

The following steps will guide you through creating a Program Profile, acquiring access to a Program Profile, and managing profile users for your organization or program.

Please Note: *You must have a Registry account to create a Program Profile. Please see the Appendix following this guide for support resources.*

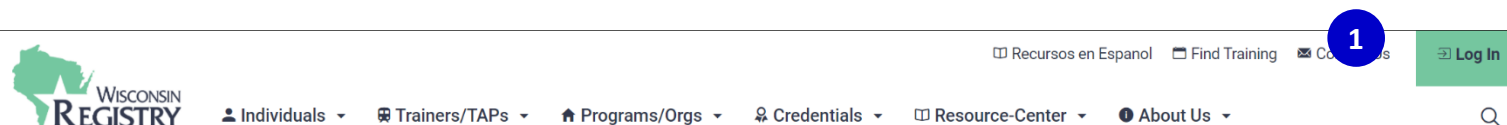
Please contact the Wisconsin Registry if you have any questions about your account, log in and/or Registry Membership.

Table of Contents

Creating a Program Profile	2
STEP 1: Go to www.wiregistry.org	2
STEP 2: Login to your personal profile	2
STEP 3: Program Profile Menu Access	3
STEP 4: Create Profile	3
STEP 5a: Organization Registration	4
STEP 5b: Organization Identification	5
STEP 5c: Organization Type	6
STEP 5d: Program Capacity	7
STEP 5e: Organization Address	8
STEP 6: Accessing your Program Profile from Personal Profile	9
Managing Program Profile Access	10
STEP 1: Adding a Program Profile to your Personal Profile	10
STEP 2: Managing access to your Program Profile	12
APPENDIX	15
Glossary	15
Registry Resources	15

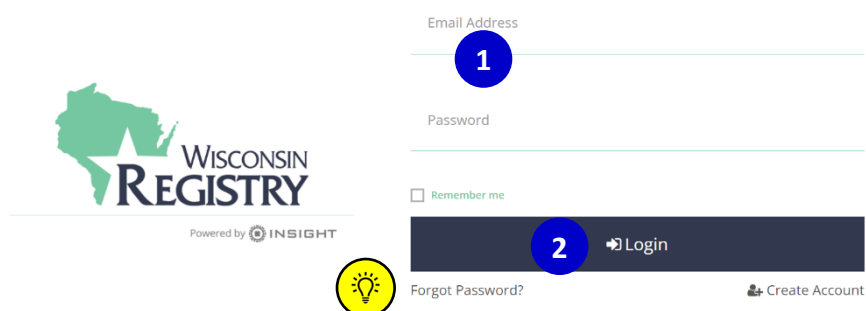
Creating a Program Profile

STEP 1: Go to www.wiregistry.org.



1. Click on **LOGIN**.

STEP 2: Login to your personal profile.



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

 If you do not know your password, click on **FORGOT PASSWORD?** to reset it. Check out the [Forgot Password](#) step-by-step guide.

STEP 3: Program Profile Menu Access

My Personal Profile

How long does it take to process an application?
We are currently processing materials received from individuals on Monday, January 27, 2020

Summary
Personal
Education
Employment
Training
Professional
Reports

Welcome, Jane Wisconsin

Free Membership Coupon

Individuals employed at a regulated program can use the coupon code "PDG2021" to join The Registry or renew membership for free.

You have signed in but not submitted an application.

Registry ID 149849
Jane Wisconsin
 2908 MARKETPLACE DR
 STE 103
 FITCHBURG, WI 53719-5318
 (608) 222-1123
danhead29@yahoo.com
[Change Email](#)

1 Jane Wisconsin
My Cart (0)

Jane Wisconsin
#357 21 For Tots
Change Password
2 + Program Profile
Logout

1. Click on your name to open the drop-down menu in the upper right-hand corner.
2. Click on **+ PROGRAM PROFILE**.

STEP 4: Create Profile

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Enter the Organization ID Number

Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

1 [Create Profile](#)

Don't Know the Organization ID?

The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.

Contact Support

1. Click **CREATE PROFILE**.

STEP 5a: Organization Registration

Contact Info	ID Numbers	Organization Type	Address
--------------	------------	-------------------	---------

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

1

First Name*

Last Name*

jane

Wisconsin

Email Address*

regtest70@gmail.com

Phone

-

-

Ext.

2

Are you a Registered Early Care or School Age Program?

Choose "Yes" if your organization is registered with the State of Wisconsin as one of the following program types:

- Licensed Group
- Licensed Family
- Certified Family
- Public School : Exempt Program

☐ Yes, this organization provides direct care and/or education to children

☐ No, this organization does not provide direct care and/or education to children

3

Next »

1. The person you list here as the **contact person** will receive periodic emails regarding important Registry news and updates. You may list yourself or another person in your program.



The person who creates a Program Profile is the **owner** of the Program Profile. The owner of the Program Profile will receive all email notifications from the Wisconsin Registry related to managing the Program Profile. Once your Program Profile is approved, you may add Program Profile Users and/or change owners of the Program Profile.

2. Choose "Yes" if your organization or program is registered with the State of Wisconsin as one of the following program types:

- ☐ Licensed Group
- ☐ Licensed Family
- ☐ Certified Family
- ☐ Public School: Exempt Program

Choose "No" if your organization or program is not registered with the State of Wisconsin, such as:

- ☐ Government Agency (Local, County, Statewide)
- ☐ Training Agency
- ☐ CCR&R
- ☐ Educational Institute (Higher Education, Public School, Parochial School, etc.)

3. Click **NEXT**. If you select "No," you will be taken to [Step 5c](#), then Step 5e.

STEP 5b: Organization Identification

Contact Info	ID Numbers	Organization Type	Address
<p>Organization Identification</p> <p>You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. Answer Yes or No to all questions.</p> <p>Are you a Licensed Group Program or a Licensed Family Child Care Program? Provide your License Number below. YoungStar participants will answer yes to either this question or the "Are you a Certified or Public School: Exempt Program".</p> <p><input type="radio"/> Yes Enter your license number (required)</p> <p><input type="radio"/> No</p> <p>Are you a Certified Family Provider or Public School: Exempt Program? Provide your Certification Number below. YoungStar participants will answer yes to either this question or the "Are you a Licensed Group Program or a Licensed Family Child Care Program".</p> <p><input type="radio"/> Yes Enter your Certification Number (required)</p> <p><input type="radio"/> No</p> <p>Are you a Head Start grantee or Head Start site? If your organization receives Head Start funding to offer direct services to children and families, please indicate whether your organization is the grantee (primary recipient of the Head Start dollars) or a Head Start site (a site selected by the grantee to be the physical host for Head Start services).</p> <p>Are you a state-licensed child care program in partnership with military child care? If you are a state-licensed child care program in partnership with military child care, please select the military base with which you partner.</p> <p><input type="radio"/> Yes Select military base (required) -- Make a Selection --</p> <p><input type="radio"/> No</p>			

« Previous


2 Next »

1. Answer the following questions regarding your organization or program.
2. When you are finished answering the questions, click **NEXT** to confirm your organization or program's identification numbers.

Contact Info	ID Numbers	Organization Type	Address
<p>1</p> <p>We found the following program data using the identification numbers you provided. Confirm the program(s) found are correct.</p> <p>Example Childcare Center 101 Example Avenue Hudson, WI 54016</p> <p>Contact: Johnny Test Licensed Facility #: 000000000 Effective: 8/24/2019 – 10/5/2024</p>			


« Previous

2 Next »

1. If your licensed facility number and/or DCF Provider Number is in our database, your information will be shown here.
 If your license information is not shown here, please contact the Wisconsin Registry. Registry Specialists will verify our database has received this information from the Department of Children and Families.
2. Click **NEXT**.

STEP 5c: Organization Type

Contact Info	ID Numbers	Organization Type	Address
<h3>Organization Type</h3> <p>Please indicate your organization's primary purpose.</p> <div> <div>1</div> <div>-- Select Type From List --</div> </div> <div> <div>2</div> <div> <input type="checkbox"/> Training Sponsor Organization <p>Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.</p> </div> </div> <div> <div></div> <div> <input type="checkbox"/> Technical Assistance Organization <p>Check if your organization provides technical assistance services for Regulated Care programs. Doing so will allow you to enter Technical Assistance Events and assessment scores into the system.</p> </div> </div>			
<h3>Program Accreditation</h3> <div> <div>3</div> <div>Select the accreditations your program holds</div> <div>-- Select Accreditation --</div> <div>Add</div> <div>4</div> </div>			
<div>Previous</div>		<div>5</div> <div>Next</div>	

1. For non-licensed programs or organizations, click on the drop-down menu and choose the appropriate track for your program.
2. Click the box if you would like your organization to be a Training Sponsor Organization (TSO).
 This should only be selected if your organization provides training to staff. You may request to add this option later. Training Sponsor Organization's do pay an annual fee of \$25.00 to access the Wisconsin Registry's Professional Development Approval System (PDAS).
3. Select any accreditations your organization or program holds from the drop-down menu.
4. Once you choose an accreditation from the drop-down menu, click **ADD**.
5. Click **NEXT**.

STEP 5d: Program Capacity

Contact Info	ID Numbers	Organization Type	Capacity	Address
--------------	------------	-------------------	----------	---------

Program Capacity

Estimate your current capacity. Total capacity will reflect information on your DCF facility record.

- Number of Classrooms / Groups

Total Number of Children Enrolled **0**
- | | |
|--|--------------------------------|
| Infants (0-12 months) | <input type="text" value="0"/> |
| One Year Olds (13-24 months) | <input type="text" value="0"/> |
| Two to Two and half (25-30 months) | <input type="text" value="0"/> |
| Two and a Half to Three - (31-36 months) | <input type="text" value="0"/> |
| Three Year Olds - (37-48 months) | <input type="text" value="0"/> |
| Four Year Olds (49-60 months) | <input type="text" value="0"/> |
| Five Year Olds (61-72 months) | <input type="text" value="0"/> |
| Elementary (K-5th grade) | <input type="text" value="0"/> |
| Middle (6th-8th grade) | <input type="text" value="0"/> |
| Secondary (High School) | <input type="text" value="0"/> |
| Adults | <input type="text" value="0"/> |
- « Previous

3 Next »

1. Enter the number of classrooms or groups your organization or program has.
2. Enter the number for each age group at your program. This number is an estimate of your current capacity and can be updated once your Program Profile is approved.
3. Click **NEXT**.

STEP 5e: Organization Address

[Contact Info](#)
[ID Numbers](#)
[Organization Type](#)
[Capacity](#)
[Address](#)

Organization Address

Organization Name *

1

Physical Address

Country *

Address *

Apt/Suite #

Zip Code *

City *

State *

County *

Enter a valid zip code to choose a county.

Mailing Address

☒ Same as physical address

Country *

Address *

Apt/Suite #

Zip Code *

City *

State *

County *

Enter a valid zip code to choose a county.

Phone *

 - -

Fax

 - -

Primary Website

Additional Info

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

Communication Preferences

The Wisconsin Registry sends occasional newsletters, updates and special offers. If you do not wish to receive these, select Unsubscribe.

☐ Unsubscribe

You will continue to receive emails regarding your account.


☒ Subscribe

You will receive informational emails from the Wisconsin Registry in addition to emails regarding your account.

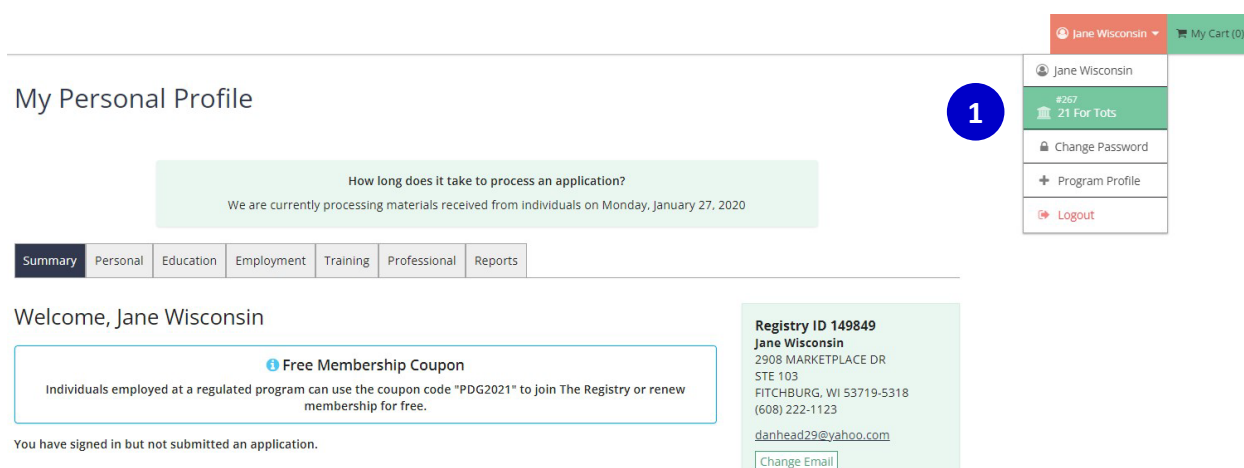
[Previous](#)


3

[Submit](#)

1. Enter your **Organization or Program Name, Physical Address, Mailing Address, and Phone Number**. You can also add your organization or program's web address and any additional comments.
2. Select your communication preferences. By subscribing to these communications, the [contact person](#) you listed will receive periodic email notifications regarding Registry news and updates related to your Program Profile.
3. Click **SUBMIT**.
 Your Program Profile application will be reviewed within 3-5 business days after being submitted. When it has been approved, you will receive an email from the Wisconsin Registry notifying you of the approval and you will have access to the Program Profile.

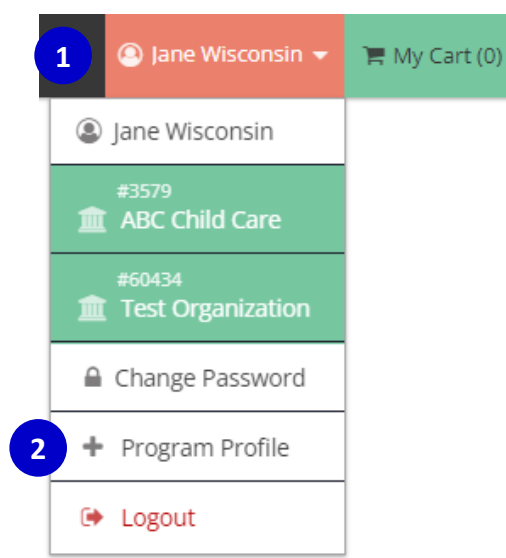
STEP 6: Accessing your Program Profile from Personal Profile



1. Once your Program Profile has been approved, you may access it by logging in to your Registry Personal Profile. Open the drop-down menu in the upper right-hand corner and click your organization or program's name to access your Program Profile.
 You will always use this drop-down menu to switch between your Personal Profile and your Program Profile.

Managing Program Profile Access

STEP 1: Adding a Program Profile to your Personal Profile



1. To gain access to an existing Program Profile, first locate the drop-down menu in the upper right corner.
2. Click + **PROGRAM PROFILE**.

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Enter the Organization ID Number Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

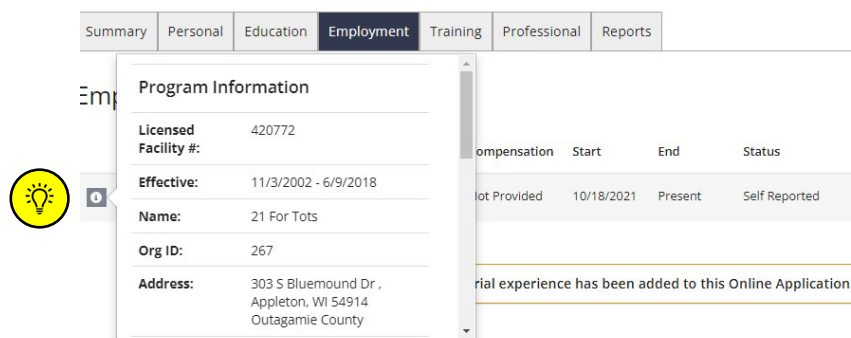
Create Profile


Don't Know the Organization ID?

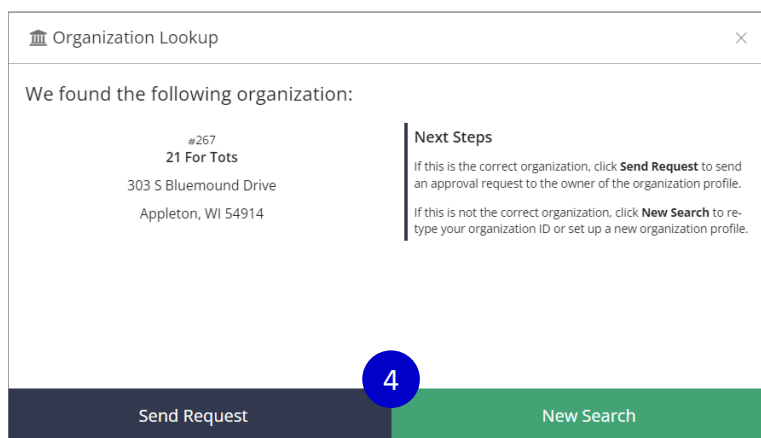
The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.

Contact Support

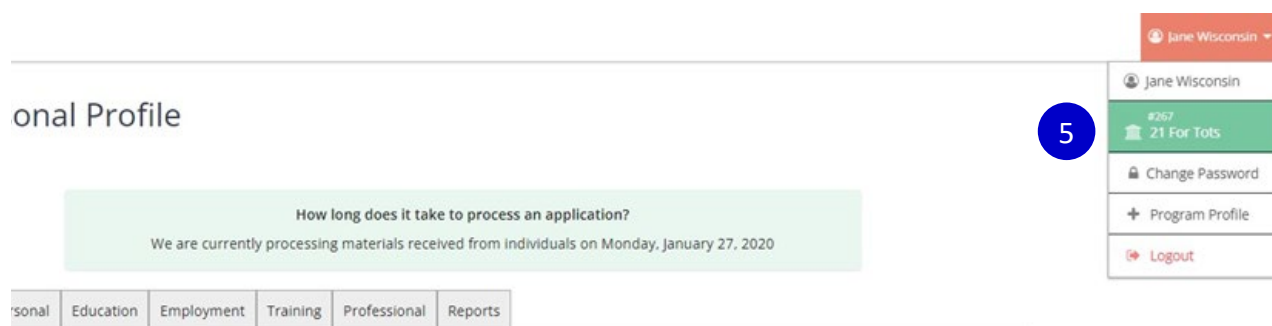
3. Enter your Organization ID, then click **FIND PROFILE**.




-  The Organization ID is the identification number for your Program Profile. It can be found under the Employment tab or you can contact the Wisconsin Registry for this information.



4. If the correct organization or program information displays, click **SEND REQUEST**. If you do not see the correct information, click **NEW SEARCH**.



5. Your request will be sent to the Profile Owner of the Program Profile. If they approve the request, you will have administrative access to the Program Profile. You may now access the Program Profile from the drop-down menu on your Personal Profile.

-  Please note, if the Profile Owner does not receive the request email, please contact the Wisconsin Registry for assistance on gaining administrative access to the Program Profile.

STEP 2: Managing access to your Program Profile

Terms of Agreement

I agree to review the Program Profile and will verify that the information is accurate.

YoungStar Participants

I understand that the information in this program profile

- can affect my YoungStar rating
- must be accurate in order to ensure an accurate YoungStar rating

I understand that if the information is NOT accurate and I accept Wisconsin Shares payments as a result of the inaccurate information, I may be subject to recoupment from the Department of Children and Families.

1

☐ I have read and agree to these terms

Submit Agreement

1. The first time you access your Program Profile, you will be asked to agree to the Terms & Conditions. Every time after that, you will be taken to the Contact page.

#267

21 For Tots

Licensed Facility #: 420772

Youngstar: Five Star

Anniversary Date: 4/1/2020

Account Contact Settings Program Info Classrooms Employees Consultations Reports

Overview Training Events

Contact Information

Email Address*

example@email.com

Send Message

First Name*

Jane

Last Name*

Wisconsin

Phone

- -

Ext.

2

Manage organization profile users

2. The **MANAGE ORGANIZATION PROFILE USERS** button will only be visible to the Profile Owner. The Profile Owner can grant administrative access to the Program Profile to individuals working for the organization or program.



The Profile Owner can be changed at any time. The existing Profile Owner should designate a new person before leaving their role. If this is not possible, you will need to contact the Wisconsin Registry to assign a new Profile Owner.

Organization Profile Users

[Return](#)

The following users have access to this organization profile.

Individual - Laura Middleton1 (149703) - Profile Owner	Remove Ownership	Impersonate
Individual - Madeline Mittlestadttest (723)		Make Owner
Individual - Jane Wisconsin (149849)	Make Owner	Impersonate

Add User

Add a user to give them access to this organization profile when they sign in. Only current employees are available to add.

3

+

Corrine Kirktest

Teacher

wuat.newworldnow.com says

Are you sure you want to give administrative access of 21 For Tots to:

Corrine Kirktest?

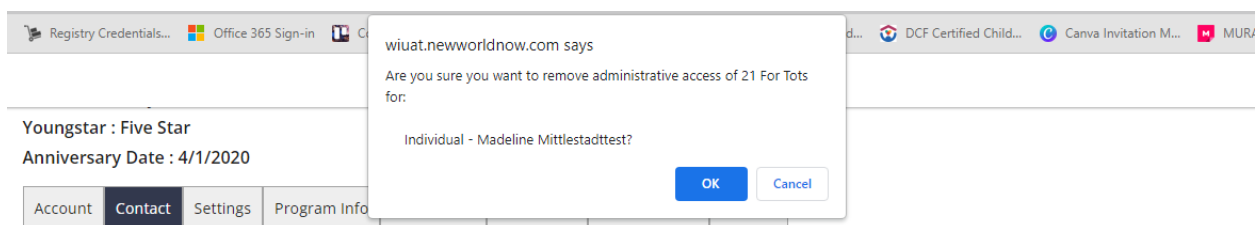
OK

Cancel

- To grant administrative access to an individual, click the + to the left of their name under **ADD USER**. You will be asked to confirm the administrative access. Click **OK**.





To give access to an individual, they must have a Registry account with a current employment record listed for your organization or program. Individuals may also request access from their Personal Profile. Please see STEP 7: Adding a Program Profile to your Personal Profile.



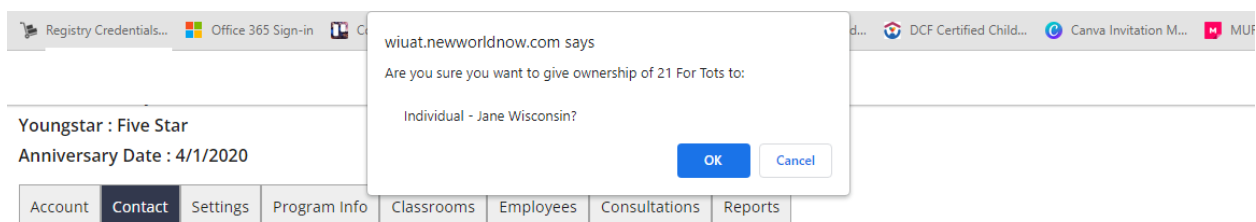
Organization Profile Users

[Return](#)

The following users have access to this organization profile.

4	Individual - Laura Middleton1 (149703) - Profile Owner	Remove Ownership	Impersonate
	Individual - Madeline Mittlestadttest (723)		Make Owner
	Individual - Jane Wisconsin (149849)	Make Owner	Impersonate



- Those with administrative access will be listed under **ORGANIZATION PROFILE USERS**. To delete an individual's access, click the trash can to the left of their name. Click **OK** to confirm the removal.



Organization Profile Users

[Return](#)

The following users have access to this organization profile.

	Individual - Laura Middleton1 (149703) - Profile Owner	Remove Ownership	Impersonate
	Individual - Madeline Mittlestadttest (723)		Make Owner
	Individual - Jane Wisconsin (149849)	5 Make Owner	Impersonate

- To change the Profile Owner, click **MAKE OWNER** to the right of their name. You will be asked to confirm the change in ownership. Click **OK**.

APPENDIX

Glossary

Administrative Access – an individual can be given access to the Program Profile. With this access, the individual can make changes to employment statuses, classrooms, and have access to reports.

DCF Provider Number – the DCF Provider Number is assigned by the Department of Children and Families, along with a location code. The DCF Provider Number plus three-digit location code can be used to add an employment record to an individual's Personal Profile.

License Facility Number – this number is assigned to an organization or program when they become registered with the state of Wisconsin. This number can also be used to add an employment record to an individual's Personal Profile.

Organization ID – this identification number is assigned to a Program Profile after it is created. It is used to locate a Program Profile in the Wisconsin Registry system when requesting administrative access.

Personal Profile – this profile contains the Wisconsin Registry Membership application, tracks educational achievements, trainings, and individual employment history. The Personal Profile can also be connected to multiple Program Profiles.

Profile Owner – the Profile Owner is the individual who created the Program Profile for their organization or program. They are automatically given administrative access to the Program Profile and can grant administrative access to others.

Program Profile – this profile contains data regarding the organization or program, including classrooms, employees, and YoungStar information. It is accessed through the Personal Profile and does not have a separate login.

Registry Login – there is one login to access the Personal Profile and one or more Program Profiles. It requires a unique email address and password.

Registry Resources

Support Email Address: support@wiregistry.org

Phone Number: 608-222-1123, press option 4 to speak to a Registry Specialist

[Individual Membership Resource Center](#)

Personal Profile

- [Creating a Registry Account](#)
- [Logging In Tips](#)
- [Forgot Password](#)
- [Updating Employment History](#)
- [Accepting an Employer's Invitation](#)
- [Becoming a Registry Member](#)
- [Acceptable Documentation & Application Definitions](#)

Program Profile

- [Adding a New License to your Program Profile](#)
- [Sending an Invitation to an Employee](#)
- [How to Renew as a Training Sponsor Organization](#)