Early Care & Education
Workforce Registry

Accessing Your Information and Downloading

To access your Education & Training Report, job history, Professional Growth Plan and download your documents, please follow the steps in the pages below. Use the Table of Content on the next page to navigate the sections of this document.

CHILD CARE
ALLIANCE
LOS ANGELES

Table of Contents

1. Login to your Registry Account

Go to **CA ECE Workforce Registry** or https://caregistry.org/index.cfm

1.1 Email/Cell Phone Validation

Did you validate your email and or cell phone number when you created your Registry account?

1.1.1 **Email Validation**: When you create(d) your Registry account you should receive an email with a link to validate your email to ensure your account is secure. This will also occur when you change your email address.

1.1.1.1 Check your email to validate your account. The email will come from **LoginSupport@caregistry.org** with the subject line **Email Validation Request**. The email will look something like this, depending on your email provider and software used.
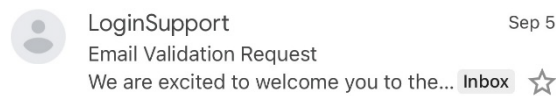
Note: If you run into problems, do not reply to this email, instead contact the Registry Help Desk.

1.1.1.2. The email will contain a link to validate your email, and personal cell phone number, if also selected, see below.

1.1.1.1.1 **Email Troubleshooting**: If you did not receive your email, try the following prior to reaching out for support:

- Check your SPAM/Junk folder
- Is your mailbox full?
- Did you enter the email correctly?
- Did you refresh your email browser to check for new mail?

- Did you use your work email? You may have to contact your IT department for firewalls that may prevent you from receiving generic emails.

1.1.2 **Cell Phone Validation**: Go to your profile to edit your contact information.

    1.1.2.1   Add your personal cell phone number and check the box consenting to receive text messages. Scroll to the bottom to save your changes.

    1.1.2.2   You will receive a message on your phone that will look like the image below or similar depending on your cell phone type and software. Click on the blue link to validation your cell phone number in the Registry.

> To verify your phone number, click on this link: https://caregistry.org/index.cfm?Verify&uPhoneValidator=6385269

    1.1.2.3   After clicking the link to validate your cell phone, the following message will appear on your browser screen.

> SMS sent successfully. Click here is login.

To login to the Registry click on "**here**" or go to www.caregistry.org.

    1.1.2.3.1   Cell Phone Troubleshooting: If you did not receive a text message, try the following prior to reaching out for support:
- Did you check the consent box and save the information?
- Did you enter your personal cell phone number correctly?
- Do you require Wi-Fi to receive messages?
- Do you have a data plan that allows for text messages?

1.2 **Forgot your Password?** Click on the **Click here** below the red **LOG IN** button.

ALREADY HAVE A PROFILE?
LOG IN HERE:

Email or Mobile Number: ⓘ

Email or Mobile Number

e.g., name@example.com or 5551234567

Password:

Password

LOG IN

Forgot password? Click here.

1.1.1. **Username: Email**: Type in the email address you used for your Registry account, you must still have access to your email for this option of obtaining a temporary password. Then click Tab or touch your phone screen outside the box.

    1.1.1.1. **Do you want to retrieve your password by email or phone number**? You will see a partial email and phone number, if applicable, associated with your account. (If you do not recognize either the type of email address or the last 4 digits of your cell phone number, check for errors in your email.)

    1.1.1.2. Select email and click **Send Temporary Password**. You should received an email within a couple of minutes. If you do not receive an email, please check to make sure the email was typed in correctly, and check spam/junk folders. If you are using a company email address, it may have a firewall that prevents these types of emails, check with your work IT staff.

Forgot password?

Please enter your email address or phone number and a temporary password will be sent to you. When you login, you <u>must</u> update your password before you are able to login again.

Username:

Test25@comcast.net

Do you want to retrieve password by email or phone number?

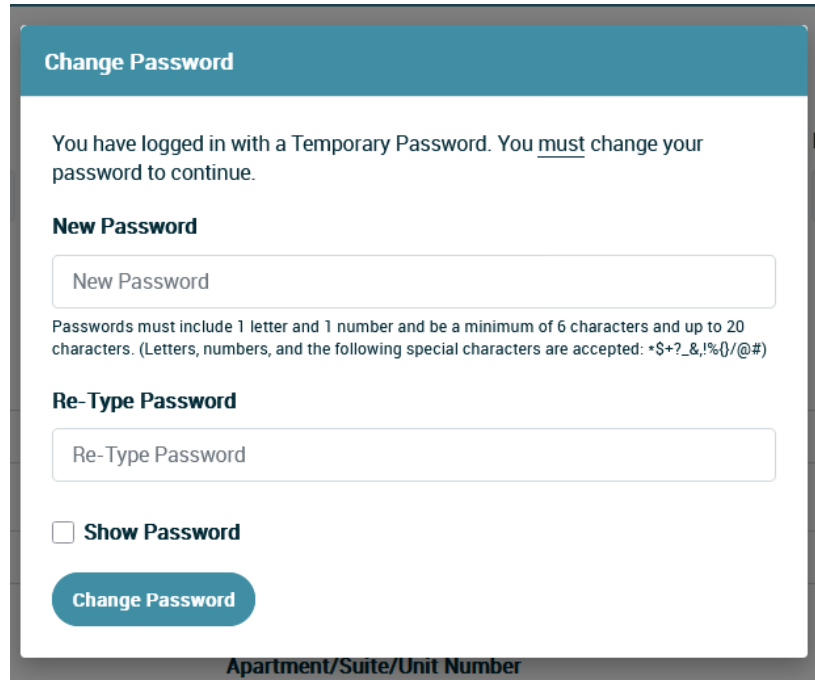◉ X@comcast.net   ○ XXXXXX1234

[Send Temporary Password >>]

    1.1.1.3. A confirmation message will appear in green above the Username notifying where to find the email with the temporary password.

A password reset notification has been sent to XXXX@comcast.net. If you have not received an email within a few minutes, please check your SPAM/Junk folders.

    1.1.1.4. The email will come from **noreply@caregistry.org** with a subject line **CA ECE Registry: Your Temporary Password**. Use the temporary password making sure to utilize upper case, lower case and numbers as they appear in the email. If you press the Send Temporary Password button multiple times, it will give you multiple passwords. You may only use the most recently requested password. <u>For best results, only click the Send Temporary Password one time.</u> The temporary password is only valid for 2 hours to ensure your account remains secure.

noreply@caregistry.org   11:51 AM >
CA ECE Registry: Your Temporary Passw...
Your temporary password is: t7JDNh
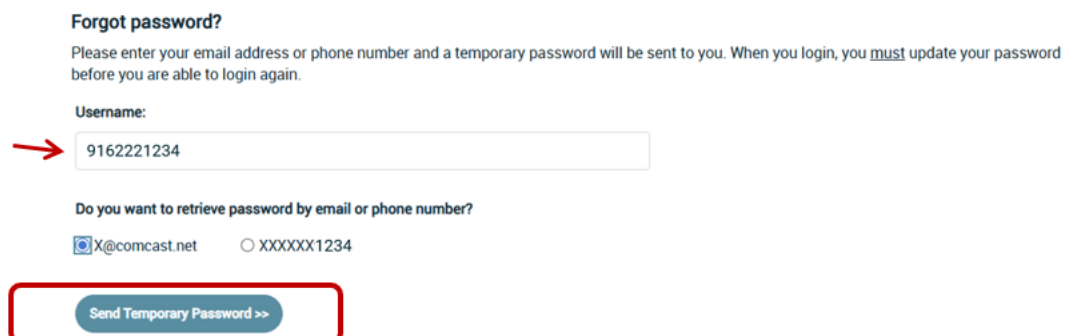Please use this password to log in and ch...

1.1.1.5.   When you login with your temporary password you will need to reset the password in order to access your account in the Registry. Please note that passwords must include 1 letter and 1 number and be between 6 and 20 characters in length and not all symbols are allowable, only *$+?_&,!%{}/@#-

1.1.2. Username: Mobile Number

1.1.2.1.   Type in your cell phone number, numbers only. (You can only select phone number if you have already consented to text messaging and validated the request for your account in your Registry Profile, see the beginning of this document.) Then click Tab or touch your phone screen outside the box.

1.1.2.2.   **Do you want to retrieve your password by email or phone number**? You will see a partial email and phone number, if applicable, associated with your account. (If you do not recognize either the type of email address or the last 4 digits of your cell phone number, check for errors in your email and or phone number.)

1.1.2.3.   Select phone number and click **Send Temporary Password**. You should received a text message within a minute. If you do not receive a text message,

please check to make sure the phone number was typed correctly. If you have not already logged in and consented to receive text messages in your Registry Profile, this cell phone text option will not be available until you complete the process.

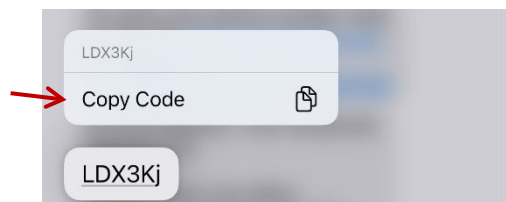A green message will appear confirming a message was sent:

1.1.2.4.   You will receive a message on your phone that will look like the image below or similar depending on your cell phone type and software.

1.1.2.5.   Click on the message to access the temporary password. Press on the underlined password to copy the temporary password.

1.1.2.6.   Click the link to go to the site or login enter your validated email/cell phone number and temporary password.   When you login you will be required to reset your password, see 1.1.1.5.

1.3 **Need to change your password?** (When you are already logged in.)

Option 1:

How to Change Password

Click your "**Profile Name**" in the top right corner of the screen. This opens a drop down.
Choose "**Edit Profile**."
Click "**Edit**."
Scroll down to the **Personal Information** section.
Enter your new password in the **Password** box.
Type the same password again in the **Re-type Password**
Click **Save** to finish.

Option 2:

Click the three horizontal lines in the top left corner of the screen. This opens the main **Menu**.
Choose "**My Tools and Settings**."
Select "**My Profile**."
Click "**Edit**."
Scroll down to the **Personal Information** section.
Enter your new password in the **Password** box.
Type the same password again in the **Re-type Password**
Click **Save** to finish.

Option 3:

Click "**View/Update Personal Profile**."
Click "**Edit**."
Scroll down to the **Personal Information** section.
Enter your new password in the **Password** box.
Type the same password again in the **Re-type Password**
Click **Save** to finish.

2. Education & Training Report

Downloading Education & Training Report

2.1 From Welcome Screen, click **View Education and Training Report (PDF)**

View Education and Training
Report (PDF)
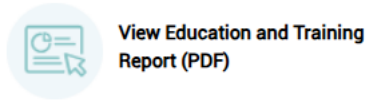
2.2 From Menu – My Tools & Settings, **My Education and Training Report**
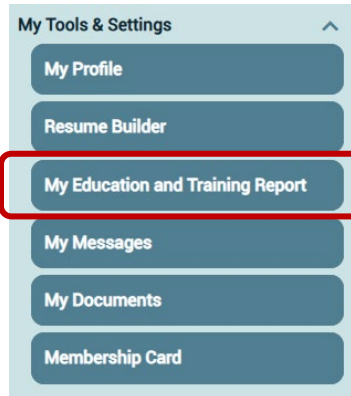
2.3 Click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.
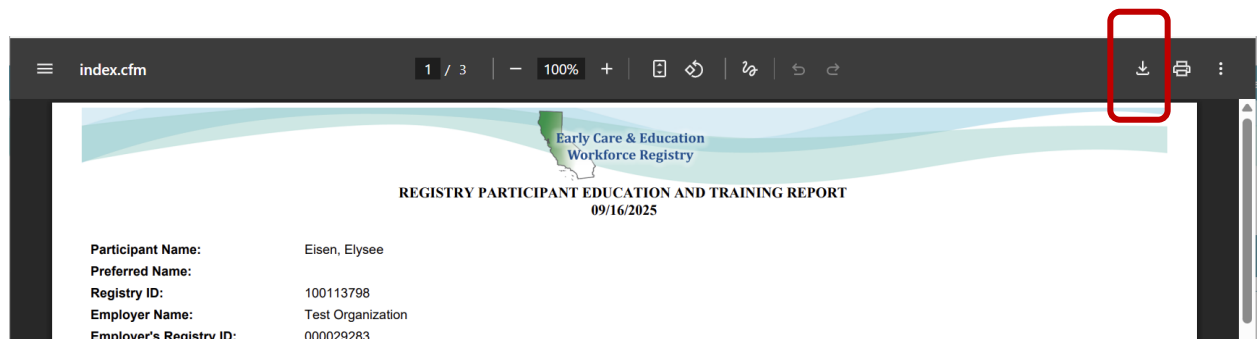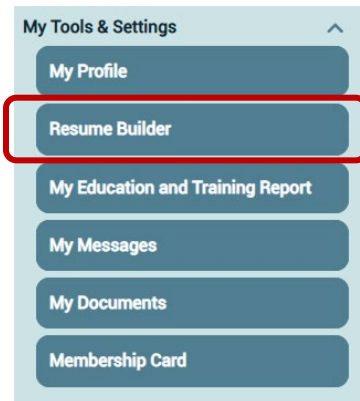
3. Employment History

Downloading Employment History

3.1 From Welcome Screen, click **Resume Builder**
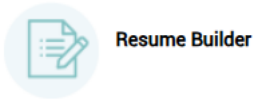
Resume Builder

3.2 From My Tools & Settings, click **Resume Builder**


3.3 You do not need to input all of the information in the blank boxes to download your employment history. You can scroll down to the bottom and click **Save Qualifications & Create Resume**. Once clicked a version will be created in Word (or your default app) and downloaded to your files.
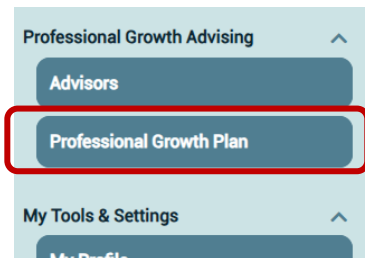
4. Professional Growth Plan

Downloading Professional Growth Plans

4.1 From Welcome Screen, click **My Professional Growth Plans**
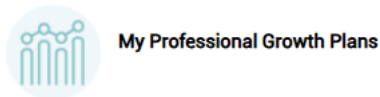
4.2 From Professional Growth Advising, click **Professional Growth Plan**, then **My Professional Growth Plans**

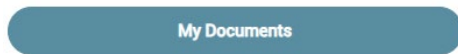4.3 Click **View** under **PGP PDF**

4.4 Click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.
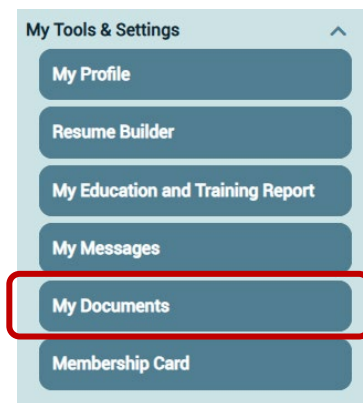
5. My Documents

Downloading Documents

5.1 From Welcome Screen, click **My Documents**

5.2 From My Tools & Settings, click **My Documents**

5.3 Scroll down undeath where you upload documents to view documents uploaded to your **Registry Profile**. For each document, click **View**

5.4 Then click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.