Creating an individual account and indicating employment.
Staff can create a Registry account by applying online or with the paper application.

We encourage you to use the online application. Applications sent through the mail will be processed at a higher cost than the on-line application.

If staff members already have an online account, skip to Step 4 of the Online Application.

Online Application

**Step 1:**

Three ways to register online as an individual:

1. Go directly to the registration page using this url: https://the-registry.org/myregistry/User/RegisterApp.aspx?Type=P

2. Or, go to [http://www.the-registry.org/](http://www.the-registry.org/) and Click on Register as Practitioner in the My Registry box.

3. Or you may see this box click on ‘Individual, Trainer, Consultant’

The form that opens will confirm that the person does not already have an account.
**Step 2**  
Complete the personal information section. An email including the Registry ID and password will be sent to the address supplied.

**Step 3**  
Return to [http://www.the-registry.org](http://www.the-registry.org) and sign into the account using the Registry ID and password sent on the email confirmation.

**Step 4**  
To indicate employment:

1. Click on the My Online Application
2. Click on the Employment Tab
3. Click on Edit Employment/Add Employment
4. Search for the Program by name, License number or provider number.
   Follow the instructions on the next screens
Note: Create an employment record for each staff position you hold.

To be selected as Director of Record or Licensee you must hold at least one of these positions at the program.
- Director (Including School-Age)
- Family Childcare provider
- Certified Child Care Provider

To be selected as a Lead Teacher you must hold at least one of these positions at the program
- Teacher (Including School-Age)
- Assistant Teacher (Including School-Age)
- Family Childcare provider
- Certified Child Care Provider.
Unable to apply online?
- You may download an application from www.the-registry.org or request one from the Registry office.
- Mail in application and forms: http://www.the-registry.org/Portals/0/Membership_Application.pdf

For additional information
- Registry Home page: http://www.the-registry.org
- FAQ: http://www.the-registry.org/Membership/FAQ.aspx
- YoungStar and The Registry: http://www.the-registry.org/ProgramProfile/YoungStar.aspx/
- Next Steps for:
  a. Group Center Staff: http://www.the-registry.org/ResourceCenter/Membership.aspx
  b. Group Center Directors: http://www.the-registry.org/ResourceCenter/Membership.aspx
  c. Family Child Care Providers: http://www.the-registry.org/ResourceCenter/Membership.aspx
  d. Group and Family Programs: http://www.the-registry.org/ResourceCenter/Membership.aspx
- YoungStar home page: http://dcf.wisconsin.gov/youngstar/
- Supporting Families Together Association: https://supportingfamiliesTogether.org
- Wisconsin Early Childhood Association: