

Sponsoring Organizations How to create a PDAS online account for an organization

You need an organizational ID and password to be able to access Registry online services. These services include:

- Training registration and approval
- Consultation Tracking
- Program Profile and Employment records for Regulated care program

Before you get started make sure you have your organizations Federal Tax ID (EIN).

- 1) Go to The Registry's website www.the-registry.org
- 2) Look on the left hand menu near the bottom for:

Don't have an account?

Register as:

- [Practitioner](#)
- [Trainer](#)
- [Consultant](#)
- [Organization](#)

- 3) Click on [Organization](#) You will see this screen.

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information:

First Name*: Last*:

Email Address*:

Phone: () - Ext.:

Organization Details:

Organization Type:

Training Sponsor Organization
Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

CEU Provider
Check if your organization will enter Continuing Education (CEU Courses) into the registry system.

Consulting Organization
Check if your organization provides consulting services for Regulated Care programs. Doing so will allow you to enter consulting events and assessment scores into the system.

Licensed Program
Check to indicate you are a licensed early child care organization and provide your license number. Only one of these numbers is required.

DHFS Number:

DWD Number:

4) Make sure that you:

- Check Training Sponsor Organization if you intend to schedule any type of training event including registered or tiered training.
[Click here for more information about the training types.](#)
- Check Consulting Organization if you intend to track consulting services to Regulated Care programs via the Registry online services.
[Click here for more information about Consulting services.](#)
- Check Licensed Program and provide either your DCF Facility ID (printed on your license) or your DWD or Cares number. This will allow you to access employment records and your Program Profile. [Click here for more information about these services.](#)

5) Click Submit.

Registry - Organization Registration - Windows Internet Explorer

http://www.the-registry.org/myregistry/User/RegisterOrg.aspx

File Edit View Favorites Tools Help

Registry - Organization Registration

DWD Number:

Organization Name*:

Address*:

Zip Code*:

City*: State*: WI

County*:

Phone*: () -

Fax: () -

Web Site:

Additional Info: Enter any additional information about your organization that you would like to appear on this web site.

User Validation Information:

Last 5 Digits of EIN*:
(last five digits of Organizations Federal Tax ID Number)

Security Question*: -- Select a Security Question --

Security Question Answer*:

Submit Cancel

Done

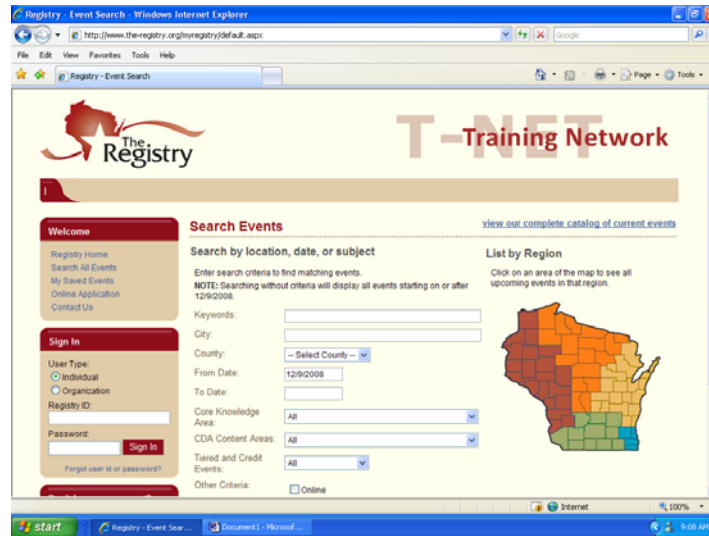
start Registry - Organizati... Document1 - Microsof... 9:18 AM

If you are returned to the screen it may be because you have not supplied all of the required items. Please check the items marked with an asterisk (*) and in red.

Example:

- Contact first name is required
- Contact last name is required
- Contact email address is required

- 6) Your information is now under review by Registry Staff. This could take 1-3 business days.
- 7) Once your account has been reviewed, an email will be sent to the email address you supplied containing your sign in information:
 - Organizational ID
 - Password
- 8) You can now return to <http://www.the-registry.org> and sign in to your organizations account.



On the left hand side of your screen there will be a box that is labeled Organization Links. Depending on the boxes you choose in step 4 above you will now be able to:

- View and add sponsored training events
- View, add and track consultations
- Access your Program Profile and Employee records

