





How To Link Personal and Organization Accounts - From Organization Account

The Registry system now allows users to manage both their individual and organization accounts through one shared login.

Follow these steps as the owner of an organization account to link individual profiles to the organization account.

1. Go to www.the-registry.org



| | | | | |
|---|------------------------|---|---|------------------|
| Members  | Program Profile | Search For Training  | The Registry Recognizing Excellence... Advancing Careers  | |
| Current Processing Time We are currently processing complete applications received on 12/02/2014 | Job Board | Career Levels | Staff | Resources |
| Professional Development Approval System | Sign-In/Join | Dazzling Data  | Credentials | |

Click SIGN IN.

2. Sign into your existing organization account.



The image shows two side-by-side sign-in forms, each enclosed in a red border. The left form is titled "Individual Profile Sign In" and contains two input fields labeled "user id" and "password", with a red "GO" button below. The right form is titled "Program Profile Sign In" and contains two input fields labeled "program id" and "password", with a red "GO" button below. A green circle with the number "1" is positioned to the left of the "program id" field, with two green arrows pointing to the "program id" and "password" fields. A second green circle with the number "2" is positioned to the left of the "GO" button in the right form.

[Forgot user id or password?](#)

Join as a...

Individual

Trainer

Consultant

Program for Children
or Training Sponsor

1. Enter the sign in information for your organization account.
2. Click GO.

If you do not have a program ID and password, follow the steps in the following manuals: [How to Create an Organization Account - Program for Children](#) / [How to Create an Organization Account - Training Sponsor](#).

3. Link an existing individual profile to the organization account.

The screenshot shows a web interface for 'Training Entry'. On the left, there are three main navigation sections: 'Welcome [Sign Out]' with links for Home, Statewide Training Calendar, and My Saved Events; 'Organization Links' with links for Program Profile, Training Entry, Consulting Entry, and Invoices (0); and 'Profile Management' with a section titled 'Do any of the following apply to you?' containing two checked items: 'You provide early childhood care and need to apply for a career level' and 'You already have an individual profile and need to link your organization and individual profiles together under a single account'. A green arrow points to a red 'Add Individual Profile' button. The main content area has tabs for 'Events' and 'Courses'. Below the tabs are search filters: 'Event Status' (Filter by Status dropdown), 'Filter by Date' (From: 1/2/2013, To: empty), and a search box with 'Search' and 'Reset' buttons. A message states 'None Found' and 'No events were found using the selected criteria.'

Click ADD INDIVIDUAL PROFILE.

4. Locate an individual profile.

Locate Online Application

You may have an account already set up. Please enter the following information so that we can locate your online application.

The screenshot shows a form titled 'Locate Online Application'. It contains five input fields: 'First Name*', 'Last Name*', 'Email Address*', 'Birth Date*' (with dropdown arrows), and 'Last 5 Digits of SSN*'. A green oval highlights the entire form area. Below the form are two buttons: 'Continue' and 'Cancel'. A circled '1' is next to the form, and a circled '2' is next to the 'Continue' button.

1. Fill in the required information.
2. Click CONTINUE.

5. Add an individual profile.

Add Individual Profile

Good news! We found an account that matches the information you provided. Please enter the account's password to confirm your identity:

Password: **1**

Submit [Forgot your password?](#)

2

1. Enter the password for the individual profile you wish to link.
2. Click SUBMIT.

6. Choose which account you'd like to access.

Welcome [Sign Out] **Thank You For Registering Your Account!**

Success! You can now access your program by clicking on its name under My Account.

Home
Statewide Training Calendar
My Saved Events

Organization Links

▼ **Lucinda Glaser** **1**
Individual Profile
Training Entry

▼ **Abc Child Care Center** **2**
Program Profile
Training Entry
Consulting Entry

Profile Management

Do any of the following apply to you?

- ✓ You provide early childhood care and need to apply for a career level
- ✓ You already have an individual profile and need to link your organization and individual profiles together under a single account

Add Individual Profile **3**

1. Click on the links to access your individual profile.
2. Click on the links to access your organization account.
3. Click ADD INDIVIDUAL PROFILE to add additional individual accounts.