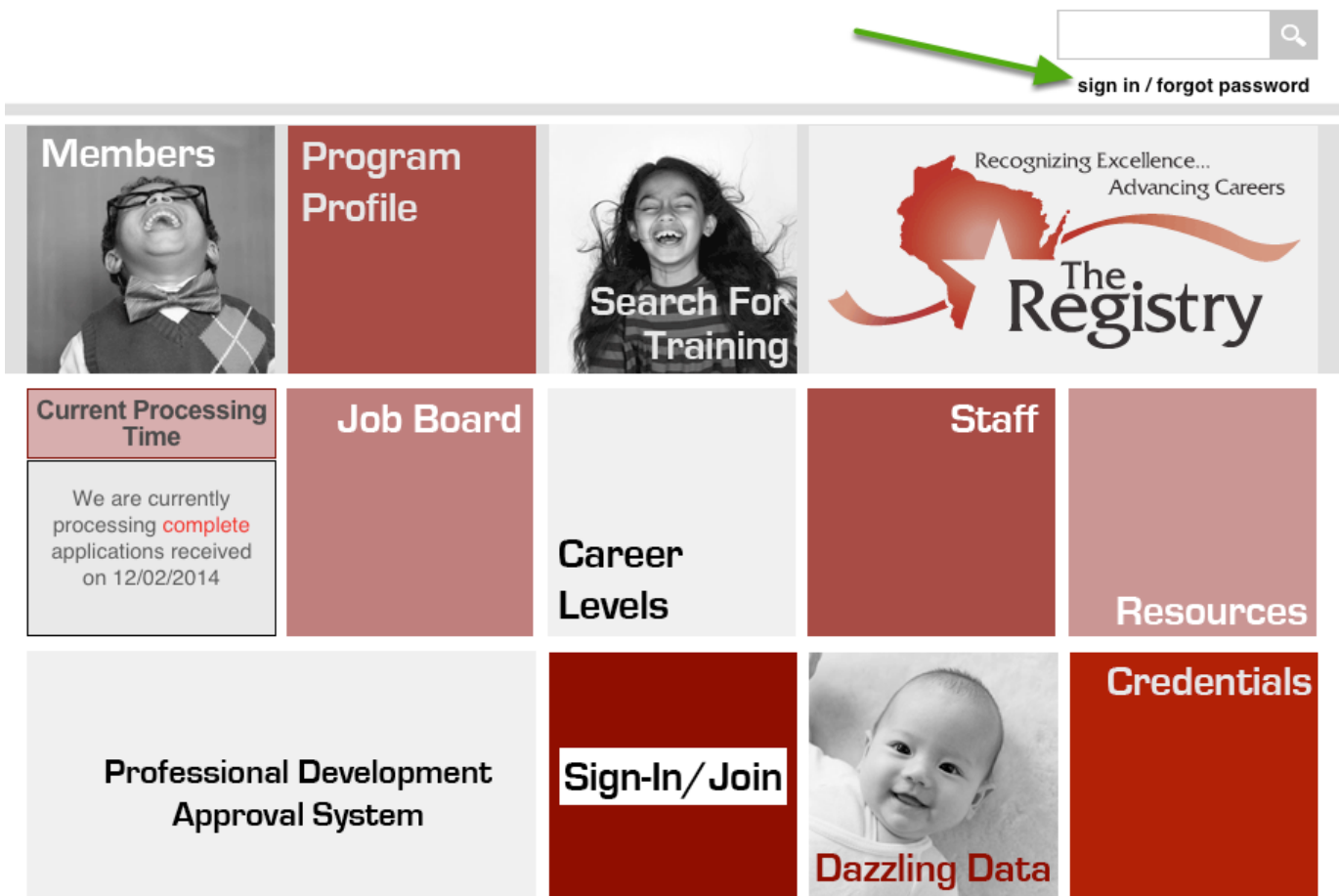


## Assign Ownership And Add Users To An Organization Account

Follow these steps to assign an owner (with full access) and add additional users (with limited access) to an organization account.

Once account users are assigned, they can manage both their individual and organization accounts through one shared login. See the manuals on "How To Link Personal and Organization Accounts" for more information.

### 1. Go to [www.the-registry.org](http://www.the-registry.org)



The screenshot shows the homepage of The Registry website. At the top right, there is a search bar and a link labeled "sign in / forgot password" with a magnifying glass icon. A green arrow points from the search bar area down to the "sign in / forgot password" link. Below this is a navigation menu with several tiles: "Members" (with a photo of a boy), "Program Profile", "Search For Training" (with a photo of a girl), and "The Registry" logo with the tagline "Recognizing Excellence... Advancing Careers". Below the navigation menu are several content tiles: "Current Processing Time" (with a message about application processing), "Job Board", "Career Levels", "Staff", "Resources", "Professional Development Approval System", "Sign-In/Join", "Dazzling Data" (with a photo of a baby), and "Credentials".

Click SIGN IN.

## 2. Sign into your existing organization account.



**Individual Profile  
Sign In**

user id

password

**GO**

**Program Profile  
Sign In**

program id

password

**2** **GO**

[Forgot user id or password?](#)

Join as a...

**Individual**

**Trainer**

**Consultant**

**Program for Children  
or Training Sponsor**

1. Enter the program ID and password for your organization account.

2. Click GO.

*If you do not have a program ID and password, follow the steps in the manual "How to Create an Organization Account".*

### 3. Access your organization's Program Profile.

Welcome [Sign Out] **Training Entry: Abc Child Care Center**

Home  
Statewide Training Calendar  
My Saved Events

**Organization Links**

- Abc Child Care Center
  - Program Profile**
  - Training Entry
  - Consulting Entry
  - Invoices (0)

**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](#)

**Events** **Courses**

Event Status:

Filter by Date: From:  To:   
Leave date(s) blank to remove filter

[Filter Events](#) [New Event](#)

Search all events by Event ID, course title, trainer name, sponsor organization name, location name or city

[Search](#) [Reset](#)

**None Found**  
No events were found using the selected criteria.

Click PROGRAM PROFILE.

### 4. Manage organization profile users.

**Account** **Contact** Program Info Classrooms Employees Consultations Reports

**Contact Information:**

Email Address\*:  [Send Message](#) [Change Password](#)

First Name\*:

Last Name\*:

Phone:  Ext.:

[Manage organization profile users](#)

Click MANAGE ORGANIZATION PROFILE USERS.

## 5. Grant access to staff.

[Account](#) **Contact** [Program Info](#) [Classrooms](#) [Employees](#) [Consultations](#) [Reports](#)

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**Organization Profile Users** [Return](#)

The following users have access to this organization profile:

Organization - System Account	Profile Owner
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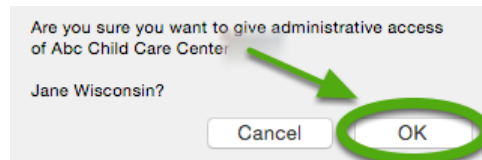
**Add User**

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

<a href="#">Add</a>	Lucinda Glaser	Teacher
<a href="#">Add</a>	Jere Wallden	Teacher
<a href="#">Add</a>	Jane Wisconsin	Center Director (51 or more children)

Click ADD next to each name to grant account access to that person.

## 6. Confirm your selection.



Click OK to confirm.

## 7. Add additional staff.

[Account](#) **Contact** [Program Info](#) [Classrooms](#) [Employees](#) [Consultations](#) [Reports](#)

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**Organization Profile Users** [Return](#)

The following users have access to this organization profile:

<a href="#">Remove</a>	Individual - Jane Wisconsin (54853)	<a href="#">Make Owner</a>
	Organization - System Account	Profile Owner

**Add User**

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

<a href="#">Add</a>	Lucinda Glaser	Teacher
<a href="#">Add</a>	Jere Wallden	Teacher

Continue to add and confirm additional staff as desired by following the previous steps.

## 8. Assign an account owner.

Account **Contact** Program Info Classrooms Employees Consultations Reports

Unable to send email

**Organization Profile Users** Return

The following users have access to this organization profile:

<a href="#">Remove</a>	Individual - Lucinda Glaser	<a href="#">Make Owner</a>
	Organization - System Account	<a href="#">Profile Owner</a>
<a href="#">Remove</a>	Individual - Jane Wisconsin (54853)	<a href="#">Make Owner</a>

**Add User**

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

<a href="#">Add</a>	Jere Wallden	Teacher
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Account ownership defaults to the system. The owner of the account has more permissions than the other profile users (for example, assigning ownership and adding users).

Click MAKE OWNER next to the name you wish to assign as the account owner. Confirm your choice.

## 9. Review account users.

Account **Contact** Program Info Classrooms Employees Consultations Reports

**Organization Profile Users** Return

The following users have access to this organization profile:

<a href="#">Remove</a>	Individual - Lucinda Glaser	<a href="#">Make Owner</a>
	Individual - Jane Wisconsin (54853)	<a href="#">Profile Owner</a>
	Organization - System Account	<a href="#">Make Owner</a>

**Add User**

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

<a href="#">Add</a>	Jere Wallden	Teacher
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1. This employee is now assigned as the profile owner. She has full access to the account and is the only person with the ability to manage the account users.

2. This employee is assigned as a user. She has limited access to the account but is able to make some changes (for example, edit the Program Profile).