

333.386.9238

**■** support@miregistry.org

www.miregistry.org

# What is MiRegistry? -

MiRegistry is a statewide data system for professionals, trainers and organizations to verify and track employment, training and educational accomplishments.

# - How does MiRegistry benefit me? -

# **INDIVIDUALS**

Early Childhood and Out of School Time Professionals



Track employment, education & training history.

Plan professional development with access to easy-to-read individual training summaries.

Find quality professional growth opportunities on the MiRegistry Statewide Training Calendar.

# **TRAINERS**

Professional Development Facilitators



Track course curriculum and training events as a statewide approved trainer.

Promote training events on the MiRegistry Statewide Training Calendar.

Utilize online registration, attendance verification, and evaluation for training events.

# **ORGANIZATIONS**

Training Sponsor Agencies and Employers of the Early Childhood and Out of School Time Workforce



Promote training events on the MiRegistry Statewide Training Calendar.

Access verified staff qualifications for meeting Licensing and Great Start to Quality requirements.

Track staff completion of licensing and accreditation training requirements.



## Registering for a Michigan Registry Account

#### Log on to https://mi.newworldnow.com Welcome **Find Training Trainer Directory** Home Search for Training Events Search for Training My Saved Events Find approved trainings offered by Michigan Professional Development Registry approved trainers that will count toward advancement on the Career Pathway. More Information Contact Us **Training Calendar Course Catalog** Sign In Search by location, date, or subject User Type : Enter search criteria to find matching events. Individual NOTE: Searching without criteria will display all events starting on or after 11/13/2017. Organization Registry ID: 1007 0 City: Password: County: Sign In -- Select County --V Forgot user id or password? Region: -- Select Region -rom Date: Register now! 11/13/2017 To Date: Register as an individual Core Competency Area: Register as an organization I

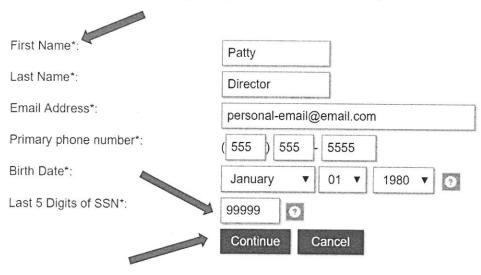
1. Click REGISTER AS AN INDIVIDUAL



### Registry Look Up

## Registry Look Up

You may have an account already set up. Please enter the following information so that we can locate your online application.



- 1. Asterisk indicates a field that must be filled in.
- 2. Make sure you are entering the last **FIVE** digits of your SSN, not the last four.
- 3. Click CONTINUE.

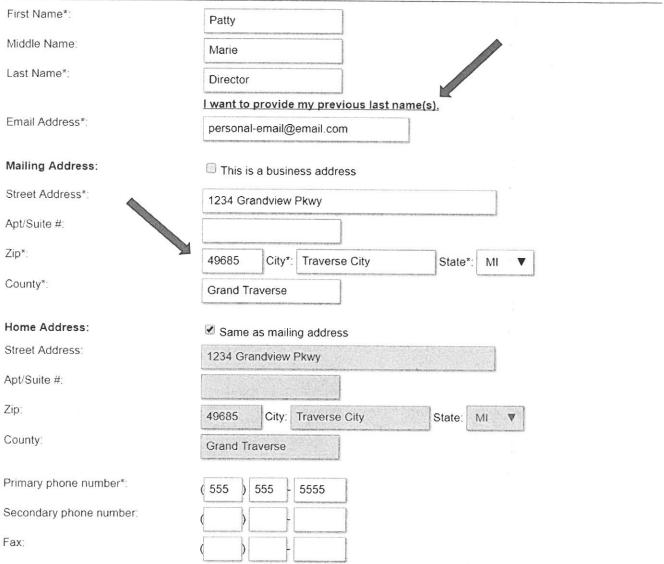


### **New Online Application**

### **New Online Application**

An online application was not found using the information you provided. Please enter the following to begin the Michigan Professional Development Registry online application process. *Note: fields marked with \* are required.* 

## Personal Information:



- 1. If you have a previous last name, please make sure you choose I WANT TO PROVIDE MY PREVIOUS LAST NAME.
- 2. When you enter your zip code, city, state and county will autofill- please make sure these are correct.



Account Validation Information	0	
Birth Date*:	1/1/1980	7.11
Last 5 Digits of SSN*:	99999	
Security Question*:	What was your first pet's name?	<b>*</b>
Security Question Answer*:	Spot	-
Additional Information		
Are you an enrolled member of a federally recognized tribe, or a first or second generation descendant of an enrolled member?	No ▼	
Communication Preferences		
We may send periodic communications. If d	tions related to the registry and your account. You are o not wish to receive these communications please t	e automatically subscribed to unsubscribe.
a		7
<ul> <li>Unsubscribe</li> <li>You will not receive informational em</li> </ul>	ails from us, but you will continue to receive emails regar	rding your account
	Name and the second contains regard	ang your doodant.
Subscribe     You will receive informational amaile	in addition to small amount in the same of	
You will receive informational emails		
	Submit Cancel	

3. Click SUBMIT.



### **Submission of Notice of Privacy Practices**

### New Online Application

### Michigan Professional Development Registry Notice of Privacy Practices Effective Date: October 1, 2016

This notice describes how private information about you may be collected, used and disclosed, and how you can get access to this information. Please review it carefully.

#### General Policy

Personal information provided to the \_\_\_\_\_\_ through this portal is considered confidential. The \_\_\_\_\_\_ is a publicly-funded entity, and will protect the confidentiality of personal information to the extent permitted under state and federal law. All electronic information is kept in secure databases that are not directly accessible from the internet. Personally identifiable information will not be disseminated unless required as part of a specific program, such as a scholarship, unless required by law.

### Why do we ask for this information?

- To tell you apart from other people with the same or similar name;
- To verify the information that you submit, decide the career lattice level you are eligible for, and/or give you credit for training or experience; and
- To make reports, do research, do audits, evaluate our programs and for other administrative purposes.

### Do you have to answer the questions we ask?

You do not have to give us your personal information. We need this information to properly track your training and experience. Without the information, we may not be able to give you credit for your training and experience.

#### With whom may we share information?

We will only share personal information about you with others if:

- · We have your consent to share the information, or
- · We need to share your information to provide the product or service you have requested, or
- We are authorized to do so by law. E.g., to respond to subpoenas, court orders, legal process, or to requests pursuant to a statute requiring or permitting disclosure such as the Michigan Freedom of Information Act, MCL 15.231, et seq.

We limit access to personally identifiable information gathered through Michigan.gov to employees and agents who need access to perform a specific job. Security measures have been integrated into the design, implementation, and day-to-day operations of this website as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

Michigan.gov uses Secure Sockets Layer (SSL) technology to encrypt and protect your personal financial information during Internet transmissions.

For example, we may share your information with the following types of agencies or persons who need the information to do their jobs:



The following persons have been designated to handle inquiries regarding the non-discrimination policies on behalf of the Michigan Department of Education in coordination with the Professional Development Registry:

Title II and Section 504 Coordinator Sherri Booker Michigan Department of Education 608 West Allegan Street P.O. Box 30008 Lansing, Michigan 48909 517-373-1757 bookers1@michigan.gov

Title IX Coordinator
Elizabeth Collins
Michigan Department of Education
608 West Allegan
P.O. Box 30008
Lansing, Michigan 48909
517-241-2091
CollinsE2@michigan.gov

Web Accessibility Coordinator
Mike Flaminio
Michigan Department of Education
608 West Allegan Street
P.O. Box 30008
Lansing, Michigan 48909
517-241-2326
flaminiom@michigan.gov

The address for the Michigan Department of Human Services is:



☑ Tacknowledge that I have reviewed to the Privacy Policy

### Continue



- 1. Check I ACKNOWLEDGE THAT I HAVE REVIEWED THE PRIVACY POLICY box.
- 2. Click CONTINUE.



### **Check Your Email**

## Success!

An email has been sent with your assigned password. Please sign in to complete your online application.

Contact us if you do not receive an email within the next few minutes.

Thank you for registering!

### **Email verification**

Dear Patty Director,

Here is your Registry Individual ID and Password.

You are now ready to complete your application.

**User Details** 

User ID:

1005

Password:

Cd4e6G

### Get Started Today!

- Click on the URL below or cut and paste it into your browser: http://mi.newworldnow.com/
- Sign In using your Individual ID and Password
- Select all that apply:
  - o Become a Member
  - Become a Trainer

Thank you for joining Michigan's Professional Development Registry.

If you have any questions or need assistance, please contact us by email at <a href="mailto:support@newworldnow.com">support@newworldnow.com</a>

1. Click the link to verify email address.