2018 Getting and Accessing an Organization Account

Step 1: Get an organization account (you must have an Individual Account first)

Log into your individual account and go to the drop-down arrow next to your name in the top right corner of your screen.

Open the drop-down and go to “+ Organization”
If you know your organization ID # you can enter it to go to your profile. If you are creating an Organization account you need to create a profile first by going to 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

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
Fill out the information below, then hit Next:

**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.

**Primary Contact Information for Organization**

First Name* 
Gus

Last Name* 
Luna

Email Address* 
montanaearlychildhoodproject-gus@gmail.com

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**Are you an Early Childhood/School-Age Program?**

Choose “Yes” if you are a state licensed/registered child care program that requires a facility PV number OR if you are a state licensed-exempt program providing direct care and education to children.

- Yes, this organization provides direct care and education to children.
- No, this organization is not state/licensed registered and does not provide direct care and education to children.

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The next screen will have a drop-down box to indicate what type of an Organization you represent. If you are NOT providing direct care for children and purely want to offer training and get Courses and Events approved, click the box next to Training Sponsor Organization. Then click Next.
Fill out the information. Everything that has an * asterisk is required.

**Phone**

406 - 555 - 5555

Fax

- - -

Web Site

- - -

Additional Info

- - -
Organization Address

Organization Name
Gus' Dog House

Physical Address

Address Line 1
12970 Cottonwood Road

Zip
59718

City
Bozeman

State
MT

County
Gallatin

Country
United States

Mailing Address

Address Line 1
12970 Cottonwood Road

Zip
59718

City
Bozeman

State
MT

County
Gallatin

Country
United States
Check which if you would like to receive periodic communications from the Early Childhood Project.

Communication Preferences

The Early Childhood Project sends periodic communications.

- Unsubscribe
  You will continue to receive emails regarding your account.

- Subscribe

Hit “Submit”
You will receive a message from us stating that you will receive an email stating that you have Registered your Organization.

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 you have received the confirmation email you can find your Organization in the drop-down next to your name in your individual account. It will be directly under your name.
Getting Employees linked to your Organization:
Step 1: Employees set up accounts and enter employment

The best way to use this process for Online Registration is for ALL staff to become current on The Practitioner Registry. If staff are on the Registry the following steps are irrelevant, because accurate information is part of their Registry account. (See User Guide for Practitioner Registry at www.mtecp.org)

It is important that this step is done by the individual to ensure correct personal information.

If individual already has an ID and Password and knows it, skip to page 3
If individual has an ID and Password but does not remember it, click on Forgot user id or password? below.

Enter the email used for this account. Then hit Submit.
An email will be sent to the individual to reset their password. A message will appear that tells the individual to check their email. They will then reset their password and return to the log in to enter it and log in.

Log into individual account. Click on the Employment tab.

Add employment information. Click Edit Employment.
Click Add Position.

Employment History

Please add an employment record for every early care and education position you hold or have held in the past. This may include direct care with children and support agency employment. We will verify your experience with the employment verification form. Please upload this form to your application.

- If you held more than one position for the same employer, enter a separate entry for each position. For current employment, you will also need to complete a separate employment form for each program (make sure to divide your total hours between programs).
- Enter an end date for any position which you no longer hold.
- Use the PV# to easily search for programs.

No Employment Entered
Click the Add Item button to update your information

Select Employer Type

Select Employer Type

Select the option that best describes your employer:

Montana Regulated Child Care
This includes licensed child care centers and registered family and group child care homes with a PV#.

Select

Montana Non-Licensed/Registered or Public School
This includes Public Schools, Early Intervention Agencies and out-of-state entities.

Select

Training or Local/State Agency
This includes early care and education support agencies.

Select
Search Montana Regulated Child Care.

Employer Search

Search for: Montana Regulated Child Care

Use your license number to quickly find your employer.

<table>
<thead>
<tr>
<th>Organization ID</th>
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</table>

<table>
<thead>
<tr>
<th>Employer Name</th>
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<table>
<thead>
<tr>
<th>City</th>
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<table>
<thead>
<tr>
<th>PV#</th>
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Click on the name of your program.

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

<table>
<thead>
<tr>
<th>Organization ID</th>
<th>Name</th>
<th>Address</th>
<th>License</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>11198</td>
<td>Discovery Preschool &amp; Childcare Ctr</td>
<td>518 South Ave W, Missoula, MT 59801</td>
<td>PV89404</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Contact us if you still cannot locate your employer.
Confirm that this is the correct program.

**Position Details**

You selected the following program. Confirm the selected program is correct.

**Program Information**

- **PV#**: PV89404
- **Effective**: N/A
- **Name**: Discovery Preschool & Childcare Ctr
- **Address**: 518 South Ave W, Missoula, MT 59801 Missoula County
- **Phone**: (406) 543-0879
- **Email**: Lori.Croghntest@email.com

[Confirm] [Return]
Enter Position Details, upload the Employment Verification form where it says “Add Documentation” and Save.

Position Details

Program Information

PV# PV89404
Effective N/A
Name Discovery Preschool & Childcare Ctr
Address 518 South Ave W, Missoula, MT 59801
Missoula County
Phone (406) 543-0879
Email Lori.Croghntest@email.com

Position Information

Title* -- Make a selection --

Hours Per Week*

Months per year*
NOTE: All employees must do this process for the organization to be able to register individuals for trainings.

Once this process has been completed, view the Organization Registering Staff User Guide for directions on how to register staff online for training.