

[Part 1](#) will show employers how to invite employees to update their employment information. Individuals with access to a Program Profile will be able to use this feature.

[Part 2](#) will demonstrate how an employee accepts the invitation to add their employment.

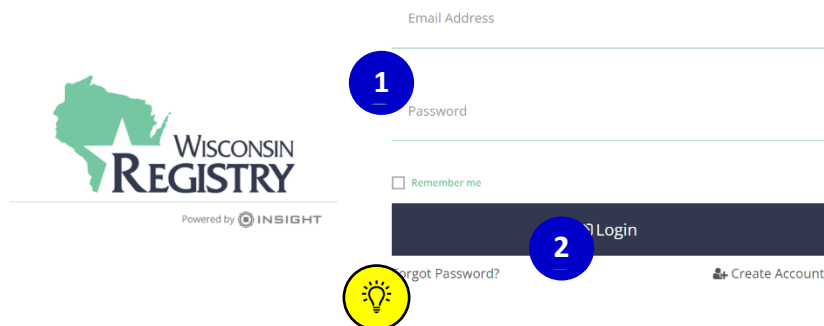
Part 1: Sending an Invitation for Employers

STEP 1: Go to www.wiregistry.org



1. Go to www.wiregistry.org and click on **SIGN-IN/JOIN**.

STEP 2: Log In



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



Click on ***FORGOT PASSWORD?*** if you need to reset your password.

STEP 3: Open your Program Profile

My Personal Profile

1

Summary Personal Education Employment Training Professional Reports

Welcome, Jane Wisconsin

You have signed in but not submitted an application.

Registry ID 149849

Agreement History

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

☐ Become a Registry Member \$0.00

☐ Add a Trainer Endorsement \$15.00

☐ Add a Technical Assistance Professional Endorsement \$15.00

Total Fee: \$0.00

[Apply](#)

1. Choose your program's name from the drop-down menu in the top right corner.

STEP 4: Managing Employees

Youngstar : Five Star
Anniversary Date : 4/1/2020

Account Contact Settings Program Info Classrooms **Employees** Consultations Reports

Registered Employees

The following list of employees has been gathered by The Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Employees

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
134840	Kirktest, Corrine	Teacher	2/21/2018 - Present	Level Twelve	Expired-Expires 5/31/2019	Verified by Program	Update
11448	Maldonadotest, Mekenna	Teacher	2/11/2013 - Present	Level Eight	Expired-Expires 8/31/2018	Verified by Program	Update
5318	Robinsonstest, Valerie	Teacher	8/7/2017 - Present	Level Fourteen	Expired-Expires	Verified by Program	Update

1. Click on the **EMPLOYEES** tab to access your Employee List.



You can verify an employment record by clicking on the **UPDATE** button to the right of an individual's name.

STEP 5a: Manage Employee Invites

#267
21 For Tots
Licensed Facility # : 420772
Youngstar : Five Star

Account	Contact	Settings	Program Info	Classrooms	Employees	Consultations	Reports
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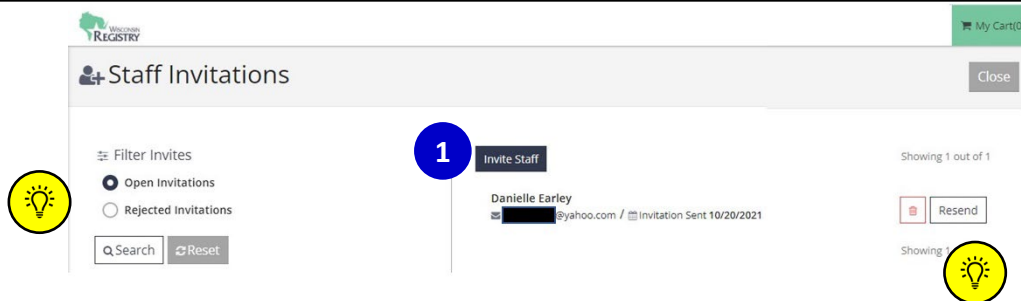
Registered Employees 1 Manage Invites

The following list of employees has been gathered by The Registry through individual application data entry. Use the "Update" button to update employee records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
Employees ▼

1. Click on **MANAGE INVITES** to access your employee invites.

STEP 5a: Sending a staff invite



The screenshot shows the 'Staff Invitations' window. At the top right is a 'My Cart(0)' button. Below it is a 'Close' button. On the left, there's a 'Filter Invites' section with radio buttons for 'Open Invitations' (selected) and 'Rejected Invitations'. Below this is a search bar with 'Search' and 'Reset' buttons. A yellow lightbulb icon is next to the search bar. In the center, there's a table with one row showing an invitation for 'Danielle Earley' with email 'danielle.earley@yahoo.com' and 'Invitation Sent 10/20/2021'. A blue circle with the number '1' and an 'Invite Staff' button are positioned above this row. On the right, there's a 'Resend' button and a 'Showing 1 out of 1' indicator. Another yellow lightbulb icon is next to the 'Resend' button.

1. To invite an employee to update their employment information, click the **INVITE STAFF** button.




You can sort your invitations by choosing to filter by **OPEN INVITATIONS** or **REJECTED INVITATIONS** and clicking the **SEARCH** button.



Invites can be deleted by clicking the trash can next to the individuals name or sent again by clicking on **RESEND**.

STEP 5b: Sending an Invitation

 Invite Staff
 ×

Invited staff must accept and confirm the invite before being added to the employee list for your organization.

First Name

Required

Last Name

Required

Email Address

Required

Optional Information

Position/Title

▼

Start Date


2 Send Invite

Close

1. Enter the employee's name and email.
2. Click **SEND INVITE**.

Please Note: The **SEND INVITE** button will not turn red until all required fields are entered. Position/Title and Start Date are optional entries.

STEP 5c: Sending an Invitation



1

Invitation Sent

Would you like to invite additional staff?
Click **Yes** to invite additional staff.

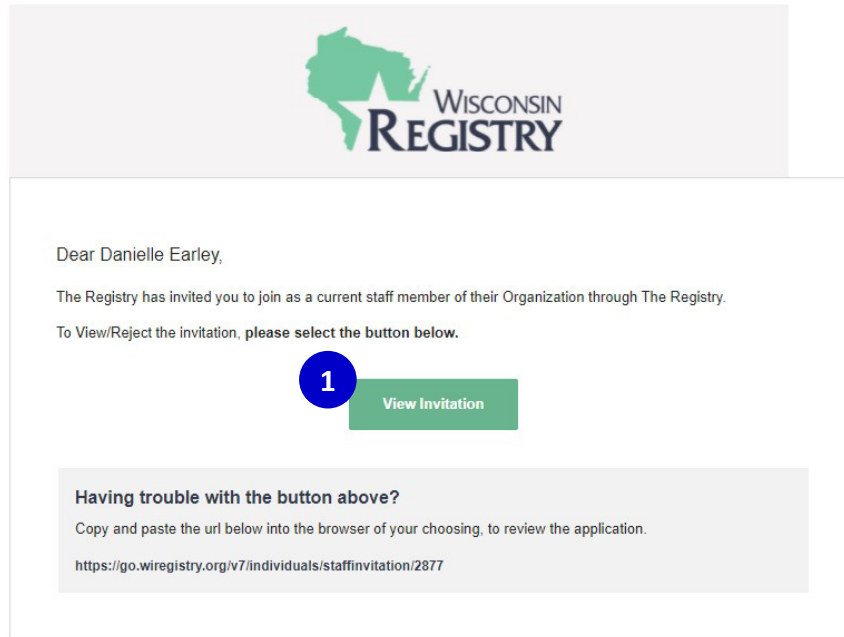
No

Yes

1. An invitation has been sent to the employee. If you are finished inviting staff, click **NO**. To invite additional staff, click **YES**.

Part 2: Accepting an Invitation for Employees

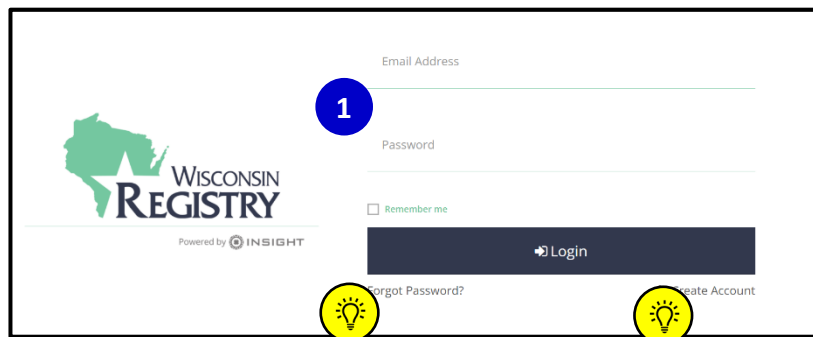
STEP 1: Accepting an Invitation via Email





Employees will receive an email invitation from support@wiregistry.org.

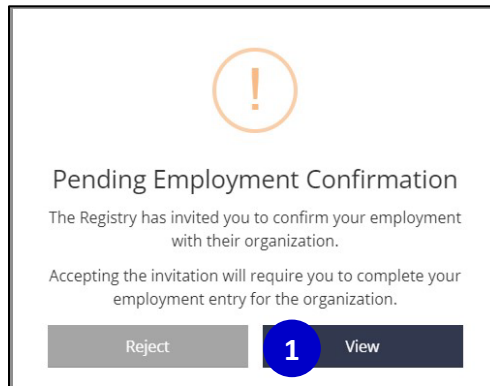
1. Click **VIEW INVITATION**. This will take you to the Wisconsin Registry log in page (see Step 2).


STEP 2: Log In



1. Enter your email and password and click the **LOGIN** button.
 -  Click on **FORGOT PASSWORD?** if you need to reset your password.
 -  If you do not have a Registry account, click on **CREATE ACCOUNT** to create a free profile.

STEP 3: Pending Employment Confirmation





Pending Employment Confirmation

The Registry has invited you to confirm your employment with their organization.

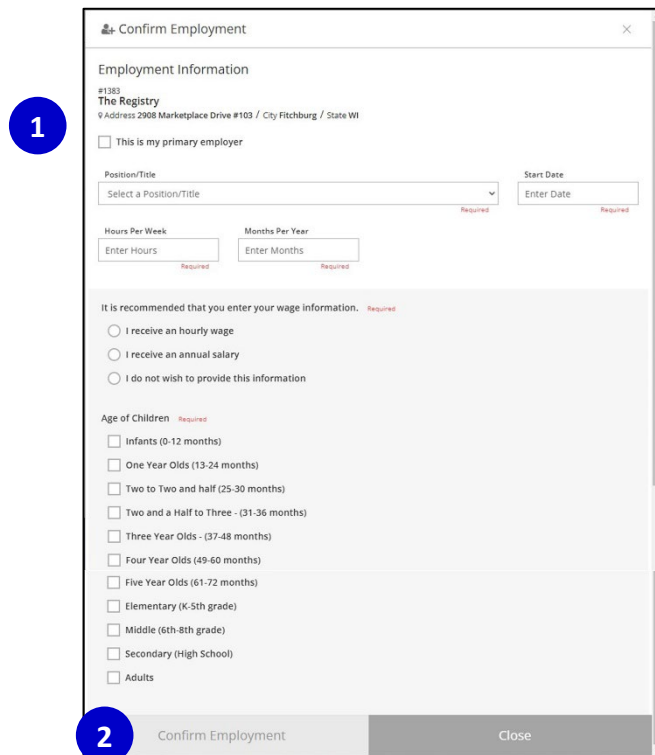
Accepting the invitation will require you to complete your employment entry for the organization.

Reject
1 View

1. After logging in, the Pending Employment Confirmation box will display. Click **VIEW** to begin entering your employment information.

***Please Note:** Please click **REJECT** if you believe the employment invitation was received in error.*

STEP 4: Employment Information



1

Confirm Employment

Employment Information

#1383
The Registry
9 Address 2908 Marketplace Drive #103 / City Fitchburg / State WI

☐ This is my primary employer

Position/Title Start Date
 Select a Position/Title Enter Date
Required Required

Hours Per Week Months Per Year
 Enter Hours Enter Months
Required Required

It is recommended that you enter your wage information. Required

☐ I receive an hourly wage
☐ I receive an annual salary
☐ I do not wish to provide this information

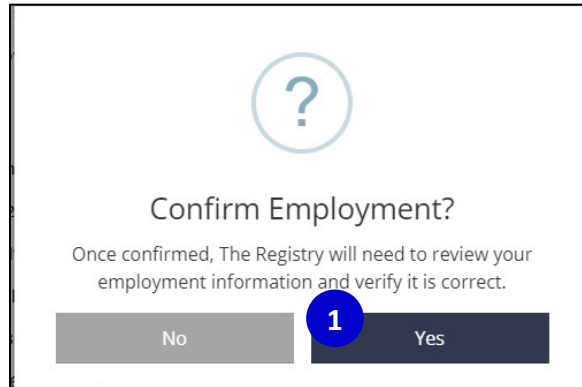
Age of Children Required

☐ Infants (0-12 months)
☐ One Year Olds (13-24 months)
☐ Two to Two and half (25-30 months)
☐ Two and a Half to Three - (31-36 months)
☐ Three Year Olds - (37-48 months)
☐ Four Year Olds (49-60 months)
☐ Five Year Olds (61-72 months)
☐ Elementary (K-5th grade)
☐ Middle (6th-8th grade)
☐ Secondary (High School)
☐ Adults

2 Confirm Employment
Close

1. Enter all required employment information in the blank fields.
2. The Confirm Employment button will highlight to red when all required information has been entered. Click **CONFIRM EMPLOYMENT** when you are finished.

STEP 5: Confirm Employment

A dialog box titled "Confirm Employment?" with a question mark icon. Below the title is the text "Once confirmed, The Registry will need to review your employment information and verify it is correct." At the bottom are two buttons: "No" and "Yes". A blue circle with the number "1" is positioned over the "Yes" button.

?

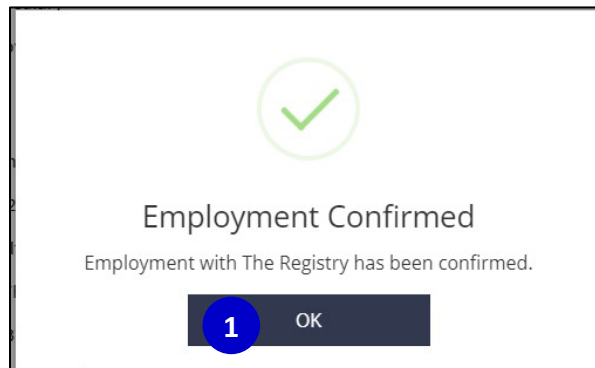
Confirm Employment?

Once confirmed, The Registry will need to review your employment information and verify it is correct.

No Yes

1. Click **YES** to confirm the employment information entered is correct. Click **NO** if you need to go back and make changes.

STEP 6: Finish Employment Confirmation

A dialog box titled "Employment Confirmed" with a green checkmark icon. Below the title is the text "Employment with The Registry has been confirmed." At the bottom is a single button labeled "OK". A blue circle with the number "1" is positioned over the "OK" button.

✓

Employment Confirmed

Employment with The Registry has been confirmed.

1 OK

1. Once employment has been confirmed, click **OK** to finish.