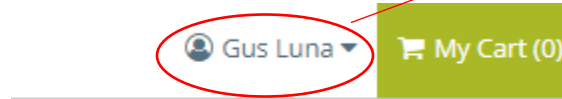


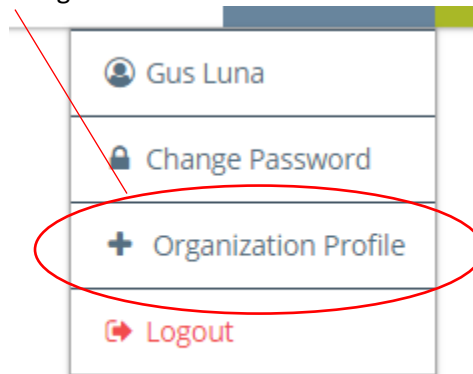
## 2018 Getting and Accessing an Organization Account

### 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"



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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

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

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

Phone

406

555

5555

Ext.

### 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.

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.

### Organization Type

Please indicate your organization's primary purpose.

County Extension

Training Sponsor Organization

Check if your organization is a sponsor of training events. This means that you will be able to apply for course approval and schedule events.

Next »

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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

Line 2

Zip\*:

59718

City\*

Bozeman

State\*

MT

County\*

Gallatin

Country

United States

### Mailing Address

Same as physical address

Address Line 1\*

12970 Cottonwood Road

Line 2

Zip\*:

59718

City\*

Bozeman

State\*

MT

County\*

Gallatin

Country

United States

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Phone\*

-  -

Fax

-  -

Web Site

Additional Info

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

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"

Submit

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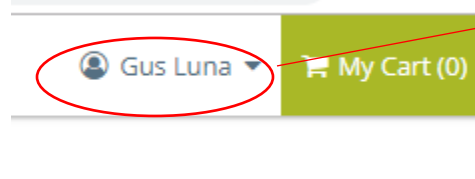
You will receive a message from us stating that you will receive an email stating that you have Registered your Organization.

## 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](http://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.*

montana  
early childhood project  
Powered by INSIGHT

Email Address

Password

Remember me

Login

Forgot Password?

Create Account

Enter the email used for this account. Then hit Submit.

Forgot Password?

Enter the email address for the account you would like to reset the password for.

Email Address

montanaearlychildhoodproject+gus@gmail.com

Submit

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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.

montanaearlychildhoodproject+gus@gmail.com

Password

Remember me

Login

Forgot Password? Create Account

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Log into individual account. Click on the Employment tab.

## My Personal Profile

How long does it take to process an application?  
We are currently processing materials received 09/22/2018

Summary Personal Education Employment Training Professional Reports

Add employment information. Click Edit Employment.

Summary Personal Education Employment Training Professional Reports

## Employment History

No employment records have been added to this Online Application

Edit Employment

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Click Add Position.

## Employment History

Finished Employment

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.

Add Position

**⚠ 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:

Return to Employment List

### 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

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Search Montana Regulated Child Care.

# Employer Search

Search for: Montana Regulated Child Care

Use your license number to quickly find your employer.

Organization ID

Employer Name

City

PV#

Click on the name of your program.

[Start Over](#)

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

Organization ID	Name	Address	License	Effective
<a href="#">21198</a>	<a href="#">Discovery Preschool &amp; Childcare Ctr</a>	518 South Ave W Missoula, MT 59801	PV89404	N/A

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.

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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	<b>Discovery Preschool &amp; Childcare Ctr</b>
Address	518 South Ave W, Missoula, MT 59801 Missoula County
Phone	(406) 543-0879
Email	<a href="mailto:Lori.Croghntest@email.com">Lori.Croghntest@email.com</a>

Confirm

Return

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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	<b>Discovery Preschool &amp; Childcare Ctr</b>
Address	518 South Ave W, Missoula, MT 59801 Missoula County
Phone	(406) 543-0879
Email	<a href="mailto:Lori.Croghntest@email.com">Lori.Croghntest@email.com</a>

---

### Position Information

Title\*

Hours Per Week\*

Months per year\*

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This is my primary employer

Age of Children

Infants (0-12 months)

Middle (6th-8th grade)

Toddlers (13-36 months)

Secondary (High School)

Preschoolers (37 months - Pre-K)

Adults

Elementary (K-5th grade)

Start Date\*

(mm/dd/yyyy)


End Date

(mm/dd/yyyy)


Hourly wage at this position

Date of last wage increase

Status Pending

Employment 

➤ Add Documentation

 No documentation entered.

Save

Cancel

**NOTE:** All employees must to 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.