Preferences

Communication Preferences

What is This?



- 1. We highly recommend leaving the box checked for email communications. Emails are typically sent every other month and only contain pertinent information, updates, and useful tips regarding your MiRegistry account.
- 2. Click NEXT.



- 1. Read through the listed Terms of Use on this page.
- 2. Check the acknowledgment box.
- 3. Click SUBMIT. Success! You have created your MiRegistry account.