

User's Guide for Organization Accounts

This guide will walk you through setting up your organization account and will answer the following questions:

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What information do I have access to through my organization (org) account?

In your org account you will be able to access and manage the following organization information:

- **Status**-view and edit licensing and program information
- **Org details**-manage profile owner, user's access, and contact information
- **Settings**-view and edit Stripe Account, online registration, and payment settings
- **Program info**-view and edit benefits, business practices, curriculum, accreditation, and philosophy statement
- **Classrooms**-view and edit enrollment, classrooms, and STARS application type
- **STARS**-apply for STARS and view STARS status, checklist, and resources
- **Employees**-view employee status, update and verify employment records, and invite staff to join your organization.
- **Reports**- view Faculty Staff Lists and Professional Development Records of staff members

How do I create an organization account?

Log into your Registry account.

Click on the drop-down menu under your name in the top right corner.

Click **+Organization Profile**

My Personal Profile

How long does it take to process an application?
We are currently processing materials received Tuesday, July 14, 2020

Summary Personal Education Employment Training Professional Incentives and Awards Reports

Welcome, [redacted]

Registry ID 58364
Test certificates

Change Password
+ Organization Profile
Logout

Click **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.

Create Profile

Provide the requested information for your organization, when finished, click **Submit**.

Communication Preferences

The Early Childhood Project sends periodic communications.

Unsubscribe

You will continue to receive emails regarding your account.

Subscribe

Submit

You have now successfully applied for your organization account. The system shows a confirmation that you successfully submitted your application for review.

✔ Your application has been submitted for review.

Thank You For Registering Your Organization!

You will be notified via email when you are approved. The approval process may take up to five business days. When you receive your approval email, you will be able to access your organization profile. If you are registering as a Training Sponsor, you will be able to apply for course approval and schedule events.

If you have any questions, or do not hear from us within five business days, please use the [Contact Us](#) form to request assistance.

Once your organization profile is verified by ECP staff, you will receive a confirmation email and the organization will appear in the drop-down menu in the top right corner of your Registry profile page.

My Personal Profile

How long does it take to process an application?
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Summary Personal Education Employment Training Professional Incentives and Awards Reports

Welcome, [redacted] Registry ID 58365

#24283
Change Password
+ Organization Profile
Logout

How do I connect to an existing organization account?

Note: This is for admin users only, not all employees as this will give users admin access to your organization account.

Log into your Registry account.

Click on the drop-down menu under your name in the top right corner.

Click **+Organization Profile**

My Personal Profile

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Summary Personal Education Employment Training Professional Incentives and Awards Reports

Welcome, [redacted] Registry ID 58364
Test certificates

Change Password
+ Organization Profile
Logout

Type in your organization ID.

click **Find Profile**

Organization Profile Lookup

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

Organization ID

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

When your organization pops up, click **Send Request**.

Organization Lookup

We found the following organization:

#24284
[REDACTED]
[REDACTED]
Bozeman, MT 59718

Next Steps

If this is the correct organization, click **Send Request** to send an approval request to the owner of the organization profile.

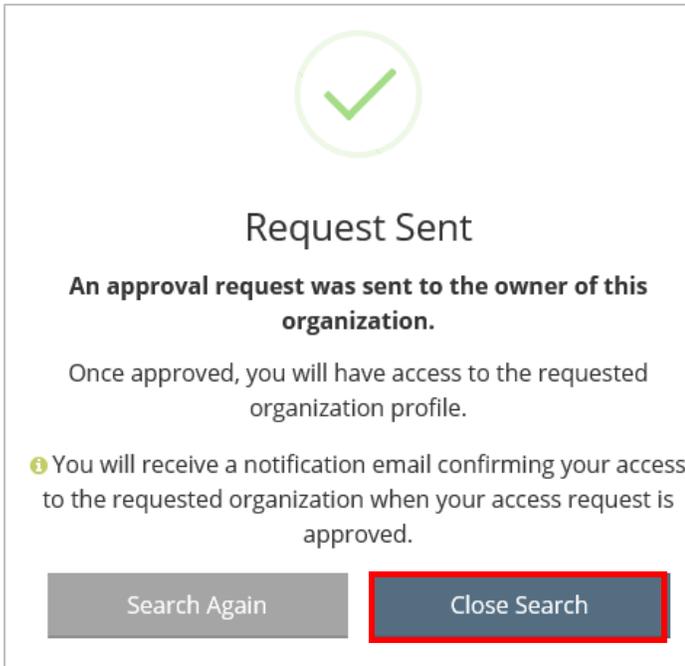
If this is not the correct organization, click **New Search** to re-type your organization ID or set up a new organization profile.

Send Request New Search

The system will confirm your approval request was sent to the owner of the organization.

Once approved by the organization owner, you will receive an email confirming your access to the organization account.

Click **Close Search**





Request Sent

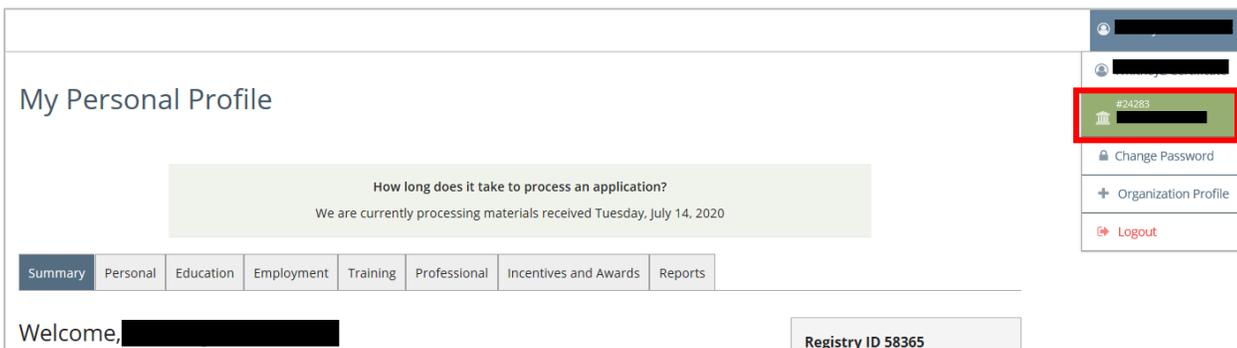
An approval request was sent to the owner of this organization.

Once approved, you will have access to the requested organization profile.

i You will receive a notification email confirming your access to the requested organization when your access request is approved.

[Search Again](#) [Close Search](#)

After approval, the organization will appear in the drop-down menu under your name in your Registry profile.



My Personal Profile

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Welcome, [Redacted]

Registry ID 58365

- Change Password
- Organization Profile**
- Logout

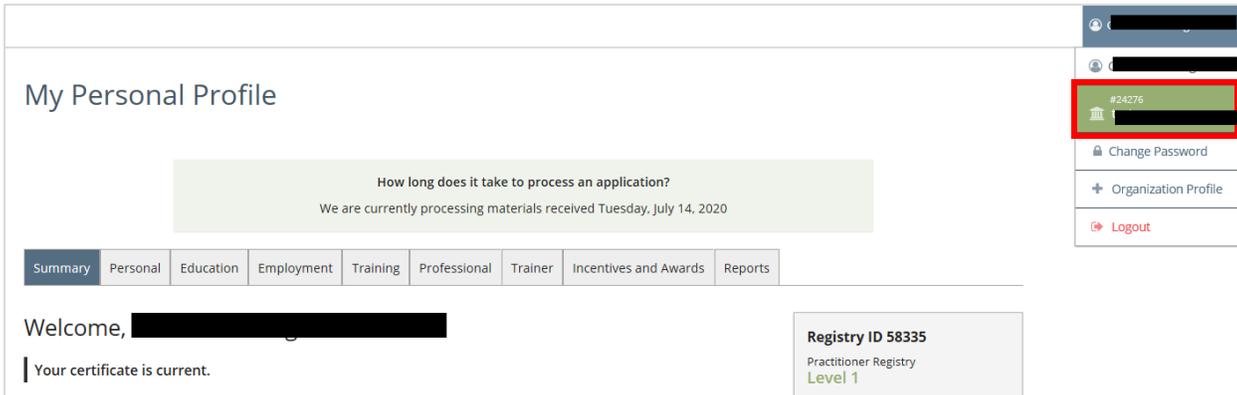
How do I invite employees and enter their employment information through my organization account? Note: This is for admin users only.

The purpose of this function is to invite staff to your organization account and enter their employment so you can verify it. You can also have your staff enter their employment information in their own profiles and then you can verify it as explained below. We strongly encourage you to send the invitation to ensure they are connected to the correct Org Account.

Log into your Registry account.

Click on the drop-down menu under your name in the top right corner.

Click on your organization.



Under the **Employees** tab, click **Manage Invites**.

Organization Profile

#24276
test org

Status Org Details Settings **Employees** Reports

Employees Practitioner Registry Status

Manage Invites

The following list of employees has been gathered by the Early Childhood Project through individual application data entry.

Enter in the name and email address of your employee or new hire. You will also enter all employment information for that employee. If this is a current employee and they are changing their employment (starting a new position, or changing hours worked per week), you should end date their current position and send this invite with the new employment information. Be sure to use a new start date if this is a new position so employment hours are not duplicated. Be sure to select Send Invite at the bottom once all employment information is entered.

+ Invite Staff

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

First Name
Enter First Name Required

Last Name
Enter Last Name Required

Email Address
Enter Email Address Required

Employment Information

Position/Title
Select a Position/Title Required

Start Date
Enter Employment Start Date Required

Hours Per Week
Enter Hours Required

Months Per Year
Enter Months Required

Invite Staff

- Elementary (K through 5th grade)
- Middle (6th through 8th grade)
- Secondary (High School)
- Adults

Compensation

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

Send Invite

Your employee will need to confirm the employment through their email. When they select **X** (Accept), it will take them to the registry log in page, and when they log in and confirm the employment there, it will show up as **Verified** in their account and in your Employee list in your org account. *If they have not created an account yet, they will need to do so before confirming employment.*

****We encourage admin to let their employees know the invitation has been sent and to ask them to confirm their employment as soon as possible. Always check spam or junk email folders if the invitation email does not appear.****

10/31/2025					
68651	Test, Zelda	Early Childhood Assistant Teacher	10/1/2024 - Present	Verified by Program	...

When you are finished inviting staff, click **Close** in the top right corner.

Close

Invite Staff

Showing 1 out of 1

Test Certificates

montanaearlychildhoodproject+certificates@gmail.com / Invitation Sent 12/08/2020

Resend

Showing 1 out of 1

If you prefer, your employees can enter their employment information themselves in the Employment section, and anyone with admin access to your org can verify. Again, this may lead to errors if employees select the wrong program when entering information, so it may be easiest to use the Staff Invite.

After employees enter their own employment, you will see their name and a Pending status next to their name. Click on the blue box on the right in the same row as their name.

68648	Martin, Elliott	Early Childhood Assistant Teacher	10/15/2024 - Present	Level 1	Current-Expires 10/31/2025	Pending	
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Click on Update and you will see their employment information that the employee has entered. You have the option to correct any incorrect information, and then, at the bottom of the page, click on the drop down under Verification Status, then Verified by Program, and then Update at the bottom.

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

Verification Status

Status

-- Make a selection --

-- Make a selection --

Verified by Program

Denied

Update Cancel

A note about wages: we are not allowed to require wages from employees but do encourage it so state agencies can advocate for better wages for childcare providers. Please respect your employees' choice about providing wage information, and ask permission before including that information when inviting staff or verifying their employment.

If you have a PV number and it has not appeared in our system yet from the licensing data transfer, please have your employees enter their employment in their employment section in their profile, and registry staff will verify. The director/owner should create a temporary org and have their employees search for that Org ID when entering employment. After your PV number is transferred to our system, you will be able to submit an org request as outlined above and take over employment verification. Directors are also welcome to wait until the PV number appears and then submit an org request.

Directors can invite themselves to an org and verify their own employment if they are the Profile Owner.

How do I manage my Profile Owner and users?

Log into your Registry account.

Click on the drop-down menu under your name in the top right corner. Click on your organization.

Click on the **Org Details** tab.

click **Manage organization profile users**. (This is available for Profile Owners only.)

#24276
test org

Status	Org Details	Settings	Program Info	Classrooms	STARS	Employees	Reports
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Contact Information

Email Address*

First Name* Last Name*

Phone - - Ext.

From here you can change ownership of the organization profile by clicking **Make Owner**. You can also add a user to give them access to this organization account when they sign in, by clicking the **+** button next to the employee's name. Only current employees are available to add. This will allow that user to have admin functions such as Invite Employees and to view reports, etc.

Organization Profile Users

The following users have access to this organization profile.

Individual - Maddy Test (68636) - Profile Owner

<input type="button" value=""/>	Individual - Zelda Test (68651)	<input type="button" value="Make Owner"/>
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Add User

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

<input type="button" value="+"/> Elliott Martin	Early Childhood Assistant Teacher
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How do I access Reports?

Under the Reports tab in your Org Account, there is a Facility Staff List report that can give basic information about your employees.

Training After: 11/6/2023 Training Before: 11/5/2024

1 of 1 Find | Next

Facility Staff Report



PV#: [REDACTED]	Type: Child Care Center
Program Name: [REDACTED]	Contact: [REDACTED]
[REDACTED]	Phone: [REDACTED]
[REDACTED]	County: Cascade

Current Staff

Click on 'Registry ID' or 'Name' below to view Professional Development Record. Click on 'Membership Status' to view training requirements.

Registry ID	Name	Position	Employment Start Date	Employment Verification	Career Path Level	Membership Status	Expiration Date	Last Submit
[REDACTED]	[REDACTED]	Program Administrator	07/01/2018	Verified by Registry	Level 8 Certification	Current	08/31/2025	08/01/2024
[REDACTED]	[REDACTED]	Early Childhood Teacher	07/01/2022	Verified by Registry	Level 4	Current	02/28/2025	02/01/2024
[REDACTED]	[REDACTED]	Early Childhood Teacher	04/01/2017	Verified by Registry	Level 8 Certification	Current	02/28/2025	02/01/2024

If you click on the employees' name in the second column under current staff, their Professional Development Record will appear. If you click on their Membership status in the 7th column, their training hours report for annual renewal hours will appear.

****Please note there is a date filter at the top that defaults to showing the past year. If you need to see more trainings than that on the PDR, please adjust the date filter accordingly.****

For any questions about setting up an organization account or how to use the account, please contact ECP at ecp@montana.edu.