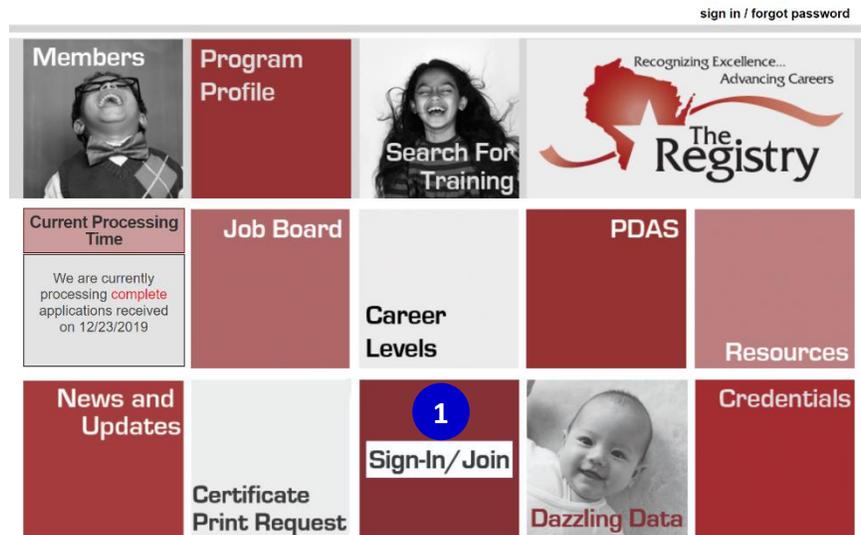


[Part 1](#) will show employers how to invite employees to update their employment information. Individuals with access to a Program Profile will be able to use this feature.

[Part 2](#) will demonstrate how an employee accepts the invitation to add their employment.

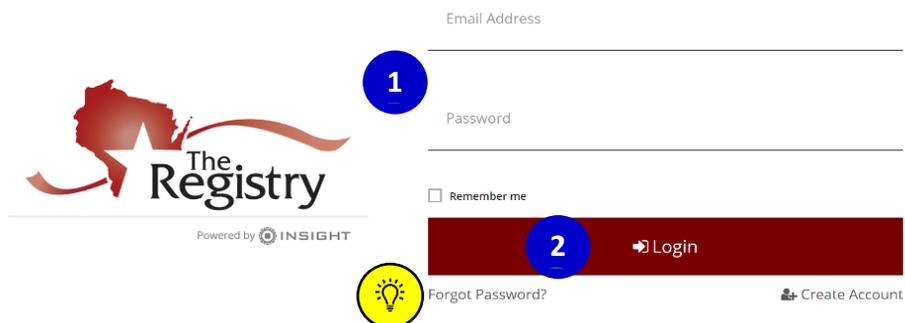
Part 1: Sending an Invitation for Employers

STEP 1: Go to www.the-registry.org



1. Go to www.the-registry.org and click on **SIGN-IN/JOIN**.

STEP 2: Log In



1. Enter your email address and password.
2. Click **LOGIN**.



Click on **FORGOT PASSWORD?** if you need to reset your password.

STEP 3: Open your Program Profile

My Personal Profile

1

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, Johnny Test

Your Registry Membership is current.

[Registry Membership Benefits](#): Learn more about your benefits as a current Registry Member.

Registry ID 134032
 Registry Membership: Level One
 Expires: 1/31/2020
 Trainer: Tier 3 Trainer
 Expires: 1/31/2020
Johnny Test
 123 Oak Street
 Young America, MN 55555
 (414) 312-5555
nwntesting+wstag1@gmail.com
[Change Email](#)

Renew your Registry Membership \$15.00

Add a Technical Assistance (TA) Professional Endorsement \$15.00

1. Choose your program's name from the drop-down menu in the top right corner.

STEP 4: Managing Employees

#267
 21 For Tots
 Licensed Facility # : 420772
 Youngstar : Five Star
 Anniversary Date : 4/1/2020

1

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

Registered Employees [Manage Invites](#)

The following list of employees has been gathered by The Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
 Current Employees

ID	Name	Title	Date	Membership	Current Status	Status	
112435	Bennetttest, Robert	Teacher	7/25/2017 - Current	Level Twelve- Expires 8/31/2018	Expired	Verified by Program	Update
5318	Dixontest, Megan	Teacher	8/7/2017 - Current	Level Fourteen- Expires 10/31/2016	Expired	Verified by Program	Update

1. Click on the **EMPLOYEES** tab to access your Employee List.

You can verify an employment record by clicking on the **UPDATE** button to the right of an individual's name.

STEP 5a: Manage Employee Invites

Program Profile

[Exit Details](#)

How long does it take to process an application?
We are currently processing materials received from individuals on 10/21/19

#267
21 For Tots

Youngstar : Five Star
Anniversary Date : 4/1/2020

Account	Contact	Settings	Program Info	Classrooms	Employees	Consultations	Reports
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Registered Employees

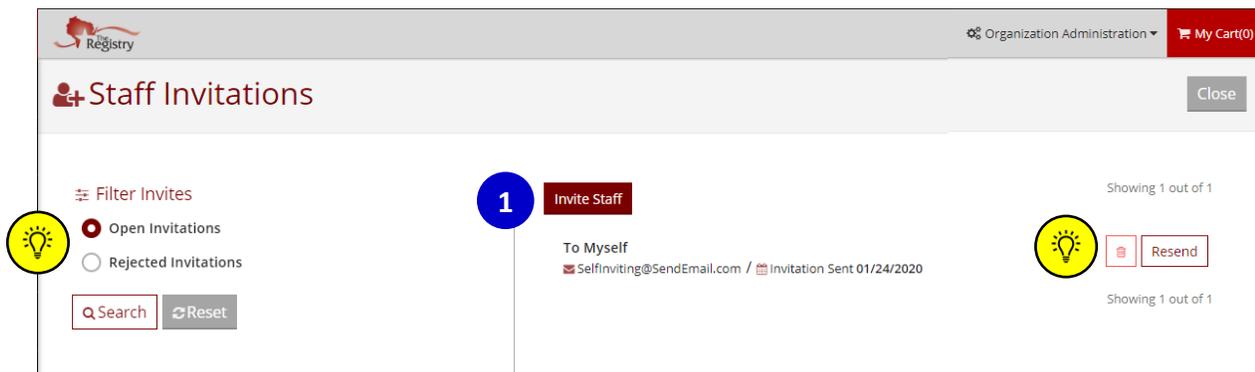
1
[Manage Invites](#)

The following list of employees has been gathered by The Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

1. Click on **MANAGE INVITES** to access your employee invites.

STEP 5a: Sending a staff invite



The screenshot shows the 'Staff Invitations' page in the Registry system. At the top, there is a navigation bar with 'Registry', 'Organization Administration', and 'My Cart(0)'. Below the navigation bar, the page title is 'Staff Invitations' with a 'Close' button. On the left, there is a 'Filter Invites' section with radio buttons for 'Open Invitations' (selected) and 'Rejected Invitations'. Below the filters are 'Search' and 'Reset' buttons. In the center, there is a table with one row: 'To Myself', 'Selfinviting@SendEmail.com / Invitation Sent 01/24/2020'. Above the table is a red 'Invite Staff' button with a blue callout '1'. To the right of the table, there is a 'Resend' button and a trash can icon. The page also shows 'Showing 1 out of 1' for both the table and the resend button.

1. To invite an employee to update their employment information, click the **INVITE STAFF** button.



You can sort your invitations by choosing to filter by **OPEN INVITATIONS** or **REJECTED INVITATIONS** and clicking the **SEARCH** button.



Invites can be deleted by clicking the trash can next to the individuals name or sent again by clicking on **RESEND**.

STEP 5b: Sending an Invitation

 Invite Staff
✕

Invited staff must accept and confirm the invite before being added to the employee list for your organization.

First Name

Last Name

Email Address

Optional Information

Position/Title

Start Date

1

2

Send Invite

Close

1. Enter the employee's name and email.
2. Click **SEND INVITE**.

Please Note: The **SEND INVITE** button will not turn red until all required fields are entered. Position/Title and Start Date are optional entries.

STEP 5c: Sending an Invitation



1

Invitation Sent

Would you like to invite additional staff?
Click **Yes** to invite additional staff.

No

Yes

1. An invitation has been sent to the employee. If you are finished inviting staff, click **NO**. To invite additional staff, click **YES**.

Part 2: Accepting an Invitation for Employees

STEP 1: Accepting an Invitation via Email



[Visit The Registry](#)

Dear Jane Wisconsin,
21 For Tots has invited you to join as a current staff member of their Organization through MiRegistry.
To View/Reject the invitation, please select the button below.

1 View Invitation

Having trouble with the button above?

Copy and paste the url below into the browser of your choosing, to review the application.

<https://the-registry.org/myregistry/individuals/staffinvitation/5>

Employees will receive an email invitation from support@the-registry.org.

1. Click **VIEW INVITATION**. This will take you to The Registry log in page (see Step 2).

STEP 2: Log In



1. Enter your email and password and click the **LOGIN** button.

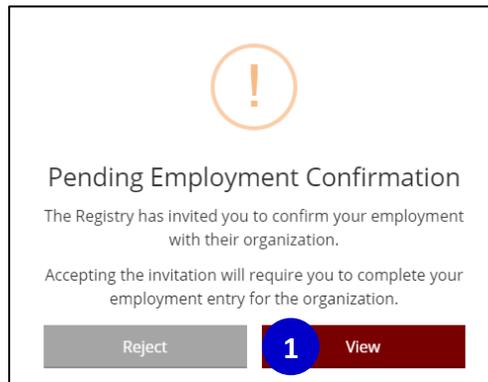


Click on **FORGOT PASSWORD?** if you need to reset your password.



If you do not have a Registry account, click on **CREATE ACCOUNT** to create a free profile.

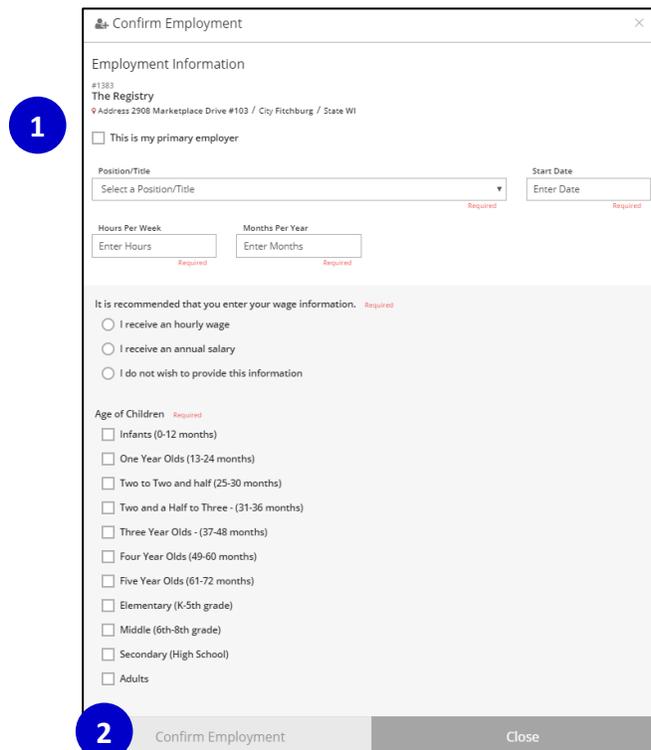
STEP 3: Pending Employment Confirmation



1. After logging in, the Pending Employment Confirmation box will display. Click **VIEW** to begin entering your employment information.

*Please Note: Please click **REJECT** if you believe the employment invitation was received in error.*

STEP 4: Employment Information



The form is titled "Confirm Employment" and contains the following sections:

- Employment Information:** Includes fields for "Position/Title" (a dropdown menu), "Start Date" (with "Enter Date" below it), "Hours Per Week" (with "Enter Hours" below it), and "Months Per Year" (with "Enter Months" below it). All these fields are marked as "Required".
- Primary Employer:** A checkbox labeled "This is my primary employer".
- Wage Information:** A note stating "It is recommended that you enter your wage information. Required" followed by three radio button options: "I receive an hourly wage", "I receive an annual salary", and "I do not wish to provide this information".
- Age of Children:** A section with a "Required" label and a list of age groups with checkboxes: "Infants (0-12 months)", "One Year Olds (13-24 months)", "Two to Two and half (25-30 months)", "Two and a Half to Three - (31-36 months)", "Three Year Olds - (37-48 months)", "Four Year Olds (49-60 months)", "Five Year Olds (61-72 months)", "Elementary (K-5th grade)", "Middle (6th-8th grade)", "Secondary (High School)", and "Adults".
- Buttons:** At the bottom, there are two buttons: "Confirm Employment" (highlighted in red) and "Close". A blue circle with the number "2" is overlaid on the "Confirm Employment" button.

1. Enter all required employment information in the blank fields.
2. The Confirm Employment button will highlight to red when all required information has been entered. Click **CONFIRM EMPLOYMENT** when you are finished.

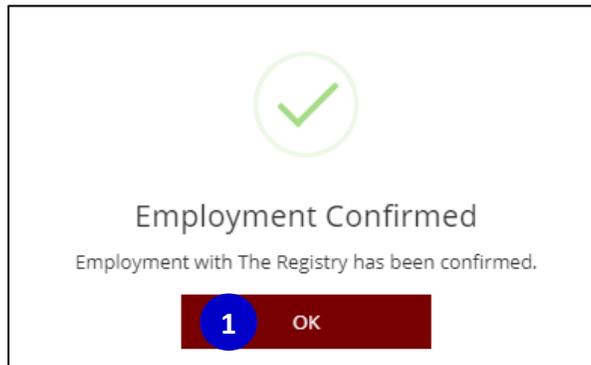
STEP 5: Confirm Employment



A dialog box with a white background and a thin black border. At the top center is a light blue circle containing a question mark. Below this is the text "Confirm Employment?". Underneath is a smaller line of text: "Once confirmed, The Registry will need to review your employment information and verify it is correct." At the bottom are two buttons: a grey button labeled "No" and a dark red button labeled "Yes". A blue circle with the number "1" is overlaid on the "Yes" button.

1. Click **YES** to confirm the employment information entered is correct. Click **NO** if you need to go back and make changes.

STEP 6: Finish Employment Confirmation



A dialog box with a white background and a thin black border. At the top center is a light green circle containing a checkmark. Below this is the text "Employment Confirmed". Underneath is a smaller line of text: "Employment with The Registry has been confirmed." At the bottom are two buttons: a dark red button labeled "OK". A blue circle with the number "1" is overlaid on the "OK" button.

1. Once employment has been confirmed, click **OK** to finish.