## Create a Wisconsin Registry Account

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

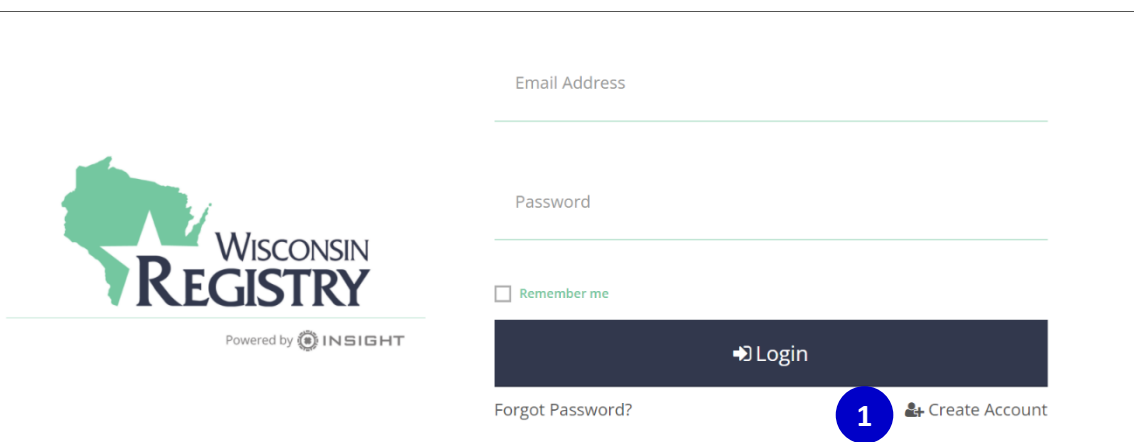**Contact the Wisconsin Registry if you have additional questions:**

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

STEP 1: Go to http://www.wiregistry.org/ and log in.
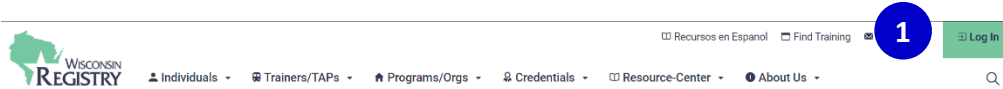
1. Click on **SIGN-IN/JOIN**.

STEP 2: Get Started

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.

First Name

Enter First Name
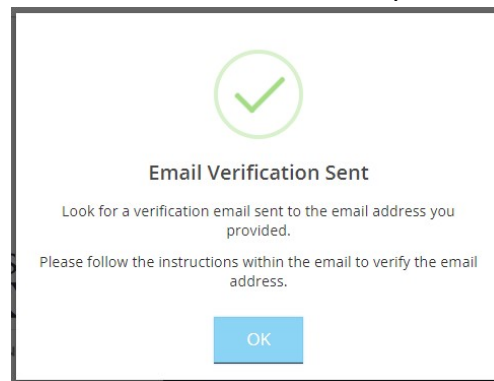
Middle Name

① Enter Middle Name

Last Name

Enter Last Name

Email Address

② Enter Email Address

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).

✓

Email Verification Sent
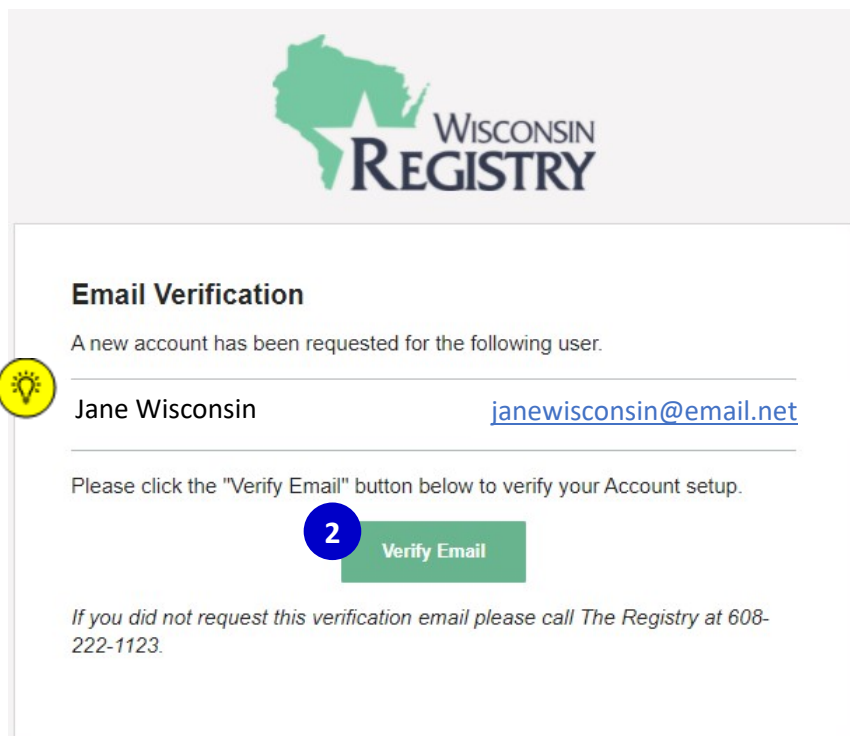
Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.

OK

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@wiregistry.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@wiregistry.org) is not blocked and that
       you receive emails from this address.
     - Contact The Registry for support.

Email Verification

A new account has been requested for the following user.

Jane Wisconsin   janewisconsin@email.net

Please click the "Verify Email" button below to verify your Account setup.

② **Verify Email**

If you did not request this verification email please call The Registry at 608-222-1123.

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.

New Password

1 | New Password |
The Password field is required.

Re-enter New Password

2 | Re-enter New Password |

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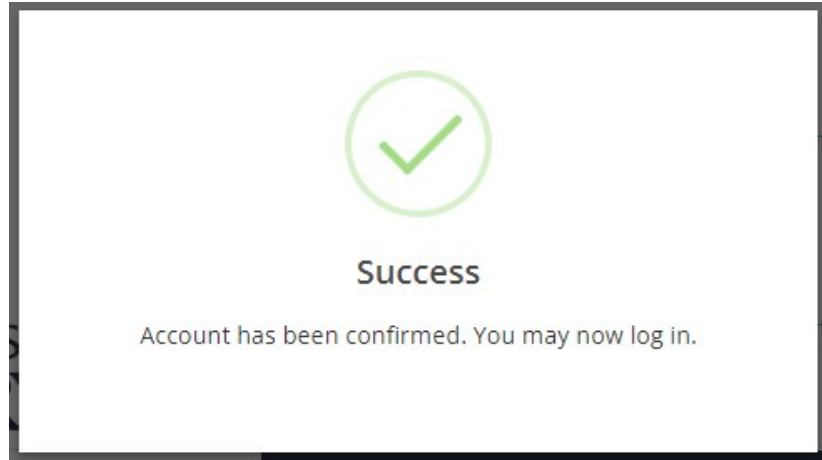
ⓘ Special characters such as '&' or '!' are encouraged but not required.

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.
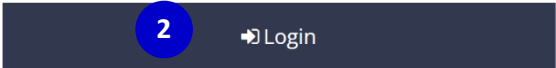3. Click **RESET PASSWORD.** You will see a confirmation window appear (see below).

Success

Account has been confirmed. You may now log in.

STEP 6: Log In

WISCONSIN REGISTRY

Powered by INSIGHT

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

Enter First Name
Required

1

Last Name

Enter Last Name
Required

Email Address

2

Enter Email Address
Required

Date of Birth

3

Month ▾	Day	Year
Required

Last 5 Digits of SSN

4

Enter Last 5 Digits of SSN
Required

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/YYYYY.
4. Enter the <u>last five digits</u> of your social security number without the dash.
5. Click **NEXT**.

Profile Information

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

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.

1
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).

☑ I acknowledge that I have reviewed the Privacy Policy.

‹ Back   **Submit**   **2**

1. Carefully read the Wisconsin 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
Registry ID Number With a Registry ID number, you can keep an online record of the training events you attend.	✔	✔
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.	✔	✔
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.		✔
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.		✔
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.		✔
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.		✔
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.		✔
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.		✔
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		✔