

## ***Adding Staff as an Organization Profile User***

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This guide will highlight how to give staff administrative access to your organization profile. This access will allow staff to view staff learning records and organization information.

Go to [www.miregistry.org](http://www.miregistry.org)



1. Click **SIGN IN**.



Powered by  INSIGHT

Email address

Password

Remember me

Log in

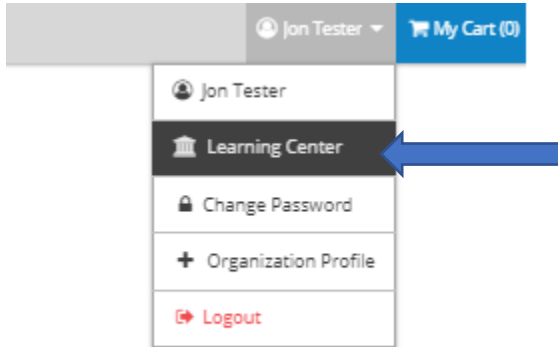
[Forgot Password?](#)

[Create Account](#)



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.

## Organization Profile

#21280

Learning Center

Status	<b>Org Details</b>	Program Info	Classrooms	Employees	Reports
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### Contact Information


Email Address\*  
registrymichigan+jontester@gmail.com **Send Message**

First Name\*  
Jon

Last Name\*  
Tester

Phone  
123 - 456 - 7899 Ext.

**Manage organization profile users**



### 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.

### Organization Details

Organization Name	Learning Center
Profile Created	9/12/2018
Organization Type	Unidentified Direct Care Program

1. Click the **MANAGE ORGANIZATION PROFILE USERS** button.

## Organization Profile

#21280

Learning Center

Status	Org Details	Program Info	Classrooms	Employees	Reports
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### Organization Profile Users

Return

The following users have access to this organization profile.

Individual - Jon Tester (3031) - Profile Owner

#### Add User

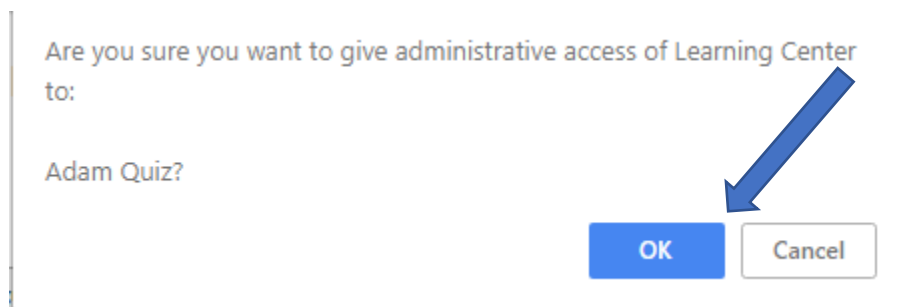
Add a user to give them access to this organization profile when they sign in. Only current employees are available to add.



Adam Quiz

Assistant Director

1. Click the + button next to the employee's name that you want to add as an organization profile user.



1. Click the **OK** button to verify that you are sure you want to give them administrative access of your organization profile.

## Organization Profile

#21280  
Learning Center

Status **Org Details** Program Info Classrooms Employees Reports

✔ User Notified  
A message was successfully delivered to the new user.

### Organization Profile Users

The following users have access to this organization profile.



Individual - Adam Quiz (3014)

Return

Make Owner

Individual - Jon Tester (3031) - Profile Owner

### Add User

Add a user to give them access to this organization profile when they sign in. Only current employees are available to add.

1. Your employee has been successfully added as an organization profile user.
2. To take any employees off the list, you can click the red trash can next to their name.
3. You can also change ownership of the organization profile by clicking the **MAKE OWNER** button next to the employee's name.