

Getting Started and Setting Up My Account

This manual introduces the Job Board and shows how to manage your individual Job Board profile.

Go to www.the-registry.org



Visit our website and click on Job Board.

Individuals



Finding a job has never been easier. Now search The Registry's Job Board to find positions that meet your skills and experience.

The Job Board is open to all interested in finding a position in the field of Childhood Care and Education Profession.

Find Your Next Job Here!

Your next employment opportunity could be right here waiting for you! Start searching today!

*Wait! There's more for Registry Members. **Sign in** to enable valuable features for Registry Members!*

More information on available features for Registry Members ▶

If you would like to access these extra features, become a member of the Registry today!

[VIEW JOB BOARD](#)

[MEMBER SIGN IN](#)

[JOIN THE REGISTRY](#)

Programs

Members should sign in with your Registry ID and password.

Individual Sign In



The screenshot shows a sign-in interface with two main sections: "Individual Profile Sign In" and "Program Profile Sign In". The "Individual Profile Sign In" section has a red border and contains a "user id" field with a red asterisk, a "password" field, and a red "GO" button. A green arrow labeled "1" points to the "user id" field, and another green arrow labeled "2" points to the "GO" button. The "Program Profile Sign In" section also has a red border and contains a "program id" field, a "password" field, and a red "GO" button. Below the sign-in sections is a link for "Forgot user id or password?". At the bottom, there is a "Join as a..." section with four red buttons: "Individual", "Trainer", "Consultant", and "Program for Children or Training Sponsor". At the top of the page, there is a photograph of four children looking over a white ledge.

- 1.) Type in your user id and password
- 2.) Click on the GO button

Job Board Menu

Job Board

Job Category: Search by Keyword: Location: 1

2 3

[Need Help?](#)

Temporary Assistant

Company:
Location: Date Posted: 8/1/2014

- 1.) You can search jobs by category, keyword, or location.
- 2.) Click on the Job List button to view all available jobs. The jobs appear below.
- 3.) Click on the MyAccount button to your account. See more information on the next page.

Set Up My Account

Job Board

Job Category: Search by Keyword: Location:

Candidate

- Manage Details/Uploads
- View Application Statuses
- Add/Manage Keywords
- Add/Manage Categories

Resume is required and the uploaded file only allows pdf and. Doc (x) types.

Name:

Phone:

Alternate Phone:

Manage your Job Board profile. Add basic contact information and upload your resume and cover letter here. Click on the "Submit" button on the bottom to update your account.

Set Up My Account

Job Board

Job Category:

Search by Keyword:

Location:

Search

Back to Job List

Candidate

Manage Details/Uploads

View Application Statuses

Add/Manage Keywords

Add/Manage Categories

You have not applied for any jobs.

Back

View the status of the positions you have already applied for.

Set Up My Account

Job Board

Job Category:

Search by Keyword:

Location:

Search

Back to Job List

Candidate

Manage Details/Uploads

View Application Statuses

Add/Manage Keywords

Add/Manage Categories

No keyword.

Add Keyword

1

Let jobs come to you! Choose which categories and keywords you are interested in and we will email you when a new job is posted to the site that matches the criteria.

Add or manage Keywords and Categories to help employers search you.

1.) Click on the "Add Keyword" button to choose an appropriate keyword. Click on the Update button to update your Job Board account.