

Create a Registry Account

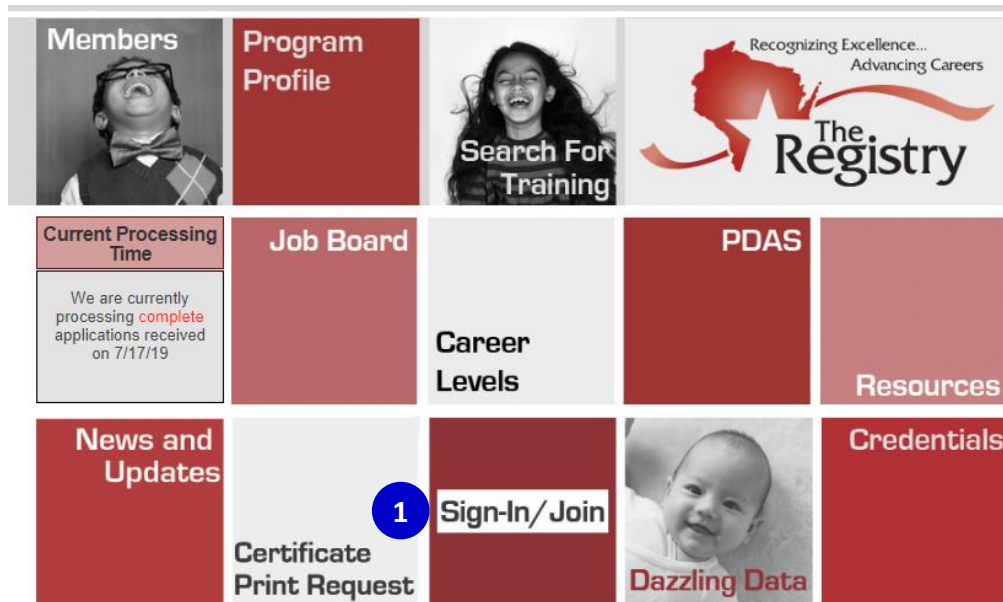


Creating a Registry account is **FREE** and is the first step to becoming a Registry member. With an account, you can access your Personal Profile and create a Program Profile for your organization.

Contact The Registry if you have additional questions:

P: (608) 222-1123 | E: support@the-registry.org

STEP 1: Go to www.the-registry.org and log in.



1. Click on **SIGN-IN/JOIN**.

STEP 2: Get Started

Email Address

Password

Remember me

[Login](#)

[Forgot Password?](#) [Create Account](#)

1. Click on **CREATE ACCOUNT**.

STEP 3: Verify Your Email

Verify Your Email

You may already have an account with The Registry, but first we must verify your email address.

Please enter your name and your email address below.

1

First Name


Middle Name

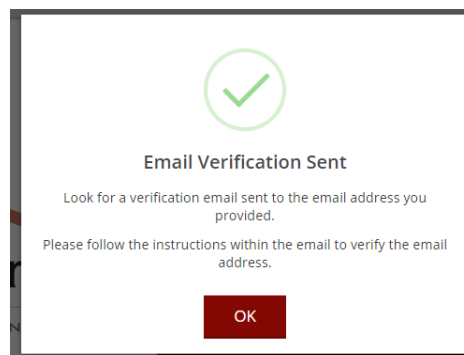
Last Name

Email Address

2

3 Create Account

1. Enter your first name, middle name, and current last name.
2. Enter your personal email address that you can always access.
 It is recommended you DO NOT use a business email as you may lose access to a business email if you change jobs.
3. Click **CREATE ACCOUNT**. After you click the button, you will see a window appear confirming an email was sent to the email address you listed (see below).



STEP 4: Check Your Email

1

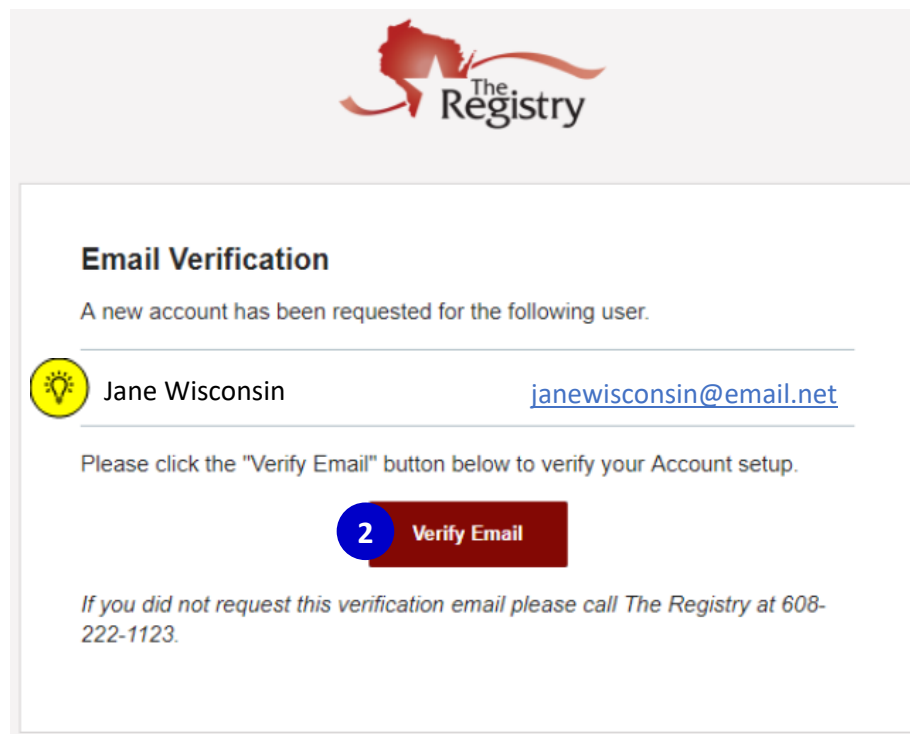
support@the-registry.org Insight Password Reset - Password Reset A password reset has been requested for the following user.

1. Log in to your email account. Open the email from support@the-registry.org (see email below).



If you don't see this email in your inbox:

- Check your spam/junk folder.
- Make sure our email address (support@the-registry.org) is not blocked and that you receive emails from this address.
- [Contact](#) The Registry for support.



2. Click **VERIFY EMAIL**



If the name listed in this email is not your own, please call our office to confirm that the email you chose is not already in use by another account.

STEP 5: Create Your Password

Create Password

Please create a new password for your account.

1
The Password field is required.

2

3 **Save Password**



Password Requirements

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol

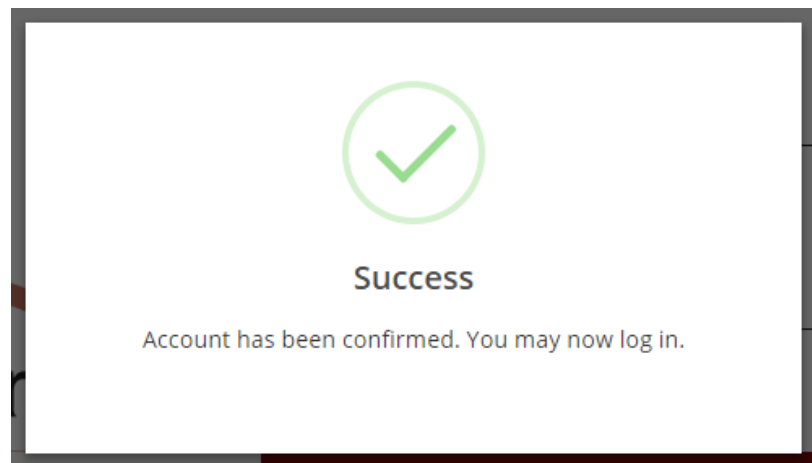
Special characters such as '&' or '!' are encouraged but not required.

1. Enter a new password.



*Be sure to review the listed **Password Requirements** to make a strong password.
Please note your password is case-sensitive.*

2. Re-type your new password.
3. Click **RESET PASSWORD**. You will see a confirmation window appear (see below).



STEP 6: Log In



Email Address

1

Password

Remember me

2

Login

[Forgot Password?](#)

[Create Account](#)

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

STEP 6: Registry Profile Verification

Complete the following form to check if you have already created a Registry account. This step follows best practices to ensure your information is accurate.

Locate Online Application

Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

• If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

1

Last Name

2

Email Address

3

Date of Birth

4

Last 5 Digits of SSN

5

Next >

1. Enter your first name and your last name.
2. Enter the email address that you used to log in.
3. Enter your date of birth using the following format: MM/DD/YYYY.
4. Enter the last five digits of your social security number without the dash.
5. Click **NEXT**.

STEP 7: Profile Information

Profile Information

1

An online application was not found using the information you provided.
If you have ever applied to the Registry in the past, do not proceed.
Call the Registry at 608-222-1123 for assistance in locating your account.
You will be charged the "new application" rate if you create a duplicate account.
Please enter the following to begin the Registry online application process.

First Name	Middle Name
<input type="text"/>	<input type="text"/>
Last Name	Email Address
<input type="text"/>	<input type="text"/>
Date of Birth	Last 5 Digits of SSN
<input type="text"/>	<input type="text"/>

Why can't I change my information?
Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

1. Please review this information. You may edit this information once you have finished setting up your profile information.

2 Please enter any prior last names used on employment or education records that may be added to your profile.

Enter Previous Last Name/Maiden Name

3

4 This is a Business Address

Mailing Address

Address Apt/Suite #

Enter Address Enter Apt/Suite #

Required

Zip City State

Enter Zip Code Enter City WI

Required Required

County Country

Enter County United States

Required

5 Same as Mailing Address

Home Address

Address Apt/Suite #

Enter Address Enter Apt/Suite #

Zip City State

Enter Zip Code Enter City WI

County Country

Enter County United States

Home/Mobile phone

6 Work phone

Fax

7 Next


2. Enter any previous last names or maiden names that you have held in the past
3. Enter a mailing address where you would like any communication from the Registry to be sent
4. Check this box if the address you are entering is a business. A blank will appear where you can enter the name of the business.
5. Check this box if your home address is the same as the mailing address you entered. Enter your home address if it is different from the mailing address.
6. Enter your phone number, work number, and fax number if applicable.
7. Click **NEXT**.

STEP 8: Communication Preferences

Communication Preferences

What is This?

The Registry sends occasional newsletters, updates and special offers in addition to emails about your account. If you do not wish to receive informational emails, uncheck the box below.

 Please note you will continue to receive emails about your account.

- 1** Yes, I wish to receive informational emails from the Registry. If you do not select this option, you will still receive emails about your account.

[< Back](#)

2 [Next >](#)

1. By selecting this box, you will receive pertinent information related to The Registry.
2. Click **NEXT**.

STEP 9: Terms of Use

Terms of Use

What You Need to Know About Your Data

Please review and check the box below to continue.

THE REGISTRY PRIVACY POLICY Terms and Conditions

OUR COMMITMENT TO YOUR PRIVACY. We believe the responsible use of information is important for meeting your needs and providing consistent service quality. The more we understand about you and your needs, the better service we can provide. This privacy statement explains data collection and use practices of THE REGISTRY Online; it does not apply to offline services. THE REGISTRY collects and maintains Personal Identifiable Information (PII) for its members, which is reasonably related to servicing member accounts: the PII we collect and maintain includes name, addresses, telephone number, email address, and last 5 digits of your social security number. (please scroll down to review our Security Protection and Safeguard Procedures in place to protect your PII).

- 1** I acknowledge that I have reviewed the Privacy Policy.

[< Back](#)

2 [Submit](#)

1. Carefully read The Registry's [Privacy Policy](#). Click the box to acknowledge the Privacy Policy.
2. Click **SUBMIT**. You have successfully created a Registry account.

STEP 6: Next Steps

Consider becoming a Registry member and join thousands of colleagues across the state and nation in working to professionalize the field. Registry members also enjoy access to the following benefits. [Visit our website to learn more about Registry membership.](#)

Registry Benefits	Registry Account	Registry Member
<p>Registry ID Number With a Registry ID number, you can keep an online record of the training events you attend.</p>	✓	✓
<p>Access to Individual Profile Log in to their Registry Profile and view and edit your online record of your education, employment, and training history. ONLY REGISTRY MEMBERS can have their education information verified by The Registry.</p>	✓	✓
<p>Registry Certificate of Achievement / Career Level The Registry Certificate lists important information including your Career Level, all regulated care positions qualified for, years of experience, and more. Registry certificates are accepted by Wisconsin state licensing specialists.</p>		✓
<p>Access Registry Reports Current members can log in and access a variety of reports including the Learning Record and Training List. These reports are useful to add to any resume or use for professional development planning, including Credit for Prior Learning opportunities.</p>		✓
<p>Participation in T.E.A.C.H. and REWARD Membership with The Registry allows individuals and organizations to participate in other programs such as T.E.A.C.H. and REWARD.</p>		✓
<p>Registry Webinars The Registry offers FREE online training opportunities to all current members throughout the year. These training opportunities will relate to utilizing your Registry membership and will count as tiered training.</p>		✓
<p>Exchange Magazine Discount Current members receive a 50% off discount to a yearly subscription of Exchange Magazine. To access the coupon code, log in to your Registry account.</p>		✓
<p>Lakeshore Discount Current members receive a 5% discount on all merchandise as well as free freight on all orders. To access the coupon code, log in to your Registry account.</p>		✓
<p>Robertson Ryan & Associates Insurance Discount Current members can receive a 5% discount on commercial insurance and up to 8% off on personal insurance. For more information, please go to: robertsonryan.com/dzauner/wisconsin</p>		✓