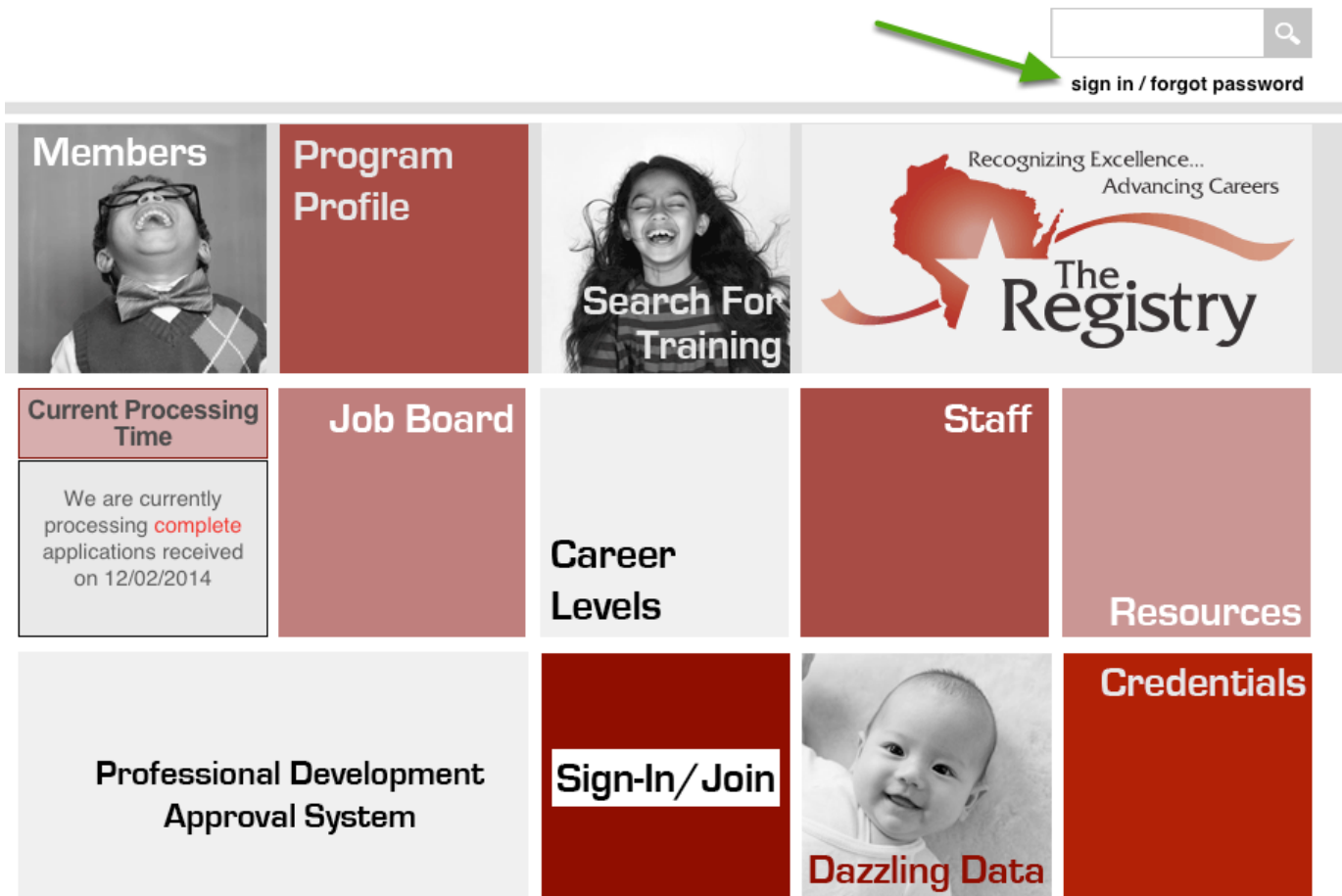


How To Link Personal and Organization Accounts - From Individual Account

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

Follow these steps to link your individual profile to your organization's existing account.

1. Go to 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 to this link. Below the search bar is a navigation menu with several tiles: "Members" (with a photo of a boy), "Program Profile" (red background), "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 more tiles: "Current Processing Time" (with a text box stating "We are currently processing complete applications received on 12/02/2014"), "Job Board", "Career Levels", "Staff", "Resources", "Professional Development Approval System", "Sign-In/Join" (white text on a red background), "Dazzling Data" (with a photo of a baby), and "Credentials".

Click SIGN IN.

2. Sign into your existing individual account.



The image shows two side-by-side sign-in forms. The left form is titled "Individual Profile Sign In" and has two input fields: "user id" and "password". A red circle with the number "1" is next to the "user id" field, and a red circle with the number "2" is next to the "GO" button. The right form is titled "Program Profile Sign In" and has two input fields: "program id" and "password", with a "GO" button below them. Red arrows point from the "1" and "2" markers to the "user id" and "password" fields respectively.

[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 individual account.
2. Click GO.

3. Link your individual profile to your organization's account.

Welcome [Sign Out] **My Personal Profile**

Home
Statewide Training Calendar
My Saved Events

What would you like to do?

▼ Jane Wisconsin #54853
Individual Profile
Invoices (1)

Profile Management

Do any of the following apply to you?

- ✓ You would like to link an existing organization profile to your account
- ✓ You would like to add a new organization profile to your account

Add Program Profile

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, Jane Wisconsin

Your Registry Membership is current.

Renew your Registry Membership early for \$15.00 ?

Add a Trainer Endorsement - \$15.00 ?

Add a Consultant Endorsement - \$15.00 ?

Renew

Important Messages from Registry Staff (0)

No Notes Exist

Registry ID: 54853

Registry Membership: Level Fifteen
Expires: 11/30/2015

Jane Wisconsin

123 Street
Madison, WI 33333
(888) 888-8888
peterd@the-registry.org
[Change Email](#) [Change Password](#)

Application Reports:

See the Reports tab for your reports

Click ADD PROGRAM PROFILE.

4. Add an organization profile.

Add Organization Profile

Follow these instructions to add an organization profile to your user account. You can add an organization profile if one already exists, or you can create a new one. Choose from the following:

My organization has an existing account...

You will need your programs current ID and Password to be able to add it to your account.

Registry ID:

Password:

1

2

Submit [Forgot your password?](#)

My organization does not have an existing account...

You can create a new program profile if one does not already exist. All requests will be verified before access is granted.

New Profile

1. Fill in the required information.

If you do not have the sign-in information for the organization account, contact the owner of the program for authorization.

2. Click SUBMIT.

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

Welcome [Sign Out] **Thank You For Registering Your Organization!**
Success! You can now access your program by clicking on its name under My Account.

Home
Statewide Training Calendar
My Saved Events

What would you like to do?

▼ Jane Wisconsin #54853 **1**
Individual Profile

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

Profile Management

Do any of the following apply to you?

- ✓ You would like to link an existing organization profile to your account
- ✓ You would like to add a new organization profile to your account

Add Program 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 PROGRAM PROFILE to add additional organization accounts.