

How to Create a MiRegistry Organization Profile for Licensed Programs

A **MiRegistry Organization Profile** is a great way for an administrator or director to view, manage, and track the training of an entire staff. Staff qualification and training records are also shared with Licensing Consultants and Great Start to Quality Validators, which will save you time!

Below are simplified steps for creating a MiRegistry Organization Profile. Be sure to download our [online guide on creating an Organization Profile](#) for pictures and step-by-step guidance. Find more information on how you can manage your MiRegistry Organization Profile at: <https://www.miregistry.org/resources/#organizations>

Step 1: Log In

- Go to www.miregistry.org and log in to your MiRegistry Individual Profile.

Step 2: Click Add Organization Profile button

- On the bottom righthand side of your Individual Profile Summary page, click the **Add Organization Profile** button.

Step 3: Organization Profile Lookup

- Click the **Create Profile** button to get started on registering your program.

Step 4: Organization Registration Form

- Start by entering your contact information. Be sure to select: **Yes, this organization provides direct care and/or education to children** and click **NEXT**.
- **Organization Identification:** Enter your child care license ID number and click **NEXT**.
- **Organization Type:** Only select Training Sponsor Organization (TSO) if your program provides training to your staff and has an approved Trainer on staff. **For more information about becoming a TSO, download our [TSO Toolkit](#).** You may also select any accreditations your program has and click **NEXT**.
- **Program Enrollment:** Enter your program's enrollment for each classroom or group. This may be updated and click **NEXT**.
- **Organization Address:** Enter your program's name and address and communications preferences and click **SUBMIT**.

NOTE: Expect 1-3 business days for your program to be registered in MiRegistry.

Step 5: Have Staff Connect to Your Organization Profile

- Log in to your MiRegistry Organization Profile. Review the Employees section of your Organization Profile. If current staff are not listed here, use the [Manage Invites tool](#) to prompt them to connect to your Organization Profile as an employee.